

# West Linton Primary School Parent Council Meeting

## Minutes

Monday 27<sup>th</sup> April 2015

### Present:

**Parent Council:** Tristan Compton (Chair), Louise Fraser (Secretary), Emma Downie (Deputy Chair), Morag Everest, Rachel Hall, Frances Little, Marie Botelho, Emma Wood, Gail Jackson, Neil Robson, Ruth Doherty, Tamsyn Weston, Victoria Harburn, Neil Clunie, Connor Rose, Maggie Shearer, Debbie Moroney

**Staff:** Martin Elliott, Jill Doyle (Headteacher),

**Others:** Donna Manson (Director of Children & Young People's service, SBC), Liz Wharton (Senior Education Officer)

**Apologies:** Sandie Lloyd, Alison Saxon, Lily Stenhouse

### 1. Introductions and Apologies

All were welcomed to the meeting and apologies noted. A special warm welcome was given to our new Head Teacher, Jill Doyle.

### 2. Minutes of Previous Meeting and Matters Arising

The Minutes of the meeting held on Tuesday 10<sup>th</sup> March 2015 were approved as accurate. Updates on actions arising were as follows:

- **Action Point 2: poor lighting outside the school Community Entrance**  
The Council have agreed to carry out a lighting survey to assess whether changes to the lighting are required. The Community Council have agreed to discuss this issue.
- **Action Point 5: money available from the penalty payment due to late completion of new school building**  
A meeting will be held on 8 May with Steven Renwick, project manager for the new school building. T Compton will report back on this at the next Parent Council meeting
- **Action Point 11: year group representatives**  
T Compton has put together a list of which Parent Council members have children in which year groups. This will be put on the website so that parents can be aware of Parent Council members in their children's year group.

All other action points have been completed or were dealt with later in the meeting.

## **ACTIONS**

- 1. T Compton to report back on meeting held with S Renwick to discuss the penalty payment from the late completion of the new school building**
- 2. T Compton to put on school website a list of which Parent Council members have children in which class/year group**

## **3.Treasurers Report**

R Doherty provided the meeting with an update on the Parent Council bank balances, which now stand at £512.56.

## **4. Updates from sub-groups**

### **PTA**

Spring Fair is postponed to 16<sup>th</sup> May.

Parent Council members are asked to vote on a request from the school for Maths Resources totalling £1,022. The School will pay for these and the PTA will then reimburse. Parent Council members are asked to reply to the email from N Clunie with their vote.

Early Years have requested 20 outdoor/wetsuits and some trikes and scooters be purchased. This has still to be approved by the PTA. A proposal for a new climbing structure is still being reviewed as SBC policy re. Health and Safety and space requirements will have to be investigated.

Funds currently stand at about £8,000. This is BEFORE spending on the above mentioned maths resources, Early Years purchases, netball vests and other expenses.

PTA will start to put stickers on all items funded by PTA to say "Item purchased through PTA funds". The school newsletter will now also include mention of any recent items purchased by the PTA. A log of purchases is also to be kept and updated on the school website.

Items purchased by the PTA will also be added to the school inventory.

### **Early Learning (Pre-school)**

M Everest provided the meeting with an update.

The new handbook is currently being worked on and will be ready for the new school year.

Emails have gone out to Early Learning parents requesting pots and wellies for a gardening project. T Compton suggested he could forward this to the wider parent body.

Afternoon sessions only will run next year due to the fall in roll for the next academic year, and the session is expected to run from 12.20 – 3.30.

## **Clubs & Activities**

The Art Club has been run and is finished for this year. It will be run again in the new academic year. The support of several parents with this club and especially Emma Wood who organised it, was noted and appreciated.

Football: the P5-7 girls football has proven popular and will continue. The hope is to start up a boys club soon. There is lots of interest among the pupils for this. D Manson commented that feedback from high school pupils about gender stereotypes in sports provision, showed that West Linton Primary's approach to Girls Football was both exemplary and to be encouraged.

Young Engineers: the club is now registered with Young Engineers Scotland. It is hoped the club will start running from Friday 15<sup>th</sup> May. After the summer holidays, consideration will be given to offering the club to younger year groups.

Junior Choir: two parents have sought agreement to start this as a lunchtime club. The school are supportive of this. Any other parents willing to help should contact T Compton.

## **Community Use**

The constitution for this group is now in place. Once it is up and running, it will be a stand alone group rather than a sub-group of the Parent Council. It is expected that representatives of the groups who use the building most will be involved in the management committee.

## **Library Group**

Lots of feedback and donations have been received. The next stage is to compile a list of what items will need to be purchased. A visit to St Ronans school library is also planned to gather ideas.

## **Resilient School/Snow**

A revised risk assessment has been completed. E Wood will email this to J Doyle. T Compton is keen that the Council are reminded that this is a school/snow group and is not responsible for the wider resilient community activities, which would be a separate issue between the Community Council and Scottish Borders Council.

## **Sports committee**

This new project, which follows the Sports Scotland project is progressing well. The ultimate aim is to achieve a gold award from Sports Scotland. It is hoped a committee will be formed in the next 2 weeks. P7s will be involved in learning how to coach the younger children, and sports committees from other clubs in the village will be invited to participate.

## **ACTIONS**

- 1. E Wood to email J Doyle the revised risk assessment for the Resilient Schools group**

## **5. Head Teacher's report**

The first week has been spent information gathering and getting to know our school community.

Staff photos have mostly been taken and are to be mounted in the foyer before the end of term. The foyer will also be made more welcoming and foyer displays of children's work will be created.

It would be nice to organise photos of the Parent Council sub-groups to advertise what we have done and are doing. T Compton will send J Doyle a copy of the Parent Council Group photo.

J Doyle intends to communicate with parents by regular use of Twitter, a weekly Blog, and a monthly (at least) Newsletter.

The large school trips planned for this term have not been possible to arrange, but any class that has not already had a trip this year, will be encouraged to arrange a trip connected to their class work topics.

## **6. Forward planning – PC priorities for 2015/16**

The School Improvement Plan (SIP) will be discussed at Friday's in-service day. An update on this will be given at the next Parent Council meeting.

A discussion was had as to whether we had any priorities we would like fed into the SIP. The general feeling, however, was that Parent Council would prefer to wait for the school to identify their priorities and then we would work with the school to decide how best to support the school and ask what help they would like from Parent Council.

The Parental Survey will also seek views that can be incorporated into the SIP and plan for next year.

## **7. Whitmuir Farm Project / Eco Projects Update (Martin Elliott)**

Whitmuir have now appointed a project manager (Kate Orchard). The project will be run with Newlands PS and Broughton PS.

More details will be published in the next 2 weeks.

Another eco project - the Eco-Hero Challenge - will commence soon. This will involve an eco-passport being given to each child and will be similar to the Commonwealth Passport scheme.

A presentation will be given to the eco-committee on the Real Bread project.

An Eco Focus Day will be held on 16 June to pull all of the above projects together and the school will then be seeking its 3<sup>rd</sup> Green Flag Award.

## **8. Reporting & Communication of Assessment/Tracking (SBC Director of Children & Young People's Services – Donna Manson)**

A brief presentation was given by Donna Manson on Scottish Borders Council's new approach to assessing and tracking pupils as they progress through their school years. This includes standardised and formative assessments, and comparisons of attainment within groups of similar schools.

SBC are keen to seek parents' feedback on how they would like this information to be reported and what information they would like. Parent Council members are asked to feedback to T Compton on what format they'd prefer for this information. What kind of information are parents looking for? Would they prefer academic/assessment information or more social information? When would they like to receive this information and in what format?

A working group is to be set up to work on this.

### **ACTIONS**

- 1. T Compton to seek Parent Council members' feedback on what information on the assessment/tracking of pupils they would like.**
- 2. T Compton to set up working group to take issue of reporting and communication of assessment/tracking forward**

## **9. Other meetings attended/planned**

### **Education Executive Primary Representative**

Parent Council voted to support T Compton's application for this post

### **Parent Council table at Parents Evening**

It was agreed that Parent Council will attend future Meet the Teacher events. Volunteers for this and for organising a stand for the next Parents Evening were sought.

### **Uniform Suppliers**

Discussions are nearly finalised with 2 suppliers. Following feedback from parents evening, an optional school jacket will be added to the scope of the contract.

Parents at the meeting were keen that the school issue clear guidance on the uniform policy, and so this will now be made part of the order form.

### **Building Project – Late completion: Funds from penalty payments**

A meeting to discuss this with Steven Renwick (Project Manager) will be held on 8<sup>th</sup> May and a report given to Parent Council thereafter.

## **Survey of Parents**

The School Improvement Plan discussion on In-service Day will feed into this.

The survey is still in draft form but T Compton and N Robson will progress this with M Elliott so that it can be issued as soon as possible.

### **ACTIONS**

- 1. T Compton to ask for Parent Council volunteers to attend the Meet the Teacher events.**

## **10. Date of next meeting**

The proposed date of the next meeting (9<sup>th</sup> June) falls within Whipman Week so it was agreed that T Compton would reschedule for the week before.

### **ACTIONS**

- 1. T Compton to schedule the next meeting**

## **SUMMARY OF ACTION POINTS**

- 1. T Compton to report back on meeting held with S Renwick to discuss the penalty payment from the late completion of the new school building**
- 2. T Compton to put on school website a list of which Parent Council members have children in which class/year group**
- 3. E Wood to email J Doyle the revised risk assessment for the Resilient Schools group**
- 4. T Compton to seek Parent Council members' feedback on what information on the assessment/tracking of pupils they would like.**
- 5. T Compton to set up working group to take issue of reporting and communication of assessment/tracking forward**
- 6. T Compton to ask for Parent Council volunteers to attend the Meet the Teacher events.**
- 7. T Compton to schedule the next meeting**