

	West Linton Parent Council
Date:	08/03/2016
Time:	6.30pm
Location:	West Linton Primary School

Attendees	Initials	Attendees	Initials
Chair – Tristan Compton	TC	Deputy Head – Martin Elliott	MEI
Head teacher – Jill Doyle	HT	Ruth Doherty	RD
Deputy chair - Neil Robson	NR	Emma Downie	ED
Secretariat – Louise Fraser	LF	Morag Everest	MEv
Minutes – Tamsyn Weston	TW	Maggie Shearer	MS
Teacher – Louise Russell	LR	Connor Rose	CR
Teacher - Lynn Meah	LM		

Apologies	Initials	Apologies	Initials
Debbie Moroney	DM	PTA Chair – Neil Clunie	NC
Emma Wood	EW	Sandie Lloyd	SL
Louise Macgregor	LM		
Marie Botelho	MB	Gail Jackson	GJ

Invitees (<i>guests invited to present on a particular subject</i>)	Initials	Invitees	Initials
Anne Scott	ASc		

DISCUSSION RECORD

Item	Minute	Action
1.	Introductions and Apologies	
2.	Ratification of previous minutes Minutes and new format approved	
3.	Treasurer's Report PC account £294.53 in account –expenses this month for TC travel to meetings PTA account remains unchanged from previous month - £7547.48	
4.	Head Teachers report	

Item	Minute	Action
	<p>JD summarised a number of activities that had taken place since the last Parent Council meeting, including:</p> <ul style="list-style-type: none"> • Summary of School events and significant achievements since January update. • James Robertson – Scots author – great visit for P1 & 2 pupils linked to Scots Focus • ELCC enrolment week – last PC meeting was at the start of this very successful week – lots of people commenting on new format and nice for current ELCC parents to see their feedback from last year has resulted in changes to this year's procedures. • P7 Burns Supper – a great opportunity to showcase the talents of the P7 year group. Very well attended and the remainder of the school thoroughly enjoyed the dress rehearsal the previous Friday – this inspires the younger children to look forward to the future when they are P7s. • Staff from Walkerburn & Eddleston have met with our upper years staff after earlier visits with early years' staff to discuss floor books, curriculum and planning. • Focus for professional learning this session has been on Outstanding Formative Assessment, the importance of Talk Partners and developing pupils' skills in this area and developing professional knowledge of questioning. • Open Afternoon – Scots Focus – different format well received and reflected in, increase in numbers and written comments. There is a plan for a different format again for the final open afternoon of the session. • PTA Dress Down / Dress Red Day – a good way to raise funds. PTA numbers are low and any event requires significant planning and organisation. Plea for more members to join PTA. • Visit from Campbell Wilson, PHS. Impressive presentation and interesting statistics about senior phase results as well as wide range of curriculum on offer and additional opportunities in sport, music, and the arts. A great High School to be a feeder to! • Edinburgh Uni – MOOC – The day of filming showcased PE, Daily Mile, how teachers incorporate activity within the daily class routines, Ministers for Sport leading sessions for younger pupils, P4/5s leading playground games with younger pupils and running club. A very busy day! • Photographer – Individual and family groups, will return to do P1 and P7 year groups later this year. New dates have been arranged in order that children will be photographed before Christmas as many families like to be able to order photos for relatives – P2 and P7 year groups will continue too! • Head Lice! • West Linton Wasps – success in Dundee then Loughborough and now the Worlds. Visit to SBC HQ gave an opportunity to highlight importance of partnership with parents and possibilities! • NSPCC talk and workshops to P6&7s and plans for talk to P3-5s initially then possibly younger children. All children need to be aware of the charities which can support them throughout their childhood. • Library Launch & World Book Day – A super day and a great tie in with our library launch. Super support from our families and further opportunities to see the new resources, soft furnishing and storage at parents' consultations. 	
4.1	Sports Leadership Project with Ministers for Sport	

Item	Minute	Action
	<ul style="list-style-type: none"> • Aim is to teach children how to coach as a core skill not specifically related to sport. They can use going forward not just for sports activities • Ministers will help support Rio passports next term • Ministers for sport will come along to the next meeting 	
5.	<p>Updates & requests from sub-groups</p> <ul style="list-style-type: none"> • Art Club - Thanks given to Rachel Girdler for helping run the art club • Winter Resilience – Salt has been delivered • PTA <ul style="list-style-type: none"> ○ Spring sponsored bounce – instead of a spring fair due to staff shortages, PTA have organised a sponsored bounce for children to take part in. A letter will be sent out prior Easter holidays with sponsorship forms ○ MS suggested that we should aim at PTA events going forward to ask for volunteers to help with activities • ELC <ul style="list-style-type: none"> ○ Enrolments being reviewed to define what sessions will be made available ○ MEv has offered to come in and help with EL sessions. HT will confirm if required 	160308.10
6.	Miscellaneous items	
6.1	<p>Early Years Centres</p> <p>Presentation given by Anne Scott to the PC</p> <ul style="list-style-type: none"> • Discussion held on the proposition put forward to utilise one of the meeting rooms as an early years centre • All felt that this was a positive proposition that would further help towards making the school an inviting facility and approved the proposal • Next steps – survey will be completed on Friday 11/3/16 to confirm changes required to transition the meeting room to the new use • Update to be provided at next meeting 	160308.1
6.2	<p>SBC Review of School Estate & what it means for West Linton</p> <ul style="list-style-type: none"> • Meeting to be held 15/3 at PHS to discuss the letter sent last week • TC to send link to school capacity info and sending a reminder • HT will send a twitter reminder and reminder on website 	160308.2 160308.3
6.3	<p>Bikeability</p> <ul style="list-style-type: none"> • 6 parents have now completed their online course and training day and are eager to press on with plans to ensure our senior pupils benefit from the Bikeability course before the end of session. Training included level 1 and 2, covering p5 to 7. <ul style="list-style-type: none"> ○ PVG's to be completed for all who will be providing teaching ○ Looking at dates for running courses next term ○ trying to organise loan bikes so kids in outlying areas do not need to bring their bikes to school ○ MEI has templates for sharing with Morag and Maggie ○ need parent volunteers to help with “crowd control” ratio is 1trainer to 15 kids ○ idea to put road markings on playground so kids can practise learning markings and look at road signs 	160308.4

Item	Minute	Action
	<ul style="list-style-type: none"> ○ MS to talk to PTA about funding for purchase of road signs for the playground (can be shared with ELC to teach road safety) 	160308.5
	<ul style="list-style-type: none"> ○ Big pedal runs from 8 to 29 April – scheme is to encourage schools to compete for most journeys to school by bike or scooter – look to promote to parents in newsletter and ask for volunteers for crowd control 	160308.6
	<ul style="list-style-type: none"> ○ MEv, HT and Maggie to organise dates to run courses for kids 	160308.7
6.4	PASS – Pupil Attitudes to Self and Study <ul style="list-style-type: none"> ○ Pam Kennedy is the educational Psychologist who is working with the school to complete the assessment ○ HT showed some reports that show the distribution of scores from the school ○ There will be further detail sent out over the coming weeks ○ Plans will be built for school based on the information gleaned from the assessment ○ HT to provide further update at next meeting 	160308.8
6.5	Queen Elizabeth Medal – <ul style="list-style-type: none"> ○ School received a sample medal from a commercial souvenir company offering a medal to celebrate the Queen’s anniversary ○ Discussion was held to agree whether this was something that should be offered to pupils ○ All agreed that as the medals were not from an official government source, that this was not something to offer to pupils. 	
6.6	SBC proposal to change inset days <ul style="list-style-type: none"> ○ SBC is entering a consultation period to look at the prospects of potentially changing inset days. ○ All are requested to provide feedback to SBC 	160308.9
7.	AOB – school would like feedback on how they feel settling into the new school building felt and ideas on how the process could have been improved	160308.11
8.	Next Meeting	
	The next meeting will take place on Tuesday 8th March at 6.30 (6.15 for tea and coffee)	

ACTIONS FROM THIS MEETING

Numbering in format of date. Xx , yymmdd.xx i.e. 160118.1 then 160118.2

No.	Action	Status	Owner	Date raised	Action Date
160308.1	Early Years Centre - Proposal is to change use of one meeting room to become an early years' centre. HT to provide update on progress at next meeting.	Open	HT	8/3/16	8/3/16
160308.2	SBC Review of School Estate - TC to send link to school capacity info and sending a reminder	Open	TC	8/3/16	8/3/16
160308.3	SBC Review of School Estate - HT will send a twitter reminder and reminder on website	Open	HT	8/3/16	8/3/16
160308.4	Bikeability – MEI has templates he will share with MEv and MS	Open	MEI	8/3/16	8/3/16

160308.5	Bikeability - MS to talk to PTA about funding for purchase of road signs for the playground (can be shared with ELC to teach road safety)	Open	MS	8/3/16	8/3/16
160308.6	Bikeability - Big pedal runs from 8 to 29 April – scheme is to encourage schools to compete for most journeys to school by bike or scooter – look to promote to parents in newsletter and ask for volunteers for crowd control	Open	HT	8/3/16	8/3/16
160308.7	Bikeability - MEv, HT and MS to organise dates to run courses for kids	Open	MEv, HT, MS	8/3/16	8/3/16
160308.8	PASS – HT to provide further update at next meeting	Open	HT	8/3/16	8/3/16
160308.9	SBC proposal to change inset days - All are requested to provide feedback to SBC	Open	ALL	8/3/16	8/3/16
160308.10	ELC - MEv has offered to come in and help with EL sessions. HT will confirm if required	Open	HT	8/3/16	8/3/16
160308.11	Settling into new school building - school would like feedback on how they feel settling into the new school building felt and ideas on how the process could have been improved	Open	All	8/3/16	8/3/16

ACTIONS FROM PREVIOUS MEETING

No.	Action	Status	Owner	Date raised	Action Date
150921.2	SL to provide information to HT on the new Maths system used in her school Update 17/11/15: C/F Update 18/1/16: C/F Update 8/3/16: C/F	Open	SL	21/9/15	
151117.1	Community Use – TC to contact Mark McDavid for an update from the community use group for next meeting Update 18/1/16: TC to ask for confirmation of what happens to resiliency on weekends for community lets, i.e. who clears the snow? Update 8/3/16: Update will be sent to TC for next meeting. Confirmation received that snow clearing will be done by the school	Open	TC	17/11/15	18/1/16 8/3/16
160118.1	Traffic on A702 – Speed survey in progress at present. TC to share response once received Update 8/3/16: no update TC to follow up	Open	TC	18/1/16	18/1/16 8/3/16
160118.2	GIRFEC – TC to raise at Chairs meeting how GIRFEC will be communicated to the wider parent community Update 8/3/16: no update TC to follow up	Open	TC	18/1/16	18/1/16 8/3/16
160118.3	GIRFEC – HT to raise with SBC how GIRFEC will be communicated to the wider parent community and whether leaflets will be made available Update 8/3/16: no update TC to follow up	Open	HT	18/1/16	18/1/16 8/3/16

