

	West Linton Parent Council
Date:	23rd November 2020
Time:	7pm
Location:	MS Teams

Attendees	Initials	Attendees	Initials
Chair – Louise Fraser	LF	Deputy Chair - Emma Downie	ED
Head Teacher - Jenni Curson	HT	Julie Naysmith	JN
Deputy Head – Louise Ferguson	LF (DH)	Fiona Philippi	FP
Paul Duncan	PD	Tristan Compton	TC
Teacher – Lynn Meah	LM	Erin McMeamy	EM
Teacher – Louise Russell	LR	Claire Palmer	CP
Secretary - Scott McGarva	SM	Richard Humphries	RH

Apologies	Initials	Apologies	Initials
Neil Robson	NR	Alistair Nixon	AN
Comms Person - Nicki Keden	NK		

DISCUSSION RECORD

1	<p>Introductions and Apologies</p> <ul style="list-style-type: none"> All welcomed with no apologies noted as above. 	
2	<p>Minutes from previous meeting (28th November 2020) & any matters arising</p> <p>Meeting minutes were accepted as accurate with one change to comments regarding the PTA funding. Minutes have been modified to reflect this change.</p>	

3	<p>Treasurers Update</p> <p>Same as last time. Balance is currently £310.63. However, there is circa £600 to be banked.</p> <p>An update on the total will provided next month once the cheques have cleared.</p>	
4	<p>PTA Update</p> <p>Meeting held to discuss funding opportunities, update as follows:</p> <ul style="list-style-type: none"> • Hoopathon raised total £1,155. £320 from the Hoopathon is to be spent on playground equipment. • Unfortunately, no Christmas cards will be produced this year as a result of Covid 19. • PT about to launch a virtual balloon race, this will fund Tricky Dickie to do a show for the younger children. Older Children to get a virtual pantomime with Peter Duncan formally from Blue Peter. Balloon launch will be the 11th December to run for a week. Balloons will be sold at the West Linton market and online. Adverts for this will be coming out on the 24th November. • Hoping to come up with further fundraising events shortly. 	
5	<p>Outdoor Learning, Playground Maintenance and Gardening Club</p> <p>JC - Met with Corporate landlord about maintenance of the school grounds. Bark has arrived and laid to make the nature trail better. Meeting with Parks and Gardens within SBC and Ministers for Playground and Eco to take place over MS Teams to look at shrub trimming and general playground maintenance / improvement.</p>	
6	<p>Anti-social behavior within school grounds out with school hours</p> <p>LF - Invited an attendee from the West Linton Community Council to attend to discuss antisocial behavior within the school. Hoping that someone can attend the next meeting.</p> <p>LF – advised that Parents have contacted the PC to raise concerns over litter.</p> <p>JC – School staff are having to spend time on a Monday clearing up after anti - social behavior over the weekend. The school want to keep the grounds open to the public but are concerned about this going forward.</p> <p>RH – Could these concerns be raised over social media through the PC Facebook page.</p> <p>PD – Does the school have CCTV?</p> <p>JC – CCTV doesn't pick up all of the playground as it is too dark, they have requested additional lighting but need to be careful with lighting levels so as to be courteous to their neighbors.</p> <p>TC – Could low level lighting CCTV be considered. Could a message be sent out through the Peebles High School Parent Council? It would be good to highlight this issue to the community.</p> <p>LF – How does the School feel about the WLPC posting this on Facebook, sharing photos etc?</p>	

	<p>JC – Feels the problem has got bad enough that this needs to be addressed</p> <p>FP – Has there been any damage to the school property?</p> <p>JC – Yes, sadly there has. The friendship bench was moved and broken. Finding school property in places that they shouldn't be. Some emergency exit light covers have been damaged. All of this is reported to the Police.</p>	
7	<p>Covid Update – what we know about the self-isolation process</p> <p>JC – WLPS has not had any positive Covid cases. If there is a positive case, you will be contacted by test and protect regarding direct contact. Only the direct contact must self-isolate. Secondary contacts don't unless they test positive or display symptoms.</p> <p>Even after a negative test, people would need to self-isolate for 14 days as symptoms can still develop.</p> <p>JC - Noted that even after the 14-day self-isolation there are reports that people can still feel unwell. This could have an impact on class teaching continuity as another teacher may have to cover for absence. If children are self-isolating but not unwell, they will be provided schoolwork at home.</p> <p>ED – If a class member tested positive, would it be the whole class or just those sat next to each other in close proximity.</p> <p>JC – Advised that it was fairly normal for the full class to be sent home across SBC.</p>	
8	<p>Communications sub-committee update</p> <p>Meetings have been ongoing with a view to establishing priorities to getting messages out over Social Media and the website. There will be more regular updates coming out soon.</p> <p>Important information will still come out via email.</p> <p>TC – How would someone from the community communicate something which would traditionally have been passed home as a note in schoolbags.</p> <p>JC – Currently Mrs Walker is advising that “bag drops” can't be done, however this can still be communicated through the website is appropriate. First point of contact would still be Mrs Walker.</p> <p>LF - The PC would determine if content was appropriate to go on the Facebook and Twitter page.</p> <p>JC – Only things that will go out by email are items which directly affect parents or children. There was a feeling there was too many emails being sent which was losing effect. Newsletter will still be issued email.</p> <p>ED - All of this will need to be communicated prior to any changes taking place.</p> <p>LF – Comms strategy will be published to all parents before anything changes.</p>	
9	<p>Head Teacher Report</p> <p>Staffing Update This term we have welcomed a new Additional Needs Assistant to our ELC. Mrs Rowena Robbie joins us on a part time basis and we are very pleased to have her join our staff team. Mrs Alison Saxon, our Depute Head Teacher continues her secondment at the Early Years Team after the Christmas break. The secondment has been extended until</p>	

June 2021 and as such she will re-join the staff team here in August 2021. We are pleased to report that Miss Louise Ferguson is keen to continue her secondment here at West Linton Primary.

Mrs Alex Volpe is enjoying her keep in touch days in school on a Wednesday and we are enjoying having her back in school. Mrs Volpe will return to a part time contract week commencing 1st February 2021 and will work on a Wednesday, Thursday and Friday.

Playground Update

Bark has now been spread in the playground on the Nature Trail. This was largely due to the whole school pupil voice group suggesting that we improved our provision. Further maintenance is planned to continually improve our play area.

Thank you to the PTA for supporting the purchase of playground equipment to be used by pupils in their zones. We ordered playground games and resources to the value of £300 and the pupils will be using these once they arrive and after the usual quarantine time.

Communication and Engagement with Parents

We had very successful Parent Consultations on 4th and 5th November. I thank all of the teaching staff for completing these in a different way than we are used to. I also thank the many parents who I received emails from commending the teachers for their knowledge of the young people and their commitment to our school.

Unfortunately the Open Afternoon cannot go ahead this week since we still cannot have visitors to the school building, however we are very pleased that we have been able to:

- Newsletters shared each month from School and ELC.
- Twitter continues to be updated.
- Website is up to date and continues to be as new information comes from Scottish Government and SBC regarding COVID-19.
- Class information has been sent home.
- Day in the Life videos were shared and again many parents contacted us to send their support of these videos.
- Home Learning on Teams continues to take place so that you can see what we are learning about at school and you can be in partnership with us by supporting this at home.
- The second Curriculum Overview was received by you in your child's PLP on 29th October.
- Your child's PLP was shared with you so that you can see how your child is progressing towards their learning targets.

As well as this, to ensure we continue to get it right and are sharing with you what you need/ are interested in a small communications group has been set up and a strategy has been compiled. Nicky may talk more about this today.

Last year you asked if we could share a 'parent friendly' version of our School Improvement Plan. We are delighted to say that this is now ready and will be sent out with our Newsletter this week.

After that, we would appreciate a focus group of parents to evaluate (virtually) how successful this is. Is it parent friendly enough? Is there further work we could do to make it better next year?

Christmas will look different this year, but we have been asked to prioritise the young people and their experience. As such...

Still to come:

- Christmas Parties for pupils (in class bubbles)

- Virtual Offer for Christmas plays (Nativity and Panto)
- Christmas Lunch across 2 days

Good News Stories

- Miss Ferguson began the Virtual Early Years Network across Tweeddale. This will support a shared approach and understanding of developments at early level across our Peebles High School Cluster.
- Further classes have had day visits to Broomlee to support learning in science, social studies and more.
- We had our first virtual class assembly. Primary 5 shared their learning with the rest of the school and it was sensational. Thank you to them and to Mrs Meah for her hard work on this.
- All classes had a successful Novel study during weeks 19th and 26th October.
- Targeted support and Child's Plans are all in place for those young people with additional needs. We continue to have meetings virtually with parents of pupils this involves.
- Wellbeing questionnaire complete from ELC-P7. On the Inservice day staff planned ways to address how pupils are feeling in the main wellbeing indicators.
- Guest speakers have met with pupils in their classrooms via Teams to support learning. Always happy to hear from further parents who think they could support any of the learning in their child's class/ any other class.
- Two very successful inservice days focused on the Local Authority priority – Whole School Approaches to Nurture followed by training for teachers and support staff on enhancing the curriculum through the use of technology and iPads.
- We have taken part in Book Week Scotland in collaboration with the Scottish Book Trust by:
 - (i) Sending out Read, Write, Count and BookBug Bags to our P1-3 pupils.
 - (ii) All pupils wrote a poetry/ prose piece inspired by the 'Stay at Home' collection.
 - (iii) Creating our West Linton Literary Trail – Supported by a £500 grant, our Ministers for Literature have created a Trail around the village with pupil work, judged by authors and supported by Cranchan Publishing. This has already created a lot of excitement in the village, many pupils walked the trail with their families over the weekend and after school today. We remind everyone when doing this that social distancing guidelines apply. Thank you to Mrs Motley and Joan Haig for co-ordinating this.

TC- Is Mrs Clifford going to be replaced.

JC – This is a vacancy within the staffing and will be filled by existing staffing. All staff are trained in the provision of art and will offer cover.

RH – Any update on the Lollipop person?

JC – Understands that a couple of parents have made contact to take this up as a volunteered post until the vacancy is filled.

LF – To ensure the vacancy is advertised online and will speak to Nicki Keden as part of the Parent Council communications – **ACTION**

FP – Has PE moved indoors? And what is happening to Music?

JC – Signing is now no longer allowed either inside or out. For PE SBC is a tier 2 authority so PE can take place in doors.

	<p>FP – Can outdoor PE continue as children really enjoy it?</p> <p>JC – There is concern over the weather coming into the winter and the risks of adverse weather. However, on nice weather days this could still happen if a risk assessment confirmed it was ok.</p> <p>PD – (raised on behalf of AN) Digital consent forms are possibly not up to date given the move towards MS Teams.</p> <p>JC – Parents who have stated they are not content for children to feature under the remit of the digital consent form have been contacted to check if this is still the case. Consent form relates to images and names being online and MS Teams falls into that category.</p> <p>LF – To raise this at the Parent Council Forum – ACTION</p>	
	<p>AOB</p> <p>TC – High vis vests are a welcome addition, but they are missing from ELCC. Are there any available?</p> <p>JC – No spare vests, however this will be passed to SBC along with comments regarding sizing.</p> <p>TC – What is happening with Bikeability?</p> <p>JC – Currently as no one is allowed within the school this can't happen but there will hopefully be further guidance on this with a view to getting P7 and P6 Bikeability next year.</p> <p>TC – Previously Bikeability was offered on a Saturday.</p> <p>JC – If this was part of the Public Access use of the grounds then that may be possible but if the School was to be involved then it would need to be risk assessed and couldn't happen currently in line with SBC Covid guidance.</p> <p>PD – Was there any feedback on telephone parents' evenings? Could MS Teams be considered?</p> <p>JC – There had been positive feedback both verbally and by email. MS Teams and other forums were tested but it wasn't particularly successful as it relied on broadband provision.</p> <p>ED – Can children bring Christmas cards in for friends.</p> <p>JC – This has been raised with SBC but feels that this is likely to be discouraged. Any items brought into School needs to be quarantined for 72 hours. WLPS have asked that parents do not send anything into the school (including cards or gifts) as this heightens Covid risk.</p> <p>CP – Could gifts be collected and the quarantined as there are a lot of reasons to be grateful and thank teachers for their endeavors this year.</p> <p>JC – This would need to be managed very carefully as there is no expectation and the school wouldn't want that message to be misconstrued.</p> <p>CP – Message could come from the PC not the school.</p> <p>JC – Happy to discuss further but the school cannot accept any increase in Covid risk.</p> <p>LF – Feedback from the Parent Body has been very positive and would like to extend a big thank you to all the Teachers at West Linton Primary School.</p>	

	<p>Next Meeting Dates agreed:</p> <ul style="list-style-type: none">• 18th January 2021• 29th March 2021• 24th May 2021• WLPS PC & PTA AGM 23rd August 2021 at 7-8pm	
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ACTIONS FROM THIS MEETING/ONGOING ACTIONS

OPEN ACTIONS FROM CURRENT / PREVIOUS MEETINGS

No.	Action	Status	Owner	Date raised	Action Date
1	LF to ensure the vacancy for Lollepop Person is advertised online and will speak to Nicki Keden as part of the Parent Council		Louise Fraser	23/11/2020	
2	LF to discuss the possible disparity between the online consent form and its appropriateness. Does it cover just Social media or the new digital forums such as MS Teams which are being used more regularly since the pandemic.		Louise Fraser	23/11/2020	
3	<p><u>SBC School Estates Review</u></p> <p>ME confirmed that feedback and report had been released after the School Estate Review. A summary of the findings was that the High Schools in Hawick and Gala are most in need of funding, full report issued on the SBC Website (Link Below).</p> <p>https://scottishborders.moderngov.co.uk/documents/s24037/Item%20No.%2012%20-%20School%20Estate%20Review%20-%20Secondary%20Schools%20Review%20-%20Galashiels%20Hawick%20Peebles%20Selkirk%20R.pdf</p> <p>Peebles High School is currently ranked as satisfactory.</p> <p>Capacity is currently 86% but will reach high 90's% in 4 to 5 years.</p> <p>A progress report will be submitted in October 2018, the focus of this will be for Peebles High School to focus on Accessibility.</p> <p>The report does recognise the disconnect with PHS Parent Council and acknowledges need to build bridges. Donna Manson to issue a letter to all parents within catchment area.</p>		Louise Fraser		
4	<p>The PC were asked to approve the spend prior to this going to the wider parent body. There was general acceptance of the idea so long as the School can provide confirmation that the equipment is covered by both Public Liability insurance and would be insured against any malicious damage.</p> <p>JC to confirm with SBC</p>		Jenni Curson	30-09-19	

5	<p>It was discussed and agreed that a PC representative should be identified for each school year such that the PC has a parent representative for each year group.</p> <p>LF to prepare an email identifying each member of the PC and to circulate it for approval prior to sending to the wider school body.</p>		Louise Fraser	30-09-19	
6	<p><u>Comms Meeting</u> Nicki Keyden has taken over as Comms Manager for the PC</p> <p>Action to set up a meeting to discuss a communication plan with JC and LF</p>		Louise Fraser	28-09-20	
7	<p><u>Blended Learning Days</u> Has been advised that HTs are not permitted to change this locally.</p> <p>Action – LF to raise at the PC chairs meeting.</p>		Louise Fraser	28-09-20	
8	<p><u>Gardening Club</u> Action LF to pick up in the background with Alistair Nixon who unfortunately dropped off the call.</p>		Louise Fraser	28-09-20	
9	<p><u>PC Photo</u> PC members to submit a photo to JC</p>		ALL	28-09-20	

CLOSED ACTIONS (please ensure resolution of actions recorded here)

No.	Action	Status	Owner	Date raised	Action Date
1	<p>Consideration was also being given to including a photo of each PC member of the school website and the Facebook page.</p> <p>There is potential to upload the minutes of the PC meeting to the Facebook page once agreed. SM to speak to Karen Milne to confirm if this is possible.</p> <p>This is possible. KM also keen to permit the PC to have access to the page to post about what we are doing.</p>	Closed	Scott McGarva	30-09-19	
2	<p>Facebook / Twitter and Email were considered to be the most appropriate methods of communication with a suggestion that bite sized notifications were generally more useful to parents. This would be on top of the school newsletter which contains the yearly calendar.</p> <p>The P1 representatives suggested that the communication levels were good, however it would be useful to include some details on the language used. i.e. a 'help sheet' detailing what each vent entails.</p> <p>JC to produce a short note on each event to append to the next school news letter to help parents understand what each event entails.</p>	Closed	Jenni Curson	30-09-19	
3	<p>The PC have asked for more detail on the traffic of the Facebook, Twitter and Website to try and find out which are the most used mediums.</p> <p>TC to investigate adding a counter to the website</p>	Closed	Tristan Compton	30-09-19	

4	TC asked if there could be negotiation over the options offered by Tempest prior to placing an order. JC to investigate.	Closed	Jenni Curson	25-11-19	
5	The PC asked if the PTA cover the costs for these hardware maintenance - AK to confirm	Closed	Andy Kerr	25-11-19	