

	West Linton Parent Council
Date:	28th September 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	Alistair Nixon	AN
Teacher – Louise Russell	LR	Erin McMeamy	EM
Secretary - Scott McGarva	SM	Claire Palmer	CP
Richard Humphries	RH	Comms Person - Nicki Keden	NK

Apologies	Initials	Apologies	Initials
Neil Robson	NR		

DISCUSSION RECORD

1	Introductions and Apologies <ul style="list-style-type: none"> All welcomed with no apologies noted as above. 	
2	Minutes from previous meeting (27th January 2019) & any matters arising Meeting minutes were accepted as accurate.	

3	<p>Treasurers Update</p> <p>Same as last time. Balance is currently £310.63.</p> <p>Awaiting a reissue of a cheque from SBC £300 due in from successful grant funding</p> <p>Need to re-apply for funding from SBC in the next couple of weeks</p>	
4	<p>PC Priorities for the year ahead</p> <p>Support the school with the following:</p> <ol style="list-style-type: none"> 1. Lunch time activities 2. Use of outdoor space as best as possible 3. Encourage Outdoor learning 4. PC / PTA to support by volunteering 5. Improve upon Communication <p>The above priorities were tabled and the following discussion was had with a view to trying to provide a degree of normality to the children during covid 19:</p> <p>JC – Pupil Voice virtual assembly to have a say in what can be offered. This is included within the HT report. JC discussed with PTA regarding fund for quick wins such as a box of games which could be easily cleaned between games. Examples included hockey box / football box / crazy golf box / frisbee / large dice for snakes and ladders. JC to discuss with the PTA to agree funding. Children also asked for the nature trail to be improved back to how it used to be. Children also wanted boxes of indoor games such as board games / connect 4 etc</p> <p>TC – Asked does SBC have any available funds?</p> <p>JC - There is an outdoor classroom fund, which WLPS are considering going for.</p> <p>CP – Other charities do have pots of money available for this sort of thing.</p> <p>ED - CP to provide a list of charities to ED as the PTA Chair.</p> <p>JC – advised that the current problem with afterschool clubs is that currently Children not currently allowed to mix in doors making clubs difficult and Parents limited access to the class rooms. JC noted that the Young Engineering Club was an afterschool club where the volunteers are no longer parents at the school, so can't continue,</p> <p>JC – Advised that the School is allowed to accept donations of games, but they have to go through a 72hour quarantine process and then need a cleaning regime after that but it is possible.</p> <p>JC - Mrs Wallace is going to start outdoor taster sessions for Netball.</p> <p>LF - School submitted a bid for money for a Polytunnel and have received a positive</p> <p>FP –Masterclasses were a success and asked could parents offer an online (MS Teams) masterclass which could be linked to outdoor learning or just provide something different for the pupils. Children could use their iPads as part of this. This is being considered.</p> <p>LF – Advised that Nicki Keyden has taken over as Comms Manager for the PC – Action to set up a meeting to discuss a communication plan with JC and LF</p>	
5	<p>Discussion of Council's Plan B communication</p> <p>Email from the council regarding Plan B. This is a Council wide policy driven forward by Scottish Government policy.</p>	

CP – Asked for clarification, her understanding we that P1 are in 4 days and P4 – P7 would be offered blended learning including use of their iPads. However, it was unclear what is the plan for P2 and P3 and feels that the iPads may offer a more structured learning based on the email sent out.

JC – This would be a different model to the original lockdown model, 2 days of direct teaching in school will lead to 2 ½ days of practice and repetition at home of the exercises given. Teachers would plan for a full week of Teaching but only do the contact teaching on the 2 days with pupils being set tasks for the remainder of week. iPads are just a different medium to learn from the remainder of the school.

JC – Whole school will use MS Teams, which worked well during lockdown. Feedback from the parent body was that posting publicly wasn't as well received but there are other mechanisms to submit school work to the Teacher. Assignments – is a app that allows children to submit work to teachers and is being considered.

TC – Do pupils have access to their Teachers on the days they are at home?

JC – Class Teacher would be teaching over 4 days with non-class contact time to be provided on a Friday. There are proposals for a whole class meet each week. But no limited opportunity for contact on the days that children are out of class due to Teachers teaching the other half of the Class.

JC - Keen to stress that she would be very surprised if Plan B was required.

PD – What is to stop schools broadcasting the lesson over MS Teams?

JC – SBC not considering this option. Would be very hard to implement due to logistics over timings etc but asked if this had been raised at the PC chair meeting?

JF – This hasn't been discussed at the PC chair meeting.

JC – Said this could work if Primary School teaching was lecture then tutorial based, but it isn't as teaching is more collaborative, learning soft school and not just direct teaching.

CP – added that it would be hard to achieve, as it would be difficult to get kids to adapt to this type of Teaching. It may work for University Students but would be harder for Primary and Secondary pupils.

JC – Would also be difficult for families with more than one child and only one available device.

FP – Felt that there was too much choice over the lockdown homework, the list wasn't as defined as it could have been. It would be better if there was set number of critical tasks.

JC – acknowledged that there had been feedback from several parents advising this. However, wanted to ensure there was enough work and variety of work for all children. Under the blended learning model there would be a more structured focus on learning than the task map based on work being given out on the two days contact time.

ED – In Plan B guidance, SBC would work as hard as possible to try and have multiple children on the same days, in some instances this hasn't happened.

JC – Has been advised that HTs are not permitted to change this locally. **Action** – LF to raise at the PC chairs meeting. Given that children have to travel by bus, PHS had to create plan of their own, which WLPS couldn't feed into,

<p>6</p>	<p>PTA update</p> <p>ED has met with Andy Kerr to discuss handover of the PTA.</p> <p>Clean and Pristine have approached the PTA and are keen to support, they are offering to fund the tools for the poly tunnel and host a car wash where they would donate some of the profit to the PTA. They are also willing to offer discounts to PTA / PC / Staff.</p> <p>Meeting to take place next week and following that the PTA will be in a position to submit an action plan for fund raising and agree where to allocate funds.</p>	
<p>7</p>	<p>Gardening Club - Update</p> <p>LF – Poly tunnel is the main proposal should the school be able to get funding from SBC. Planning to get started asap, inc planting bulbs over winter once funding is confirmed.</p> <p>LF suggested that part of this would be to speak to the Eco committee to discuss possibility of planting to encourage wild life (butterflies / insects etc) within the school.</p> <p>Action LF to pick up in the background with Alistair Nixon who unfortunately dropped off the call.</p>	
<p>8</p>	<p>Head Teachers Report</p> <p>Staffing Update</p> <p>We were incredibly saddened to hear of the passing of Mrs Thomas who was a member of our school team for many years and for even longer whilst on the supply list. There will be a small funeral, as per COVID-19 restrictions on Thursday. As a school we will be donating to Marie Curie in Mrs Thomas' name since the family have asked for no flowers at this time. If anyone would like to contribute with the school then Mrs Walker is collecting money at the school office.</p> <p>Mrs Clifford, our wonderful art teacher will be leaving us after the October holidays. She had intended on staying until June, but given family circumstances she has decided that it is a more sensible decision to leave us a little early. Whilst we are sad about this, we completely understand her reasons and wish her lots of luck. She has committed to staying on the supply list, so we can't wait to see her back for a few supply days once things settle in the world.</p> <p>We are delighted to share that Mrs Smith has had another Baby boy. Baby number two was born on 1st September weighting 8lb 8.5 oz. Mum and baby are well.</p> <p>We are delighted to share that Mr Neil McCarroll and Mrs Maria Harper join us to fill our Additional Needs Assistant Vacancies. Both Mr McCarroll and Mrs Harper have been working with us on supply, but were successful at interview in August. I know you will be delighted to welcome both to our school for the duration of the year. They will be working with pupils in different classes throughout the week and they are delighted to now be contracted with us.</p> <p>Unfortunately the successful candidate for our Crossing Patrol on A702 has withdrawn their application. As such, we continue to look for someone to fill Glynis' shoes and support our young people's safety. If you are interested in this role, then please contact the school office.</p> <p>We are sad to share that Isabella, one of our school cooks will be leaving us after the October break, but we are joined by Katie who has been working in our kitchen now for a few weeks and is getting to know all of our young people. We welcome her to our school.</p>	

A Day in the Life - Videos

We are delighted to let you know that from October 5th there will be 'Day in the Life' videos posted on your child's Microsoft Teams Class page. We recognise that many of you were disappointed that we were unable to go ahead with our usual Meet the Teacher event, and in response to this, we are keen to share with you our classes and some of the things that go on in there, led by the pupils and teachers.

Playground Update

We conducted a Virtual Pupil Voice Assembly regarding playground equipment. PTA funds have been earmarked for buying some boxes with playground activities in them. The details of the assembly will be sent to the new Chair of the PTA Emma Downie to discuss what is possible. Many traditional games included as well as boxes of game sets e.g. everything you need for a game of football/ hockey etc.

Trips to Broomlee

During our school development last year, we worked with Broomlee Outdoor Education Centre to identify opportunities in our strategic plan which would support and enhance our Curriculum with Outdoor Education.

We are delighted to be offering five of our classes a day trip to Broomlee this term and other opportunities as the year proceeds for the remaining classes.

This term our Primary 2, Primary 5, Primary 6, Primary 6/7 and Primary 7 classes will enjoy a day trip to Broomlee to support and enhance learning in Living Things and Biodiversity.

Good News Stories

- All classes have taken part in a sponsored Hoop-A-Thon to raise money for PTA funds.
- All P6 and P7 pupils are using their ipads in class and at home to support their learning. P5 and P4 ipads are scheduled to arrive before Christmas.
- School Support for Learning and Individual Education Meetings continue to take place virtually
- Virtual whole school assemblies have taken place on the subject of Inclusion, National Dot Day, Pupil Voice and Growth Mindset. We have also revisited some of our Building resilience toolkit, especially Keeping Connected, whilst it is difficult to do this.
- Mrs Wallace will begin taster sessions (per class) for netball in the new term. These will take place at lunchtimes.
- All Primary 7 pupils have now identified Ministers for groups. There will be four this year; Ministers for Literature, Ministers for Competition and Houses, Ministers for Gardening and Nature, Ministers for Sport.
- Blended Learning Plans were shared with all parents ahead of the Scottish Government deadline. Although we hope it does not come to this!
- Meet the teacher information was sent along with all classes Curriculum Overviews (ensuring that whilst you were not able to come into the school we were able to share with you what your child is learning this term.)

	<ul style="list-style-type: none"> • After a slower start this year, our hot lunches are becoming more popular. • All classes now have a Pupil Voice and an Eco rep. This year Miss Skinner is leading the Pupil Voice group and Mrs Motley leads the Eco group. Both are leading these groups virtually and have embraced the technology. • As always we are committed to professional development at WLPS and as such our staff are always engaged in professional learning. This year Miss Skinner is completing Masters Level Learning as is Miss Ferguson. We would like to again congratulate Mrs Lister in our ELC who 'graduated' during the summer. 	
9	<p>Parent Council Photo</p> <p>PC members to submit a photo to JC – Action for all member</p> <p>JC – photos will be displayed in the newsletter and could be added to the PC page on the website. Members to advise if they are comfortable with going on the website when they email.</p>	
	<p>AOB</p> <p>ED – What is the current Parents evening proposals due to Covid.</p> <p>JC – Potential for this to be a virtual meeting over MS Teams or through the booking platform. Pilot scheme being tried out in Gala and Tweedale and if successful will be rolled out</p> <p>ED – Has consideration been made to transitioning children for next year.</p> <p>JC – yes, a meeting has happened and there is already an action plan for next year</p>	
	<p>Next Meeting Dates agreed:</p> <ul style="list-style-type: none"> • 23rd November 2020 • 18th January 2021 • 29th March 2021 • 24th May 2021 • WLPS PC & PTA AGM 23rd August 2021 at 7-8pm 	

ACTIONS FROM THIS MEETING/ONGOING ACTIONS

OPEN ACTIONS FROM CURRENT / PREVIOUS MEETINGS

No.	Action	Status	Owner	Date raised	Action Date
1	<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%20Se%20kirk%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		
2	<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	
3	<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	

4	<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	
5	<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	
6	<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	
7	<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	