

Fin	West Linton Parent Council
Date:	8th February 2021
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
Sam Gough	SG	Gemma Douglas	GD
Morag Everest	ME		

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 (18th January 2021) & any matters arising</p> <p>Meeting minutes were accepted as accurate.</p>	

3	<p>Treasurers Update</p> <p>Balance is currently £910.63.</p>	
4	<p>Introduction to the National Parent Forum for Scotland (NPFS)</p> <p>Gemma Douglas introduced herself as the SBC representative for the NPFS and Chair of the Kelso High School.</p> <p>The NPFS is made up of Parent Council members from all 32 local authorities although there are a few areas who are currently not providing a representative. The chair of the group is Margert Wilson, there are 4 vice chairs of which Gemma is one and then a wider body of representatives.</p> <p>The NPFS is a Partnership between parents and cares and local and national government and offers full and equally representation.</p> <p>One of the current key rolls is for Margaret Wilson who meets on a weekly basis with the Scottish Emergency Recovery Group who are currently working hard supporting and planning the Covid response.</p> <p>More information and the Website can be found - https://www.npfs.org.uk/</p> <p>The NPFS is there to supports parents and provides ways to get involve and includes focus groups, online surveys, conferences etc.</p> <p>The key role of the NPFS is to ensure that all parents have a voice and can ensure their voice is heard at Local and National Government level.</p> <p>If anyone wants to contact the NPFS they can reach them online via @parentforumscot and @NPFSBorders</p>	
5	<p>Head Teacher Update</p> <p>Staffing Update</p> <p>Mrs Lesley Laydon begins with us this week to support the Primary 4 class. This appointment was made to cover Mrs Butler's period from 28 weeks gestation until the end of the school year. We welcome Lesley to our staff.</p> <p>FAQs</p> <p>Our First FAQ document was sent after our Parent Council Meeting three weeks ago. Since then we have had very little contact from parents with questions/ concerns. The area requiring some clarification is:</p> <ul style="list-style-type: none"> - The Purpose and Set-up of the Hub <p>Hubs</p> <p><u>Purpose of Childcare Hub</u></p> <p>The Hub is to provide supervision and childcare for the children of keyworkers and those invited pupils who must meet a very strict criteria in order to attend. At the Hub the children complete the learning set by the children's teachers. The adults there have a supervisory role.</p> <p>We appreciate how challenging things are, both for those working from home with their children and those parents who are key workers who are involved in the fight against COVID-19.</p> <p>However, the Hub is only available to a small number of children in order that we</p>	

continue to follow the Public Health advice and only have those in the school building who need this critical service.

Home Learning Provision & Quantitative Data

Since the last meeting and our changes to live interactions, there has been a reduction in questions related to our mixed delivery model. There have still been one or two emails requesting more live interactions, but these have been countered by some asking for less.

To ensure that we are asking the right question of all families and accessing the most useful and quantitative data, a questionnaire will be sent to all parents this week asking for their thoughts on the Home Learning provision. The deadline for submissions will be 19th February, but we will begin to look at trend in the data during the Inservice day on 12th.

We hope that you will give this questionnaire your time and thank you in advance.

Assignments –

On Friday an email was sent to all parents regarding the use of assignments on Teams – This change has been due to a small number of parents contacting us to ask whether there is a more confidential way to submit work.

As a result, there will be one literacy and one numeracy assignment set per week by the Class Teachers – The idea is that the class teachers will look at all submitted work in a week, however will give comments and feedback to the pupils on the assignment channel. The assignment will be a culmination of the intended learning across the week and will constitute an assessed piece, which will be used, as is already the case, to plan for next steps in teaching, learning and assessment.

The children will then receive feedback on the intended learning which may span more than one task.

Home Learning Provision

PD – Asked for clarification on the best way to submit coursework. Is it ok to send via email or share learning.

JC – Learning can be shared via all mediums but would prefer that the assignments section is used.

PD - Gave acknowledgment that the suggested learning has been brilliant. This was reiterated by a number of other parents.

ME – Thinks there should be clear concise guidance on what method of submission should be used. This could be more prescriptive.

JC – accepted this and advised that there are set tasks which should be handed in and will strive to use clearer language so the parents and pupils understand where to upload work.

TC – agreed and asked that the school encourages pupils to undertake the suggested learning / extension tasks not just the core task map. Has there been any feedback on the IT queries relating to Youtube and printing from iPads

LF- Printing from iPads is a working progress, not yet enabled but has been agreed to. Similar with Youtube. It's agreed in principal but there needs to be appropriate filters and age-related control prior to being enabled.

Possible return to school

The First Minister last week detailed a possible return to the school building for ELC-P3 pupils. This return will be fully decided in line with infection rates wk c 15th February. Since that week includes a three day holiday for SBC and in Tweeddale, we are using the interim period to plan for that return to school, so that should the infection rate be low enough, we are prepared.

This year we have a Primary 3/ 4 class and there have been some questions around what this may look like. The scientific evidence and Public Health information that has informed the first minister's decision has no flexibility and therefore the Primary 3 pupils from 3/ 4 will return to the school building, the P4s from the P3/ 4 will continue learning at home. We would like to reassure all parents that the Home Learning provision will continue to have new learning planned, implemented and evaluated by teaching staff and hope that this will reassure you all that the provision will continue to be high quality for all learners, whether they are attending school or learning at home.

Primary 4-7 Hub - A Hub will continue to run for those children of key workers and invited pupils, so it is very important that if you fall into the criteria for a Hub place that you continue to book these places through the school office. We appreciate that our Hub numbers may increase, since educators with children at WL will be returning to their school building. If this is the case, please do get in touch so that we can plan staffing for the Hub with accurate numbers. Childcare is only available where both parents are key workers.

Primary 4-7 Home Learning, will continue as we have planned so far, however will also be informed by the questionnaire being sent out this week. As such is really is crucial that we have as many responses as possible.

Thank you for your continued support of our school.

LF – Will P4 – P7 hub and invited children to be kept separate from ELC to P3.

JC – This has been looked at in detail and all classes will be in classroom bubbles and then the hub children will be in a bubble

CP – If families are shielding through this year groups, is there provision for home learning.

JC – Yes there will be a provision to ensure they had an equitable provision.

ME – How long into the future are the school planning home learning provision.

JC – The school is planning as normal in terms of term time learning and then addressing this as either home learning or in class learning. There are no definite timescales for a return to classroom learning. Hopefully by engaging with the parent body through the upcoming survey the school can roll out learning that will be continuous regardless of where the learning takes place.

TC – Asked if the survey has been tested amongst a small group of parents to check appropriateness and get meaningful data.

JC – This hadn't been considered but is a good idea. And would be happy for it to be tested tomorrow by the PC before issued to the wider body.

LF (DH) – Survey not fully complete but wants it to be very clear and concise. No ambiguity. Happy to meet with the PC representatives tomorrow on a Teams meeting to finalise questions.

TC – Has any guidance been provided from the Scottish Govt in regard to continual assessment.

JC – Most assessment is continuous formative assessment but there are some summative assessments. The teachers are assessing children as they progress. There may be some assignments to further supplement tracking learning and feed into attainment levels. Standardised assessments are a very small part of learning, the majority is through the children's schoolwork and classroom submissions.

ME – Sought clarification on Mrs Curson's statement on "children's own work"

	<p>JC – Clarified that this wasn't a suggestion of inappropriate behavior. Just that work should be completed independently. The school also understands the pressure of the situation and are aware of the ability of each child and their attainment profile prior to home learning.</p> <p>ED – Would parents be notified if children haven't been handing in work.</p> <p>JC – Yes, the school would contact parents if there were any concerns.</p>	
	<p>AOB</p>	
	<p>Next Meeting Dates agreed:</p> <ul style="list-style-type: none"> • 1st March 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	<u>PC Photo</u> PC members to submit a photo to JC		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	Closed
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	Closed
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	Closed

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	Closed
5	The PC asked if the PTA cover the costs for these hardware maintenance - AK to confirm	Closed	Andy Kerr	25-11-19	Closed
6	LF to ensure the vacancy for Lolliepop Person is advertised online and will speak to Nicki Keden as part of the Parent Council		Louise Fraser	23/11/2020	Closed
7	LF to discuss the possible disparity between the online consent form and it's appropriateness. Does it cover just Social media or the new		Louise Fraser	23/11/2020	Closed
8	<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		Closed
9	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		Jenni Curson	30-09-19	Closed

10	It was discussed and agreed that a PC representative should be identified for each school year such that the PC		Louise Fraser	30-09-19	Closed
11	<u>Comms Meeting</u> 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		Louise Fraser	28-09-20	Closed
12	<u>Blended Learning Days</u> Has been advised that HTs are not permitted to change this locally. Action – LF to raise at the PC chairs meeting.		Louise Fraser	28-09-20	Closed
13	<u>Gardening Club</u> Action LF to pick up in the background with Alistair Nixon who unfortunately dropped off the call.		Louise Fraser	28-09-20	Closed