

<b>MINUTES</b>	<b>West Linton Parent Council</b>
<b>Date:</b>	<b>22nd April 2024</b>
<b>Time:</b>	<b>6.00pm</b>
<b>Location:</b>	<b>West Linton Primary School &amp; Teams</b>

<b>Attendees</b>	<b>Initials</b>	<b>Attendees</b>	<b>Initials</b>
Chair – Lynsey Pollock	LP	Deputy Chair – Louise Fraser	LF
Head Teacher - Jenni Curson	JC	Julie Naysmith	JN
Louise Russell	LR	Lynne Meah	LM
Marta Hirsch	MH	Hazel Ferguson	HF
Hazel Whitefield	HW	Claire Palmer	CP
Louise McDonald	LM	Linsey Neill	LN
Neil Murray	NM	Beth Hedley	BH

<b>Apologies</b>	<b>Initials</b>	<b>Apologies</b>	<b>Initials</b>
Fiona Philippi	FP	Erika Rinaldi	ER
Nathalie Hepworth	NH	Judith Anderson	JA

## DISCUSSION RECORD

<b>1</b>	<b>Introduction &amp; Apologies</b>  See above for apologies.	
<b>2</b>	<b>Treasurers Report</b>  The £250 from Socialize has now been received following PTA support at the fireworks display in November. Business Bank Account balance is £4,647 Hardship Fund balance is £1,534	

<p><b>3</b></p>	<p><b>PTA</b></p> <p>PTA have renewed their small lottery license for another year. Planning to talk to Socialize about the duck race as it would make sense for PTA to do this now they can sell them in advance.</p> <p>Currently trying to arrange a meeting as they are overdue one.</p> <p>ER no longer has time to head up the PTA and intends to step down at the AGM in August.</p> <p>There was a brief discussion around moving the meeting time back to accommodate those trying to get home from work. The general consensus was to keep the meeting time as is (6pm).</p>	
<p><b>4</b></p>	<p><b>Head Teacher Update</b></p> <p><b><u>Staffing Update</u></b></p> <p>We continue to have an inconsistent presence in the School Office. However, we have been very fortunate to have admin staff from other schools across Tweeddale helping to cover this crucial position.</p> <p>We have also been lucky to have Mrs Hunwick back to help during her leave of absence on days that she is free; this will end again in mid-May.</p> <p>We hope that normal service will resume in the new school year and thank you for your patience and kindness during this time.</p> <p>We welcome Miss Olivia Brunton to Primary 6 today. Olivia is a teaching student who has already visited the school ahead of her teaching placement beginning and we look forward to seeing her grow in confidence in our Primary 6 class, ready to begin her NQT year in August.</p> <p><b><u>School Improvement Plan/ Policy Updates</u></b></p> <p>At our May inservice day we will be:</p> <ul style="list-style-type: none"> <li>• Reviewing our School Improvement Plan</li> <li>• Having feedback from our Improvement Groups from this year (as a whole staff)</li> <li>• Evaluating our final SBC Way improvement sprint, which has been in the curriculum area Maths &amp; Numeracy</li> <li>• The ELC &amp; Teaching staff will be involved in our Broad Audit, to consider our next improvement priorities for session 2024-25. Our ANA and support staff will do this during one of their fortnightly meetings.</li> <li>• ANA and Support Staff will attend Newlands Primary School to update their First Aid qualifications.</li> </ul> <p>A very full day where we intend to begin making plans for next year.</p> <p><b><u>Good News Stories</u></b></p> <ul style="list-style-type: none"> <li>- Primary 7 pupils enjoyed their orientation morning at PHS.</li> <li>- Our World Book Day was a tremendous success – thank you to the Ministers for literature and all of the support from families. We raised enough money to send over 200 books to those who do not have them, through Book Aid International.</li> <li>- Primary 7 pupils were visited by Tweed Reads staff and ex pupils.</li> <li>- We welcome many pupils from PHS to complete work experience throughout the course of May, we look forward to welcoming them.</li> <li>- Our LEANS Programme (neurodiverse awareness) groups have started.</li> <li>- Primary 2 led a fabulous year group assembly – teaching us all about the Vikings.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Primary 4 pupils led a fantastic Spring Assembly at school and Easter Service at St Andrew's Church. The message was full of optimism and hope and a lovely way to enter into our Spring break.</li> <li>- Our Primary 5 pupils sang at the Whipman Introduction Concert. Congratulations to Tanny &amp; Jill Gill who will be this year's Whipman and Lass (we are delighted to have school community parents as the principals for the second year running!)</li> </ul>	
5	<p><b>Composite Classes in 24/25</b></p> <p>This item was kept on the agenda to continue discussion after the last meeting. A leaflet to parents has been issued with the last newsletter. Some parents have asked the school questions on the back of this.</p> <p>It was decided that Parent Council in conjunction with the school would pull together an FAQ document with common questions that arise in relation to composite classes.</p> <p>The possibility of a "myth busting" section was discussed.</p> <p>It was agreed that PC members would send any FAQs they have come across in their roles as class reps to the PC email address. JC &amp; LP will then collate.</p>	JC, LP
6	<p><b>Promotion of PC / PTA: update</b></p> <p>The recruitment table at the most recent parents evenings was a success. Everyone agreed that it was a worthwhile exercise and worth doing again.</p> <p>Most common request from parents was for a list of the class reps. It was decided to compile this and put on the PC section of the school website.</p> <p>As an aside it was noted that a volunteer is needed to take over the admin of the school website. This is to be asked for in the next Friday roundup.</p> <p>LP asked whether a Whatsapp group would be agreeable to the PC members to add in speedy communication for certain things. It was emphasised that this is in no way compulsory. Those willing to be part of a group should email the PC email (<a href="mailto:westlintonparents@gmail.com">westlintonparents@gmail.com</a>) with their mobile numbers.</p>	LP  JC  All PC
7	<p><b>AOB</b></p> <p>LP had received information on Book Week Scotland through PC Chairs communications. LM volunteered to take the lead on this.</p> <p>Next meeting is to be rearranged as the current planned date clashes with Whipman week. 11 June has been proposed.</p> <p>Social Gathering for parents/carers – looking at a possible September date. CP to organize and Marta and Julie offered to help.</p> <p>A request was made to record class assemblies for those parents unable to attend due to work or other commitments. Discussion around this took place with the main points being that this raises licensing issues around scripts or songs used in the performance as well as issues around consent from parents around recordings. The</p>	LP  LP  CP

	<p>general view after discussion was that it would be too difficult to get around these problems to be able to provide recordings of the assemblies unfortunately. JC is open to any suggestions/ideas from anyone around this issue.</p>	
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ACTIONS FROM THIS MEETING/ONGOING ACTIONS

OPEN ACTIONS FROM CURRENT / PREVIOUS MEETINGS

No.	Action		Owner	Date raised	Action Date
1	PTA fundraising – school wishlist. JC to email ER details of items in detail including netball nets that were previously mentioned to PTA.		JC	29.1.24	
2	JC to pass ER a list of the groups currently running in school e.g. Pupil Voice, Eco Committee		JC	29.1.24	
3	Update reception area. E.g. remove the thermometer fundraising target, replace with pie charts or other display perhaps showing where latest PTA fundraising		<b>ER</b> <b>LP</b>	29.1.24	
4	PC to ascertain quotes for stickers. Perhaps also include new logo on these		<b>ER</b>	29.1.24	
	“Big ticket items” ER and JC to discuss and present ideas to next meeting.		<b>ER</b> <b>JC</b>	29.1.24	
6	JC to investigate option of a Business Partner from SBC being invited to present at a PC meeting to answer questions about the replacement of Smart Boards		JC	29.1.24	
7	LP to find out what format we need for the Parent Council banner and then liaise with JC to collect the winning entries and have the banner produced.		<b>JC</b> <b>LP</b>	4.3.24	
8	JC & LP to collate FAQs on composite classes		<b>LP</b> <b>JC</b>	22.4.24	
9	List of PC class reps to be compiled and put on PC section of school website		<b>LP</b>	22.4.24	
10	Request for volunteer to take over admin of school website to be put in either newsletter or Friday roundup		JC	22.4.24	

11	LP to pass to LM Book Week Scotland info so she can take a look and lead on this		<b>LP</b>	22.4.24	
12	Rearrange date of next meeting due to Whipman clash		<b>LP</b>	22.4.24	
13	Plan social gathering for parents/carers – possible date of September?		<b>CP</b>	22.4.24	
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