

LOIRSTON PRIMARY SCHOOL PARENT COUNCIL

DRAFT MINUTES OF MEETING HELD 1st SEPTEMBER 2020

ATTENDED

Parents – Lauren Allanach (LA), Kelly Gordon (KG), Fiona Taylor (FT), Amanda Duguid (AD), Emma Kennedy (EM), Vicky Ross (VR), Shonagh Neave (SN) and Beverly Harris (BH).

School representatives – Mrs Campbell-Morgan (MCM), Mrs Pert (TP) and Mrs Hidson (KH)

Apologies - Jacqueline Murdoch (JM), Stacy Greer (SG), Karen McClymont (KM).

Agenda

Annual General Meeting Agenda

- Welcome/Apologies
- Approve Minutes of Last Meeting
- Matter Arising/Outstanding Actions from the Previous Meeting
- School Update including:
 - Head Teacher Appointment
 - How the school return is going
- Treasurers Report
- Fundraising Subgroup Update
- Chairperson Update
- Annual General Meeting requirements
 - Annual Report on Activities of Parent Council and Subgroups
 - Approve Annual Accounts
 - Approve any Changes to Constitution
 - Appointment of New Office Bearers and Committee Members
 - Agree Subgroup(s) and Powers
- Provisional Calendar of Events/Meetings for 2020-21
- AOB
 - Limited Break/Lunch Times
 - Timing of Communications
 - Safety for P2B - parents parking on the turning circle
 - Preloved Items Group
 - 2020 Leavers Party
 - 2021 Leavers Party
- Date of Next Meeting

WELCOME AND APOLOGIES

The meeting was opened at 6pm by the chairs who welcomed everyone and thanked them for their attendance – LA/FT

Apologies received from Jacqueline Murdoch (JM), Stacy Greer (SG), Karen McClymont (KM).

APPROVAL OF MINUTES FROM PREVIOUS MEETING/REVIEW OUTSTANDING ACTIONS

Minutes proposed – Amanda Duguid (AD)

Minutes seconded – Shona Neave (SN)

MATTERS ARISING / OUTSTANDING ACTIONS UPDATE

No previous actions were outstanding.

SCHOOL UPDATE

School Improvement Plan

The School are working on their School Improvement Plan, a parent survey was sent out before the meeting and the information from this will be collated to include in improvement plan this should be completed within a few weeks and put out to parents. Adaptions in the school improvement plan will aim to be flexible to support changes in Covid-19 based guidance.

Return to School

The children have been back in school for three weeks and seem to be adapting well to the changes due to Covid-19. Children are working well in bubbles which are in effect due to track and trace mitigations.

The school are discussing how items like parents evening will be held this year and also where in the year this may occur. In previous years there has been a parent meeting in October.

The school continue to review areas such as the start and finish of school times. Although the school don't want to stagger times, this may become necessary in some areas to ensure peoples safety and follow with government advice.

School lunches are now shorter however this now appears to be working well. Through a few adjustments to the setup of the hall children are getting more time to eat what they require and the shortened time outside is leading to less breaktime issues.

Parent Feedback

It has come to the attention of the school that parents have been concerned about teacher absences and whether these are Covid-19 related. The school would like to reassure parents that measures are in place and policies are followed, if there was any track and trace-based situations parents would be aware. The school also took the time to reaffirm that although parent communication groups can be a very useful tool it is ideal to get school information via the school's communication methods.

Curriculum

The teachers are supporting children in the class with recovery curriculum activities. This is supporting the children to assess were their learning is in a non-testing environment.

Recovery of Chromebooks and Chromebook Use

The school have begun working with parents and the local high school in a program to safely recovery chrome books that were taken home for learning during lockdown. Chrome books may be allocated home to children on occasion if they are self-isolating but not unwell. This would only occur if the isolation was required and not for voluntary isolations.

Head Teacher Vacancy

Dates for the new headteacher to start are to be confirmed later in month

Staff Changes

Mrs Hidson's maternity leave starts in three weeks and her role will be shared between Miss Diack and Mrs Forrest

TREASURERS REPORT

Last bank statement balance of £4958.30. There are expenses to be deducted of £600 leaving an available balance of £4,358.30.

FUNDRAISING SUBGROUP UPDATE

No events have yet been organised for the current term. The fund-raising group will hold a meeting to assess what type of events are possible and share with the school the proposed ideas.

The fundraising team have been exploring different companies for Christmas cards to allow parents to order directly.

The fundraising team suggested an event held in the school for Halloween where pupils wear costumes.

Actions

Fundraising meeting to be held and proposal to be sent to the school.

CHAIRPERSONS UPDATE

No new information to add.

Preloved uniform/school items group to research means of safely meeting and sharing items with pupils and parents.

Thanked staff and parents for all their time and support during what has been a challenging time for all.

Action

Preloved outfit event to be researched.

Annual General Meeting Requirements

Parent Council Annual Report 2019/2020

This is the annual report for Loirston Primary School Parent Council for 2019/2020.

Parent Council Funds

Every Parent Council is allocated a sum of money each year from Aberdeen City Council, this is to help support its work. During 2019/20 the amount Loirston Primary School Parent Council received was £331.48.

During 2019/20 Loirston Primary School Council have raised over £5,200, through various events, £380 of this specifically for Chromebook purchases.

We have provided the school with circa £4,000 this year through several purchases, these include but are not limited to:

Chrome Books	£1,770
Share of Dalguise Bus	£ 480
Education City Subscription	£ 430
Nursery Christmas Contribution	£ 200
School Cooking Contribution	£ 250
Support Leavers Prom	£ 320
Leavers USB's	£ 200

We have also raised £724 in Book Credit during the period, which is available for the school to use.

Parent Council Business

Sounding Board

Various discussions have been held in the previous year, for example:

Home learning

School community- Nursery engagement and inclusion

Parents night

School improvement plans

Parental engagement: this has included engagement via social media and events run within this school.

Supporting the School

This has been achieved by raising funds and providing volunteers for various school events.

Fundraising Subgroup

This year we continued with a separate subgroup for fundraising. The events run included the Halloween Disco, Book Fayre, Christmas Fayre, Secret Santa shop, Christmas personalised supplies and Online Bingo.

Recruitment

Recruitment for the parent council remains difficult we continue to work with the school on parental involvement and communications.

Communications

The parent council has an email address a Facebook group and input the school blog. The parent council continue to try to improve areas of communication and seek feedback from parents.

Aberdeen City Parent Forum

We always aim to have a representative at these meetings. They are now being held more often via an online forum.

Thank You

To all our members who have been a part of the Parent Council 2019/2020 and also to our volunteers who have helped in various capacities we couldn't continue without your support.

The Parent Council would also like to extend its thanks to the teachers, pupils, school staff and the parents for their valued work and support over the unprecedented year.

What is the Parent Council?

A Quick reminder

Parent Councils were established under the Scottish Schools (Parental involvement) Act 2006. In recognition of the important role parents can play, both in their own children's learning and in the life of the school.

The parent forum is the collective name for every parent, carer or guardian at a school under the 2006 legislation the role of the parent council is to:

- Support the school in its work with pupils
- Represent the views of the parents and carers
- Encourage links between the school, parents and carers, pupils, preschool groups and the wider community.

Approve Annual Accounts

Accounts were discussed and approved.

Approve any changes to constitution

No changes to the constitution were discussed at this time.

Appointment of New Office Bearers and Committee Members

Chairperson: Fiona Taylor (FT): Proposed Lauren Allanach (LA). Seconded Shona Neave (SN).

Secretary: no agreed person approved. Additional meeting to discuss. Potential candidates currently Lauren Allanach and Karen McClymont (KM).

Treasurer: No agreed person approved. Additional meeting to discuss. Potential candidates currently Lauren Allanach (LA) and Amanda Duguid (AD).

No other office bearer roles currently proposed.

Fundraising Subcommittee Office Bearers

Chairperson: Amanda Duguid (AD): confirmation of proposal and second to be discussed at additional meeting.

Secretary: Vicky Ross (VR): confirmation of proposal and second to be discussed at additional meeting.

Agree Subgroup(s) and Powers

No changes to subgroup powers.

Provisional Calendar of Events/Meetings for 2020-21

Events to be discussed at fundraising meeting and a proposal shared with the school for discussion on any possible events.

AOB

Limited Break/Lunch Times - This was discussed during the school update.

Timing of Communications - It was raised that at the start of school session some information was sent out to parent quite late while other schools appeared to send out information sooner. The school raised that they recognised it had been a difficult time for all involved and they raised that they had

aimed not to share information before they had all the fact and guidance in the worry that this would lead to changes being required and further confusion. It was recognised by al the both the parents and school had and still are dealing with unprecedented situations and managing these in the best manner that they can.

Safety for P2B with parents parking on the turning circle - It was raised that parents waiting for children in the turning circle outside p2B are required to either stand in the way of traffic flow or stand in areas that are not socially distant. It was agreed that as this area is not for parking the school would put out barriers to stop this and allow parents and children to safely use this space.

Preloved Items Group - It was noted that there is a lot of items available to parents and potential means to display and promote this are to be looked at, including outdoor table areas. This would be depending on government guidelines.

2020 Leavers Party

Rescheduled for 30th of January 2021.

2021 Leavers Party

Scheduled for July 2021.

Date of Next Meeting

Proposed 4th November 2020.