

## **LOIRSTON PRIMARY PARENT COUNCIL**

### **MINUTES OF AGM HELD 14 SEPT 2021**

#### **ATTENDED**

Parents – Fiona Taylor, Karen McClymont, Kelly Gordon, Lauren Allanach, Toni Gardiner, Nicola Argo,

School representatives – Miss Watt, Mrs Pert, Miss Fromholc, Mrs Hidson

Apologies – Amanda Duguid, Jacqueline Murdoch, Ashleigh Adie,

#### **AGENDA**

- Welcome/Apologies
- Approve minutes of last meeting
- Matters arising/Outstanding actions from previous meeting
- School update
- Treasurers report
- Fundraising Sub Group Update
- Chairperson Update
- Communication with parents
- AGM requirements -
- Annual report on activities of parent council and sub group
- approve annual accounts
- appointment of new office bearers and committee members
- agree sub groups and powers
- provisional calendar of events/meetings for 2021/22
- AOB

#### **WELCOME AND APOLOGIES**

The meeting was opened at 6.30pm by the chairperson who welcomed everyone and thanked them for their attendance

## **APPROVAL OF MINUTES FROM PREVIOUS MEETING/REVIEW OUTSTANDING ACTIONS**

Minutes proposed – Toni Gardiner

Minutes Seconded – Lauren Allanach

## **OUTSTANDING ACTIONS UPDATE**

None

## **SCHOOL UPDATE**

Government guidance in terms of self isolation has led to a lot of disruption to staffing. Track and trace now taking the lead if a covid case in school. It is expected there will be quite a bit of disruption over the winter period. May be further symptoms added to the NHS list and if this happens this will lead to even more disruption but the school are taking all guidance from the authority and the government. School are trying to work out how to allocate work to pupils who are self isolating.

Staffing - fully staffed at the moment. New leadership team of Miss Watt, Mrs Pert, Miss Fromholc and Mrs Hidson

Nursery - Senior EYP in nursery and 2 new EYPs have joined the team, 3 new support workers and still one vacancy for a support worker.

Mrs Murray is leaving in October and the advert has gone live with the hope the post is filled before the October holidays.

Improvement Plan - SQUIP has gone before QIO and will be shared with parents this term.

Priorities in IP - 1. Nursery hours doubled, 2. Ensuring wellbeing of all stakeholders - children, staff and families, 3. Recovering from covid lockdowns, 4. Improving attainment in literacy and numeracy

PEF fund - has been allocated to the Active Schools coordinator, pupils will be allocated to allow them to work outside the class environment and who require the most support. School still working on the nurture approach and £5,000 has been allocated to the nurture spaces. Seesaw application has been bought. PSA allocation - money has been allocated to give extra support in this area. Teach Mindset - £9,000 allocated.

Working groups - Play and outdoor learning, Literacy, Numeracy, IT are the four groups staff can choose between. Staff will be taking a lead on this. Pupil groups will be starting up again after October and school will be looking for parent helpers to work with these groups. To avoid mixing of classes, each class will be allocated to a group.

Learning and teaching approaches in need of improvement will be identified and worked on.

Wish list - wildlife garden needs some upkeep - school hoping PC could set up a sub group to be in charge of improving the wildlife garden. Gym hall - needs painted. Just bought Reading Cloud and so the library will be up and running again - subscription is £600 per year, could PC contribute. Virtual book fayre - is there any money to purchase books for rooms? Board maker - £400 would be useful for visual posters.

Question asked from parents about the issue of pupils who are isolating and are not being provided with work. Asked if work could be provided on the google classroom. Miss Watt has indicated that in the meantime staff will give work to the office to be picked up by parents. School will look at a better way of providing work for pupils who are isolating.

## **TREASURERS REPORT**

### 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 2021-2022 the amount Loirston Primary School Parent Council received was £ 282.53

During 2021-2022 financial year Loirston Primary School Council have raised £2427 . This was with decreased events due to covid restrictions. From April till September 2022 a further £1245 was raised making total sum to date raised of £3620

We have provided the school this year with several purchases, these include but are not limited to;

Classroom resources donations	£1500
Share of leavers costs	£ 768
Mathswise subscription	£ 500
Christmas contributions	£485
Colour comp presents	£31.30

We also have easter gifts prizes money outstanding to pay to Charleston for costs.

We have not run any book fayres in 2020-2021 to accrue book token but will aim to explore book fayre options

## **FUNDRAISING SUBGROUP UPDATE**

Since the last meeting in June the fundraising group have organised the “August Bonus Ball”. The event was advertised on the PC Facebook page the first week of August and drawn the last Saturday of the month. This was a trial event to see interest, and was supported well, raising £68 with minimal effort for the PC. It needs to be agreed if the event will continue to run (perhaps but-monthly) or if the PC would prefer to join the School Lottery instead.

The planning needs to begin for this school term once role bearers are appointed, and I have noted some discussion points below based on what has been arranged in previous years.

## BACK TO SCHOOL FUNDRAISING EVENT

### HALLOWEEN

- Disco
- Dress-up Day
- Pumpkin Window Challenge
- Preloved Items - Recycle your Halloween Costumes

### CHILDREN IN NEED 2021

Saturday 13th November

### CHRISTMAS

- Fair
- Christmas Designs for Cards and Merchandise
- Santa Shop
- Elf Hunt
- Online Raffle / Squares Raffle
- Christmas Singalong
- Christmas Colouring Competition
- Christmas Crafts / Online Sale of Christmas Crafts and School Calendar
- Christmas Jumper Day/ Wear Something Festive
- Class Christmas Parties

- Preloved Items - Recycle your Christmas Clothing

## **COMMUNICATION WITH PARENTS**

Covid letters - parents have mentioned that at times it appears that some classes are receiving letters for every positive case but not others. Miss Watt explained about the warn and inform letter which goes home after the first case but is not required to be sent home after unless the following case is more than two weeks later.

Organic bag that was found in nursery ground. Parents have mentioned that the communication should have gone out to all pupils and not only the pupils in the vicinity. Miss Watt took advice from police as a police investigation had to take place.

Parent has raised the concern of multiple platforms being used to inform parents. This is on the improvement plan and throughout the year communication will become easier and clearer for parents.

## **AGM REQUIREMENT**

### **Annual report on activities of parent council and sub groups from chairperson**

So this is the end of my second year back on the PC, and second as Chair. And I've chaired more meetings online than I have in person but unfortunately that is the way of life currently for the majority of us and rightly so for everyone's safety. Hopefully this year will be the one where we can share a cup of tea or coffee together in the same room rather than virtually.

At the risk of stating the obvious it has been another year of playing things by ear and finding alternatives to our usual way of working but I think together with the school we've had a very successful year all things considered.

## **REPRESENTING THE SCHOOL**

We still managed to hold our termly meetings and attend the Aberdeen City Parent Council meetings, sharing any important or useful information, supporting the school and our wider parent forum.

## **NEW DHT**

Myself and Lauren were involved in the process of selection and appointment of our new DHT, Ms Fromholc who joined us just after the summer break. We thought she would be a great addition to our school and would fit in well, so a huge welcome to Ms Fromholc.

## **ADDITIONAL RECREATION POSSIBILITIES**

We saw the start of Bikeability back in school with last year's P7's which will hopefully grow and continue this year and perhaps be rolled out to other year groups. Mrs Hidson has been in touch already about this and it's nice to see her back at school as well.

Off the back of the Bikeability we had some good conversations with Amy from Sport Aberdeen who delivered the course and we hope to build on our relationship with her and make more use of what they offer this coming year.

### **FUNDRAISING SUBGROUP**

This year we created a separate subgroup to cover fundraising. A number of fundraising events were impacted by Covid-19, however the events ran included an online Christmas raffle, Christmas cards and other merchandise, online balloon race, online book fair and bonus ball. The group also organised fun free events which included an elf hunt, Christmas colouring competition and pumpkin window challenge. In addition an Easter hunt, Easter themed online bingo and Easter bonnet competition was organised jointly between the Loirston fundraising subgroup and Charleston Parent Council.

Lauren will have the figures for these events in her report but I genuinely have to say a huge thank you to the fundraising group for everything they achieved and strived for and in particular, Amanda, she really did put everything she had into everything she did and really gave us a successful year under very difficult circumstances. Your efforts are acknowledged and appreciated.

### **LOOKING FORWARD**

Looking forward it will continue to be the PCs role to support the school, our parents and carers on items such as the Behaviour Policy and on Building Positive Relationships. Also for example, the role out of the online learning journal and profiling tool Seesaw. This year we also are looking forward to celebrating the school's 40th anniversary with some events throughout the year.

It will continue to be our aim to help parents and carers become actively engaged and involved in their children's learning and the life of the school and we must ensure we provide a voice for parents and carers and represent their views effectively to the school.

### **CHANGE TO CONSTITUTION PROPOSAL**

Admittedly, and disappointingly, we still really struggle with parental engagement so a huge thank you to everyone on the committee this last year. I've been thinking of ways in which I hope we can improve on this and reach more parents and carers. I did consider meetings more often to be more available to parents and carers but I can imagine everyone's response to adding "yet another meeting" so it is our thought that if we change the FG sub-committee to separate Focus Groups with details below.

**CHANGE-** To replace the existing Fundraising sub-committee group with Focus Groups. If approved The PC will set up a Focus Group for each issue, event or piece of work to take place throughout the year asap and will invite members of the PC committee, parents and carers who would like to actively help to join the group. The group's purpose is to be active in making their aim happen and carry out tasks in order to do that. It is not designed to be not a general group for discussion or opinions on the event as the PC welcomes any thoughts at any time from anyone, it will have a clear objective.

**LINK IN WITH PC-** Each group shall have a Role Bearer in the group and can meet to discuss events separately from termly PC meetings but shall feed back into the main PC body via role bearer regularly and shall provide updates on progress or decisions at termly PC meetings with the school.

Any parent/carer from the wider forum can join a focus group that they feel they have a particular interest in, whether that affects their child or year group directly or if it's an event they have a general interest in or find important, even if they have some spare time and would like to help.

**AIM-** To continue to raise funds for the PC and school to support children in their learning and wellbeing but this change shall hopefully allow parents to get involved on a level that is comfortable to them. The Focus Groups will allow any parent or carer the chance to get involved with the PC even if they feel they don't have the time or desire to commit to the main body of work and termly meetings.

**OBJECTIVE-** It is hoped that more parents/ carers will get involved this way as that seems to be what we hear most that they don't have the time to commit to full PC but are happy to help with certain events. The desired outcome is that they firstly enjoy helping support the children and the school but see the value of the PC and the great things it can achieve and the impact it has and feel they may like to get more involved but I stress there is no obligation on that, it would just be an added bonus.

Any spend shall still be agreed by the PC as is currently.

As I've said this will be a change to our constitution which will need approval so if anyone would like to note their approval, please can you let us know tonight or by the 24th of September.

## **THANK YOU'S**

To finish off I just like to thank Toni, Lauren, Karen, Amanda and Vicky along with all the committee members. To Miss Watt, Ms Pert, Miss Diack and all the other teachers who have been in touch or attended our meetings. Linda and Julie too for emails and phone calls

answered and communications sent on our behalf. A heartfelt thank you for your support and input this last year, I still feel very new to this and I am learning all the time. Your support for that has been vital and I thank you for it.

### **Approve annual accounts**

Current balance - £4,875.45

Outstanding cheque -£99

Annual accounts from 2020-21at the end of the year we had 5,976.

**Action - Account will be emailed to all committee members for approval.**

**Accounts approved - KMC**

**Accounts seconded - ADU**

### **Appointment of new office bearers and committee members**

Chair - Fiona Taylor Propose - Lauren Allanach/ Second - Kelly Gordon

Vice chair - Toni Gardiner Propose Fiona Taylor/Lauren Allanach

Treasurer - Lauren Allanach Proposed - Fiona Taylor/Toni Gardiner

Secretary - Karen McClymont Proposed Lauren Allanach/Fiona Taylor

Committee Members - Amanda Duguid, Jacqui Murdoch, Kelly Gordon, Nicola Argo, Emma Kennedy, Shonagh Neave, Ashleigh Adie, Vicky Ross, Toni Gardiner, Ashton Watt, Sarah Gunn

### **Agree sub groups and powers**

This was discussed in the chairperson report. To go to the wider school for approval.

**Action - Focus groups have been discussed and will go out to the wider school for approval.**

### **PROVISIONAL CALENDAR OF EVENTS/MEETINGS FOR 2021/22**

This will be on hold due to covid and will be discussed at later meeting

## **AOB**

School clothing - are we using the best uniform provider. My Clothing have dropped some sizes and are waiting a few months for stock. School thinks it would be a good idea to have options for where to buy school clothes. My Clothing is inexpensive and therefore if another option is also affordable then school would approve the PC looking into other options. PC will work with school to survey parents.

**Actions - PC to look at other options to give choice eg Fairtrade or a local company.**

Leavers hoodies - parents are asking if hoodies can be bought earlier. School are happy for them to be worn now however if this is the case then they would have to be blue and not all different colours. Miss Watt explained that behaviour deteriorated when pupils were able to wear leavers hoodies in all different colours and would not be keen for this to happen as early as christmas. This will be discussed by the P7 leavers focus group and will involve questioning the pupils who will be asked to be part of the group.