ELRICK PRIMARY SCHOOL PARENT COUNCIL AGM MINUTES

19th AUGUST, 2018 6.30 pm

Location: Elrick Primary School

Attendees: Chrissie Simpson (Chair), Jackeline Rodriguez, Kay Grieve, Mrs. Drummond, Kerry Ann Darlington, Monique Blair, Lauren Wade, Caroline Noble, Alessandra Savassi, Shalaka Samant (Secretary)

Apologies: Fiona Fitzgerald, Bruce Bain, Louise Young, Lynn Reid, Kerry Alexander, Susan McLean, Colleen Urquhart, Cllr Ron McKail, Cllr Alistair McKelvie, Cllr David Aitchison

**Co-Chair’s Welcome and Election of Office bearers**

CS expressed thanks to everyone for attending the AGM. Posts have to be filled for the Co-chair, treasurer, secretary and vice-secretary post. The following were elected in their new roles.

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| Role | Name |
| Co-chair | Chrissie Simpson |
| Co-chair | Fiona Fitzgerald |
| Treasurer | Laureen Wade |
| Secretary | Shalaka Samant |
| Vice Secretary | Monique Blair |

The Parent Council is also actively seeking parents who would be interested in becoming class representatives. Please contact the Parent Council on [www.elrickparentforum@hotmail.com](http://www.elrickparentforum@hotmail.com) for more information

**Review of Actions from last meeting**

Minutes from Last meeting held on 14th June, 2018 were approved with no amendments

0318-02 – In progress. Letter has been sent to Jillian Christie from Shell (from previous meeting). To be followed up

0618-01 – Closed.

0618-02 – One company willing to sponsor the trophies, but would require a letter to be sent to them.

0618-03 – Closed

0618-05 – 4 schools keen to take part in the safety talk and cost to be shared among them. Westhill Academy facilities to be used.

0618-06 – Closed. There have been technical issues in the past. Hopefully they has been resolved now.

0618-07 – Mrs. Drummond will go over the Glow fonts with the staff

**Head Teacher’s Report (Mrs. Drummond)**

Purpose of the Report

The purpose of the report is to update the Parent Forum on key areas at Elrick School. This will include staffing, trips

and visitors, school improvements, reporting to parent opportunities for families as well as any other relevant

information.

Trips and Visitors

* P6 pupils visited Arnhall Moss and worked with the local ranger, Alison Sutherland, and staff from TAQA as part of our community partnership project
* P6/7 pupils had the opportunity to attend an evening bat walk in Arnhall Moss led by 2 experts, supported by TAQA and Alison Sutherland.
* P3 CS had a visit from the Critter Keeper as part of their project linked to Esio Trot.
* Gordon Rattray, Braemar Snowsports, visited and spoke to parents of P6 about the proposed ski trip
* P1 parents have visited for their trial school lunch and also a curriculum evening
* Nursery parents have had a curriculum evening

Staffing

* This term we welcomed 3 new teachers to Elrick, Miss Montgomery and Miss Ford who are teaching in

primary 7 and Miss Russell who is teaching in primary 5.

* We also welcome 2 new P.S.As to the staff. Mrs Duthie started at the end of last term and Mrs Charles

started this week.

* In Nursery, we welcome Mrs McIntosh as Early Years Practitioner 2 days per week. She has been appointed on a permanent contract. This leaves a 2 day week post, temporary, in our nursery which is currently advertised.
* Mrs Bond has left the Nursery to develop her jewellery and craft business. We wish her all the best with her enterprise.
* Miss Darlington in taking on a fulltime role as Depute Head Teacher while Mrs Robinson has her maternity leave next which started this week. We wish Mrs Robinson all the best and look forward to hearing some news from her soon.
* Miss Pool will be taking on a temporary role as Principal Teacher 0.4FTE, sharing with Mrs Rule 0.6FTE whilst Miss Darlington is acting Depute Head.

School Improvements

Since the last Parent Council meeting, the school community has been working on the following improvements:

* We are currently writing our school evaluation from last year, the Standard and Quality report. This will be available to all parents via the school website shortly
* We have reviewed current practice across a number of areas in the school and used the evidence from

pupils, parents and staff to write our school improvement plan. This is shared with you tonight and will

attach the slides from the presentation to this report.

* We are looking at different ways to report to parents by reviewing what was in place and building on this good practice. Before your next parent/teacher appointment families from P1-7 will receive an interim report to share progress on learning attributes and behaviours with an opportunity for families to comment and discuss at the meeting.
* The Nursery have introduced a soft finish at the end of their sessions this term which allows parents some more flexibility in their pick up times. Any feedback to Nursery would be welcome.
* We continue to develop our clan system with pupils in P1-7. Each clan has nominated chiefs from primary 7 who will lead the clans and take on responsibilities linked to the clan system.
* Through the school improvements linked to “Developing Young Workforce” we have been encouraging our learners to take on leadership roles. Some of these are volunteering opportunities such as monitors, helpers with lunch/football. Others include supporting the school with learning including Digital Leaders, Pupil Voice, Health Group and Eco-Group.
* Teaching staff worked with teachers from the other cluster schools to look at writing. Teachers in primary 1 and 2 spent time looking at the development of early writing skills and teachers from primary 3-7 looked at the process of planning writing and sharing good practice.
* Nursery have reviewed their planning process and made changes which will make it easier for nursery staff to plan, track progress and also share next steps with parents.
* At the first in-service day all staff completed the annual child protection training and a number of staff also undertook training to support pupils with severe allergies.

Reporting to Parent Opportunities

As part of being a parent at Elrick School we try to provide a range of opportunities for you to find out about your child’s learning both as an individual and as part of their class. Recently, we have:

* Nursery families will have a stay and play session for their child/children, dates are in the Nursery newsletter
* Each primary class has a new GLOW page. On this page we will share the class newsletter, important

information and homework. If you cannot access the GLOW page for your child, please pop a note into your child’s teacher.

* We are using Twitter to share learning with families and also the wider global community. Each class, when tweeting, will add their class name as a hashtag to allow you to search specifically for a class e.g. Mrs Neave’s class will be #elrickp2n. Our Twitter user name is @ElrickSchool.
* Parents of pupils in primary 1-7 will be invited to a meeting with their child’s teacher later this term. Parents will also receive and interim settling in report from their class teacher prior to their parents’ meeting.

Please remember that if you do want to discuss anything about your child, please contact the school.

**School Improvement Plan (Mrs Drummond and Miss Darlington)**

AD discussed quality indicators which the school needs to evaluate on a yearly basis.

KAD discussed the nursery improvement plan.

Please See Slides attached at the end of the minutes

**Requests for funding**

AD requested £455 for a laptop.

Parent Council has earmarked £2060/- for the teachers. Every class will get £100 to spend. It is up to the teachers of the individual classes to decide what they want to spend the money on.

The breakdown was as follows:

£1600 (16x £100 per class)

£20 French

£20 Art

£40Music

£80 PE

£100 each for 2 full time support learning teachers

AD also put in a request for magazine school subscriptions, since the school is no longer doing the reading cloud.

For P6/P7 £288 per 40 weeks

P4/P5 265 per 40 weeks

**Treasurer’s report (Monique Blair)**

**Summary of Financial Year 2017/18**

Income from 1st July to 30th June (financial year)

Total income generated was £13,222.78

Total spend on the school was 12,040.00

End of the year balance is £14,312.42

Fundraising activities of this year included Bags2School, Calenders, Christmas Cards, Dons Day out, Disco, Fun Day, Marks and Spencers bag pack, etc

Full report will be going out to the OSCR. However the return to the OSCR has to be signed by a qualified accountant. Our previous treasurer, Caroline Macleod has kindly agreed to audit the report.

**Income/Expenditure since June Meeting**

Income

Bags2School £117.20

Sponsored bike ride £185

Expenditure

Football club trophies £24.96

Expresso education year 1 of 3 year contract £990

Deposit for Fun Day bouncy castle £33.0

Total bank balance £13,589.99

**Review of Constitution – OSCR Requirements**

In Spring a draft constitution was sent out to all schools by the Aberdeenshire council which incorporated the new GDPR regulations along with a few other changes. A Copy of our revised constitution was sent back to OSCR and the council. OSCR came back saying that they were not happy with the new constitution since the purpose of the charity and the name of the charity had been changed without seeking prior consent with OSCR. 2 application forms had to be sent back to the OSCR, one for consent to change name and one for consent to change the purpose. However the council had the constitution of 1998, but did not have a copy of the newer constitution of 2006. This has involved back and forth emailing the contact at OSCR.

**Fundraising**

Several fundraising ideas were discussed. The main one’s were

Christmas Cards – Templates for Cards have arrived. Order forms will be sent along with the children. The last date to receive any orders in 21st Sept, 2018

Tea towels, calendars – Volunteers are needed

Discos- 2 dates have been decided, 9th Dec 2018 and 27th March 2019 for discos

Dress Down Days - Friday 12th October, another planned before Xmas school holidays and one in Summer.

Movie nights - Looking into them. Nothing planned as of yet

M & S Bag pack – Date confirmed 24th Dec 7 to 11 am

Dons Day Out – Not planned. If anyone is interested in organizing this event please contact the parent council.

City Council for grants

Big lottery grant for playground.

**AOCB**

Miss Anderson will be attending a meeting which involves parents who have English as their foreign language. A question that was raised was, ‘Does the PC feel that some families can’t access the PC because of a language barrier?’ A discussion followed and one way to make parents feel more welcome within the PC would be to look at a translator service for some families. However almost all parents whose native language was not English agreed that it was probably a lack of awareness about how the school functions rather than a language barrier which prevented parents from attending PC meetings.

**Other**

None

**Dates of Future Parent Council Meeting**

5th Oct Fri 1.30pm

6th Nov Tues 6.00 pm

7th Dec Fri 6.30 pm (Tentative date)

15th Jan Tues 6.00 pm

22nd Feb Fri 1.30 pm

19th Mar Tues 6.00 pm

16th Apr Tues 6.00 pm

10th May Fri 1.30 pm

14th June Fri 1.30 pm

**Table of Actions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref No | Date Raised | Action | Owner | Status |
| 0318-02 | 23/02/2018 | Application for Tech Grant from Shell to Jillian Christie | Monique | In progress |
| ~~0618-01~~ | ~~14/06/2018~~ | ~~Purchase of iPad stands and netball goal stands~~ | ~~Mrs Drummond~~ | ~~Closed~~ |
| 0618-02 | 14/06/2018 | Replacement of Trophies – contact locals business for sponsorship | Kay Grieve | In progress |
| ~~0618-03~~ | ~~14/06/2018~~ | ~~Approved constitution to be sent to Aberdeenshire Council, OSCR and the school website~~ | ~~Monique Blair~~ | ~~Closed~~ |
| 0618-04 | 14/06/2018 | Playground – condition of surface to be discussed with BSO and council roadsweeper to be requested | Mrs Drummond | In progress |
| 0618-05 | 14/06/2018 | Contact Crombie Primary PC to discuss internet safety talk for parents and speak to AFC | Chrissie Simpson | In progress |
| ~~0618-06~~ | ~~14/06/2018~~ | ~~Contact Education City to resolve technical issues~~ | ~~Mrs Drummond~~ | ~~In progress~~ |
| 0618-07 | 14/06/2018 | Ensure that all fonts used in Glow are easily readable | Mrs Drummond | In progress |
| ~~0618-08~~ | ~~14/06/2018~~ | ~~Bag2School – contact Aberdeenshire Council to get permission for permanent bin~~ | ~~Monique Blair~~ | ~~In progress~~ |
| 0918- 01 | 19/09/2018 | Replacement of trophies –Letter to be drafted to local company | Chrissie/ Fiona | In progress |
| 0918-02 | 19/09/2018 | Get in touch with AFC community trust regardingfundraising | Chrissie | In progress |

School Improvement Plan (**Double Click on image below)**

