ELRICK PRIMARY SCHOOL PARENT COUNCIL MEETING DRAFT MINUTES

5th Oct, 2018 1.30 pm

Location: Music Room, Elrick Primary School

Attendees: Chrissie Simpson, Fiona Fitzgerald (Chair), Mrs. Drummond, Kerry Ann Darlington, Monique Blair, Lauren Wade, Caroline Noble, Alessandra Savassi, Shalaka Samant (Secretary), Sarah White, Christine Clark

Apologies: Bruce Bain, Louise Young, Lynn Reid, Kay Grieve, Kerry Alexander, Susan McLean, Colleen Urquhart

**Welcome and approval of Sept AGM minutes**

FF expressed thanks to everyone for attending the meeting.

Minutes from the Sept AGM were proposed by Monique and seconded by Chrissie. There was an amendment under the requests for funding, it should have been 10 chrome books £275 each, totaling to £2750/- instead of £455 for a laptop.

**Review of Actions from last meeting**

0318-02 – In progress.

0618-02 – In progress. Chrissie/ Fiona to put up a post on the Facebook page regarding further sponsorships

0618-04 – In progress

0618-05 – Waiting to hear back from the other school PC chairs a suitable date to have a meeting. If nothing is finalised by the end of next week, the meeting date will have to be moved to the next school term.

0618-07 – Closed. Fonts on Glow have now been changed. Any problems please contact the respective Class teachers

0918-01 – In progress

0918-02 – In progress. Once the meeting date with other school PC chairs is decided, plan is to have a collaborative approach from all schools to get in touch with AFC to use their facilities.

**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

* We have a number of students placed in various classes from the University of Aberdeen. These students are all studying teaching and at various stages of their training
* We had 2 secondary school teaching students visit the school for 2 days to find out about learning across the primary school. These students are currently placed at Westhill Academy
* As part of our work to encourage children to be active safe cycling, we had a cycling event for P5-7 pupils where they had a short assembly about bikes and cycling, followed by a class session where they had the opportunity to try a number of different styles of bikes.
* Nursery parents have had the opportunity to “Stay and Play” with their child this week

Staffing

* We are currently recruiting for a temporary Early Years Practitioner who will be covering for Mrs. Shimwell while she is acting as a lead practitioner. Interviews will take place for this post before the holidays
* One of our cleaners is leaving at October and we may be looking to recruit a new member of the cleaning team. The post is around 12 hrs per week. If you know of anyone interested, please encourage them to check the My Job Scotland website and set up an alert for the post.

School Improvements

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

* All staff have met with their senior management team link for a planning meeting. At these meetings we discuss the learning and teaching planned in their class and also progress in learning of pupils.
* Miss Anderson represented the school at an event held to look at the support available for our pupils where English is not their first language.
* We have trialled a new reporting format, where parents have been given a feedback report which looks at learning attributes and behaviours, this has formed the discussion at the parent/teacher nights which are happening just now. Feedback is being gathered on this style of reporting at parent/teacher night.
* Our last collegiate looked at how we celebrate achievement across the school, staff were given time to discuss how this would be encouraged and developed within their stage. Each stage of the school will have a display for parents to see of our achievements. There will also be a whole school display in the library.
* 3 members of staff also attended a recent conference in Glasgow run by ACES (Adverse Childhood Experiences). Mrs Rule, Mrs Edwards and Miss Anderson have started to share with staff some of the main messages around the conference and we are looking at what we can do at Elrick linking with some of the key messages.
* Mrs Rule hosted a Pedagoo/Teach Meet where staff from schools across Aberdeenshire met in Elrick to discuss learning and teaching. A great networking and supportive event.
* Several members of staff have started a Maths Mastery course, this consists of 6 training sessions after school, led by Aberdeenshire Council staff and will be used to support the improvement of numeracy across the school
* Class observations are currently underway by the senior management team as part of the quality assurance calendar. This term we have focused on pupil engagement in learning. This is based around “The Leuven Scale” and we are supporting learners by looking at well-being and involvement in learning.

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 have had a play and stay session this week
* Primary 1-7 pupil have had interim reports home (new format)
* Parent/teacher meetings are currently on-going with your child’s class teacher.
* We are planning a workshop/evening event for parents around some of our school improvements

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

**Update of school website**

The school now has a redesigned website. The layout is the same with a few minor changes. Adding the clan system to the website was discussed. Any other feedback would be appreciated.

**Update of school policies**

Two policies, the child protection policy and the homework policy are both due an update. These policies will be updated and a draft will be distributed across the wider parent forum for any feedback.

**SEESAW**

Last year every child’s progress was reported on SEESAW. However, that has been taken away and the school is quite keen to do profiling. Teachers are being encouraged to use Twitter for their class. However, due to GDPR the school is sticking with SEESAW since June 2018 and are waiting on clarity from the Aberdeenshire Council to see if we can use it or not. SEESAW comes in two versions, one is a free version and the other is a paid version (school account). The benefit of having the paid versions is that the QR code remains the same for children throughout their years at school.

**Requests for funding**

AD requested funding for shelving within the school

Newspaper and magazine subscriptions have started since the start of October

Funding of £250/- was requested for a heavy duty guillotine and a cross cutter shredder.

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

Lauren Wade has been approved as a signatory at the bank and the treasurer handover is being arranged by the current treasurer, Monique Blair.

Income

Christmas cards have banked up £2370. However still a bit more to bank. No invoice has been received from All my own work.

Expenditure

Library boxes £18

Gambling license for Funday £20

Teachers 2 x 20 (P3CS) for critter keeper

Bank balance £15, 881.99 as of 5th October, 2018

**Fundraising**

Christmas Cards – The last date to receive any card orders was the 3rd of October. The cards are now going away to be printed.

Calendars and tea towels – Jackeline Rodriguez and Kay Grieve to oversee the calendar and tea towels orders respectively. Orders will go out when the school re-opens after the October holidays. Pricing was discussed and the following was agreed upon

£7 Calendars

£6 Tea towels

£6 Bags

Also sponsorships for the calendars are being invited, each spot on the calendar will cost £35. This will be advertised on the Facebook page and class reps to put up a note on the individual class page

Discos- 2 dates planned, 9th Dec 2018 and 27th March 2019

Dress Down Days - Friday 12th October

Bags2school – Another delivery is expected next week. Bags will be collected on 5th November

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

Dons Day Out – Nothing planned. If anyone is interested in organizing this event please contact the parent council

**Funding/ Grants**

AVIVA Community Fund – Deadline to apply for this grant is 9th Oct. The PC will be applying for a grant of £10,000. It was decided that we would apply for this grant for 4-5 playground benches, a buddy post and one set of the bars on the playground which has been deemed rotten.

Aberdeen Airport Community Fund: Deadline for applications was 24th Sept, which was missed. We will be looking at applying for the next round which will be during December.

Westhill Community Council (WECC) fund: This year similar to last year, the parent council will apply for this fund to be used for Christmas staging

**AOCB**

Book fair - Will be held in the 1st week when children are back from school from the October holidays. Anyone interested in volunteering, please contact the school reception.

Flu vaccinations - Children will be receiving their flu vaccinations in the 1st week (Mon – Wed) when they are back from the October holidays. In previous years a letter/email was sent out the parents to notify them of the actual date their child would be getting vaccinated, however this year a generic email is been sent to say that your child will be vaccinated during any one of the three days.

Constitution – The constitution has now been approved and accepted by the Office of the Charity Regulator (OSCR). 2 more forms to be sent. HUGE THANKS to Monique for being so persistent and seeing this through!

Nursery soft pick-up – Some feedback has been received from the nursery parents regarding the soft pick up. Parents are finding it hard to pull children away prior to 11.45 since they are usually singing and dancing at that time and hence are very reluctant to leave. This however is constantly evolving and is not set in stone. Mrs. Drummond will get in touch with the class reps to convey them of the same.

Uniforms – Subject of sourcing uniforms from different suppliers was once again mentioned. Some schools source their uniforms from Tesco, so why can’t we? Ordering from Tesco is relatively easy, need to register and give them the artwork. Once that is all set up, orders for uniforms can be placed.

Westhill bulletin - PC has managed to get a regular page for the school within the bulletin. Discussed if the school would want to look at having the Pupils voice/ council having a regular blog within the bulletin. Deadline is 1st of Nov, so PC to write a short write up this time.

**Next Parent Council Meeting**

6th Nov Tues 6.00 pm

**Table of Actions**

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| Ref No | Date Raised | Action | Owner | Status |
| 0318-02 | 23/02/2018 | Application for Tech Grant from Shell to Jillian Christie | Monique | In progress |
| 0618-02 | 14/06/2018 | Replacement of Trophies – contact locals business for sponsorship | Kay Grieve | In progress |
| 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 |
| 0618-07 | 14/06/2018 | Ensure that all fonts used in Glow are easily readable | Mrs Drummond | In progress |
| 0918- 01 | 19/09/2018 | Replacement of trophies –Letter to be drafted to local company | Chrissie/ Fiona | In progress |
| 1018-01 | 5/10/2018 | List of trophies to be emailed to the PC chairs | Mrs Drummond |  |
| 1018-02 | 5/10/2018 | Order Ipad stands | Monique |  |
| 1018-03 | 5/10/2018 | Get in touch with nursery reps regarding the soft pick up | Mrs Drummond |  |
| 1018-04 | 5/10/2018 | Apply for the AVIVA Community fund | Fiona |  |

**HAPPY HOLIDAYS!**