ELRICK PRIMARY SCHOOL PARENT COUNCIL MEETING DRAFT MINUTES

6th Nov, 2018 6.00 pm

Location: Elrick Primary School

Attendees: Chrissie Simpson (Co-chair), Fiona Fitzgerald (Co-chair), Mrs. Drummond, Kerry Ann Darlington, Monique Blair, Lauren Wade, Alessandra Savassi, Shalaka Samant (Secretary), Cllr. Ron McKail, Evelyn Ewen, Donna Morrison, Jenny Anderson, Jackeline Rodriguez, Claire Taylor

Apologies: Bruce Bain, Santana Kidd, Emma Watson, Colleen Urquhart, Kay Grieve, Christine Clark, Kerry Alexander, Lynn Reid, Sarah White, Caroline Noble, Louise Young, Susan McLean, Jill Leslie.

**Welcome and approval of Oct minutes**

No amendments to Oct PC meeting. The minutes from the Oct PC meeting were proposed by Monique and seconded by Chrissie.

**Review of Actions from Oct PC meeting**

0318-02 – Closed. The Tech grant from Shell has been approved.

0618-02 – In progress. Chrissie to arrange a meeting with Kay Grieve.

0618-04 – In progress

0618-05 – Closed. A meeting has been arranged for 7th Nov where chairs from all 4 schools will meet.

0618-07 – Closed.

0918-01 – In progress

1018-01 – Closed

1018-03 – Closed.

1018-04 – Closed.

**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

* As well as our students from the University of Aberdeen, we have a student in nursery from NESCOL, she has been in last week and will attend 1 day per week for most of the year. We also have some pupils from Westhill academy currently in school on work experience for a week.
* Primary 6 are having curling taster sessions just now. The classes are getting 2 sessions each at Curl Aberdeen.
* Flu immunisations have taken place in school for P1-7 pupils.
* Last week we held our annual book fair which was very successful. Following sales, we have a considerable amount of commission to use for new books. Some of this will be for library/class books and some will be used to purchase several copies of the same text for classes to use as part of a book study.

Staffing

* Our cleaner, Brenda, finished at the October holidays but we are delighted that a new cleaner started just after the holidays
* Interviews were held for a temporary Early Years Practitioner for our nursery last week, unfortunately no-one was appointed to this post. This is currently being re-advertised and would appreciate if this could be shared to see if we can get some suitable candidates
* We are delighted to share the news that Mrs Robinson had a baby boy, Brodie, on the last day of term. We look forward for her visits to the school soon
* Miss Pool started in her role as acting principal teacher last week, she is undertaking this on a temporary basis, sharing the post with Mrs Rule. To enable her to undertake her duties as principal teacher, Mrs Rule will teach P6P for half a day per week
* Mrs Skinner will be leaving at the end of November, she works 1 day per week at Elrick. She was appointed to a 3 day per week post in another school and wish her all the best with her new job.

School Improvements

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

* We have had the October holidays so there has been less school improvements time
* Mrs Drummond attended a meeting for all Aberdeenshire schools on school estate. All schools are being assessed according to agreed criteria to look at the suitability of the buildings. A rating is placed on the school from A-D (A being more suitable, D least). This is then used to support school improvements across Aberdeenshire, equitably
* Miss Anderson met with a group of staff from across the cluster to discuss Developing Young Workforce and has planned activities around this as part of primary 7 transition
* Our Clan system continued to develop as the new clan leaders planned their termly treat. This term a disco and silent disco option was selected by the chiefs and held at the end of term
* In-service training and development opportunities are planned for Monday and Tuesday next week
* A date has been set to begin to look at reviewing and updating the behaviour/bullying policy

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:

* Run a paired reading workshop for pupils in primary 2. This is a 6 week project which aims to really develop children’s independent reading skills
* Completed the parent/teacher interviews and collected feedback on the new style reporting. Over 90% of parents thought that the interim report was a positive change and a similar number felt that the feedback at the parent interview provided supporting feedback and next steps for their child

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

**School improvement plan**

The school has reviewed the current practice across a number of areas in the school and drafted the school improvement plan. The draft will be available on the school website and any feedback would be appreciated.

**Requests for funding**

AD requested funding for the following:

Tigtag – Science resource and gives access to video clips and science experiments, etc. School used to get it free from the Scottish government but no longer. Funding request for £ 350/-.

Cooking equipment – Funding request for up £697.05/- for a cooker and 1 lockable trolley

Sound tubs – The tubs are associated with alphabets and are a great learning resource for P1s and P2s. Funding request for £ 100/- for the same.

All the funding requests were approved at the meeting.

In addition, PC also proposed a funding proposal for Colin for metal bladded snow shovels to clear the ice over school grounds over the winter.

**School improvement group**

The school is looking at getting a parent from each class (through the class reps) to come together and form a core group who would support the school in improving the school policies on behavior and bullying.

The first meeting when the core group will meet is scheduled for the 26th of November, 2018 at 2.00 pm. The core group will then meet up again in Jan-Feb to have a final look at the policies and thereafter these will go through full parent consultation in March 2019.

**Working with parents**

The school regularly organises workshops, induction meetings, etc. The school will come up with a poll on survey monkey to get some feedback from the parents around the type of workshops/information they would like to receive. This is to fit in with the school improvement plan. This will be a short pool with questions such as:

1. What events parents find beneficial?
2. What times are best suited for parents to attend such events, etc

**Treasurer’s report (LW)**

The current funds available in account is £ 14125.77

Incomings

Xmas cards earned profit of £ 890.48

Dress down day £ 310.30

Bags2School £ 196.40

Outgoings

10 x Chrome books £ 2750

The week Junior £ 288

1st news education £ 265

**Fundraising**

Dons day out – Nobody has yet come forth to organize the Dons day out. A post was put up on the PC face book page but no takers yet.

Calendars and tea towels – Anyone wishing to sponsor or knows of anyone who wishes to sponsor a month on the calendar should contact the school or the parent council.

Xmas eve Bag pack – Date confirmed 24th Dec 7 to 11 am

The school Christmas lunch will be on 12th December. Children can dress festively for a £1.00 donation. In addition the P6 Xmas fair will take place on 1st December between 10.30 and 12.30 in the School. For more information plese refer to the November school newsletter where the list of Xmas events will be included.

Discos – 19th December between 5.30 and 8.45 pm. Further information will follow soon.

**Other**

School uniforms - In the last meeting, subject of sourcing school uniforms from another supplier, i.e. Tesco was broached. Monique followed this up. Tesco is cheaper than our current supplier, Tesco price is £5.50 v/s £8.00 from our current supplier. Also, if we were to source the uniforms from Tesco, 5% of the value goes back to the school. We can have two systems running concurrently. The main issue to be considered is that the colour and/or the quality of the uniforms from the two suppliers may be different. Monique will contact Tesco to obtain samples.

English as an additional language – Miss Anderson had earlier represented the school at an event held to look at the support available for our pupils where English is not their first language. The issues around this topic were discussed at one of the previous PC meetings. Following this one of the class reps contacted the council who said that they were not in any obligation to provide any support regarding this to the concerned individual and that the onus rested on the concerned institutions to provide the necessary support. Mrs. Drummond will get in touch with Mrs. Webster regarding this and the feedback will be given to the Parent Council at the next meeting.

One parent put forth a suggestion that it was nice to get to know your teacher, i.e. have something like having a fact file about one teacher each month.

Another suggestion by a parent rep was to organize a joint Xmas fare/end of term party for kids and parents alike at the Broadstraick function suite on the last day of the term (21st December) and try and raise some money through this for the PC.

**Next Parent Council Meeting**

7th Dec 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~~ | ~~Closed~~ |
| 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 for parents and speak to AFC~~ | ~~Chrissie~~ | ~~Closed~~ |
| ~~0618-07~~ | ~~14/06/2018~~ | ~~Ensure that all fonts used in Glow are easily redable~~ | ~~Mrs Drummond~~ | ~~Closed~~ |
| 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 regarding fundraising | Chrissie | In progress |
| ~~1018-01~~ | ~~5/10/2018~~ | ~~List of trophies to be emailed to the chairs~~ | ~~Mrs Drummond~~ | ~~Closed~~ |
| ~~1018-02~~ | ~~5/10/2018~~ | ~~Order Ipad stands~~ | ~~Monique~~ | ~~Closed~~ |
| ~~1018-03~~ | ~~5/10/2018~~ | ~~Get in touch with nursery reps regarding the soft pick up~~ | ~~Mrs Drummond~~ | ~~Closed~~ |
| ~~1018-04~~ | ~~5/10/2018~~ | ~~Apply for the AVIVA Community fund~~ | ~~Fiona~~ | ~~Closed~~ |
| 1118-01 | 6/11/2018 | Contact Tesco for samples and supply chain of school uniforms | Monique | In progress |
| 1118-02 | 6/11/2018 | Speak to Mrs. Webster bout the support that the school can provide for parents whose first language is not English and feedback this at the next PC meeting | Mrs Drummond | In progress |