ELRICK PRIMARY SCHOOL PARENT COUNCIL MEETING DRAFT MINUTES

7th Dec, 2018 1.30 pm

Location: Elrick Primary School

Attendees: Fiona Fitzgerald (Co-chair), Mrs. Drummond, Monique Blair, Alessandra Savassi, Shalaka Samant (Secretary), Bruce Bain, Caroline Noble

Apologies: Kerry Alexander, Lynn Reid, Louise Young, Jackeline Rodriguez, Lauren Wade, Donna Morrison, Kay Grieve, Evelyn Ewen, Chrissie Simpson, Cllr. Iris Walker, Cllr. Ron McKail

**Welcome and approval of Nov minutes**

No amendments to Nov PC meeting minutes. The minutes from the Nov PC meeting were approved by Monique and seconded by Fiona.

**Election of a new co-chair**

Chrissie Simpson has stepped down from the post of the co-chair and a new co-chair has to be elected. This was discussed at the meeting and it was agreed that all the class reps will put up a post in their respective class groups asking for help and if anyone was interested. In the interim, Monique Blair has agreed to be the co-chair until a new co-chair is elected.

**Review of Actions from Nov PC meeting**

0618-02 – In progress. Kay Grieve has drafted a letter looking for sponsorships/donations towards new trophies for school. If anyone has a particular company and name of the person, she can mark a letter for their attention. Class reps to highlight this request on to their class facebook page.

0618-04 – In progress. No funding at this point, however once we get the equipment, installation charges will be covered.

0918-01 – In progress

0918-02 – In progress

1118-01 – Closed. New samples from Tesco have been obtained and will be kept in the school reception if parents want to have a look at them

1118-02 – Closed. Mrs. Drummond emailed Mrs. Webster who is teacher for English as an additional language regarding what support could be provided for parents whose first language is not English. She will be happy to see any staff/parent who want to meet her.

**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

\* The Evening Express, Aberdeen Journals, photographer was in school to take photos of the primary 1 classes for the Primary 1 Supplement.

\* Primary 6L and Primary 6P completed their curling sessions at Curl Aberdeen

\* Tempest Photography have taken family and individual photos of all pupils from Nursery to P7

\* A member of staff from SensationAll, a charity which is based in Westhill, visited P5 to talk about their work. P5 are raising money for this charity when they sing some Christmas songs at the Westhill shops next week

\* The A.L.E.C. team have been in school for 5 days delivering health and wellbeing sessions to all pupils from P1-P7. They were using their new pop up classroom which we set up in our music room.

\* Primary 6 classes organised a Xmas fair which was very successful and raised over £1600.

Staffing

\* We have a new cleaner, Maria, who has joined the cleaning team for Elrick School.

\* Interviews took place recently for a temporary Early Years Practitioner to support our nursery team. A successful candidate was appointed and subject to references, PVG and police checks will start in post as soon as possible.

\* Mrs Adams will be returning from maternity leave shortly. She will be teaching P1Co with Mrs Coney, starting after the February mid-term break. Mrs Adams has been visiting the school and working closely with the Primary 1 team and meeting the class. The usual pattern will be Monday – Wednesday (Mrs Adams) and Thursday/Friday (Mrs Coney). Mrs Coney will also be working across the school on a Wednesday targeting literacy support for identified learners.

School Improvements

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

\* We had 2 in-service days, during these days we worked on the following:

o Most teaching staff attended a day focussing on Emergent Literacy, this was run by the development team from Aberdeenshire Council. Teachers chose workshops around different areas such as developing reading, dyslexia, using films to support literacy development and many more.

o Some teaching staff attended a S.T.E.M. (science, technology, engineering and maths) day and were shown lots of practical technology and science activities around the area of forces. They came away with resources to try these activities with pupils.

o Some teaching and non-teaching staff looked at the behaviour policy, behaviour management system and anti-bullying policy to begin the process of reviewing and updating these.

o Most teaching staff looked at the use of holistic assessment to identify whether pupils can transfer skills taught discretely into less familiar contexts. The session started with a presentation for all Westhill schools before working in their own year groups to plan assessment opportunities using this model over the next few months.

o Some P.S.A staff updated their first aid training through a course led by trainers from Aberdeenshire

o All staff undertook a training session around creativity and how we can use this to engage and challenge our learners

o Some staff completed their food hygiene training

\* Results of the parent survey on potential workshops was gathered and will be shared at the meeting today and staff have begun the planning process for an event

\* Staff attended a network meeting around developing handwriting skills, organised by the Northern Alliance as part of our engagement in the emergent literacy project

\* Our additional support needs teaching staff met with colleagues across the cluster to moderate processes and procedures for supporting learners.

\* Developing resilience is part of the improvement plan and staff have been creating a questionnaire for pupilsto gather data across the school on resilience.

\* A group of parents met with the senior management team to look at the behaviour policy and procedures. A productive meeting. The next stage is to meet with pupil groups and begin to re-write the policy and procedure based around both national and local guidance and feedback from pupils, parents and staff.

\* Teachers have been observing each other’s classes as we continue to look at pupil engagement 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:

\* Classes continue to organise enterprise, sharing the learning or performance opportunities for parents to find out more about their learning. At Elrick school we expect each class to organise a performance, an enterprise opportunity and a sharing the learning opportunity across each year.

\* SEESAW - consent is now being asked for profiling using SEESAW. We ask that this is returned to school as soon as possible. Profiling using SEESAW will start in the new year for pupils

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

**Treasurer’s report**

Bank Balance is £12,795.72

Income received:

£350 grant from Shell

£31.77 Easyfundraising

£280 from 8 sponsors for calendar

£2,562 from sales of tea towels, calendars etc

£56.40 Bag2school (November)

Expenditures:

Library Shelves £516.64

Library Books £244.11

Cooker & Trolleys £697.05

TigTag Subscription £350

Various teacher supplies, but still quite a few to put in any expenses.

**Parent survey on potential workshops**

Results of the parent survey on Survey Monkey was gathered. The responses were

1. Types of events - Parents would like to have events led by staff
2. Areas of the workshops - Parents were keen to have workshops in specific areas such as breaking barriers to resilience and learning, etc
3. Timings of workshops – During school hours or in the evening

Staff have had one planning meeting. An event is being arranged in the evening with 6 workshops. Each workshop will have 20-30 spaces and parents will have to sign in for specific workshops that they may be interested in. A date for this will follow soon.

**Requests for funding**

AD requested £250/- for a dishwasher which will help with the food project as well. This was approved by the Parent Council.

For football, 2 goals need to be replaced as well as some stripes and footballs. A parent has got in touch with Active schools but funding only available for P2/P3 football. Parent Council has approved upto 2 goals and upto 30 footballs.

**Bikeability**

School is struggling to have parents onboard to volunteer to help with the cycling safety training for P6 students. Mrs. Rule has identified slots which are falling short of having enough volunteers to run the sessions. An email has been sent to the entire Parent forum. If anyone can help please contact the school.

**Chromebooks**

10 chromebooks have arrived in school now

**Fundraising**

Calendar update – Calendars are ready to be sent off for printing, however yet have a few missing artwork for some kids.

Tea towel update – Tea towels have arrived and have been distributed to the respective classes.

Mugs – Mugs have arrived as well, however they haven’t been distributed. A message will be sent for parents to collect their mugs from the school. The Parent Council will sell the spare calendars and mugs at the school discos

Xmas Discos – Date set is 19th December. The high noise levels during the school discos was discussed. SS wil get in touch with DJ Stevie regarding the noise levels.

Xmas eve Bag pack – Date confirmed 24th Dec 7 to 11 am. Yet looking for volunteers for some slots especially the last slot 10 to 11am.

Aberdein Considine (AC) Sponsorship – Aberdeen Considine got in touch with the Elrick School Parent Council via email and are keen on sponsoring any local charities such as ours. They have asked if they can assist with any thing in the upcoming year. This was discussed and it was agreed that maybe they would be interested in sponsoring the footballs. MB will send an email to AC regarding this.

**Next Parent Council Meeting**

15thth Jan Fri 6.00 pm

**Table of Actions**

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| Ref No | Date Raised | Action | Owner | Status |
| 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 |
| 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 |
| ~~1118-01~~ | ~~6/11/2018~~ | ~~Contact Tesco for samples and supply chain of school uniforms~~ | ~~Monique~~ | ~~Closed~~ |
| ~~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~~ | ~~Closed~~ |
| 1218-01 | 7/12/2018 | Get in touch with DJ Stevie regarding noise levels at the School disco | Shalaka | In progress |