ELRICK PRIMARY SCHOOL PARENT COUNCIL MEETING DRAFT MINUTES

15th Jan, 2018 6.00 pm

Location: Elrick Primary School

Attendees: Fiona Fitzgerald (Co-chair), Mrs. Drummond, Monique Blair, Alessandra Savassi, Shalaka Samant (Secretary), Santana Kidd, Adam, Cllr. Ron McKail, Cllr Iris Walker, Evelyn Ewen, Jackeline Rodriguez, Cllr. Iris Walker, Lauren Wade

Apologies: Kerry Alexander, Lynn Reid, Louise Young, Donna Morrison, Kay Grieve, Chrissie Simpson, Colleen Urquhart

**Welcome and approval of Dec minutes**

No amendments to Dec PC meeting minutes. The minutes were proposed by Mrs. Drummond and seconded by Fiona Fitzgerald

**Appointment of additional PC office bearers / members**

As one of the co-chairs has stepped down from the post, there has been a vacancy created for the post of co-chair. Monique Blair had decided to step in as interim co-chair until a new co-chair was elected. In this meeting, Jackeline Rodriguez was elected as new co-chair.

**Review of Actions from Dec PC meeting**

0618-02 – In progress.

0618-04 – In progress.

0918-01 – In progress

0918-02 – In progress. A meeting has been organised tonight for digital parenting where a representative from the Parent Council from each of the westhill schools will be meeting

**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 part of being a BP link school, we were delighted that our new link person was in school last week to

deliver energy workshops to all the primary 7 classes

* Primary 5 visited the Westhill shopping centre to sing some Christmas songs and raised money for the local charity – Sensationall
* Our choir visited 2 local businesses to sing Christmas songs and raised money for the local foodbank
* The nursery classes visited BA stores to see all the Christmas displays and meet Santa

Staffing

* We have found it very difficult to appoint a temporary early year’s practitioner for the nursery. Probably the temporary nature of the post is making it more difficult. This is a 2 day a week post and we have advertised and interviewed a number of times since August. This is to cover Mrs. Shimwell whilst she is acting as lead practitioner. We have secured temporary cover until the Easter holidays.
* Miss Darlington and Miss Anderson are teaching at the moment to cover an absence. We have managed to get some cover to support their other teaching commitments. There will be an update around this to families soon.

School Improvements

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

* SEESAW update - We are working to get SEESAW up and running for all pupils across nursery to P7. Email addresses and consents have been requested from all families. Unfortunately this is taking longer than we would have liked to get up and running. With SEESAW we received permission to use late last term and are required to gather consent each year we use. Staff was given training today on getting pupils enrolled at staff training this evening. Next week paperwork will go home with the QR codes for each child who had returned the permission slip back to the school.
* Behavior policy review - A draft updated behaviour/positive relationships/bullying policy is ready for consulting with staff, pupils and the parent group. We hope to have this out for consultation soon. We will be asking the group of parents who worked on this initially to return for a follow up session to help speak with pupils to gather their views. Some of these parents have offered to come in and do sessions with the children as a part of the review. Also, school wants to call the policy something more positive rather than behavior policy. School is open to any suggestion.
* Building resilience - Staff have been planning an evening workshop for parents; we will run this in term 4 and include as part of the transition for new parents too. Parents will be able to book in to one which fits in.
* Reporting format - Staff have now finalised the next reporting format which will be with families later this year. Staff will be busy writing these reports and hopefully these will be with families prior to the next parent’s meetings. The new format will essentially be the same front page we got last time. The back page will have space for Teacher and Child’s comment, which could be something like a drawing for younger children. Page 3 will be for Parent’s comments which will be returned back to school and form the basis of the parent teacher meetings. The meetings are scheduled for the last two weeks of the term (Thursday of one week and tuesday and Wednesday of the next week)
* A group of staff have been working on improving the courtyard in the P1/2 area. This is to make it more useable as part of the play based learning environments. Once this area has been improved, we will begin to work on the other courtyard in the P2/3 area.
* Staff have had an introduction to emergent literacy; this is a whole school approach to supporting literacy development from nursery through to P7. It was developed by education, speech and language and occupational therapist staff and being rolled out across Aberdeenshire. Some of the principles are already embedded into nursery and P1 at Elrick and we are looking at the improvements this is making to children’s progress across all literacy.
* School photos and video permissions - A letter was sent recently to all families regarding consent for any school photos or school videos. The update started end of Nov following the new GDPR. It is unfortunate that at certain school events parents are asked not to take any photographs and videos, however this was to protect some individual children whose photos cannot be shared outside the school community for specific reasons.

**Requests for funding**

1. School Bus trips - In the previous years the PC has contributed towards some bus trips for the school children. This year maybe the PC can fund bus trips per class or year group. E.g. It costs £1300/-per bus trip to Edinburgh for P4-P5’s.
2. Group Call – AD requested £900/ - towards this year’s group call. School yet to receive bill for £900/- from group call for last year. The school has had unlimited group call, however recently have been informed that we may be exceeding our limit. Going forward, the plan is to stick to emails and paper notifications and use group calls only in emergencies or in specific cases.
3. PE equipment - £2000/- was requested by AD and approved by the PC towards replacing PE equipment such as new benches, gymnastic spring board for rolling on, training hurdles to athletics, bean bags, javelins, etc.

**Treasurer’s report**

Bank Balance £13,402.01

Expenses

School shredder & guillotine - £266.43

Teachers expenses - £110.09

Footballs & bag - £104.95

Income

M&S Bag Pack - £429.57, 10% is due to M&S charity of the day (£42.95).  Profit £386.62.

Dress down day - £295.98

Shell Grant - £350

Westhill & Districts Sports Hub - £500

Calenders & mugs

Income £2,902.04, spent £675 calendars & £1,003.75 mugs & tea towels.  Profit £1,223.30.

School Discos

Income £857.25, DJ £120, Juice & Crisps £234.90 + Shalaka's expenses. Current profit £502.35

Points to note:

- M&S charity due 10% £42.95

- Distributed calendars to sponsors?

- Extra mugs, how much to pay All my Own Work/  £836.45 NET invoice

- 1 whole week until all money in for Christmas jumper day

- £500 Sports grant, to spend on sport equipment?

In addition, Monique has filed all accounts in December and they were all accepted. Well done Monique!

**Fundraising**

Bags2School - arranged for 1st Feb, Friday. Students from P7 will help sort out bags. Drop offs can be done on 31st Jan until about 6.30 pm

Easter Discos – Date tbc

Movie night – Potential of organizing a movie night was discussed. Jackeline / Santana to look into this and dates to be finalized soon (Tentative dates either 19th, 22nd or 26th Feb).

Fun day – Scheduled for 18th May 12.30 to 3.30 pm. Volunteers required for helping out before the event and on that day itself. FF to arrange another fun day planning meeting. If anyone would like to help organize or volunteer please get in touch with the Parent Council on elrickparentforum@hotmail.com

**AOCB**

Art classes – One mum had raised a query as to why the school no longer does art classes. AD responded saying that some years back there were specialist teachers who taught specific subjects like music, art, PE, drama, etc, however in recent years this has changed. The roles no longer exist and primary school teachers have to teach all subjects, as a result there are no specialist teachers appointed within the school for art. However, primary teachers do art within the class, not as a separate subject. School currently had two specialist teachers, one for music and one for languages

School Clubs – Currently the school has various clubs, i.e. chess, Lego, coding. Some parents don’t have much knowledge of these clubs and would like to know which clubs run within the school. This was discussed and it was agreed that the names of the clubs could go on the school website. However, some clubs are only by invitation since they are restricted by numbers.

Clan system at drop off – Another query from a few parents was why do children have to line up at school drop off according to the clans rather than their respective classes, due to this difficult to know your child’s class. Again AD responded by saying that this was the school’s initiative to encourage the child as a part of their team building experience. Children are made to stand in their clans at assembly as well and gives them a sense of team spirit and encourages them to be responsible and as well as a drive to do better to earn clan points since at the end of the term, the team with the highest points gets some form of a treat.

PE kit in clan colours – One parent has suggested if the P.E kit could be clan colours for the t-shirt and black shorts which would make it easy for sports day. Good suggestion and school is happy with it as long as parents do not feel pressurized into this.

Mini marathons – Another issue raised by a parent was why we stopped doing mini marathons since this was a great way to include some more exercise for the kids in a relatively easy way and also raise some funds. The PC agreed with this and will look into arranging one soon.

P7 hoodies – Update on the P7 hoodies. They have been ordered, now just waiting on them arriving. Once they arrive, they will be distributed and can be used as a uniform

P1 induction dates – The P1 induction dates will soon be announced. This was raised by some parents since they needed to book time off with their employers for holidays, etc.

**Next Parent Council Meeting**

22nd Feb Fri 1.30 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 |
| ~~1218-01~~ | ~~7/12/2018~~ | ~~Get in touch with DJ Stevie regarding noise levels at the School disco~~ | ~~Shalaka~~ | ~~Closed~~ |
| 0119-01 | 15/01/2019 | Get in touch with all my own work to pay back £70 | Lauren | In progress |
| 0119-02 | 15/01/2019 | Mrs. Drummond and Angela to look into pub license for the fun day | Mrs. Drummond | In progress |
| 0119-03 | 15/01/2019 | A list of all the different clubs running within the school to go onto the school website | Mrs. Drummond | In progress |
| 0119-04 | 15/01/2019 | Fiona to arrange a fun day planning meeting | Fiona | In progress |