ELRICK PRIMARY SCHOOL PARENT COUNCIL MEETING DRAFT MINUTES

22nd Feb, 2019 1.30 pm

Location: Elrick Primary School

Attendees: Fiona Fitzgerald (Co-chair), Mrs. Drummond, Bruce Bain, Christine Clark, Caroline Noble, Monique Blair, Alessandra Savassi, Shalaka Samant (Secretary), Jackeline Rodriguez, Kerry Ann Darlington, Lauren Wade, Susan McLean

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

**Welcome and approval of Jan minutes**

No amendments to the Jan PC meeting minutes. The minutes were proposed by Fiona Fitzgerald and approved by Lauren Wade

**Review of Actions from Jan PC meeting**

0119-02 –In progress, however an amendment to this was that Mrs. Drummond and Angela to look into the risk assessments rather than the pub license for fun day

0119-03 – In progress. Since not all clubs run throughout the year and not all clubs are open to all children, discussion revolved around which clubs to be put on the website. It was agreed that Mrs. Matthews would put up a list of all clubs and the active schools link as well

**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 Richard Morrison was in school recently to

undertake workshops with primary 2 classes. The workshop was titled “Handy Helpers”

* Our primary 4/5 and 6/7 provided teams for the annual Rotary Fun Quiz with other schools across the

Westhill Cluster.

* One of the organisers of the GLEE competitions came into school to undertake a workshop with our GLEE club as part of their preparation for the upcoming event.
* A member of the Aberdeen Astronomical Society was in school and talked to primary 2 and 3 about their Space topic.
* The school dentist has been in school for the annual P1 and P7 dental checks
* Our primary 6 pupils had the opportunity to be part of the Ski Trip to Glenshee. A 3 day/2 night mini-
* residential experience.

Staffing

* Aberdeenshire Cleaning Services recently advertised for a permanent cleaner to join the team for 10hrs per week. We are currently awaiting the outcome of this recruitment process. Meantime, a relief cleaner is in post.

School Improvements

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

* SEESAW is up and running across nursery and P1-P7. Parents who have given consent have been sent home the unique code to access their child/children’s profile. Staff and pupils will be updating these across the remainder of the year to share moments of learning by your child. These may be selected by your child or by the member of staff. They can provide a discussion point for you and your child around their learning.
* Teaching and non-teaching staff have been looking at the behaviour policy improvements. We will share progress at the meeting today. Have a draft policy to share with the focus parent group and pupils.
* We have had another meeting with TAQA and Aberdeenshire Council Ranger Service regarding the discovery trail for Arnhall Moss. The next step is for primary 6 pupils to return to site and look at the range of animals, plants and trees which live and grow in this area. From this a discovery trail will be developed with 8 posts and an information board installed. Quizzes will be developed from this to allow groups to visit the area with an educational purpose and have easy access to some readymade activities, created by the pupils at Elrick.
* All classes have been part of term 3 tracking and monitoring meetings with a member of senior management team where we look at progress in learning, evaluation of previous terms targets and planning ahead.
* Teaching staff shared a twilight meeting with teachers from other Westhill primary schools. The focus for this session was to look at fine motor skills and the development of handwriting. This links with the

emergent literacy project which is part of our improvement plan from nursery to P7.

* Staff have also begun to draft a Learning and Teaching policy which aims to outline what learning looks like at Elrick School. At present, it is a few draft statements and links to National policy but staff keen to capture what it should be like to be a pupil, parents and member of staff at Elrick – what are the expectations. Further information to be shared today.
* Some nursery staff have attended training run by NHS Scotland on communication, this was a 2 day course over the in-service days.
* Staff attended a workshop led by our Educational Psychologist, Michelle O’Grady, on Emotion Coaching. This links to the building resilience part of the improvement plan.
* We have continued to develop our workshops for parents and have a draft date for this for term 4.
* Primary 1 and primary 2 staff worked with our P.S.A. staff to look at the language developed through play. This is a key part of the development of our free flow areas in P1 and 2 and encouraging children to develop listening and talking skills as they play.
* We have met with staff from Aberdeenshire Council to look at the use of Group Call. As mentioned at the last meeting we have had to slightly change our approach. We are looking at a mostly email based approach with text messages being sent for urgent communication e.g. absences.
* We have continued to slowly update our website to make it more informative

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:

* SEESAW is up and running for nursery to P7 children.
* Primary 3 parents had the opportunity to attend a workshop on “Read a Novel” as part of our paired

reading project

* Reporting progress reports will be issued later this term and there will be an opportunity to meet

with your child’s teacher

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

**Possible communications policy between the school and Parent Council**

* Initially the school was using Xpressions and then group call for communicating with the Parent forum at large. The school was informed last year that we were overusing the ‘unlimited facility’ on group call and post March would be charged for the extra usage.
* Currently sending emails is free but texts are charged. Hence it has been decided that for emergencies texts will be used, however for all generic stuff, emails will be used.
* Possibility of re-using Xpressions was also discussed however this App has not been very popular with the entire parent community at Elrick and a disadvantage of it is that there is a word limit to send.

**Update on behavior policy and current status**

The school met with parents and the pupil voice and a draft is in place for the behavior policy. This draft behavior policy will include behavior management system and the anti-bullying policy as well. The main contents of this policy will include topics such as what is behavior, how does one promote positive behavior, what is inappropriate behavior, etc. A meeting is scheduled next week Thursday/Friday (1st March)

**Treasurer’s report**

Bank Balance £20,908.01

Major expenses

P1 Courtyard refurbishment - £494.77

Teachers expenses - £458.60

Footballs & bag - £104.95

Staff dishwasher - £250

Income

AVIVA Grant - £10,000

Aberdeenshire Council - £343.43

Bags2school - £186

Westhill & Districts Sports Hub - £500

In addition, not all claims have been made by teachers for the £100/-.

**Fundraising**

Easter Discos – Discussed if the Parent Council is having an Easter Disco since that date planned for disco is close to the Movie night. It was agreed to move the disco date to sometime immediately after the school opens after the Easter holidays or a potential date in June was also discussed.

Movie night – Tentative proposed date 29th March at 6.00 pm for a 6.15 pm start. The ‘Greatest showman - Singalong’ seemed to get the most votes for screening this movie. A maximum of 220 children can be accomadated within the hall. More details to follow soon.

Fun day Update – Scheduled for 18th May 12.30 to 3.30 pm. A meeting was arranged to discuss the fun day. We are yet requiring volunteers for lucky dip, PC Lego and volunteer recruitment for stalls. An online database for recruitment will be available soon similar to the one we used last year. Plans for another meeting is on the go for a week on Saturday possibly at the Green Pastures by the church. So far we have managed to get a few raffles from different institutions.

**Other**

P7 show – The P7 show is scheduled to be in the 2nd last week of the last term of the school. Possibility of hiring a hall/church for the performances was raised so that it would allow parents and families to see the event. The school has been looking into options such as these. Ashdale hall has no evening slots available, however the hall in the Westhill Academy could be a potential.

Barcaple visit – The final payment was due 1st of March and a meeting is scheduled for 12th March @ 6.30 pm Mrs. Drummond will be looking into the final payment for the trip.

Glee show – A few parents missed out on the tickets for the Glee show. There were 23 additional tickets totally available and only 3 staff members have managed to get in. Also the show was not livestreamed. A wild card is left, that will be our only chance to get back into the show.

Redecorating the school – Walls/ skirtings are in a really bad state in the school. Also the cupboard where the dining room tables are housed is in a bad shape as well as the floor needs replaced. Mrs. Drummond to look into this.

Children lining up in clans – The school has had a few queries from parents regarding the clan lining up at drop off. A parent had asked this issue to be raised at the meeting because, whilst it is working for some, for others this system is clearly not working. Mrs. Drummond will look into this and will discuss this with her staff to see what can be done.

**Next Parent Council Meeting**

19th March Tues 6.30 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 risk assessments 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~~ |