ELRICK PRIMARY SCHOOL PARENT COUNCIL MEETING DRAFT MINUTES

19th March, 2019 6.00 pm

Location: Elrick Primary School

Attendees: Fiona Fitzgerald (Co-chair), Monique Blair (Vice Secretary), Lauren Wade (Treasurer), Mrs. Drummond, Miss Darlington, Alessandra Savassi, Evelyn Ewen

Apologies: Jackeline Rodrigues, Shalaka Samant, Lynn Reid, Louise Young, Bruce Bain, Santana Kidd, Chrissie Simpson

**Welcome and approval of Feb minutes**

No amendments to the February PC meeting minutes.

**Review of Actions from Feb PC meeting**

0618-04 The condition of the playground including the sunken drain and the crumbling step at the P1 entrance has been reported to Aberdeenshire Council.

0119-02 Risk assessments for the public entertainment licence were completed and the application has been submitted.

0119-03 A list of all the school clubs are now available on the school website.

**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

* Alexander Burnett, MSP, visited primary 5 classes prior to their visit to the Scottish Parliament
* .Primary 4 visited Discover Dundee as part of their topic on the Polar Regions
* Primary 3CS and 3SB had sharing the learning events
* Primary 5RS had a Lego Robotix workshop delivered by an outside educator
* The Bikeability trainer was in school to deliver training to some volunteers
* Primary 6 classes have visited Arnhall Moss as part of their development of trails round the area
* Scholastic book fair is in school for the parent evenings

Staffing

* A new cleaner, Mrs Conner, was appointed by Aberdeenshire Council and is now in post.
* Mrs Matthew, depute, returns from maternity leave at the end of April. She will be returning for 2 days per week
* Mrs Johnstone, Intervention and Prevention Teacher, for the Westhill cluster is on maternity leave. Some of her time at Elrick is being covered by Mrs Northcroft, her jobshare, who already works in the school part of the week. Congratulations to Mrs Johnstone who had a little boy last week.

School Improvements

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

* Staff have continued to further develop the learning and teaching policy. This is still in the early development days and when ready will be engaging with parents and pupils to gather their ideas and feedback.
* Our parent workshops are planned and will share the contents of the workshops with Parent Council this evening. We are hoping to have a short presentation at the start our building resilience and positive mindset.
* The group of parents who have been supporting development of the behaviour policy met and went through the latest draft. This has been shared with staff and currently pupils are reviewing a few parts of it. Will share an update this evening, including plans to gather more parental feedback at parents evenings
* Primary 1 staff and Mrs Drummond attended the latest network meeting for Emergent Literacy where we looked at play based learning and how this could develop listening and talking
* Miss Anderson attended training linked to achieving a level in the curriculum for excellence
* Miss Montgomery and Mrs Drummond attended a day led by Tapestry. It was delivered by Mark Church and based around Making Thinking Visible. This will be a priority on the school improvement plan for all staff next term as we look to ensure that pupils are fully aware of their thinking and how this relates to learning. The school has committed to be part of this for the next year and beyond, along with other schools in Aberdeenshire
* Mrs Rule and Mrs Drummond attended the first day of a leadership course run by Columbus 1400. This looked at developing leadership across the school and is the start of 6 days of training.

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:

* Used Twitter to share learning and good news moments
* Issued parents/carers with their child’s written reports. We will gather feedback on the change to reporting this year next term.
* Continued to use SEESAW to share learning with your child
* Used GLOW for class newsletters, share homework and important dates
* Met with parents of P7 pupils attending the residential trip to Barcaple next term.

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

**Treasurer’s report**

Bank balance as at 19/03/19 £19,931.83

Expenses

Dons Day Out tickets £1022.50 (still to receive the 50% cashback)

Dons Day Out goodie bags £78.75

Buses for school trips £2000 (further £1200 to be provided after Fun Day)

Teachers Expenses £100 (some teachers still to claim)

Income

Further mug sales £4

Refund for crisps from Christmas disco £8

**Fundraising**

Easter Discos – Shorts & Shades Disco confirmed for Wednesday 17th April. Fiona will contact Atmosphere Lighting and Sound to see if we can book UV lights. Jackeline to organize let, DJ and volunteers.

Movie night – confirmed for Friday 29th March. Tickets to be £4 including drink and snack. Volunteers to be sought to sell tickets in reception next week. Fiona will put together an email for the school to send to all parents with the details

Fun Day Update – next planning meeting is on Friday 22nd March at 1.30pm

**Other**

Homework

Although homework is supplied on a pick and mix sheet it is still a weekly task. Each class has a set day each week for homework to be handed in and this should be available on each class Glow page. Mrs. Drummond to check that this is the case.

Gym Clothes

Teachers will send gym kit home for washing if required.

P2/P3 Clan Lineup at Start of School Day

Mrs. Drummond to confirm with staff that the doors should be opened as soon as the bell goes at 9am.

**Next Parent Council Meeting**

16th April Tues 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 |
| ~~0119-02~~ | ~~15/01/2019~~ | ~~Mrs. Drummond and Angela to look into risk assessments for the fun day~~ | ~~Mrs. Drummond~~ | ~~Closed~~ |
| ~~0119-03~~ | ~~15/01/2019~~ | ~~A list of all the different clubs running within the school to go onto the school website~~ | ~~Mrs. Drummond~~ | ~~Closed~~ |
| 0319-01 | 19/03/2019 | Mrs. Drummond to check that homework due dates have been communicated to all classes. | Mrs. Drummond | Open |
| 0319-02 | 19/03/2019 | Mrs. Drummond to confirm with staff that doors are being opened as soon as the bell goes at 9am. | Mrs Drummond | Open |