**ELRICK PRIMARY SCHOOL PARENT COUNCIL MINUTES**

**Tuesday 12th October 2019, 6.00 pm**

Location: Elrick Primary School

Attendees: Claire Taylor (Chair), Fiona FitzGerald (Vice Chair), Lauren Wade (Treasurer), Monique Blair (Secretary), Christina Daniel (P1AC), Bruce Bain, Lynn Glover (P1C), Louise Simpson (P1/2N), Alessandra Savassi (P6C), Roslyn Chilton (P3CS), Claire Watt, Lesley Currier (P1C), Nara Morrison (P3E), Miss Jenny Anderson (Acting Head Teacher), Mrs Margaret Rule (Acting Depute Head), Mrs Carly Neave (Acting Principal Teacher)

Apologies: Jackeline Rodrigues, Shalaka Samant, Caroline Noble, Louise Milne, Melody Kuo, Lesley Davie, Pam Cheyne, Chrissie Simpson, Cllr Iris Walker

**Approval of October Meeting Minutes**

The minutes were agreed to be accurate.

**Review of Actions from October Meeting**

* 0918-02 Fiona and Alessandra had previously contacted AFC Community Trust but not received a response. Bruce has reached out to a known contact and awaits a response
* 1019-01 Claire has produced a summary of PC remit, role of class reps and FAQ. Miss Anderson to publish on school’s website. Post meeting note, document can be found here: <https://elrick.aberdeenshire.sch.uk/parents/parent-council/>
* 1019-02 Clan leaflet has been published on school website here: <http://elrick.aberdeenshire.sch.uk/pupil-groups/elrick-clans/>
* 1019-03 Dons Day Out – date has been set as 7th March 2020
* 1019-04 M&S Bag Pack – Claire has been in contact with M&S but date still to be confirmed.
* 1019-04 Contact P&J re new outside equipment. Miss Anderson to follow up with Council Corporate comms to arrange opening event with Director of Education etc. Still in progress

**Treasurer’s Report**

Cashbook balance is £14,803.  Bank Balance is £28,163 with £13,360 of cheques waiting to be cleared.  The council have yet to cash our cheque for the playground equipment and installation and the rest are from Christmas fayre.

Current profit for YTD is £2.5K after the Christmas fayre.

The Christmas Fayre currently sitting at a profit of £2,189.14.  Some expenses still to be claimed.

P6 Football still have £280 from their football fund to spend.

Dress down day took in £344, a few teachers handed in after Oct holidays.  This is one of the best amounts we have had.

Waiting to hear from Christmas cards, I have banked £228 of money taken in as cash payments.

Calendar raised £270 in sponsorship - well done Jackeline & Alessandra.

1 teacher claimed their funds so far.  Letter sent to Miss Anderson to issue to teachers that their requests are to be paid by BACS preferably this year.

Purchases for school so far £2,041 including 1st News subscription, health group donation, trolley for nursery and Espresso Education.

Chrome Books request not been received yet.  Ring fenced value total £11K so we have approx. £3,800 available to spend.



**Acting Head Teacher’s Report (Miss Anderson)**

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.

Firstly, I’d like to thank you for all the hard work that went into the organisation and running of the Christmas Fayre. Thanks to you and your wider team it was a great success.

Trips and Visitors

* Some of our P2-3 classes have been on successful trips to Duthie Park, with the remainder going this coming Friday. The children worked with the ranger, took part in orienteering activities and toured the Winter Gardens.
* Successful clan treat for Ness, well run by our clan chiefs.
* We had the Road Safety Magic Show in for P1-3 children.
* Evening Express were here for P1 photos and these were featured in today’s paper.
* Book Fair was successful again – thanks to Aimee and her team for the smooth running of this.
* P4 have been working hard to organise our Children in Need Day this coming Friday. All donations gratefully accepted – dress down and disco for the dance-a-thon.

Staffing

* PSA update: Mrs Jennifer Charles M, W F; Mrs Collette Kelly works M, T, Th, and Mrs Nikki Duthie is with us on a Wednesday.
* Clarifications of the interim senior management team whilst the recruitment process for a head teacher takes place:

Miss Jenny Anderson – Acting Head Teacher,

Mrs Margaret Rule – Acting Depute Head Teacher,

Mrs Lynsey Matthew continues in her role as part time Depute Head Teacher

This week we say goodbye to Miss Kerry Ann Darlington, who will be starting her maternity leave on Friday.

Mrs Robinson will return to her role as part-time Depute Head Teacher on Mon 25th November. Mrs Matthew will work M-W and Mrs Robinson on Th/F.

* We are delighted to inform you that Mrs Carly Neave has been appointed as Acting Principal Teacher.
* We have welcomed Mrs Andrea Robertson to P3E until Mrs Edwards returns.
* Our new Early Years Lead Practitioner will be in post next month and we will share more details about this appointment once details are finalised.
* We are interviewing for early years practitioner maternity cover for Mrs Shimwell, 3 days, in our nursery shortly and hope to share some news following this interviews.

School Improvements

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

* Staff working parties continue this term and plans are being made to use our Inset Days next week to concentrate work on areas of our Improvement Plan
* Nursery staff have undertaken their first visits to Arnhall Moss, with a view to regular trips over the rest of the session.
* Our cluster attainment review took place with the Quality Improvement Officer and senior leaders from the other schools in Westhill.
* Our digital upgrade is due to take place at the beginning of December.
* Our Nursery building works are due to start this Saturday. P4F will be moving into the music room at the end of the week and the contractors will be in to move the nursery equipment on Friday.
* Reminder: *Our draft Standard and Quality report, plus school improvement plan was shared with parents through the school website. This will be an active document which should be updated with progress during the year. This will make it much clearer to parents the progress the school is making on a more frequent basis.*

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:

* Interim settling in reports have been issued to parents before the October holiday.
* Follow up appointments were available with teachers last week and most families attended these.
* Appointments were also available with our Additional Support Needs teachers, Mrs Stockdale and Mrs Reid.
* GLOW – teachers will be moving (or for some classes have moved) to sharing homework via Microsoft
* We continue to profile learning through your child’s SEESAW page. Please check you have access to this and contact your child’s teacher if you need the code to get on their profile.

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

**Update on Recruitment for Head Teacher**

The post has been re-advertised. Interviews will take place soon. In the meantime, Miss Jenny Anderson will be Acting Head Teacher.

**Behaviour Policy**

The current behaviour policy was discussed. Miss Anderson agreed to look again at some of the wording, specifically around the definition of bullying, although taken from Aberdeenshire Council’s literature, it seems to differ from teaching staff’s interpretation slightly. This led to some confusion for parents and it would be good to have it clarified for future.

Miss Anderson will also provide statistics of recorded bullying incidents at Elrick. Miss Anderson considers that, on the whole, pupil behavior at Elrick is satisfactory and she does not consider there to be a systemic issue with bullying.

There was a Scottish Government Census carried out in May 2019 – Parental Involvement and Engagement, for the benefit of Scottish Government and Aberdeenshire Council. Miss Anderson was to see if the results of this has been issued so that this be shared.

Respect Me was discussed to see if this could offer some support and creative learning ideas. They provide training courses where a member of staff and/or a parent can attend and then feed-back. Christina Daniel agreed to look into what they have available that we might be able to use and share.

Due to reasons of confidentiality, the parent council are unable to have sufficient oversight to determine whether there’s a chronic bullying problem at Elrick. Further, the parent council has no powers to get involved in individual cases under the Parental Involvement (Scotland) Act. Miss Anderson confirmed that a more effective resolution will be reached if parents liaise directly with the school on individual cases. It was again reiterated that parents with any specific concerns around bullying in school should report to the teacher or a member of the school management team.

 **Issues Raised via Class Reps**

Use of Twitter and SEESAW

Digital Leaders will be asked to go into classes and assist pupils and staff with uploading work onto SEESAW and parents will be reminded on how to access.

GLOW/Microsoft Teams

There are still some issues with logging in. Mrs Rule is happy to offer another drop-in session to assist. Parents with specific issues should get in touch with Mrs Rule or their class teacher or class rep. Staff will put homework onto SEESAW as well in the interim. If all parents used SEESAW, then GLOW would not be required for homework.

Playground

The playground surface is now approximately 30 years old and in a poor condition with loose stones and grit. The cost to resurface will be circa £40k and the school and local authority do not have these funds available. Claire Watt contacted the council, this week after her daughter’s knee was severely injured by a fall to discuss the problem. Miss Anderson has also contacted the council to follow up on the issues raised previously. The council is sending the small road sweeper to remove all loose grit, but this is a temporary solution at best lasting only weeks/months. In addition, there have been issues with drains being blocked with leaves and tree roots and therefore overflowing in the recent wet weather. Aberdeenshire Council’s contractors have been in to do some work on the drains and this is continuing.

It was agreed that Claire will email the local councillors with all our concerns to see what support and advice they can offer, as to a way forward. Miss Anderson confirmed that there is an annual survey of the fabric condition and that on the last visit Elrick Primary was considered to be in “fairly good condition”. Miss Anderson agreed to notify Claire of the next condition survey so that we can try to be in attendance. Miss Anderson was to look at a way of highlighting which incident reports can be attributed to the condition of the playground. The staff are to be made aware of this and should clearly identify on the reports. Only then can the statistics be used to provide sufficient evidence to persuade the council that something needs to be done on a permanent basis.

**Fundraising**

Dress Down Days – Christmas Dress Down Day on 12th December. It was agreed that 50% of money taken in will be donated to the Liam Smith Fundraiser for Mental Health Aberdeen. Parents to be advised.

Christmas Disco – The discos will be held on 18th December. The entry fee is £3 and will include a drink and snack. The timings of the disco will be:

5.30 to 6.15 P1-P2

6.30 to 7.15 P3-P4

7.30 to 8.30 P5-P7

Jackeline to contact the DJ to ask if she has UV lights available.

Bag2School – Claire to book the next date. Post meeting note, date fixed for 03 December pick up.

Christmas Fayre Feedback – Agreed to run again next year. To be a date in mid-November and in the afternoon to avoid sporting activities etc. Entrance fee to be better advertised.

**Requests for Funding**

Candy Floss Machine for Fun Day – approved. Lauren to source.

Nursery Cart for taking to/from Arnhall Moss – approved

Digital Leaders Podcasts – Microphone to plug into iPad x 2 @ £7.99 each – approved

Manual cooking scales x 3 to go with mobile cooking stations – approved

Nursery – community blocks to help with maths - approved

**AOCB**

Grants – Miss Anderson to ask staff for ideas for projects to be used in applications.

Children in Need items donated by Costco – to be sold on Friday 15th November from 1 to 3.

**Dates of Next Parent Council Meetings**

Tuesday 10th December at 6.00 pm

Friday 24th January at 1.30 pm

Tuesday 10th March at 6.00 pm

**Table of Actions**

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| --- | --- | --- | --- | --- |
| Ref No | Date Raised | Action | Owner | Status |
| 0618-04 | 14/06/2018 | Playground – condition of surface to be discussed with BSO and council roadsweeper to be requested | Miss Anderson | In progress |
| 0918-02 | 19/09/2018 | Get in touch with AFC community trust regarding fundraising | Bruce | In progress |
| 1019-01 | 04/10/2019 | Summary of PC remit, role of class reps and FAQ | Claire/Fiona | In progress |
| ~~1019-02~~ | ~~04/10/2019~~ | ~~Clan leaflet to be published on school website~~ | ~~Mrs Drummond~~ | ~~Closed~~ |
| ~~1019-03~~ | ~~04/10/2019~~ | ~~Dons Day Out – date to be set~~ | ~~Roslyn~~ | ~~Closed~~ |
| 1019-04 | 04/10/2019 | M&S Bag Pack – Claire to book | Claire | In progress |
| 1019-04 | 04/10/2019 | Contact P&J re new outside equipment  | Miss Anderson – Corporate Communications Officer | In progress |
| 1119-01 | 12/11/2019 | Wording of Behaviour Policy | Miss Anderson | In progress |
| 1119-02 | 12/11/2019 | Confirm number of recorded bullying incidents and number of bullying allegations – each academic year for the last 3 years | Miss Anderson | In progress |
| 1119-03 | 12/11/2019 | Contact Respect Me for information on training courses | Christina Daniel | In progress |
| 1119-04 | 12/11/2019 | Arrange another GLOW drop in session | Parents to contact Mrs Rule or the teacher | In progress |
| 1119-05 | 12/11/2019 | Parents be reminded about using SEESAW | Miss Anderson | In progress |
| 1119-06 | 12/11/2019 | Claire to email local councillors with playground/building concerns | Claire | In progress |
| 1119-07 | 12/11/2019 | Email to be sent advising parents that 50% of Christmas dress down day funds will go to Mental Health Aberdeen in Liam Smith’s memory | Claire | In progress |
| 1119-08 | 12/11/2019 | Book Disco UV lights | Jackeline | In progress |
| 1119-09 | 12/11/2019 | Claire to book Bag2School Date | Claire | In progress |
| 1119-10 | 12/11/2019 | Ideas for projects requiring grant funding | Miss Anderson | In progress |
| 1119-11 | 12/11/2019 | Purchase candy floss machine | Lauren | In progresss |