

## Minute for the Mintlaw Primary School Parent Council Meeting - June 8th 2016

### Apologies:

Nicola Hunter, Jillian Welsh, Roselyn Henderson, Councilor Jim Ingram, Stuart Watt

### Attendees

Frances Boyle, Elaine Lytham, Diane Burnett, Jill Cook, Laura Summers, Jenna Smith, Samantha McLeman, Sonia Taylor, Shona Cumming, Katie Davidson-Gall, Cllr, Norman Smith, Nicola Barron, Elizabeth Preston, Lyn Urquhart, Majella Morrison, Karen Lovie, Sarah Forrest, Mary Hay

### Previous minutes

Jill Cook approved, Diane Burnett seconded

### Chairperson's Report:

Purposely kept brief to allow ample time to go over agenda items.

Action plans will be discussed tonight

A meeting was scheduled for all members of parent councils in the cluster, to be held in Fraserburgh. Unfortunately it was cancelled last minute.

### Treasurer's Report:

£4384.89 - Monies have been spent on updating IT equipment, £1400 on school trips.

Took in £1267 from scavenger/treasure hunt 1/3 school participated

### Fundraising Report:

Completed treasure hunt, spring disco. Upcoming Family Fun Night. Planning a Deal or no Deal evening for the fall and a Christmas activity in lieu of a Christmas fayre

### Head Teacher's Report:

QIV – Quality Improvement Visit - 4 QIOs (Quality Improvement Officers) should have been in that day, 3 attended along with Seconded Primary HT. According to verbal feedback, team was impressed with the ethos and overall impact of the school. The pupils reportedly felt safe and valued at school. Pupils reported positive feelings regarding house system. The eco group, RRSA group, Pupil Council and House Captains met with the QIO and presented themselves very well. The positive behaviour of all the children across the school was commented on, the children were polite and well mannered. The QIOs found the nursery atmosphere to be very positive, they commented on many aspects of the learning opportunities provided. The next steps will be to continue to update tracking of attainment data and look at using technology across the school.

### Agenda Items:

#### School administered Facebook Page and the role of the informal Fundraising Page

Action: Feedback from IT department - agreed to have a Facebook page set up by the new session - same info in newsletters will appear on the facebook page.

Fundraising page to remain as functioning - if there are negative postings they will be redirected.

#### Pupil's Right to Privacy

P4 Pupils are changing for swimming in segregated groups, but not in individual cubicles. Parents would have liked to have this information prior to the start of lessons, so they could discuss with their children their individual right to privacy, and to address any concerns their children might have had about changing in front of their peers.

Action: Agreed that in the future, parents will be informed ahead of time. Also will look into potentially having more volunteers to help get the children changed in an orderly time.

#### Internet Safety information for parents and carers

Action: House Captains from P7 are working on their leaflets, of which they're proud. It did, however, take longer than hoped.

Cluster didn't seem interested in pursuing further cluster-wide internet safety meetings with the parents of pupils. There remains a popular concern over internet safety with the parents though, so if desired, the Parent Council could be responsible for organising something. At QIV meeting, the QIO deemed this an important issue and has said that she plans to bring up the discussion to her level.

#### Named person scheme - implications and clarifications

Council's view - There has always been a safeguarder (head teacher), there always will be. Head Teacher would have responsibility to identify if additional support is required.

Single agency plan - under the heading of education, if child needs any educational support, the school would utilize resources to ensure that support is available. For example services within education, Educational Psychologist, SFL or Intervention and Prevention Teacher.

If the school needs to tap in social service or health - we have the resources, this is when the meeting would move to Multi Agency Action Planning Meeting.

Moving to legislations of the named person, the local authority needs to identify who the named person would be. If a child is in school, this would be the head teacher, if the child is outwith - homeschool, gypsy/travelling community or school leavers under age 18 - they previously have been grey areas, however, there is now an identified officer in the council to take on the named person role for these children. Legally, a headteacher's job would change, but her role wouldn't. Aberdeenshire council had an inspection, concluded that MY WORLD TRIANGLE is an effective tool for assessing children. As a head

teacher, the work load is only extra paperwork. Additional admin to help with that, and has been requested. The process is very robust as it is. The head teacher continuously examines the following indicators- is the child: safe, healthy, achieving, nurtured? - In certain situations, a head teacher might come to a class teacher, and suggest they keep an extra eye out on an individual. Then it would be documented in chronology. The named person can access Social work services direct but only in extra special circumstances, ie. Significant child protection concerns for a child. As can any person who has child protection concerns. It is deemed good practice to involve parents as much as possible if there are concerns for the child and this may be done by the class teacher or the head teacher.

Action: Should parent council send out an information leaflet? This scheme is going up for legislation and parents should educate themselves thoroughly.

Parent Council to draft and distribute letter to parents identifying this as an item of great relevance, and to encourage self education. Letter to remain unbiased, and no references to specific media opinions will be disclosed.

#### Regarding football strips: not enough, and in poor condition; parent reports

They are found to be fit for purpose, but some have not been returned. The students were very solution focused, when it was revealed that some items would not be available. Some of the equipment has been reached it best before date.

Action: Letters might go out to companies to see if they will sponsor the teams. 20-25 pounds per strip, needing 16 strips. How important is it? If we pay out to buy strips, maybe they should do more galas. Mrs. Donnelly will look at it for next year. Would require volunteer parents who could run football team. Look into parent coach volunteers for other sports as well.

#### Field trips and monies allocated, has this been carried out?

All classes will have an extracurricular activity, either a field trip or in-class activities - (critter keepers, owls, p7 transition.)

Action: Parents should be informed of the costs associated, often the 200 pounds allocated per class is just a fraction of the total cost of these expenditures. Transparency of costs would be appreciated both ways. The parents will be reassured that the monies are being used exclusively on class activities.

#### Footpath: Has progress been made, or will the Parent Council aggregate the previous correspondence and take over?

Action: Councillor Smith was engaged with discussions just prior to the meeting, and a site visit and works carried out are being planned. Also noted - plants growing out of the building. No further action from the parent council needed at this time.

#### AGM - how to ensure the parent forum is made well aware of meetings.

At the P1 induction, parents need to be encouraged to come to meetings. Some parents think Parent

Council is a very closed group.

Action: It might be an easier transition to join in the more relaxed setting of fundraising, and then follow a natural progression to parent council meetings. Look into a parent representative from each class that parents can go to? Unanimous agreement, and immediate action was put into place.

The representatives for the 2016/2017 school year, uncontested by the attendants of tonight's parent council meeting, are:

P1 - Laura Summers

P2- Frances Boyle

P3 - Mary Hay

P4 - Tara Tikuisis

P5 - Shona Cumming

P6 - Jill Cook

P7 - Katie Davidson-Gall

This information will be distributed to the parents on the same letter as the Named Person Scheme information.

#### AOCB:

Can the school provide a learning space for children during the Parent Council Meetings, to encourage higher attendance?

Consensus is that as the meetings are only 4 days a year, parents should arrange child care ahead of time.

Lack Of Communication regarding Sports Day preparations

It was a regrettable oversight that many P1 parents were not informed earlier about the specifications regarding sports day. (Exact starting time, house colours, pyjamas for race, etc.)

What are the policies regarding outdoor supervision?

Outdoor supervision isn't allocated on a per student ratio . If there are over 50 pupils there needs to be a supervisor. Attendance is taken after every break to ensure that all pupils are accounted for.

Is there a P7 leaving do?

Yes, P7 is using the field trip money for an end of term trip.

A parent observed windows wide open on 1st floor of building.

This will be confirmed, but there is confidence that the windows are set to be much higher than the pupils, and impossible to accidentally fall from.

Volunteer positions not being offered to parents of the corresponding child's class? In particular, a P5 parent is the volunteer for a P4 activity.

This decision is up to the teacher, but it is possible that the reason might be prior experience being a strong asset in this particular activity (swimming lessons).

Action: Feedback to the staff that parents of the given class would like to have an opportunity to volunteer. Query- could there have been extra volunteers?

A lot of agenda items this week were added up to the last hour before the meeting. This does not give a manageable amount of time to do any type of preparing.

Action: Agenda items to be prepared and drafted a week before the meeting. Any other items that arise will be considered AOCB, and if no resolution is satisfactory, then the matter will be transferred to the next meeting's agenda.

For secretary: Put a note in the newsletter to pay more mind in the car park.

A parent reports a instance where a child was nearly hit by a car near the lay-by.

Chairperson says thank you for attending, and for pushing the agenda along in a timely manner.

September 14th, AGM at 6:30 pm, followed by the meeting proper at 7pm.