

Papdale Parent Council
Notes of the Annual General Meeting held on Monday 04 October 2021
at 7pm.

This was a virtual meeting using V:Scene

1. Present: Katie Croy, Joanne Tait, Dawn Stanger, Dawn Williams, Inez Moss, Olivia MacPherson, Ashleigh Gillespie, Lesley Howard, Lisa Gibson, Elaine Bain, Lyne Spence, Ruth Lea, Wendy Bowen (headteacher) Kevin Balfour (Business support manager)
2. Apologies – Marraine Clark, Lorna Robertson
3. Minutes of previous meeting (Monday 28 September 2020) – No corrections requested. Minutes accepted. Proposer: Joanne Tait Seconder: Ruth Lea
4. Matters arising – no matters arising notes from previous AGM
5. Chairperson's Report - Katie advised she had enjoyed her time as joint chair with Lorna Robertson. She expressed her thanks to Lorna who will be stepping down from the parent council after many years as a hard working member. Lorna took a key role this year appearing regularly on Goss from the Boss and other initiatives. Covid 19 continued to have an impact on the school this year with further periods of home schooling and meetings of the parent council continuing online. Despite this the committee managed to fundraise in support of the school. Miles in May being the key success with record breaking fundraising of £7,385.11 Katie notes her thanks to Dawn Williams for her idea and efforts in producing certificates and sponsor sheets, Lorna for her media work. Katie also extended thanks to all the local firms who have donated prizes for competitions this year. To Joanne Tait and Olivia McPherson for their work on the consittuation and to Kevin and Wendy for all their support to the parent council
6. Treasurer's Report - Despite a year of further covid restrictions, fundraising has continued. Halloween fundraising - £370.95; Body Shop party - £75.00; Christmas movie anagram - £346.00. EMEC renewables competition 179.00. Miles in May – as mentioned above. The parent council ended the year with a balance of: £9,575.87. (Full sheet attached)
7. Head Teacher's Report :

Head Teacher Report September 2021

What a tremendous effort the parent council have put in this year in regard to fundraising, the miles in May really were a huge success and the significant money earned was incredible. The whole parent council team really got behind the effort and it was brilliant.

The Living Schools and the Jigsaw flag ship school status have also acknowledged the miles in may event as a key event to promote healthy living, so it has achieved

much. But this was only the pinnacle of a stupendous fundraising effort though which occurred throughout the year. Orkney Council Press team are keen to speak with Katie about the effort.

So a huge thank you to each and everyone of you.

Staffing

Mrs Becky Ewing had a wee boy in May, we wish her well. Miss Hazel Pinner has been appointed to this post. Mrs Julie Muir has a full time temporary contract until June. We have 2 probationers last year and this year Miss Johnston and Mrs Purnell joined our team. Mrs Anna Learmonth has returned to her post and Mrs Archibald moved to Glaitness on Mrs Learmonth's return. During the year Mrs Rhona Humphries covered for Mrs Michelle Kennedy's maternity leave, for a short time Mrs Viv Flett also covered this post. Mrs Kennedy has returned to school from her maternity leave.

We have Miss Stacy Johnson covering probationer days in Miss Amy Johnston's class and in Mr Hills class on a Friday, this is the same class as she had last year and provides continuity. Mr Hill is the Secretary for the EIS and has one day a week to undertake this role.

Mrs Gemma Morris was appointed at 0.4 FTE P1 teacher and also as 0.1 FTE Principal teacher cover for Mr Darren Peace.

We have been given an additional teacher with the Covid Recovery funding from the government this funding only lasts until March. We took the decision to use the money by splitting the P4 year group into 3 teaching groups for the morning. The teacher then works with P3 in the afternoon. This is providing much needed additional support to the groups.

We have a full-time support for learning assistant also funded through this programme which funding only guaranteed until March.

Our support for learning teacher Mr Miller is currently off on long term sick, we send our best wishes to him and his family at this time. Mrs Jane Bruce is covering this full-time position in order that we focus on supporting pupils who need additional support in literacy and to complete a number of dyslexia assessments.

Mrs Claire Miller was appointed at Clerical Assistant and took up her position in December. She will now do 3 days in the office, Wed, Thurs, Friday. Mrs Fiona Stout joined our team shortly after but has since resigned. This two-day position will be re advertised shortly.

We have used the hours from the Early Years Practitioner post to support the needs which we have in school. We had hoped to create a Pupil support worker position but given the needs in the school this has been unable to be done as it would mean a reduction in the overall hours we have for Support for learning. We are aiming to make these positions permanent over the next few months.

We have a number of new support for learning assistants this year in school.

Both the supply list for teachers and support staff is limited. We have concerns about our capacity to have enough teachers as winter and the bugs that it will bring

has. Covid continues to stretch its long arm over us and we have regularly staff off to self-isolate whilst waiting for test results.

Mr Kevin Balfour who has given the school loyal service since 2004 is also resigning from his position in Jan. He will be sorely missed, by me and the staff for the many tasks which he undertakes, his knowledge of all things IT, for never being in flap or a panic and just working things through, and for all the additional things that he has done such as co-ordinate the netball, football and bikeability. His list of tasks are wide and varied as he has made the post his own. I would like to take this opportunity to thank him for all that he has done, there will be many days that we are left wondering about things and just won't know the answer!! This position will be sent to advertisement over the course of next term in the hope of a smooth transition to a new member of staff.

Manda Balfour has also resigned from her position, and I know that she has supported several families and pupils over the years. Her specialist knowledge will also be a miss.

Mrs Sandra Irvine ASD support officer retires this week, we wish her well and know that the families who regularly engage with her will miss her. Her position however has been advertised.

Covid 19

Since the last AGM we had to return to online schooling again. We were delighted to receive 130 responses to our survey and a report was created with the findings. I have included a reminder of these here which we will follow should we have to have virtual school situation again.

- Staff to be aware that for some families the activities can take longer than in school, other children continue to need challenged.
- Staff to continue to monitor closely the impact of lockdown on the children. A Health and Well being survey well be done with all P4-7 children to identify areas that we may need to support the children further.
- We would continue to use a weekly grid (learning grid) should we need this again.
- All classes will use the assignments function to hand in work in the future. Assignments will be used to submit homework so that children remain familiar with using this environment.
- Since working some more with Microsoft forms the daily check in form can be adjusted. If this was needed again an adaption of who could complete the form would be sent.
- To ensure that live lessons and some video lessons are part of the online suite of delivery across the school.
- Staff to continue to ensure that feedback is given to pupils. Staff to be aware of the impact that the use of praise stickers and short comments have to pupil – and parent motivation.

Teachers feedback

- To use assignments with all classes

- Continue to use and log onto Glow out with lock down periods of time so that pupils are aware of how to use the technology.
- Some homework tasks to continue to be put onto teams.
- In the future to look at how virtual classrooms could be more interactive.
- Send a check list to support parents when writing to help support what is a good or bad answer.

We had a number of pupils attend the school who were families of key workers and we had identified those who would benefit from time in school. Parents have been positive in their engagement with the school during this time.

We identified families who we thought would benefit from digital technology and number of devices were given out to families. It was reported that the ipads were easier to use than the Chrome books. This was noted for future.

COVID measures

We had initially lunch in our classes and this has slowly increased in the number of pupils in the hall. There were benefits to this as well as issues. However, we are now back to being in the hall for lunch.

The staggered breaks and lunch times did cut across most of the school day making the timetable for Expressive Arts incredibly challenging. We have found that the smaller numbers in the playground has caused less issues with pupils socially. We will keep the playground zones for the foreseeable future. We also ensure that Support Staff accompany children outside and take their breaks at alternative times. This has helped pupils.

We are still to have 2m distancing in the school and have not met yet as a whole staff team. We continue to meet now in year groups for planning and all full staff meetings are virtual. Staff wear masks when moving around the school.

Parents are invited into the school for review meetings and online meetings are offered if parents prefer this.

So far, we have been unable to host parents' nights face to face but have used the Xpressions app to book appointments and make the calls. There have been some issues with technology, but the app works well and there are significant benefits from this approach for both parents and teachers. When parents cannot access the app staff have made phone calls home. we will follow up on this experience with parents after the October break.

We held sports days quietly and did not notify parents as parents were not allowed to attend these events. The children took part during their class PE lessons. This again was more manageable for a number of children and we would like to consider the lessons we have learned about this. Parents are now able to attend sports events as of the new guidance at the end of September.

P7 Cheerio / School Assembly

The P7 event was held online again for the second year, we had good engagement from parents at this event. It was good to have some time to acknowledge the achievements of our P7 pupils.

Each week we meet virtually as a school, this 30 minute slot has been very positive and many children are taking the opportunity to share their learning at this time. We cannot gather the children together at the moment but this is working well, the Harvest festival will be online.

We will not be inviting parents into the school for any school performances again this year. We will do a film of something which you will be able to engage with instead.

Lagganlia

We are uncertain if this will go ahead now. We need to make the final decision by November so that we do not lose money.

Expressive Arts

We have had a year where this has not looked normal, the children had not been allowed to be moved around the school, so EA was held in the classes. We continue to do this with the P2 children as it is less disruptive for them, but all other year groups are moving to the Art and music rooms. Everyone is attending the gym hall with lessons returning thankfully inside.

The instrumental tuition service is fully back and has been trialing pupils on different instruments this term.

Goss from the boss

This continues to be well received by parents the numbers of people engaging is dropping slightly. I would like to consider does this need to continue each week?

Standards and Quality Report

We published this report in September which gives a more in depth view of our progress against our targets. I would encourage you to have a read of this. Thanks to the parent council for having a look at it before it went live. We are concerned about attainment of our pupils. This year we will focus on Literacy / Numeracy and Health and Wellbeing.

School Improvement Plan

To improve outcomes for all our pupils through the development of a nurturing school approach.

To raise attainment in reading and writing P1-7. To increase attainment in numeracy in P2-3. To identify our attainment gap and improve outcomes for our most vulnerable children in literacy and numeracy.

This plan has been published on the school website.

Sounds Write

We adopted this new approach to teacher spelling and reading. So far we have 20 members of staff trained in this approach. This is allowing us to better understand how children learn to read, using phonics. We need to develop a parents work shop for more information. Early indicators of this programme is extremely positive in supporting P1 but also with the children further up the school. The local authority is now looking at our school in order that this approach is rolled out across the authority. These staff have all been paid for by the PEF funding of £8000 and is targeting everyone but will be particularly helpful to ensure that the 20% of children who find reading hard will be able to have the correct tools to enable them to achieve and learn.

Cooke Aqua Culture

As the new Sounds Write programme recommends using phonics books for the children to read so that every word that the books contains can be segmented – broken apart and then blended together we needed to purchase a new reading scheme. This is a costly affair. To this end I decided to ask for some sponsorship, I guess never thinking we would get it. I can say that we were indeed very lucky and Cooke Aqua Culture sponsored us to the sum of £6000 enabling us to purchase the whole scheme. This is allowing for 10 copies of every book in the scheme so that we can allow the books to go home. We had spent £3770 from the PEF fund initially to get the scheme started.

On the 5th November we will officially thank them. Each book has a label inside showing that they bought the book.

We thank them SO much.

Seesaw

We should move to this platform for continuous reporting and for one one communication with the teacher. We would still use TEAMS as our learning platform. We have spent some time trying to ensure that Seesaw is GDPR compliant and have been working with the local Authority.

We hope that this will go live on the second week back to school after October.

Zones of Regulation

We have introduced this to the whole school. This is being well received by the staff and children. We are keen to involve parents so that they understand about what the different aspects of this means so that they can support their children. We hope to host a session for parents soon.

8. Constitution – Jo and Olivia have worked on proposed changes and the constitution was circulated out with the agenda for today. After discussion it was agreed this needed more discussion at the parent council especially in relation to the quorum and so it requires review during this school year for resubmission next year if changes proposed
9. Council Members - Jocelyn Tulloch, Lorna Robertson and Olivia McPherson are standing down as they no longer have children at Papdale. Mairaine Clark is also stepping down (but has offered ongoing support for fundraising. New onto council: Lynne Spence

Committee for this year are:

Year Group	Representative
Nursery	Lisa Gibson Inez Moss
P1	Joanne Tait
P2	Inez Moss Elaine Bain Ashleigh Gillespie

	Lisa Gibson Lynn Spence
P3	Lesley Bews
P4	Dawn Williams Lynne Spence Lisa Gibson
P5	Lesley Bews
P6	Dawn Stanger Joanne Tait Lynne Spence
P7	Ruth Lea Katie Croy Dawn Williams

10. Election of Office Bearers

- a. Chair – Lynne Spence. Proposed: Dawn Stanger. Seconded: Joanne Tait
- b. Vice Chair – Lesley Bews. Proposed: Joanne Tait Seconded: Dawn Williams
- c. Secretary – Ruth Lea Proposed: Dawn Stanger Seconded: Dawn Williams
- d. Treasurer – Katie Croy Proposed: Ruth Lea Seconded: Dawn Williams

11. AOCB

- a. Signatories – currently only one signatory. Needs discussion
- b. Email – Joanne Tait currently managing emails
- c. Letter received from Laura Drever expressing thanks to the parent council but also sending out a plea to the school family for volunteers to ensure clubs and groups can run – netball/football etc

12. Lynne Spence expressed her thanks to the outgoing members and also to Katie and Lorna for their leadership in the past year

13. Dates of Meetings

- a. Meetings for the year – 01.11.2021; 17.01.2021 and 24.04.2021