

Meeting Minutes:PAPDALE PARENT COUNCIL MEETING

Date: 7th November 2022

Virtual meeting:Microsoft Teams meeting

1. Welcome and apologies for absence

Apologies Rona Harcus

Present: Lisa Gibson, Dawn Williams, Ashleigh Gillespie, Lesley Howard, Joanne Tait, Christine Shearer (joined late), Elaine Bain, Bethany Drever, Dawn Stanger, Steven Burnett (Papdale Business Manager), Wendy Bowen (Head teacher)

Chair: Lynne Spence

2. Minutes of the last planning meeting emailed around for approval 27th September, all in agreement and approved.

3. Any other relevant business (not covered in the agenda) Dawn W (treasurer) wanted to set up online banking for PPC bank account. Dawn to investigate to make it happen.

4. Matters Arising

Constitution – not moved forward at this stage, Lynne apologised, this agenda item should stay on as is a continuous

Miles in May Money – Sensory Room and new books – New books bought, invoice sent through, would like to invite in and take photos etc, some invoices have now been paid £2302.86 running total of books bought to date. Sensory room painted and floor laid. Endowment fund request was successful £1400 to spend on equipment. Dawn to send a bank statement so payment from the NHS can be made for this.

Money from Tesco fund still to come (tokens run October - Mid Jan 2023) minimum £500. Launch to come once extra money has come through.

Parent Questionnaire – apology from Lynne as this hasn't moved forward just yet. Good time to send it out shortly. Incorporate in questionnaire RE Facebook page, New Logo launched on FB page so it's clear who is communicating (PC/ school).

Noted we all missing Seasaw, Wendy mentioned we should hear by end of the week, hopefully good news

5. **Treasurers /Financial Report** - Dawn has a bank statement from 8th September £9,012.22 in bank account , since then there have been cheques written including P6 outdoor activities, scholastic for books and painters for Sensory room. Dawn will look into getting an Online bank account. Accounts will be audited and signed off and needs to happen shortly.

6. **Recruitment of new Head Teacher** – Lynne said thanked the parent council for their input. Lesley and Lynne on the interview panel, with the shortlisting panel meeting tomorrow,. The interview date set for the 5th December which includes a school visit. This visit will include time with children, teachers and parent council. A detailed timetable to follow. Lynne and Lesley to keep us informed via email.

7. **National Discussion on Future of Education** Wendy and Lynne exchanged emails on this to ensure parents know the work is happening, The council has arranged a PC Chair online meeting to discuss, the deadline is the 15th December. Wendy noted the questions are dry, which complaints have been made nationally about this. Wendy mentioned that there are many discussions /survey's happening at the minute. She has plans to arrange Papdale discussions which includes teachers and

children. Lynne asked if OIC setting anything up for parents or promoting it, however nothing has been seen so far. Discussion took place about arranging a online session for parents, which included would parents turn up and be interested, plus acknowledgement that maybe only 2-3 questions should be discussed as the full questions would be too long and dull. Agreed Steve to Set up an online open link for parents to join on 21st November 7pm- 8pm, Steve to promote and use some nice/friendly wording so as not to scare off/ encourage participation.

8. Head Teacher Update from Wendy Bowan

I continue to work hard for Papdale but at present I am undertaking two days of Quality Improvement Officer work whilst remaining at Papdale. Mhari Eunson has been given an additional two days to cover so that there is always two DHTS in the school. The Principal Teacher Support for Learning and the Business Manager are also on call. In my absence Michele Dufort is the lead person on Child Protection. I continue to meet regularly with the Senior Leadership team.

On the two days I am working as QIO I may be visiting other schools; I am also in contact with Morag Miller in the office who is overseeing my diary. I join my new position after the Christmas holidays. We await further information about who will be the new Headteacher. You will be kept informed as the information is available.

As this is my last meeting with you, I have to say, "Thank you!" for your unfailing support over the past 4 years. We have achieved much; you taught the children and helped us through COVID and now as we face the bleak economic climate you are rising to the challenge. It truly has been a privilege and a pleasure, and you have helped to make my job so much easier, fun and impactful for all our bairns. I know that with the new Headteacher you will provide the support they need and will also champion our Papdale Family.

School Photos

Steve has done an excellent job with the photographs and will shortly be able to purchase them.

UNCRC

As part of our School Improvement Plan Michele Dufort has been working with a group of children to engage them with the charter, a whole school assembly was held on the 31st October with a follow up on the 29th Nov which has been led by the pupils. Michele is looking to now engage with parents. We are working to achieve the Bronze level award by March and need to create a plan to move forward with.

New supported classes

We are pleased to have 2 0.5FTE teachers to cover for pupils who are not full time in education. This provision is very welcome as this provides an appropriate environment for the children to learn in. These posts are temporary at present.

Children in Need

More information to follow but there will only be in class activities this year as we look to trim down on our school expenses and family expenses. All monies raised will go to children in need as staff did not feel comfortable with splitting the cost between Children in Need and the school fund.

Cost of the school day

As a Senior Leadership Team we have begun to consider how we ensure that school is accessible for all. Therefore we are looking at ways to cut costs down to parents. For example, the school concerts

will be ticketed events due to numbers of audience but there will be a silver collection at the door should people choose to donate.

School Improvement Plan

The school improvement plan is live on the school website. We are working towards the actions detailed. Here is a run down of the actions so far.

- Sounds Write training another 5 staff are being trained this month
- 10 pupils have been assessed for dyslexia we have another 10 lined up to assess. (Thank you Jane Bruce)
- **Additional** to our improvement plan we have created a full suite of planning documents for literacy and maths, which will help staff to see any gaps in pupils learning and help staff see where pupils have achieved a level. Staff are also creating progression frameworks for social studies, so there is much going on.
- Staff are participating in joined training with Glaitness and Douby to look at effective teaching and learning and how they can improve their own practice.
- Staff have participated in Listening and Talking training day and are working with Glaitness to develop their skills in teaching this area of the curriculum.
- We have introduced the "Circle Resource" which helps teachers ensure that their classroom is accessible to all learners regardless of their needs.
- **Attendance levels** are a concern as we continue to have high levels of pupils absence and parents are reminded that the odd day off school really adds up. We expect 95% attendance for all our children. Some parents will have received phone calls about this. Letters will also be sent out shortly.
- All classes have a Zones of Regulation check in, staff continue to embed this approach to talking about feelings. Cathy Lyner carried out a parents sessions last term which seemed to be very positive. More sessions need to be arranged.
- 5 Minute Maths box intervention has begun with a group of pupils and staff are being trained in the boxes use.
- We will be advertising a Pupil Equity Worker for our school who will work with our school pupils both in and out of school in partnership with CLD. This post is being funded from our PEF account.
- Meanwhile due to an underspend in the funding I am looking at purchasing Clicker Writing program £900 for 3 years. And I would like to research Leckie and Leckie maths especially for P1-4 as this area of the schools resources need development.

Attainment Report

Next week begin our tracking meetings again and will have a clearer picture of our attainment for the year ahead. In line with the new Scottish Attainment Challenge we had to submit targets. We will be working towards these and will know more once we have done the tracking meetings.

Reading				
21/22 Levels		22/23 Target		Increase
		P1	86%	
P1	86%	P2	88%	2%
P2	78%	P3	84%	6%
P3	71%	P4	75%	4%
P4	75%	P5	79%	4%
P5	80%	P6	85%	5%
P6	76%	P7	80%	6%

P7	92%			
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Writing				
21/22 Levels		22/23 Target		Increase
		P1	86%	
P1	86%	P2	86%	0
P2	67%	P3	73%	6%
P3	67%	P4	73%	6%
P4	68%	P5	73%	5%
P5	84%	P6	90%	6%
P6	69%	P7	75%	6%
P7	80%			

Listening and talking				
21/22 Levels		22/23 Target		Increase
		P1	95%	
P1	95%	P2	97%	2%
P2	89%	P3	95%	6%
P3	83%	P4	89%	6%
P4	89%	P5	92%	3%
P5	91%	P6	95%	4%
P6	86%	P7	90%	4%
P7	97%			

Maths				
21/22 Levels		22/23 Target		Increase
		P1	93%	
P1	93%	P2	93%	0
P2	76%	P3	80%	6%
P3	79%	P4	85%	6%
P4	84%	P5	87%	3%
P5	83%	P6	87%	4%
P6	79%	P7	86%	7%
P7	85%			

Sports

All sports are up and running football and netball.

**End of head teacher report*

Steve mentioned photos should be ready by Christmas, class photos will be free and sent via seesaw shortly, participation fund to be used at discretion for those families who need it.

It was mentioned to Wendy that at the parent council planning meeting, not only would the parent council focus on reading but on writing too. And can support the school any way needed in this area.

Lynne thanked the school about listening to concerns from last year about christmas card artwork, and appreciate that this year it is going ahead

9. Junior Road Safety Group – This is a new enthusiastic group – running the campaign ‘Be seen at halloween, It had been discussed how PC can support this group and campaigns throughout winter months. Partnership ideas were explored such as hosting another competition after Christmas, spot check on who carries/ wears hi viz, book tokens winners, class prize supported by PC. Steve to work with the group and let us know any support needed.

It raised about drop of on bad weather days, can parents drop off at the office, Wendy said absolutely not. Park and stride are always the option to be used and wet weather attire to be worn. One clear message for everyone.

10. School Disco 19th December – Date set now, a DJ confirmed,
P2-P3 together (4- 5 p.m)
P4-5 (5.30-6.30pm)
P6-7 (7-8:30pm).

In the New Year host P1 and Nursery disco. Steve to word this right - not exclusion, rather about health and safety relating to numbers and class sizes.

With younger children, parents encouraged to stay, older children, parents can drop and go.

Pay at the door £1 entry (need 1-2 people to stand there). No cost for the DJ which is great and can keep our costs low.

Entry fee includes juice and crisps – Lynne to arrange. Can use the kitchen reusable plastic cups.

Stalls (4 or so helpers there, perhaps include older siblings to help). Dawn W and Lesley to research sustainable items which can be sold. It was noted that glow sticks and tattoos go down well, face painting is time consuming.

Joanne to organise a parent helper rota. Teachers could be encouraged to help as Parent Council are strangers, so it would be good to have staff to help for the benefit of children.

First Aiders required - Joanne is a first aider, Steve is too and access to First aid kit required, provided by the school.

Discos to be advertise as a disco as not Christmas parties, these are held separately by the school.

The primary aim is not a major fundraiser but for the children being together and enjoying the time, as first disco post COVID. Any money raised will be for general Parent Council Funds,

Using amazon smile was raised previously, Steve explored further but can't be used unless a registered charity, therefore no schools on the list. Joanne to check with Katie how we used it previously. Easy Fundraising to be explored by Steve as school can use it.

11. Logo – To be refresh in the new year - perhaps run a design competition. Need further discussion around this.

12. Wellbeing and Education Fair - same folk as last time with . Mhairi and Wendy working on invites asking for practical useful information. Suggested date is 2nd February 2023 (Thursday). Parent Council involvement welcome, such as wellie exchange, to host a stall and be there to talk to

parents, refreshments kept minimal. Last event was 2.30-4pm. Some parents asked if it could run a little later in future.

13. **Participation Fund** – All set up and money in the bank. Agreement given could be used to support the cost of school photos to the families who need this.

14. **CLLD Fund** – A funding bid had been submitted between parent council and the school.

1. Supporting families RE food, cooking, equipment etc
2. an outdoor lending library (rucksacks, goggles, towels etc)

This bid has been successful for £9000. Proceeding with the lending library for now.

The development of a kitchen area for families to cook together part - OIC put brakes on this for now, but hoping to hear more soon. This family room/kitchen is past the P1 class areas and can be accessed by the school - not intended for full classes but smaller groups.

More information to follow.

Lynne wished Wendy for her new role.

14. Date of next meeting
16th January 2023