

Papdale Parent Council  
Annual General Meeting  
Monday 05 September 2022 at 7pm  
Held at Papdale Primary School, Kirkwall

Present:

**Papdale staff:** Wendy Bowen (Head teacher) Michelle Dufort (Depute Head Teacher) Steven Burnett (Business Manager); Hazel Pinner (teacher)

**Parents:** Lynne Spence (chair) ;Lesley Bews (vice chair); Ruth Lea (secretary) ;Katie Croy (treasurer) ;Joanne Tait; Dawn Williams; Ashleigh Gillespie; Elaine Bain; Nengi Ume; Rona Harcus; Bethany Drever

In attendance: (Councillors for Kirkwall East and West) – Gwenda Shearer (current chair of education committee); Sandy Cowie; John Ross Scott. Ivan Taylor (sent his apologies)

1. **Welcome and introductions** – Lynne welcomed everyone to the meeting and thanked the councillors present for their attendance
2. **Presentation** – As part of the Miles in May fundraising the Parent Council purchased a significant number of library books. Hazel Pinner, who currently teaches a P3 class brought along a selection of these for the parent council to view. She highlighted the impact these additional books to the library were making. She explained that books had been purchased which supported discussions around topics such as equality and diversity, anxiety and mental health as well as purchasing new modern classics. Hazel explained how she is using twitter to reach out to contemporary authors and hopes these links will continue to strengthen literacy and love of reading within the Papdale family. Lynne thanked Hazel for her enthusiasm and for updating the Parent Council on how the money children and parents raised was used
  - Action: A list of the books purchased will be provided which can be shared with parents
3. **Apologies** – Christine Shearer (but would like to join parent council); Lisa Gibson; Dawn Stanger. Inez Moss (who will be standing down from the committee)
4. **Minutes of last AGM on 04 October 2021.** These were agreed as an accurate record. Proposer: Lynne Spence. Seconder: Joanne Tait
5. Matters arising from last AGM
  - Constitution - This has not progressed in this year due to other matters taking priority. This will be reviewed this year. Ruth Lea advised if changes are to be proposed these need to be advertised as part of the advert for the AGM (ie giving the 15 days notice and advising people of how to obtain a copy in advance)

## 6. Chairpersons Report – Lynne Spence

When I attended the AGM last October I was not expecting to end up in the role of Chair. But I was delighted to take it on and made a pledge to work together with everyone to ensure we function well as a parent council focusing on the children and their families to make a really positive contribution to the school.

On reflection the year has been a fast, enjoyable yet busy year!

At the start of last term we were still working under COVID restrictions with the challenges that this presented to the school and parents, including class closures and the forever changing guidelines. For the parent council it meant meetings have remained online and events curbed, but we still have managed to achieve so much with thanks to the committee, parents, staff and of course the children!

The committee involvement has been wide and varied. Judging the Christmas Jumper design competition (where the winners had their design printed onto white long sleeved top intimate for the Christmas Holidays). Designing the p7 leaving banner. Input into the School Plan Document. Papdale School Inspection. Promoting the work of the parent council and bidding farewell to Mr Balfour. More recently the Local Authority has re-started the Orkney Parent Council Chairs Group to seek our views and share their education vision. These meetings are great for sharing and welcomed.

To ensure the Parent Council is aligned and makes a positive contribution to the school it was decided to focus our efforts and plans around World Book Day 2022, using this event we could help the school with its Improvement Plan with the priority of raising attainment in reading and writing p1 -7. It was agreed this would not be focused on fundraising but on participation, fun, something for everyone along with diversity and equity.

As part of World Book Day, we launched the new library books bought by the Parent Council to increase the range and diversity of reading books within the school. The competition to design a book character on a tattie or wooden spoon or a book in a box or jar was launched. Thank you to local artist Laura Leonard for the difficult job of judging them. She was impressed by the children's fantastic imagination and creativity. Over several weeks, there was a Reading Stars sponsorship, with different challenges based on age group. This was supported with children from the nursery all the way to P7. Thank you to everyone involved and every child received a personalised certificate.

During this week, in partnership with the school we also launched the new Book Neuk. This idea was developed from every child should have access to books. The Book Neuk book's can be enjoyed and returned or kept by the child. The generous Papdale Community have donated good quality second hand books. This very low cost project has had a far reaching impact within the school and with the children. It was planned this would run until the Summer holidays, but the school are keen to continue with this additional access to books. Going forward it has now expanded to holding Magazines and the P7 will take over the role of Book Neuk tidier and replenishment which is currently done by the Parent Council. Please keep donating!

The school also held a short story writing piece of work, the classes work was judged by the Parent Council Committee and beautiful Papdale Rosettes were gifted. Thank you to Mrs Bowen and the school for inviting the parent council to unveil the new library books, having us give prizes at the online school assembly. We really appreciated this time and to witness first hand the joy on the children's faces.

In May the school and parent council hosted the Wellbeing and Learning Fair. This Fair was to provide an opportunity for services to reconnect with the school and families. The focus was very much about what services can help our Papdale Families. We also used this as an opportunity to have a Wellie Boot exchange and promote the Papdale School Top Shop. Both were used throughout the afternoon. The Parent Council have been tidying and looking after the Top Shop and encouraging donations and families to use it.

This event was also a time we asked families what they thought was going well within the school and ideas of what we should start doing. Positive feedback included Seasaw, improved communication, photographs, sounds write, Book Neuk, inclusiveness around World Book Day. Ideas put forward was to start a Breakfast club, Bag the Bruck, after school provision, mindfulness and more links with the community.

June was a busy time for the P7 leavers with the Parent Council arranging a Leaving Disco and lunch at the Big Day Out at Rendall Hall. At the disco pizza, donuts and ice cream went down a treat, plus Mr S Burnetts photo booth and DJ Slinky. The printed invites were designed as a keepsake for the pupils. At the Big Day out lunch, 140 hot dogs were eaten! Special thanks to Crantit Dairy for providing the ice-cream at no cost. These events were about participation and equality and of course fun and laughter!

This year we have also been working on the new Sensory Room. A room has been identified within the school, with the Parent Council to fund the makeover of this space and items needed, this is being overseen by Mrs M Johnston. A list of potential items has been compiled. Moreover, we have been successful in our bid to Tesco In Store Voting, with a slot between October and January. Please ensure you spread the word and get voting!

Over the year, the partnership between the school and the Parent Council has grown, with the school asking for advice and opinions including parental involvement on sports day, lifting COVID restrictions, school questionnaires, and inviting us to the whole school Jubilee School picnic. The parent council also welcomed the dates for the diaries in the new website, along with the information and lists of what children need to bring to school. We hope all this makes it easier for parents to plan.

During the year we have been busy as a committee sorting out financial processes, especially signatories' and developing a system. Thank you to everyone involved, but especial thank you to Katie Croy with her patience and time.

Over the last year we have focused on World Book Day, literacy for the children, along with Sensory Room planning plus strengthen our partnership with the school and local authority so we can ensure we have effective communication between

parents and the school plus representing parental and community opinions on issues affecting the school. This has only been possible by the support and openness of Mrs W Bowen and her senior management team and staff. Thank you, we wish Mrs W Bowen well in her future secondment.

Thinking about the future, we must be mindful of the cost of living crisis and not underestimate the impact post COVID. Next year, we must build on our strong foundation of partnership working and community assets, plus the opening of the sensory room, ensure we support families and pupils the best way we can in these uncertain times. We are already in early discussion to set up a pupil participant fund within the school fund, to ensure all children have access to what equipment or items they need to be a successful learner at Papdale School. This would be open to any family in Papdale School, and we are already looking at securing funding for this new but very important fund.

I would like to end, by thanking the school for their encouragement and support with the role of the parent council and making it feel like teamwork. I would like to thank the committee and office bearers for their ideas, time and effort to make all the above happen. A special thanks to Joanne Tait for her advice, past experiences and valuable knowledge which was so important to me as a new Chair. This year our Committee is losing our Treasurer Katie Croy and our secretary Ruth Lea, as both have no children at Papdale. Thank you both for the tremendous work and guidance you have given, and of course your time. Both of you and your knowledge will be missed.

Best wishes for 2022/23

Lynne Spence

Chairman Papdale Parent Council 2021/22

7. Treasurers report – Katie presented the annual accounts for Papdale Parent Council. She reported that it had been another good year of fundraising and delivering for the school. The closing bank balance for the year is £9410.27, less cheques not presented of £397.35 giving a net balance of £9012.92. The issues of signatories for the parent council bank accounts are resolved with a suitable number of signatories for the accounts. Katie has spent time rationalising and simplifying accounts so they can be handed over simply to next treasurer

#### 8. Head Teachers Report - September 2022

Many thanks to the Parent Council for working in partnership with the school over the course of this year. We have much to celebrate and thank you for. We look forward to continuing that every child in our school is able to achieve the very best.

#### 2021-2022

The last year has seen COVID hit us hard. We had significant levels of staff absence and have tried where possible to keep classes open, this has resulted in the SLT team regularly covering classes. Children were frequently absent and we have worked hard as a staff to ensure that additional gaps in learning did not occur. We

have also had to revert to the online virtual world for a few days with a couple of the older classes. Not exactly where we would have chosen to be. Thank you to those mums and dads who once more became teachers.

Whilst it felt that that rest of the world was in recovery we were dealing with the sharp end of the pandemic. In June Wendy Bowen Head Teacher invited HMI to visit Papdale for a "Recovery Visit". This visit allowed the HMI team to see the work which we had undertaken during COVID, looked at how we used our Recovery funded teachers, and how we mitigated against learning gaps. The inspectors recognized the positive atmosphere of the school, identified that green shoots were appearing in our P1 environment in regard to play, they recognized the impact that the work of Zones of regulation was having on the children, they commented on our strong links with partners, and were impressed by the Parent Council. We will need to develop a coherent Papdale way as a key area of development. This is a view which the school and parent council had also come to.

The work of the nursery has been very positively received, building relationships with families, developing their independence skills and deploying a wide range of communication tools. The nursery also was inspected by the Care Inspectorate receiving two excellent ratings. A fantastic effort by that team. They did this when they have been continuously short staffed so no small endeavor.

Work with the parent council has involved discussions over the Pupil Equity Funding, and the School Improvement plan. We hope to continue this rich work in the new school year.

The Wellbeing and Learning fair was very well received both by families and agencies and we would like to undertake this event again to continue to provide support for families.

### Staffing

Our two probationers gained full GTCS recognition in June, Amy Johnston and Donna Purnell.

Amy McCracken took up a seconded position to the Early Years Team and Mhari Eunson has stepped up as Acting DHT. Karen Clark is covering for Mhari's secondment.

We bid farewell and happy retirement to Mr Balfour our business manager and appointed Mr Steve Burnett.

Mr Miller very sadly suffered from COVID and has been absent since last September.

Nearly all of the staff team succumbed to COVID 19 over the year, and all most all staff in the team were off work at some point sick. We have struggled to get supply staff to cover for absences as the supply list had no one left available. Unfortunately, there continues to be a shortage of staff available for supply on given days. We should minute our thanks to Mrs Jane Bruce who has worked with us tirelessly through the year, without her support we would have been unable to have consistency for classes.

We appointed Viv Flett as COVID recovery teacher and split the large P4 class. This has benefited the class as the smaller year groups allowed children to focus, however there was also disruptions to this class over the year. P3 benefited from an additional teacher- Mrs Anne Founbister to support that class. These teachers have helped to make a significant difference to the children.

Mrs Ewing returned from maternity leave in May. Mrs Leanne Tait has left us to go on maternity leave in September.

We have employed a number of new support for learning assistants and auxiliaries, with Mrs Donna Harcus and Mrs Gillian Mackay moving to work in the office.

Mrs Wendy Bowen has been employed by the Northern Alliance to take on the seconded role of Systemness Lead for 23 months. Mrs Bowen has been undertaking some tasks for the Northern Alliance whilst continuing to lead Papdale. An advert for Acting Head Teacher is currently out the closing date is the 18<sup>th</sup> September. Mrs Bowen will continue in post until an Acting Head Teacher is found. We will keep you posted about the situation.

#### [Whole school events](#)

We can now have the whole school together and it was lovely to be able to celebrate the end of the summer term with a whole school assembly. We had dipped our toe into the water by having Easter services in the Cathedral. The younger children loved this having not been in this space before, many of them commented that it was like Hogwarts.

We continue to meet online each week for assembly as this is a least disruptive way to gather the school together, however we expect to meet at least once per term as a whole school family.

#### [Parent Engagement](#)

We have run a couple of surveys over the year, this has helped us in our work as a school. We made changes to our report card formats as a result, and are listening to parents as we have a clear notion that Seesaw is the preferred method of communication. We do know that folks complain there are too many communication channels but we try to put the same information out on as many platforms so that everyone gets the information that they need.

Steve Burnett over the summer as overhauled the school website which is much more eye catching and appealing. On the website you can now access a school calendar alerting parents to activities which are coming up. We hope that this will be useful to parents.

#### [Lagganlia / outdoor trips](#)

Once more the trip did not occur but, P7 enjoyed a day at Evie beach and Rendall hall, thanks to the team of helpers from the Parent Council who helped to shops cook and serve lunch. It is our intention that the Lagganlia trip goes ahead in 2023. Letters have been sent out last week.

The P6 trips occurred both on site and within Scapa. We have just completed this years P6 outings, and the children have enjoyed participating.

For all trips we are keenly aware of the costs associated so we are working hard to ensure that finance is not a barrier to everyone.

### Standards and quality report

We have written our report and await a quick discussion with the LA before publishing the report.

We have had a successful year in the main, with most classes making the improvements which we would expect, there is a couple of year groups who buck this trend but we were aware and have worked hard to support those groups.

We have set targets for the year ahead for all aspects of literacy and numeracy.

### School Improvement Plan

To raise attainment and achievement, all teachers will have a shared understanding of what high quality learning and teaching is, leading to consistent practice across the school.

- This target will be met by targeted work on Literacy, High Quality Learning lesson framework, Listening and Talking, Circle Resource.
- Increasing attendance

To ensure that pupils are able to articulate their views and feelings.

- All classes using the zones of regulation to check in
- All children to understand that they have a voice – Article 12
- All children will have a continuous report of their progress

### Pupil Equity Funding

2021- 22

£57,300 – most of this funding was targeted at pupils requiring additional support.

We also trained staff in the Sounds Write approach to reading and in the Talk for writing Course. Reading levels increased

2022-2023

We have been awarded 110 additional support for learning hours from the council to support pupils with additional support needs.

We will use the PEF funding to focus on targeted groups we aim to spend

- £40k on a Achievement and Equity Officer which will work with families and children to help raise attainment. This post will be a 2.5year post.
- £8000 spending will be to ensure that staff are trained with Sounds Write up to P5.
- £230 on maths boxes to deploy with support staff

- Train 1- 2 members of staff on LIAM a programme to support children suffering from anxiety
- £479 on books to support the Effective Teaching and learning project.

We continue to see that pupils who are in receipt of free school meals and those who are care experienced are often those children who are doing less well, it is our aim try to redress this imbalance in our school which is also in line with the Scottish Attainment Challenge.

9. **Committee members** – Ruth Lea and Katie Croy are standing down as their bairns have left papdale. Inez Moss is also standing down. Rona Harcus, Bethany Drever, Christine Shearer and Nengi Ume were welcomed to the Parent Council.

<b>Year Group</b>	<b>Representative</b>
Nursery	Elaine Bain Ashleigh Gillespie Nengi Ume Bethany Drever Lisa Gibson
P1	Bethany Drever
P2	Joanne Tait Bethany Drever
P3	Elaine Bain Ashleigh Gillespie Lisa Gibson Lynne Spence
P4	Lesley Bews Nengi Ume
P5	Dawn Williams Lynne Spence Lisa Gibson
P6	Lesley Bews Rona Harcus
P7	Dawn Stanger Joanne Tait Lynne Spence

#### **10. Election of Office Bearers –**

- Chair – Lynne Spence. Proposed: Dawn Williams Seconded: Joanne Tait
- Vice Chair - Lesley Howard. Proposed: Elaine Bain, Seconded: Ashleigh Gillespie
- Secretary - Ashleigh Gillespie. Proposed: Lynne Spence Seconded: Lesley Howard
- Treasurer- Dawn Williams Proposed: Rona Harcus Seconded: Elaine Bain

10 Diary Dates

Parents only meeting: 26.09.2022 @ 7pm. Online using google meet

Future dates of full council:

- 07.11.2022
- 16.01.2023
- 24.04.2023

Meeting Ended