**FRIENDS OF GLAITNESS SCHOOL**

**Tuesday 12 November 2019, 7pm**

**MINUTES**

**PRESENT**:

Alison Brown (P6/7R Rep)

Gemma Dorricott (Treasurer & P3/4/6S Rep)

Steven Johnston (Chair)

Helen Killeen (Acting Clerk)

Mary Maley (P6/7F Rep)

Sharon Muir (Depute Head)

Ingrid Rendall (Head)

Karen Rorie (P3/4WL and P6/7R Rep)

Ola Slater (P4/5T Rep)

Kate Towsey (PT & P4/5T Teacher)

Shaun Tulloch (ELC Manager)

Louise Moar (Parent)

**APOLOGIES:**

Emma McConnachie (P4/5T & P5/6F Rep)

Alice Peace (P4/5T Rep)

Jess Smith (P1/2RM & P6/7H Rep)

**NOT PRESENT:**

Barbara Brown (ELC & P1/2S Rep)

Katrina Budge (ELC Rep)

Fiona Kelday (P2/3S Rep)

**1. OPENING OF MEETING**

Steven welcomed everyone to the meeting and began with a round of introductions.

**2. APOLOGIES FOR ABSENCE**

Apologies had been received from those detailed above.

**3. APPROVAL OF PREVIOUS MINUTES**

Approval of previous minutes from the last meeting 10 September 2019 had been emailed to the group and were agreed.

**4. ACTION LOG UPDATE**

**4.1 Advertisement of (paid) Clerk Position**

Steven has clarified rules with OIC (see Action Log update). Advertisement can go ahead, but the Clerk cannot be a parent of a child at the school and cannot be an employee of Orkney Islands Council. Payment would be £40 per meeting (preparing agenda, taking minute, preparing minute after, distribution of documents). It is the responsibility of the clerk to declare their tax etc., not the responsibility of the Parent Council. Help can be sought from other parent councils if there are multiple applicants.

**4.2 Treasurer’s Role**

Gemma will assume all aspects of the Treasurer’s role prior to next meeting, and will update the next meeting of the income, expenditure and balance to date. Banking can remain in the name of *Glaitness School Parent Council.*

**4.3 Seeking Parent Representatives**

This has been promoted on the Friends of Glaitness Facebook page and in the Parent Bulletin.

**4.4 Halloween disco Friday 1st November**

See item 12.3.

**4.5 Facebook Admin** – Steven now has this facility and had created a Facebook group for the Halloween disco. A Facebook group could be created for the members but separate groups may be set up in the future for specific fundraising events.

**4.6 ELC Books to be purchased** – ELC, P1, P2 books have been purchased and are in the School Office. Wrapping night is Tuesday 26th November. Parent Council to provide wrapping paper. School provides scissors and sellotape.

**4.7 Christmas Cards** - £1,500 worth of orders have been received. The orders ready to go and if sent soon, could be back within 2 weeks.

**4.8 Family Photographs** – to be revisited next school year. Helen to send Fiona Scott’s email address to Steven.

**4.9 Parents Evening** – all actions complete. Steven had created and showed a Powerpoint presentation. Parent Reps spoke to parents as they moved to and from the Hall. Refreshments are to be offered again at the March parents’ evening. A book fair has been booked to coincide with World Book Day on Thursday 5th March 2020. A hamper to be raffled could be held. The idea was raised of having different classes providing different items. This would be a good opportunity to engage with parents and for parents to contribute items.

**4.10 Respond to 5G wifi letter** – Steven has responded that he has had no concerns raised from the parent forum and therefore no further action to be taken.

**5. UPDATE FROM PC CHAIRS MEETING 7th NOVEMBER 2019**

All Parent Council Chairs had been invited to meet with heads of Education Service. Parental engagement and family learning were covered by Education Scotland. Discussion was held around the Parental Engagement Act and an update on STEM (Science, Technology, Engineering and Maths) was provided. It was recognised that Orkney does well in terms of the Science Festival and renewables. There may be an opportunity to meet twice a year to share ideas. There is a real role for Parent Councils in fundraising, but there is a bigger role in how we can improve wellbeing and education for all the children, engaging fathers, family sessions which would involve the children and families. There are lots of resources and guidance on this wider role.

**6. NOMINATION OF OFFICE BEARERS**

Clerk (see 4.1 above)

**7. REVIEW OF CONSTITUTION**

The query re quorum already resolved. An amendment is to be shared with the parent forum- if a parent rep cannot attend, please try and see if another parent from the class can attend instead. Accounts are audited annually. Gemma is to ask Kerry about this. Inga Towrie from Orcadia has done this in the past and has not charged for this service.

**8. CLASS REPRESENTATIVES**

Raise awareness through Facebook and the bulletin. J. Smith has offered to fill another of the vacancies.

**9. HEAD TEACHER’S UPDATE**

**9.1 Book Week Scotland Mon 18 and Tues 19 November 2019** – P2 and P3 pupils will be issued with bookbags to promote reading. Tesco tokens for the Bags of Change charity are still being taken. Encourage everyone to donate their tokens. School wants to recruit some parents and Junior Librarians from P3 upwards. Parents sought who are willing to come in and do some work in the library – creating displays, tidying the books, ideas for promoting reading. It was hoped that this would be done on a rolling shift pattern. Schools wants to increase parental involvement in ways that don’t seem so daunting. The reps present felt that a letter home in the schoolbag with a response slip meant folk were less inclined to tick no whereas an email is easier to ignore. The letter could also include day and time slots around drop off/pick up times, i.e. 09:30 to 10:30 and 14:30 to 15:30. The reps felt that pupils could promote this at home and to wider relatives, i.e. grannies and grandads. A book swap on Wednesday 20th November will take place. Each child could take up to 5 books – not every child will be able to take a book in this way every child can go home with one. All classroom doors to be decorated based on a theme. Steven will approach Karen Miller (ex-Librarian and grandparent of Glaitness pupils) for assistance with library.

**9.2 School Vision, Values and Aims – consultation and engagement with parents** – during the in-service day, Ingrid had spoken to the staff about the school vision (Be All You Can Be), values and aims. Ingrid wanted to go back to basics, what parents wanted for their children at Glaitness. The school vision statement could be revised to Be All We Can Be. Values are the foundation of the school which should include parental involvement, inviting parents in to discuss things on a particular theme in an informal setting. It is important to capture the whole school community perspective. Ingrid thought timing was important, i.e. 09:30 when parents are dropping pupils off. Ola suggested speaking to parents in the playground, being less management-like and more personal. We are creating a Big Book of Improvement – one has already been created for pupils. Louise suggested a ‘Meet the Chairman’ type event. Ingrid would like to know more about what parents want to know about. Steven suggested narrowing this down and giving some options as it is not always easy to think of ideas when asked very open questions.

Ingrid shared her mind map of how she viewed the school, its community and the learning with the children at the centre. What makes Glaitness unique, different from other schools in Orkney. The map shows the wellbeing indicators, respectful relationships, leadership at all levels (pupils, not just adults doing things), partnerships with the community, skills for learning, life and work, achieving the best potential, respect and genuinely learning, from nursery through school life and beyond. Children need to know why they are doing the learning. Pupil voice and parental learning and engagement is crucial. The Senior Leadership Team comprises of Ingrid, Sharon, Kate, Carmel, Shaun and Helen. A Junior Leadership Team would focus on what is important to pupils.

**9.3 Pivotal Training –** during the October in-service, staff participated in training based on the book by Paul Dix called ‘When the Adults Change, Everything Changes’. KGS are planning to take the trainer up in February. The content included 5 pillars of learning around consistent routines and behaviours. We have looked at our 6 school rules, but when we unpicked it, we found that folk could remember the first 3 which were what he said were important – Ready, Respect and Safe. Work has been done with the staff and this been shared with pupils at Assembly. The rules now adopted by Glaitness are Being Ready, Being Respectful and Being Safe. This is to be shared with parents so that they can share these at home. All members of staff know this routine, can use the shared language – ‘you are being respectful’, ‘you are being safe’. Kate said it was positive reinforcement of actions with pupils during the day that builds a positive ethos. Staff are on the lookout for best conduct – noticing those pupils who quietly get on with things. Some of the training mentioned recognition boards – school is in the process of looking at this. The trainer noted 3 things children see as top rewards – praise, positive postcard/note home and a positive phone call home. We have the Golden Book which staff make notes of good behaviour in and at Assembly these are read out. The pupil mentioned is given a golden sticker at Assembly. The parent reps thought the positive postcard was a great idea which can be kept and shared with the wider family. The trainer described scripting conversations for particular situations and 30 day challenges. Potential P7 Ambassadors are interviewed and have to adhere to a code of conduct.

The physical look and environment of the school - corridors, walls, foyer etc., are being reviewed and revamped. Some are blank at the moment while ideas are being sought, considered and implemented.

**9.4 School Improvement Plan Priorities** - raise aspirations for all children, raising attainment in literacy, especially in writing.

**10. TREASURERS UPDATE**

**10.1 EXPENDITURE**

**10.1.1 P6 Hoy Trip.**

Helen will let Gemma know the amount of the FoGS contribution required towards the P6 Hoy trip.

**11. EXTRA-CURRICULAR CLUBS**

Netball - there are 21 attending weekly training sessions. We have entered 2 teams into the Fun5z league - P6s team of 8 and P7 team of 9. P5s cannot enter the league but they do have 3 festivals they can take part in throughout the season which will help them learn and develop ahead of the league next year. P4s will be invited along after Christmas break. Grace Harcus (ex-pupil) is coming to help for 4 weeks at training as part of her Young Ambassadors course.

Ola raised concerns from a couple of parents at football who were asking why last year the fourth team was dropped. Parents said that they had not been asked to help, some that they hadn’t had letters to say their children hadn’t been picked for the league teams. Children who aren’t picked for a team are lumped together at the end and feel that they are being labelled as not good enough when they would love to play for the school. Steven and Ingrid suspected that squads are comprised of named pupils. Ola wondered if those who aren’t picked for a team could turn up and be subs. Parents feel that they are paying the same for the whole year even though their children haven’t been picked for a team or get a game. This practice has been confirmed by the parent reps. Clarification to parents from FOGS could go out before the season starts. Steven to clarify with Joseph Coyle how the system works. It was recommended that the initial letter which goes out should not ask for the annual fee. Help with fees for families was raised. The question arose of whether football training could take place at school instead of the Pickaquoy Centre to save money too.

**12. FUNDRAISING**

**12.1 EASY FUNDRAISING WEBSITE**

<https://www.easyfundraising.org.uk/causes/glaitnessschpc/?pageVersion=1>

If you go on this link first, then do your online shopping as normal, the Parent Council benefits. There is an app, promotion and reminders sent throughout the year. Steven will clarify his understanding of the business side of things. This will be promoted so parents use it and raise money for FoG.

**12.2 LOCAL GIVING GRANT**

Magic Little Grants of £500 are designed to get children more active and overcome barriers to participation. Subsidising the extra-curricular fees may be a focus for this. The deadline is midnight 30th November – Steven will apply.

**12.3 HALLOWEEN DISCO REFLECTION**

The Halloween Disco raised around £350. Games for older pupils would be more constructive than pupils hanging about the toilets or running circuits in and outside the hall. Prizes would be offered as an incentive to participate. The £2.50 entrance fee which included the cost of a bag of crisps resulted in many opened but uneaten bags of crisps were left over. Tattoos were popular. There were just enough glow sticks – about 3-4 per child. There was uncertainty at the end of the disco about pupil collection arrangements. 107 pupils from ELC to P3, 71 of P4-P7 attended. The second disco was slightly too long – each could be shortened by 15 minutes. Shaun advised that nursery staff could help next year with games for the first disco.

Other FOGS fundraising ideas – book sale, bingo, quiz, Cube/game show – to be discussed at the next meeting. Facebook page – awareness raising of what the Parent Council do, what their funds are spent on.

**13. AOCB**

ELC – nursery is in the middle of an expansion phase. From 2020 all children are entitled to 30 hours during term-time. By the next FOGS meeting, there will be more to discuss. Shaun will come along to FOGS meetings as the nursery representative. The Head Teacher no longer has responsibility for the learning, teaching, improvement planning for the nursery. This is the remit of the ELC Manager. The ELC will have a standing item on the FOGS Agenda.

Parental engagement through See-Saw is being promoted and 95% of feedback is positive. Karen confirmed that the photos are a talking point with her child. Karen liked the online survey of 10 questions which was quick to respond to – only 5 minutes.

**14. CORRESPONDENCE**

Steven had received an anonymous letter around safety of children leaving and entering the school around the Peedie Sea entrance. The writer says they have witnessed incidents and suggested that a notice board be put up to stop cars entering that area. Steven will meet with SLT to discuss what has already been tried, and what could be tried. This item to be brought back to the next meeting.

**15. DATE OF NEXT MEETING**

The date of the next meeting will be Thursday 16 January 2020 in the Staffroom at 7pm – note change of night for this meeting.

**16. CLOSURE OF MEETING**

Steven brought the meeting to a close and thanked everyone for their attendance.

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| Action Log 2019-2020 | | |  |
| No: | Owner | Action | Date Complete |
|  | SJ | Advertisement of (paid) Clerk position |  |
|  | GD | Assume all aspects of Treasurer’s role prior to next meeting, i.e. update meeting on income, expenditure and balance to date. |  |
|  | SJ | Book wrapping night is Tuesday 26th November. |  |
|  | SJ | Fundraising - Christmas Card orders to be sent. |  |
|  | SJ | Fundraising - Family Photographs in 2020 – Steven to contact Fiona Scott. |  |
|  | SJ | Amendment to Constitution – other parents to deputise if Parent Rep unable to attend meeting |  |
|  | SJ | Approach Karen Miller, ex-Librarian, for assistance with Library. |  |
|  | HK | Advise Gemma of the contribution cost towards the September 2019 P6 Hoy Trip. |  |
|  | SJ | Clarify with Joseph Coyle how football team selection system works. |  |
|  | SJ | Clarify understanding of business side of the Easy Fundraising website. |  |
|  | SJ | Application to Magic Little Grants. |  |
|  | HK | ELC to be a standing item on future Agendas |  |
|  | SJ | Meet with SLT re: traffic situation around school |  |
| **Completed Actions** | | | |
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|  | SJ/School/OS | Promotion of the Halloween disco Friday 1st November will be through Facebook (SJ), posters, bulletin (school). Ask Allan Garrioch if he will DJ at the disco (OS). | November 2019 |
|  | SJ/School | Seek parent representatives for classes who have none at present through Facebook (SJ) and bulletin (school). | November 2019 |
|  | SJ | Contact Linsey for Facebook admin transfer, invite FOGS members including school SMT to the closed Facebook group which will be used for organising the disco. | November 2019 |
|  | SJ | ELC , P1 and P2 books to be purchased. | November 2019 |
|  | SM | Christmas Cards – all pupils have had an opportunity to participate and parents invited to submit orders. | November 2019 |
|  | SJ/IR/SM | Parents Evening – share powerpoint presentation, meet and greet parents. | September 2019 |
|  | SJ | Respond to Wi-fi letter | September 2019 |