**FRIENDS OF GLAITNESS SCHOOL**

**THURSDAY 16TH JANUARY, 7PM**

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| **Present** |  | **Apologies** |
| Steven Johnston (Chair)  Sharon Muir (Depute Head)  Katrina Budge (ELC Rep)  Karen Rorie (P3/4WL and P6/7R Rep)  Barbara Brown (ELC & P1/2S Rep)  Emma McConnachie (P4/5T & P5/6F Rep)  Gemma Dorricott (Treasurer & P3/4/6S Rep)  Jess Smith (P1/2RM & P6/7H Rep)  Shaun Tulloch (ELC Manager)  DonnaReid (Class Teacher)  Ingrid Rendall (Head Teacher) |  | Alison Brown (P6/7R Rep)  Fiona Kelday (P2/3S Rep)  Mary Maley (P6/7F Rep)  Ola Slater (P4/5T Rep)  Alice Peace (P4/5T Rep) |

1. **Opening of Meeting**

Steven welcomed everyone to the meeting and introduced Erin Stout, the new clerk for Friends of Glaitness School.

1. **Apologies for Absence**

Apologies were received for those detailed above.

1. **Approval of Previous Minutes**

Approval of previous minutes from the last meeting 12 November 2019 had been emailed to the group and were agreed.

1. **Action Log**
   1. **Advertisement of Clerk position**

Erin has agreed to take over the role of the Clerk for Friends of Glaitness.

**4.2 Assume all aspects of Treasurer’s role prior to next meeting, i.e. update meeting on income, expenditure and balance to date. Also to ask Kerry Leask about auditing procedure.**

Gemma is still to assume all aspects of the treasurer role. The change over has to be completed online now, so this needs to be looked at again. Cheques are still being signed by Linsey (previous Chair) and Kerry (previous Treasurer)..

**4.3 Book wrapping night is Tuesday 26th November.**

This has now been done.

**4.4 Fundraising - Christmas Card orders to be sent.**

This has now been done

**4.5 Fundraising - Family Photographs in 2020 – Steven to contact Fiona Scott.**

Fiona Scott has agreed that family photos would be feasible to do, but would need to think about where parents would want the photos taken and at what times would suit everyone. Also, decisions need to be made as to who will be organising this as if administration staff were to take this on then it would take a lot of admin time. It was agreed that a Facebook poll could be carried out to see if there would be interest. **SJ to progress this**.

**4.6 Amendment to Constitution – other parents to deputise if Parent Rep unable to attend meeting**

One objection was raised but when it was made clear that the use of a deputy was just a suggestion, rather than something which had to be done, there was less concern. Therefore the amendment was accepted.

**4.7 Approach Karen Miller, ex-Librarian, for assistance with Library.**

Karen is willing to help out with the Library and has been looking through the books that are already in the Library. The Tesco grant money should be £2000 and this money is to go towards library improvements. Karen has explained how best to display the library as well.

**4.8 Advise Gemma of the contribution cost towards the September 2019 P6 Hoy Trip.**

This is to be discussed further down the agenda.

**4.9 Clarify with Joseph Coyle how football team selection system works.**

Concerns were raised that some kids were left out of the football due to not being enough teams. Half the arena is booked currently, but it was discussed that another quarter of the arena could be hired to allow for more children to be able to take part.

**4.10** **Clarify understanding of business side of the Easy Fundraising website.**

The Easy Fundraising website was clarified to members of the group as part of the agenda.

**4.11 Magic Little Grants**

The application for Little Magic Grants has been applied for. It helps to promote children being more active.

**4.12 Other FOGS fundraising ideas – book sale, bingo, quiz, Cube/game show**

Extra fundraising details to be discussed in the meeting.

**4.13 ELC to be a standing item on the agenda in future meetings.**

Done.

**4.14 Meet with SLT re: traffic situation around school**

To be discussed within the meeting

1. **Appointment of Clerk**

Erin Stout was appointed as the new Clerk for Friends of Glaitness School in December and attended her first meeting tonight.

1. **Nursery Extension**

Shaun Tulloch attended the meeting and gave the group an update on the nursery extension. He explained that there had been a few negative thoughts coming from the public, particularly about concerns of how pupils were going to access the school while building work is going on. There were also traffic concerns from members of the public and parents due to the business of the main carpark, and less parking being available while the extension is being built. Parents were welcoming of the nursery having its own entrance, rather than having to use the main school entrance. Shaun had received more recent plans that had been created and passed these around the group to have a look at. He explained the changes that had been made since the group had seen the previous plans.

There were also concerns surround the boundary of the nursery as it is at the moment, as currently the boundary is a wall and there is no separation from Nursery pupils and school pupils. School pupils would have to cross through the nursery boundary to enter certain parts of the school. There were questions from the group surrounding the area of the school that would need to be closed off while the extension was being built. There are still discussions going on regarding where the school is going to place pupils who would normally be in the areas that are going to be closed off. There have been a few ideas, but this is still to be finalised. It has also been noted that noise made from the building works, may disrupt children, and this is being taken into account. The new nursery is going to have more opportunities for different start times and for more nursery pupils to attend. Having specified pick up and drop off times will not disrupt the nursery children as much as having no slots. There are also going to be choices for parents to choose how many days children can be at the nursery, this will allow parents to continue to work more hours during the week, while their children are at nursery, providing more flexibility. There are discussions still ongoing about the amount of vehicles that the extension is going to cause due to workers and where they are going to be based. This could cause some issues with parking that is already there. The Roads Department at Orkney Islands Council have been in contact with Glaitness School to help try and combat the issues that have arisen within the school to try and better the parking. There is to be discussions regarding how school pupils will be accessing the school during the time when the nursery is being built. It is hoped that there will be a site entrance made when the building works start to help try and combat the issue. Steven may get invited to the Planning meeting that will take place surrounding issues with the nursery expansion. Anything discussed at this meeting will be shared and discussed within this group.

1. **Review of Constitution**

This was discussed under the action log item.

1. **Class Representatives**

Emma had emailed Helen, as she had been put down as a representative for a class that she did not have a child in. Emma has also set up a Facebook Page for her representative class to keep parents up to date with what is going on in the class year. There has been an issue with adding people onto the Nursery Facebook page, unless the admin is friends with that person on Facebook already, they cannot add them to the group. Facebook pages are being used for helping parents keep up to date with meetings that are taking place and other necessary updates. There are still vacancies for P4 classes.

1. **Head Teachers Update**

There are still book bags available for pupils and parents. There was a session run by Kerry Spence for P2 and P3 pupils/parents, but nobody turned up which was disappointing. These sessions were set for the end of the day, which could have had an impact on the numbers attending. This could be run again, with appropriate advertising and promotion to encourage parents to attend these sessions as it is a good way to involve the parents in the children’s learning and reading. These sessions would perhaps be better attended if they were set at just before pick up time for children, as this would mean that parents were already at the school. It was suggested that a poll could be made for parents to vote for the most appropriate time for these sessions to take place and also text reminders to be sent out. Education Scotland hosted a talk on family learning and highlighted how important it is for child development.

Parents evening is going to be the 3rd and 5th March, the group are to let Ingrid know if they wish to have anything at the parents evening nights.

There will be an internet safety day taking place for parents to come along to with possible date of the 11th February. Rachel Ratter from Orkney Islands Council has been involved in this and PC Hay from the Police Station has offered to come and provide the talk. This is something that should be encouraged to parents and pupils to attend. There will also be a children’s mental health week from the 3rd February and this will involve stands and events around the school. There are potentially people within Orkney who would be able to help with content for this week.

The 3 main improvements for the school this year are the schools vision, literacy and mathematics. Sessions could be run to help improve these subjects and would help to involve the parents and get them involved in the children’s learning more. The next term will involve all schools learning about the seas and coasts around Orkney, which would hopefully encourage more beach visits and other extra curricular activities.

1. **Early Learning and Childcare Update**

Anne-Marie is going on Maternity Leave on the 3rd February, Erica Drever has secured the job as senior practitioner. There are currently two jobs advertised, Erica’s previous job and Early Years Support Worker, these are both advertised on the My Job Scotland Website. This will take the staffing in the nursery up to 13 staff members, and will increase again next year due to new nursery hours. As previously discussed, there will be other hours offered for nursery children. These new hours will start in August, 30 hours per week during term time, 20 year round (47 weeks of the year), with two weeks closure at Christmas and in the summer. There will also be a choice of nursery hours from 8.30am – 5.00pm hours during term time. There will be added pressure on the nursery in the next year with Peedie Breeks due to close this year. The nursery extension will have a room which will allow more sessions to be run within the nursery such as book bug, health visitors etc to help encourage early learning and parent support, including individual support when needed. It was suggested that a survey get distributed to parents asking for feedback on the possibility of running session such as sleeping, child behaviour, fussy eating and programmes to help parents understand child development.

1. **Treasurer’s Update**

**11.1** The Treasurer’s role has not been fully handed over yet, there are still a few things that need to be sorted out.

* Current Total - £5383.00

This current total is without the added Tesco grant and extra grant money. There is a cheque of around £1400.00 still to come out of the account from the Christmas Gifts. This gained £500 profit for the Friends of Glaitness. There is also still money to come out of the account for the hire of Picky for sports.

* + 1. P6 Hoy Trip – The figure for this was a little bit higher than was expected. There was some discussion in the group about a pupil attending the Hoy trip after not paying the full amount. It was suggested that for future Hoy trips as well as other school trips that a paying system be set up in which parents can choose to set up a direct debit or split the cost over the course of a few months. This would allow parents to be able to easier afford for their children to attend school trips and with less stress in regards to money. There has been an increase in families that cannot afford for their children to attend school trips, particularly if they have more than one child. There are pots of money within the Friends of Glaitness and Parent Council that can be used to accommodate these situations, but this needs to be carefully managed.

*Post meeting note 11/02/2020: H.Killeen, Business Manager has confirmed that the facility for splitting the cost of school trips is already in place and parents are advised of this at the first trip meeting in subsequent correspondence. Every parent takes advantage of this instalment payment system already.  It might be that parents from P1 stage could start making payments so that by P6 and P7, the trips were paid for.  For both Hoy and Nethy trips, based on a current figure of £150 for Hoy and £400 for Nethy, this would mean each family paying paying £78.57 per child per year from P1-P7.  I have just had correspondence from Hazel Flett, Clerk to the Kirkwall Community Council.  The Community Council are changing their policy regarding such funding and are reducing the amount of their contributions from £350 to £275 for the 26 pupils attending the 2020 Nethy trip (reduction of approx. £13 per pupil to £10 per pupil).*

1. **Extra Curricular Sports**

There was no netball training this Monday due to the bad weather. Last Monday was the first session back for netball. There was a reminder that children have to wear appropriate clothing for netball. There is a selection of clothing for children that have forgotten to bring their sports kit, and it was suggested that a call for donations for sports clothes be put into the next Newsletter. This is to be communicated to parents as a reminder.

1. **Fundraising**

**13.1** Easy Fundraising Website use – There is currently £115.00 that has been raised on this website so far. This website allows for a cash back system when purchases are made from particular websites or companies. It provides extra funding easily for Glaitness School through purchases at no extra cost to the person shopping. This website can also be used for supplies and business travel, and can all be done through this website - <https://www.easyfundraising.org.uk/causes/glaitnessschpc/?pageVersion=1>.

**13.2** Local Giving Grant – This has been applied for and Steven is waiting to hear back.

Other fundraising ideas that were suggested by the group were a quiz night or gin night. It was decided to try and arrange a quiz night and the nearby rugby club was suggested as a good venue.

1. **AOCB**

There was no any other current business from the group.

1. **Correspondence**

Steven mentioned that Wendy Dunnett had emailed to promote Usborne Books but she also contacted, and has arranged to see, Ingrid Rendall.

1. **Date of Next Meeting**

The date of the next meeting will be the 19th March 2020.

1. **Closure of Meeting**

The meeting was closed at 21:07.

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| Action Log 2019-2020 | | |  |
| No: | Owner | Action | Date Complete |
|  | GD | Assume all aspects of Treasurer’s role prior to next meeting, i.e. update meeting on income, expenditure and balance to date. Also to ask Kerry Leask about auditing procedure. 16/01/20 – Still had not assumed all aspects of Treasurer’s role. Have to do it all online now, further looking into required. |  |
|  | SJ | Fundraising - Family Photographs in 2020 – Steven to contact Fiona Scott. 16/01/20 – Steven contacted Fiona Scott and she has said that this is feasible. Discussions about when and where photos will take place. |  |
|  |  | Other FOGS fundraising ideas – book sale, bingo, quiz, Cube/game show |  |
|  | SJ | Steven to email Karen Walter regarding parking and traffic issues |  |
|  |  | Steven to post on the chat about dates and times, locations for the quiz night. |  |
|  |  | Steven to contact Simon Hay from the police regarding internet safety. |  |
|  |  |  |  |
| **Completed Actions** | | | |
|  | - | Ask helen to send out class representatives list again. | Completed |
|  | HK | ELC to be a standing item on future Agendas | Completed |
|  | SJ | Clarify understanding of business side of the Easy Fundraising website. | Completed |
|  | SJ | Amendment to Constitution – other parents to deputise if Parent Rep unable to attend meeting. 16/01/20 – Have emailed around and there are a few issues with wording that needs to be sorted. | 19/01/20 |
|  | SJ | Approach Karen Miller, ex-Librarian, for assistance with Library. | Nov 2019 |
|  | HK | Advise Gemma of the contribution cost towards the September 2019 P6 Hoy Trip. | Nov 2019 |
|  | SJ | Clarify with Joseph Coyle how football team selection system works. 16/01/20 Ask office staff if they can get a quote for extra space in the arena at Picky. | Nov 2019 |
|  | SJ | Application to Magic Little Grants. | Nov 2019 |
|  | SJ | Meet with SLT re: traffic situation around school | Nov 2019 |