

**FRIENDS OF GLAITNESS SCHOOL**  
**Tuesday 25<sup>th</sup> August, 7pm**  
**(Virtual Meeting via VScene)**

**Present:**

Steven Johnston (Chair)  
Jess Smith (P1/2RM & P6/7H Rep)  
Karen Rorie (P3/4WL and P6/7R Rep)  
Katrina Budge (ELC Rep)  
Emma McConnachie (P4/5T & P5/6F Rep)  
Claire Darbinyan  
Barbara Brown (ELC & P1/2S Rep)  
Gemma Dorricott (Treasurer & P3/4/6S Rep)  
Alice Peace (P4/5T Rep)  
Helen Killeen (Business Manager)  
Shaun Tulloch(ELC Manager)  
Ingrid Rendall (Head Teacher)  
Sharon Muir (Deputy Head)  
Erin Thomson (Minute Taker)

**Apologies**

**1. Opening of the Meeting**

Steven welcomed everyone to the meeting over VScene.

**2. Apologies for Absence**

Apologies were received from Ola Slater.

**3. Approval of Previous Minutes**

The minutes from the previous meeting held on the 16<sup>th</sup> June were **approved by the group.**

**4. Action Log**

- 4.1 Treasurer Role** – There has been more development this week and we have been able to get a new application in to try and sort this out. Initially there was an issue with the first form and the Covid19 put another halt on everything. So hopefully this will all be sorted soon and we are hoping to be able to do banking online instead of writing cheques.
- 4.2 Fundraising- Family Photos 2020** – This idea was discussed prior to Covid19, and there was a fair amount of interest for this on the Facebook poll, but with current guidance, this probably cannot happen at the moment. This will be discussed again at the AGM in September.
- 4.3 Other FOGS fundraising ideas** – There is still the possibility that we can host the quiz online, this will need to be discussed fully to figure out what needs to be done to host it virtually. Anything that cannot be done online virtually is on hold due to Covid.

**5. Items Raised through Parent Forum**

**5.1 Water Bottles/Filling** – There had been a few concerns from parents that children were not able to fill their water bottle during the day at school, and that if they did not have a water bottle, they were not able to get a drink of water. Ingrid has put a video together explaining that there are water filling stations located in the school and that there are hand sanitisers located at each station for the kids to use prior to filling up their bottles. There are also plastic cups that are available for children who have forgotten their water bottles. It is hoped that this video has resolved this issue. There were discussions surrounding eco-cups that could be used instead of plastic cups. Sharon proposed that the Friends of Glaitness Committee could help to provide funding for this. The committee were in agreement and thought this would be a good idea to help move away from using plastic. **ACTION – JESS TO ASK GRAYS IF THEY HAVE ANY ECO-CUPS SUCH AS VEG-WARE.**

**5.2 Grass Cutting/wet footwear** – At the previous meeting it was discussed that children were having to now use the grass areas more due to having to be separated in their ‘bubbles’. Most children at school now have the appropriate footwear for these areas and the grass has now been cut after a few minor issues. It is important that children are wearing the appropriate footwear and clothing, particularly now that we are moving into more uncertain weather.

**5.3 Traffic Concerns** – There were still some issues surrounding parents parking at the Peedie Sea car park and dropping their kids off, particularly with the new P2-P4 entrance. Ingrid suggested that it may be a good idea to put a reminder out to parents that this car park is not owned by the school and that they are encouraged to park in the school carpark. There is also the possibility of the free long stay car park opposite Tesco and Lidl. We should also be trying to promote healthy wellbeing and encouraging pupils to either walk or cycle to school. Safe routes need to be available. The school had been in discussion with OIC around traffic but these discussions were put on hold due to the Covid pandemic.

**5.4 Playground Safety** – As discussed in the last meeting, a parent had reported that their child had had a minor injury on a piece of equipment in the playground and had given some constructive advice. This item has not really moved any further on from the previous meeting. It was suggested that children within the school could possibly give suggestions on how this area could be adapted as it would be a shame to get rid of it as children enjoy using this area in lots of different ways. As it was an isolated incident it was not thought that this was a significant health and safety concern but it would be monitored.

## **6. Class Representatives**

Due to year changes, we have now lost some of the reps for P7, so will need to try and gain some more for this year group. Steven asked the group if the current members were happy to stay as class reps this year. The table below shows the class rep spaces that we have filled, and the ones that still need to have class reps. For the spaces that are empty, the group were encouraged to ask any parents that they knew appropriate for that year group.

Friends of Glaitness – Parent Council Reps 2020/21

| <b>Class</b>                   | <b>Representative(s)</b> |
|--------------------------------|--------------------------|
| Nursery                        | Steven                   |
| P1S (Caro Stockan)             | Claire                   |
| P1W (Corrine Ward)             | Karen                    |
| P1/3/4 (Caroline Heddle - ASN) | Jess                     |
| P2 (Donna Reid/Emma Moodie)    | Barbara/Jess             |

|  |            |
|--|------------|
| P2/3/4 (Richard West/Karin Spence - ASN) |            |
| P2/5 (Shannon Robb)                      |            |
| P3 (Corey Symonds)                       | Alice      |
| P4 (Gillian Charlesworth/Sandra Swannie) |            |
| P4/5 (Yvette Barr/Linda Greig – ASN)     |            |
| P5 (Inga Falconer)                       | Emma/Karen |
| P6 (Tyra Kennedy/Inga Linklater)         | Alice      |
| P6/7 (Laura Harcus – ASN)                | Gemma      |
| P7 (Kate Towsey)                         | Emma/Karen |

## 7. Head Teacher Update

Ingrid commented on how brilliant it was having all the pupils and staff back within the school despite all of the changes that are in place. She explained that pupils weren't seeing each other throughout the school due to having to be in their separate areas. Everyone is coping really well with all of the different changes, and the school are constantly monitoring on a daily basis and improving on things when they need to be improved. Ingrid welcomed any feedback from parents and staff members about how the school was running with the new changes in place.

Ingrid had made a short video last week explaining how things were going to work in the school with the changes and did a virtual tour of the school including entrances and exits. The feedback from this video was good, and parents found it helpful. There were discussions around whether videos could be done for various other topics and issues in the school to help communicate with the parents.

Feedback from staff members is being brought forward every Monday and communicated to the 'Orkney Heads' meeting to help iron out any similar issues across the schools in Orkney. The use of Seasaw over the months where pupils were not at school was useful for communicating and helping the pupils to continue to study while at home. The version that was used over lockdown was free, but we have now signed up for a 3 year subscription that we can continue to use as with restrictions it is hard to give feedback on school work as usual. This system could replace some written learning journals. It is a huge piece of work to try and get this organised, as previous work that was submitted on Seasaw will need to be migrated onto the new system so that the pupils work is not lost. Helen is currently running with this and is also trying to get all the logins in place.

There was a discussion regarding parents' evenings that would usually take place in October/November. As with restrictions, face to face parents' evenings would not be able to take place. It was stated that it was important that parents receive feedback on how their child is getting on, particularly with all the new changes that they have had to come back to. It was agreed by the committee that video calls to parents would be a beneficial way of carrying out virtual parents' evenings. Having a video call with the teachers would allow for parents to contribute to their children's learning reviewed. This would be a huge amount of work and time taken from the staff and teachers at the school. This would also include having to provide logins for parents in a secure video conferencing system such as VScene or Microsoft Teams. Further discussions will be had at the next meeting.

There are still a few vacancies within the school to be occupied. 2 posts (Clerical Assistant and 30 hours Support for Learning) are currently up for advertisement with interviews hoping to commence within the next few weeks. Ingrid mentioned that Joan, one of the CPO's, was retiring, and it was suggested that something be done to mark the occasion as she has worked at Glaitness Primary for over 20 years. There are currently a few vacancies that are being covered within the staffing already in the school, but these jobs will be advertised soon.

There was a discussion surrounding the equipment in the playground for the pupils. As the pupils are now in their own sections within the playground, there is a need for more equipment for them to play with at break times, as they are not able to share between groups. Friends of Glaitness were asked if this is something that they would be able to help provide funds for. The group were in agreement, and thought that this was a brilliant idea with the cost roughly being around £260. The benches that are around the outside of the school are also needing to be replaced, and Johnny had suggested that he would be able to make some if he could get the materials paid for. This is something that the pupils could possibly get involved with in some way. Again, the committee agreed that this is something that they could provide. **ACTION -KATRINA TO ASK ROBERT ABOUT THE POSSIBILITY OF DONATING SOME OF THE WOOD FOR THIS.**

A question was raised by one of the committee members about the pupils being rotated around the areas within the playground. Ingrid stated that P5-7 were able to rotate around the back, but that the classes at the front of the playground were harder to rotate.

There is new guidance coming out surrounding children wearing their PE kits to school on the days that they have PE as there is a shortage of changing facilities that allow for social distancing. There have been a few questions surrounding this topic from parents, so hopefully when the new guidance is released, we will be able to issue more information to the parents.

There were some questions from parents regarding lunchtime slots and that their children were feeling rushed while eating due to the tight timeslots. This has hopefully been resolved now and there is a vacant table for pupils that are slower eaters. Ingrid thanked Sharon for her work with the cooks to try and make lunchtimes run as smoothly as possible.

## **8. Early Learning and Childcare Update**

Shaun explained that they were able to carry out a phased introduction for new nursery pupils as well as Nursery pupils heading to P1. Like the school they have had to carry out risk assessments and stick to the current government guidance. There were a few teething problems to begin with, but everything is working well now. The nursery is now at full staffing capacity and hours of 1140 hours with some pupils attending 30 hours and some 24 hours 47 weeks in the year. Things have been made slightly easier with children not having to social distance from the staff members, but there is a lot more cleaning involved regularly. Shaun commented on how well the new children have settled into the nursery despite all the changes. Seesaw was useful for during lockdown and the summer holidays for sharing information with the parents.

**8.1 Nursery Extension** – Up until last week, there was little communication regarding the extension. There has now been an update on the timescale of the extension now only beginning works in January 2021 with the intention of being completed in June 2021. Currently the nursery has not been granted permission through planning regarding flood risk. With the extension being put back it has allowed for the utilisation of the extra space, but come January, it will be a struggle to accommodate the 1140 hours for all the families in the area. This is being looked at now so that when the time comes, a plan should be in place. There are spaces that can be used

outside as well. Currently the capacity for the nursery is 54, but when the extension is built it should be 80 children. The art and music resources are still not being used, therefore if there was space for them to be stored somewhere then there would be the room space to use if it was needed too. A member of the committee asked about where the P2, P3 and P4 would have an outside area when the nursery extension starts. This was still needing to be organised, but by then, guidance may have changed surrounding social distancing.

#### **9. Library Update (Tesco Award)**

The Glaitness School received money from the Blue Token Scheme at Tesco to help support the Library at the school. This still hasn't been used due to lockdown. Prior to lockdown, Karen Miller was helping to better the Library and provided her knowledge on how the Library could be fully utilised. There were discussions had surrounding this, but now with the new guidelines, it is possible that Karen will not be able to attend the school to help for the time being. **ACTION-STEVEN TO TOUCH BASE WITH KAREN MILLER ABOUT THE LIBRARY.** It will need to be double checked about the length of time that the money from the token scheme has to be used by to ensure that we do not come under scrutiny.

#### **10. Best Start Grant**

This is a fund for parents that is available to the sum of £250 between June 2020 and February 2021 to assist parents with financial support. There is a poster that needs to be shared on the Facebook page to make parents aware of this.

#### **11. Treasurers Update**

The current balance is - £4450.53.

There has not been many outgoings or income due to lockdown. There will be expenditure for the outside toys, eco-cups and benches and there is also credit from the Picky Centre due to activities being cancelled. £2000 of this is from the Tesco token scheme and is ear marked for the library improvement.

#### **12. Extra-Curricular Sports**

Football, Badminton and Netball have still not restarted after lockdown. There has been some national guidance about reopening some outdoor activities and centres, but this is still to be discussed. It was mentioned that there were no court bookings at Picky to be made until January at the earliest. There were concerns that the P5 netball pupils had very little training before lockdown, and worried that they are going to be thrown into the league section having not had very much training. It was suggested that there could be some netball drills uploaded to Facebook so that the netball pupils can practice at home on basic drills. This may require the purchase of more netballs but will need to gauge interest first. It is hoped that the OIC will be able to come to an arrangement on how pupils can get back to these activities in a safe manner.

#### **13. Fundraising**

This was discussed previously within the Action Log. Family photos are unlikely to go ahead for the time being due to having to many households in one building throughout the day. There is the possibility that we can still do the Christmas Gifts though, but this is something that will need to be discussed nearer the time. We were due to host a quiz to help with fundraising, but this is something that could be done virtually, but would need to organise this further as well if it is going to happen. Need to look at the fundraising ideas that we could do online for the time being.

#### 14. AOCB

Steven congratulated Erin on getting married recently!

#### 15. Correspondence

The only correspondence received was regarding the water bottles and grass cutting which was discussed previously in the meeting.

#### 16. Date of Next Meeting

The date of the next meeting will be the AGM on Wednesday 30<sup>th</sup> September at 7.00pm and will be held virtually.

#### 17. Closure of Meeting

The Meeting was closed at 20:50.

| Action Log 2020-2021 |       |   |               |
|----------------------|-------|---|---------------|
| No:                  | Owner | Action  | Date Complete |
| 1.                   | 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. On hold due to COVID-19. Have put another application in now, hopeful to be able to do banking online instead of cheques. Update at next meeting. 25/08/20 |               |
| 2.                   | 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. Facebook poll to be conducted 19/01/20. On hold due to COVID-19. Possibility of doing this before Christmas still, to be discussed at next meeting. 25/08/20.  |               |
| 3.                   | SJ    | Other FOGS fundraising ideas – book sale, bingo, quiz, Cube/game show. On Hold due to Covid19. Possibility to do some fundraising virtually, such as the quiz. To be discussed further at the next meeting. 25/08/20.   |               |
| 4.                   | JS    | Eco-cups – Speak to Gray's and see if they have any eco-cups such as Veg Ware for children to use if they forget their water bottle.  |               |
| 5.                   | KB    | Benches - Speak to Robert about possibility of donating wood for making benches for the playground.   |               |
| 6.                   | SJ    | Library Update – Touch base with Karen Miller about what can be done  |               |

|                                   |    |   |          |
|-----------------------------------|----|---|----------|
|                                   |    | without her being in the school and what stage she got to.                      |          |
| <b>Recently Completed Actions</b> |    |   |          |
|                                   | SJ | Steven to email Karen Walter regarding parking and traffic issues               | 19/02/20 |
|                                   | SJ | Steven to post on the chat about dates and times, locations for the quiz night. | 08/02/20 |
|                                   | SJ | Steven to contact Simon Hay from the police regarding internet safety.          | 20/01/20 |