

FRIENDS OF GLAITNESS SCHOOL
Annual General Meeting
Wednesday 30th September 2020, 7pm
(Virtual Meeting via VScene)

Present:

Steven Johnston (Chair)
Jess Smith (P1/2RM & P6/7H Rep)
Karen Rorie (P3/4WL and P6/7R Rep)
Claire Darbinyan (P1S Rep)
Alice Peace (P4/5T Rep)
David Johnston (P2/3/4 Rep)
Anna Kratiuk (P4 Rep)
Ewan Kennedy
Donna Reid (P2 Teacher)
Kate Towsey (P7 Teacher)
Helen Killeen (Business Manager)
Shaun Tulloch(ELC Manager)
Ingrid Rendall (Head Teacher)
Sharon Muir (Deputy Head)
Erin Thomson (Minute Taker)
Steven Burnett – Education and Resources Manager, OIC)
Yvonne Scott (Road Safety Officer, OIC)
John Richards (Councillor, Kirkwall West)

1. Opening of the Meeting

Steven welcome everyone to the meeting.

2. Apologies for Absence

Apologies were received from Emma McConnachie and Gemma Dorricott.

3. Traffic Concerns (Steven Burnett, Education and Resources Manager and Yvonne Scott, Road Safety Officer, OIC)

Steven thanked Steven Burnett, John Richards and Yvonne Scott for attending the meeting to discuss the traffic concerns surrounding the school. There were concerns regarding the West side of the school and at the Peedie Sea Centre car park, as well as concern around the school crossing patrol officer (SCPO) vacancies. There have been a lot of new builds recently behind the Pickaquoy Centre, which means that many children are having to cross Muddisdale Road to get to the school. Currently, there is a SCPO in place at Muddisdale Road for a trial of 2 weeks to gauge how many children are crossing this road. There is a vacancy at the moment for a SCPO due to the retirement of Joan, which means that there is no SCPO currently at the Co-op side of the school. Steven Burnett commented that it was challenging to recruit SCPO's in Orkney and that the possibility of having 2 SCPO's was quite difficult, but this has not been ruled out. There

are interviews taking place in the middle of October to hopefully recruit a new SCPO for the school. Ultimately, it is the responsibility of the parents to ensure that their children get to school safely, but SCPO's are extremely valued in Orkney. He noted that other local authorities have chosen to stop using them but Orkney remains committed. It is important to try and figure out which site for the SCPO is the most valuable for the school and the children but also Orkney as a whole. It was highlighted that it may be useful to educate the children at the school on how to use the SCPO, as many children, have not had the experience of using a SCPO before.

There were suggestions of putting a Zebra crossing into place on the Coop side of the school, as it seems to be that numbers are higher crossing Muddisdale Road. This was discussed between the group and Yvonne Scott made a few valid points regarding the costing of getting a zebra crossing put in to place there. The school/Orkney Islands Council would need to be able to fund 50% of the cost, which could possibly be done through sourcing funding if it is available. The Education Department are looking to improve this on a long term solution, but are aware that there needs to be short term solution in the meantime. Steven Burnett mentioned that there would be the possibility of relocating existing SCPOs from other schools should this become a larger problem.

There have also been concerns raised regarding the Peedie Sea Centre car park. This car park is partly owned by the Orkney Islands Council, which makes it difficult to put anything in to place in the car park. The concerns raised were that parents were dropping their children off there, and then reversing out of the car park/side of the car park, where children are making their way to school. The school do not have the authority to stop this due to it not being owned by them. There have been suggestions surrounding signage, double yellow lines, cones and Police presence. This past week there have been police patrolling the road, but we are not sure if this has made much difference. This issue is to be raised at the next Road Safety Forum for discussion on how to move forward. The School have sent letters to parents asking them not to park there/drop off their children there due to the safety concerns. A petition was signed by over 200 parents regarding the lack of a SCPO at Muddisdale Road. Steven Burnett highlighted that although concerns were coming from parents, it was also parents who are using the car park. He mentioned that they had been having discussions with the Picky Centre Trust about having a section of the car park at the front of the Swimming Pool blocked off for parents to drop off their children at. Yvonne Scott spoke about the School Travel Plan, and suggested that this was looked at again regarding where entrances and exits were for the children. The new entrance has encouraged parents to drop off their children at the Peedie Sea Centre car park due to this being the closest point to the entrance. This was discussed and suggested that the entrances were reverted back to a few years ago, but this would cause a problem with getting the children in to the school on time as it provides only one entrance for the whole school. Particularly in the time that we're in.

Steven Burnett mentioned that there have been complaints received from parents regarding the car parking issues in the main car park as well. At the current time, there needs to be a balance of the risks regarding children entering through one entrance, and the risk of children being dropped off in the Peedie Sea Centre car park. There needs to be a short term solution found for the time being before a longer term solution can be found. Anna commented that she was not aware that this car park was not owned by the school and stated that having signage there would be very helpful, as some parents are not aware that this is not a car park for the school.

John Richards is one of the Councillor's for Kirkwall West and works alongside 3 other Councillor's. He explained that when there are issues raised, that particular issue is allocated to one of the Councillor's alone, rather than all of them. He pointed out that there were no walkways or paths from certain housing areas to the school, making it difficult for children to be encouraged to walk or cycle to school. John mentioned that he thought there was more children crossing at the Muddisdale Road now and thought that this would be a suitable place for a SCPO to be. There needs to be more ways to make getting the children to school safely. There is the 20mph signage on the road for when school is starting and finishing, but a lot of the time, the public don't pay attention to this. John was grateful to be asked to attend this meeting to have discussions surrounding the Traffic concerns for the school and would be more than happy to attend any other meetings where he is required. He suggested that the school could be monitoring the parents who are breaking the rules to see if this will help to encourage them not to drop off their children in inappropriate places.

Again, Steven thanked Steven Burnett, Yvonne Scott and John Richards for attending the meeting.

4. Approval of the Previous Minutes 25th August 2020

There were no matters arising from the previous minutes.

5. Action Log Update

5.1 Treasurer Role – The bank have now managed to put the new signatories on and take the old ones off. **ACTION COMPLETED**

5.2 Family Photos – This has not moved any further ahead due to COVID19 restrictions.

5.3 Fundraising Ideas – Still not able to old anything physically, will still need to be done virtually. This will be brought up out with the meeting.

5.4 Eco – Cups -Jess managed to get cups from Grays for Children to use if they have forgotten their water bottles. **ACTION COMPLETED.**

5.5 Benches – Katrina's husband has now supplied all of the wood for Johnny to start building the benches so this will be starting very soon. **ACTION COMPLETED.**

5.6 Library Update – Steven has emailed a few people to find out what we need to do next with the Tesco Money. It was suggested that the supplies purchased could be moveable so that they can be moved around the children. It was also suggested that there would need to be some thought taken into making things "COVID19 proof". A decision on this needs to be made fairly soon so that we do not lose out on the money.

6. Appointment of:

6.1 Class Representatives

There have now been 2 vacancies filled out of the 4 that is needed. David Johnston is now the class rep for P2/3/4 and Anna Kratiuk is now the class rep from P4. There are still gaps for P2/5 and P4/5. There were discussions around how to make parents aware of who their class rep is, some of the existing reps have created Facebook groups, but it can be difficult to find everyone of Facebook. It was suggested that the names could be put on to the school website, but without their contact numbers. Ingrid suggested that the old parent council email address could be reinstated, and this could be the point of contact for parents wanting to get in touch with the class reps. **ACTION:** Helen to help Steven get a generic email address set up.

6.2 Office Bearers

Steven was happy to continue as Chair, and Gemma was also happy to continue as Treasurer. There were no objections.

7. Head Teacher's Update

Ingrid gave an update on what has been happening recently within the school. Recently 4 support for learning assistants have been recruited, 2 permanent posts and 2 fixed term posts. A Clerical Assistant for the school office has also been recruited and will be starting on Monday. There are two employees that will be retiring at the end of the first term, Shona Firth the art teacher and Claire Drever who is a Support for Learning Assistant. Ingrid commented again on how well the children have settled into their first term back, especially with all of the new procedures and processes that they have to follow. Regarding parents evenings, there has been guidance issued around this from the Education Department. It is advised that parents receive a written report which would be a short summary on how children are progressing, and then there would be an opportunity for parents to receive a phone call if they wish. It is hoped that communication through Seesaw will help with this for the meantime. It was suggested at the previous meeting that Skype/VC could be set up, but this has proved to be technically challenging.

8. Early Learning and Childcare Update

8.1 Nursery Extension

Shaun commented on how well the children are settling in and adapting to their new surroundings. Luckily, the children at the nursery do not have to social distance so it has made the transition a little bit easier. Usually, the nursery would have an open evening for parents to attend, it is hoped that this will be able to be done virtually instead. The October holidays are going to be the first where the nursery is still open, so will be something different for the staff. Shaun mentioned that there is going to be a new nursery opening in Kirkwall for 0-3 year olds. Shaun has been asked to help get this nursery up and running on a part-time basis, so will be splitting his time between the new nursery and Glaitness until it is well established. Shaun also commented that he would be in favour of having a zebra crossing put into place on the nursery side, as they often take the children a walk so would be useful for them as well. There were no updates regarding the nursery extension from the previous meeting.

The committee all thanked the nursery and the school for making the COVID transition so easy for the children.

9. Library Update (Tesco Award)

This was spoken about previously in the meeting within the Action Log.

10. Treasurer's Update

Again, this was spoken about within the action log. Steven mentioned that according to the constitution, the accounts have to be approved by an auditor at the end of every financial year. Steven has spoken to a colleague at NHS Orkney with financial expertise who may be willing to do this in their spare time. **ACTION – STEVEN TO CONFIRM AUDITOR FOR THE ACCOUNTS**

The bank balance has not changed very much since the last meeting apart from payments for the school hoodies and play equipment. Steven did not have an accurate total due to Gemma not attending the meeting. There is a need to think of ways that we can raise income online, such as

online bingo or quizzes but nothing needs to be done urgently so this is to be discussed at a later date.

11. Fundraising

This was spoken about previously in the meeting. Sharon mentioned that it is hoped that the children will be able to make their Christmas designs at the end of the term. This will help increase income in the run up to Christmas. A communication will be put out to parents when everything is ready to go.

12. AOCB

There were no other updates from the committee.

13. Correspondence

All correspondence that Steven had received was regarding the traffic concerns which was previously discussed in the meeting.

14. Date of next meeting

The date of the next meeting will be Wednesday 18th November @ 1900.

15. Closure of Meeting

Steven thanks everyone for attending the meeting and the meeting was closed at 20:38

Action Log 2020-2021			
No:	Owner	Action	Date Complete
1.	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. On Hold Due to Covid19. 30/09/20.	
2.	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. To be discussed out with the meeting through Messenger. 30/09/20	
3.	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. 30/09/20 Steven emailed school staff to progress ideas.	
4.	SJ	Steven to confirm auditor for accounts. He has spoken to a colleague at NHS Orkney, but needs to get more clarity on what is required for the end of year accounts before confirming.	
5.	HK	Helen to support Steven in setting up generic FoG email address.	
Recently Completed Actions			
	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. 25/08/20 Application accepted and all signatories changed.	
	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.	
	KB	Benches - Speak to Robert about possibility of donating wood for making benches for the playground.	