

**FRIENDS OF GLAITNESS SCHOOL**  
**Annual General Meeting**  
**Wednesday 18<sup>th</sup> November 2020, 7pm**  
**(Virtual Meeting via VScene)**

**Present:**

Steven Johnston (Chair)  
Karen Rorie (P3/4WL and P6/7R Rep)  
Claire Darbinyan (P1S Rep)  
David Johnston (P2/3/4 Rep)  
Emma McConnachie (P4/5T & P5/6F Rep)  
Anna Kratiuk (P4 Rep)  
Donna Reid (P2 Teacher)  
Shaun Tulloch(ELC Manager)  
Ingrid Rendall (Head Teacher)  
Sharon Muir (Deputy Head)  
Erin Thomson (Minute Taker)  
Ola Slater (P4/5T Rep)  
Barbara Brown (ELC & P1/2S Rep)  
Rosie Drever (parent)

**Apologies**

Gemma Dorricott (Treasurer & P3/4/6S Rep)  
Helen Killeen (Business Manager)

**1. Welcome to the Meeting**

Steven welcomed everyone to the meeting.

**2. Minutes of the previous meeting**

The minutes from the previous meeting were reviewed and approved by the Committee.

**3. Action Log**

**3.1 Fundraising**

Christmas photos – There is still no possibility of carrying out family Christmas photos at the moment due to the current Covid19 restrictions.

**3.2 Library Update**

This is to be discussed during the meeting.

**3.3 Treasurer's Update**

We are still waiting to get online banking sorted out. Steven has spoken to a colleague and has confirmed that they are willing to carry out the auditing of the accounts at the year end.

**3.4 Generic Email Address**

The committee now have a generic email address that can be used, Steven is to share this to the group. [FOGS.glow@orkneyschools.co.uk](mailto:FOGS.glow@orkneyschools.co.uk).

#### **4. Traffic Update**

Ingrid gave a few updates regarding traffic since the previous meeting. Recently 7 people from the OIC attended the school and had a 'walk round' the building and surrounding areas to help better understand the issues that the school are facing. They are looking at how it can be made safer for pupils to enter the school and walk to school. Currently the SCPO is now standing at Muddisdale Road. There were interviews on Friday 13<sup>th</sup> November, but have still not heard the outcome of this. There is going to be a review of the SCPO's across Orkney in the near future as well as the location of the SCPO at Glaitness. This is to be looked at in January. We are also looking at safer routes for walking to school to try and encourage the children to use an entrance other than the Peedie Sea entrance. This entrance will not be able to be used once the nursery extension commences building. We are trying to encourage parents to use the main car park and to use the main entrance where possible. There are a lot of delivery vehicles that use this entrance also, so we are looking at closing off that entrance for vehicles between 9-9.30 and 3.45. There is also a need to look at how to relocate the Addition Support transport as well. There is also the possibility for parking at St.Colms, but it is quite busy at the moment. The Picky Centre has agreed that the school can use the parking in front of the swimming pool for school staff, so this will help clear more space in the main car park for parents. There is going to be a visual map that is going to help layout and explain the new routes for parents and pupils. There will also be written and verbal communication for pupils on where the safe routes are going to be. Hopefully there will be a trial run week commencing the 14<sup>th</sup> December before the end of term. From this date the gates at the Peedie Sea Centre will be locked. Signage was looked at for stopping parents parking there, but it is not clear who has the right to erect signage in this area. There were some concerns about locking the gates at the Peedie Sea Centre from members of the committee, but it was explained that the school had reiterated to parents that they are not allowed to park there, but this has not improved. Shaun explained that the Door to the nursery extension which was facing the Peedie Sea Centre in original plans is now planned to face the other (Picky) side. There have been discussions at a senior level, and they are looking for a long term solution that doesn't need to be changed.

#### **5. Head Teacher Update**

There have been discussions surrounding the possibility of setting up a virtual Parent Council Chair meeting with other Chair's from various different schools and Peter Diamond had expressed his interest in this as well. This could be particularly useful for the schools in the Isles. It was also asked about using Zoom again for future meetings, if this was set up by a Parent Council Committee Member then it should work well.

The School raised £608.70 for Children In Need which was revealed through the first virtual assembly today. This went well and included input from the Primary 7 ambassadors who spoke about their roles and their targets that they wanted to achieve. The Junior Road Safety Officer also spoke a bit about their role. The ambassadors also were promoting Book Week Scotland and were keen to dress up on Friday and the school are keen to run competitions to encourage drawings from the pupils.

The Benches have now been made and are ready to be stained, which the pupils will be helping with. OTE are going to be sponsoring Fluorescent waistcoats for each class this year. Parents Evening Reports are hopefully going to be going out at the end of the week.

## **6. Early Years Education Update**

### **6.1 Nursery Update**

There was not much to update regarding the extension since the previous meeting.

The nursery is currently at full capacity and is not accepting any further registrations for this year. Due to Covid Restrictions, numbers have to be slightly less and they are restricted as to how many children can be in each bubble. They are looking at how they can use the outdoor spaces for outdoor learning. There are Early Years Practitioners who are currently training to become Forest School Leaders for outside learning and development. Obviously the outdoors spaces will not be able to be used the whole time due to weather restrictions. The nursery have also put in an application for a Polycrub. There are communications going out to parents around the benefits of outdoor learning. It is hoped that next week Practitioners will be having virtual meetings with parents to update them on their children's learning and development.

### **7. Library Update**

The school are looking at using the £2000 from the Tesco Token Scheme to update some of the equipment that the Library already has such as audio books or a Playway Device which the Primary 7's are currently using. There had also been mentions of a device which is similar to a Kindle, but is purely used for reading on. There are also Barrington Books that can be used for children who may find reading slightly more challenging and are dyslexia friendly. The School have also used some of the PEF money to order a set of iPads and a charging trolley which can be used more for carrying out assessments and support for literacy and numeracy. The Primary 5's and Primary 7's have been involved in identifying what they need in the Library.

### **8. Treasurer's Update**

There is no updated balance to report as Gemma could not attend the meeting. The Christmas Gifts this year raised £650 roughly and there is also money sitting in the account from not being able to use the Picky Centre for extra curricular activities. We are also currently in the process of trying to get online banking.

### **9. Fundraising Ideas**

Gemma had suggested a School Lottery, where parents buy a ticket each week for £1 and the money from that £1 gets split into different parts. There is a chance to win £25,000 as well smaller local prizes. Lorna Kemp hosted a virtual Body Shop Party which raised £127 for the Parent Council. The EasyFunding page needs to be repromoted so that people are made aware of using it again for their online shopping.

### **10. AOCB**

**Playground Equipment** - There has been an inspection of the Playground equipment recently and there are a few bits of equipment that are in poor condition and need to be upgraded. The Climbing Frame has had to be cordoned off until it can be repaired as there are rust patches and some corrosion. Currently there is no budget for repairs to the playground and this is a project that is going to need to be looked at further. The other areas are okay to be used still by the pupils. There are small repairs that the janitors are working on, but it needs to be looked at how this area can be developed in a sustainable way.

**Christmas Books** – The pupils usually get books at Christmas in the lower end of the school, this might need to be done differently this year due to Covid. There were suggestions that Santa could come to the playground instead of in to the school. This could be quite exciting for the younger children. Shaun commented that they would still like to be able to have some sort of Christmas Party for the Nursery children.

**Christmas Gifts** - There was a late request for Christmas gifts orders, which would mean an £8 delivery charge for one order, it was suggested to put out another plea for any last minute Christmas gifts to make the delivery charge worthwhile.

**Extra Curricular sports** – There is still no access to Picky for the foreseeable future for extra curricular sports. Ingrid had attended the Head Teacher Meeting recently and there was still no large amount of movement for indoor activities. Football coaches are looking at the possibility of outdoor training in January.

**Christmas Cards** - One of the committee members asked if Christmas cards were allowed to be handed out by the pupils. If pupils wish to hand out Christmas cards to their classmates, then the cards would first have to be quarantined in a room for 72 hours before being handed out. Donna had made a suggestion that the children could make their own Christmas cards in school to hand out to their bubbles. The Primary 7's have received their hoodies and are very happy about them.

#### **11. Fundraising**

David suggested hosting a pub quiz virtually.

#### **12. Correspondence**

There was not other correspondence.

#### **13. Date of Next meeting**

Wednesday 20<sup>th</sup> January 2021 at 7pm.

#### **14. Meeting closed – 20.24**

Action Log 2020-2021			
No:	Owner	Action	Date Complete
1.	SJ	<p>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. Still on Hold – 18/11/20</p> <p>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. David suggested hosting a virtual pub quiz. 18/11/20</p>	
2.	SJ	<p>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</p> <p>Looking at upgrading the equipment that is already in the Library. Currently also looking at a device similar to a kindle that kids can read books on and do learning activities. 18/11/20.</p>	
3.	SJ	Treasurer's Update – Still waiting for online banking 18/11/20	
4.	SJ	<p>The committee now have a generic email address that can be used, Steven is to share this to the group. <a href="mailto:FOGS.glow@orkneyschools.co.uk">FOGS.glow@orkneyschools.co.uk</a>.</p> <p>18/11/20</p>	
5.	SJ	Steven to look at how to organise "lottery" for the parents. £1 for a ticket per week and the money gets split into different sections.	
6.	SJ	Email to Linda regarding contacting The Orcadian Book Shop about books for the pupils at Christmas.	
<b>Recently Completed Actions</b>			
	SJ	Steven to confirm auditor for accounts, 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.	