**FRIENDS OF GLAITNESS SCHOOL**

**Annual General Meeting**

**Wednesday 2nd September 2021 at 7pm**

**(Virtual Meeting via VScene)**

**Present:**

Steven Johnston (Chair)

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

David Johnston (P2/3/4 Rep)

Ola Slater (P4/5T Rep)

Alice Peace (P4/5T Rep)

Barbara Brown (ELC & P1/2S Rep)

Ingrid Rendall (Head Teacher)

Erin Thomson (Minute Taker)

Shaun Tulloch (ELC Manager)

Helen Killeen (Business Manager)

**Apologies**

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

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

1. **Opening of the Meeting**

Steven welcomed everyone to the first meeting of the new school year and the Annual General Meeting.

1. **Apologies of Absence**

As above.

1. **Approval of Previous Meeting Minutes held on 3rd June 2021**

The minutes of the previous meeting were approved as an accurate record of the meeting held on the 3rd June 2021.

1. **Action Log Update**
2. Fundraising Ideas– The family photos are still in the pipeline but due to restrictions they have not been able to take place. However, perhaps with restrictions easing this is something that could be looked at again for doing in the near future. Barbara enquired about the return of the school disco to help with fundraising and Ingrid confirmed that there is to be an update to guidelines within the next 3 weeks so will be able to confirm after this.
3. Online Banking – The committee are still waiting to be able to get to online banking and at the moment people can pay into the bank account online but FOGS are unable to pay anything out of the account by any means other than cheque. Steven has been able to find someone who is willing to audit the accounts to make sure that the books are correct – a process which should be done annually but hasn’t been done in some time.
4. **Summary of 2020/2021**

Due to COVID a lot of things were unable to happen last year that we would normally expect. The parent council were still able to meet virtually throughout the year which helped a lot with keeping up with guidelines and nursery and head teacher updates. The parents received a questionnaire to give feedback on online learning which was helpful. There were traffic concerns surrounding the school and this was dealt with to improve the situation as well as appointing a new crossing patrol officer at Muddisdale. Despite COVID, Christmas gifts (mugs, cards, tea towels etc) still went ahead which helped raise some money as well as the lottery. The children received ECO friendly cups and the Tesco Grant money was used to help improve the library collection and Christmas Books for the children. A generic email address for the committee was set up and parents can now use this to contact the parent council. Unfortunately, there were no extra-curricular sports due to restrictions, but this is now getting underway again.

1. **Class Reps 2021/22**

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| **CLASS** | **TEACHER/MANAGER** | **FoG Rep** |
| **ELCC** | Shaun Tulloch | Steven Johnston |
| **P1/2S** | C Stockan | Vacant |
| **P1/2W** | C Ward | Vacant |
| **P1/2/4/5** | C Heddle (ASN) | Jess Smith |
| **P1/2 HL** | I Harcus  | Karen Rorie |
| **P3** | D Reid/R McCaw  | Jess SmithBarbara Brown |
| **P3/4/5 SW** | R West/K Spence (ASN) | Vacant |
| **P5/6/7 BHT** | Y Barr/ L Harcus/ S Tait (ASN) | David Johnson |
| **P4** | P Archibald /S Swannie | Ola SlaterAlice Peace |
| **P5** | A Flett | David Johnson |
| **P6** | P Cameron/ Y Barr (ASN) | Vacant |
| **P6/7 F** | I Falconer | Emma McConachieDavid Johnson |
| **P6/7 T** | K Towsey | Karen Rorie |

1. **Office Bearers for 2021/2022**

Steven stated that he was happy to stay on as chairman of the group and has not heard any objection from Gemma about staying on as treasurer for the coming year.

1. **Priorities for the year ahead**

More fundraising ideas are needed for the year ahead but we will need to wait for the next lot of guidance in 3 weeks’ time before deciding what we can do. It would be good to have a specific thing to be raising money for as this will encourage people to donate if they are aware of what their money is going to. Improvements to the playground has been being looked at over the past year and there are a few ideas including pieces of equipment and the sand pit. Also, the scrap store is needing to be topped up. There are also things that could be looked at improving within the school too that could be a target for fundraising.

1. **Head Teachers Update**

Traffic concerns unrelated to those previously discussed by FOGS have been ongoing for a few months now. Helen and Ingrid met with a lady called Chloe Dobson and Yvonne Scott to discuss issues at the Glaitness Road zebra crossing where cars were reportedly not stopping for pedestrians. OIC were looking into this, taking some measurements and gathering information before reporting back.

It was mentioned that there is a scheme that offers children badges if the walk to school to help promote children walking to school. This is a free scheme and Glaitness are looking at starting their own incentive for children to walk to school.

The Standards and Quality Report was written at the end of last term and will be available on the website when it is finalised.

The School Improvement Plan for the year as 3 main areas of focus: raising attainment in maths, numeracy and maths across the whole school, Literacy (particularly writing and how it is taught) and Developing a sense of school community again after COVID. There are various things that can be done around children’s health and wellbeing to help children who find it difficult to regulate their emotions and there are various training opportunities for staff to undertake to assist with this. There is a Glasgow wellbeing and motivation profile that all schools in Orkney are being encouraged to use. It consists of 20 questions on a variety of different topics and measures of wellbeing. This will provide the school with information on how they can improve things for children within the school.

The PEF money is being costed against different priorities to see where it can be spent. There are some areas of the school that could do with improvements and this is being looked at, including developing for staff members. There is also money set aside for buying another set of iPads so that the school can have 2 sets.

Steven wrote to Steven Burnett to say thank you for taking the traffic concerns seriously and taking action last year. This new complaint from a parent about the Glaitness Road zebra crossing was raised through the MSP not the school or through FOGS.

1. **Early Learning and Childcare Update**

The nursery has not enrolled any less children but with a particularly small P7 class this year this impact of this on the overall school roll and space won’t come for another year or so. The staff and children are still getting used to the new nursery space and working around the building works of the new nursery. There will be some changes to entrances and exits next week.

Shaun is now on a shared role between Glaitness nursery and the development of the Willow Tree Nursery on an interim basis. There are some new staff changes due to secondments to the Willow Tree Nursery. Until the new guidance comes out there are still some restrictions in place as well. The nursery had their first case of COVID in a child, but the situation was dealt with very efficiently and smoothly and there were no other cases in the nursery or school.

The nursery new build is in phase 1 at the moment and currently there are internal modelling being done to the art and music area. There has been a slight delay and is now 4 weeks behind schedule with a possible handover in November and are hoping to have part of the nursery by Christmas. There is a 2-week delay on phase 2 and the next big change will be the kit starting to go up by the end of October/start of November. There will be engagement soon with the nursery children (and others throughout the school through STEM [Science Technology Engineering Mathematics] initiatives) to get them involved around learning about the construction on the building.

The nursery is also currently issuing an improvement plan for the year to refresh vision values and aims and objectives for the children and the staff.

The nursery is running on full hours now and continuing with outdoor learning and forest schools training as well as the poly-grub at Keelylang. It is also focusing on numeracy and literacy development to help with the transition to Primary 1.

1. **Extra-curricular Sports update**

The extra-curricular sports have started again recently with netball on Monday nights being taken by Emma McConnachie and Helen Corsie. Football is on a Tuesday night taken by Fraser Anderson, Scott Timpani, Joseph Coyle and Mr West. Badminton has been moved Friday night to Wednesday night to accommodate Rebecca Reid’s other commitments. Cady Donoon is also going to be helping with Badminton. A parent rota needs to be set up for netball and badminton to help with parent supervision.

1. **Treasurers Update**

Current balance - £4757.

This does not include any of the sensory equipment that is still to come out along with some other routine payments. Some of the money for the extra-curricular sports has come in but the hall booked has not yet been billed.

1. **AOCB**
2. The school have been notified that any outdoor school trips are not covered by OIC insurance if they have to be cancelled due to COVID. They are looking at using a different provider, especially for Scottish Mainland trips. The school are currently looking at the viability and education that the pupils can get from Orkney trips compared to trips on the Mainland.
3. Steven thanked Erin for helping out with the committee and wished her all the best with the arrival of her baby.
4. Cycling Efficiency trainers are being refreshed on the 16th September and there is a new auxiliary that will being doing training as well. The week beginning the 20th September is when the P6 cyclability is expected to commence.
5. **Correspondence**

All correspondence has already been discussed.

1. **Date of next meeting**

Thursday 4th November 2021 at 7pm.

1. **Meeting closed 20.26.**

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| Action Log 2020-2021 |  |
| No: | Owner | Action | Date Complete |
|  | 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. Still on Hold – 18/11/20Other 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. 18/11/2003/06/21 – remains on hold due to COVID, fundraising may be easier to arrange when social gatherings are allowed hopefully in the new school year. Also need to have a focus for spending rather than asking for money for it to sit in FoG bank account, particularly during a time where people may have less financial security due to the pandemic. 02/09/2021 – New guidelines coming out in a couple of weeks’ time could allow for family photos to take place in the near future. It was mentioned about holding a disco again this year for fundraising, but again, new guidelines will let us know if this possible.  |  |
|  | SJ | Treasurer’s Update – Still waiting for online banking 18/11/20Still waiting for online banking, may have to change a few things to make it work. 20.01.2103/06/21 – Online banking function not possible with RBS. Other banks not currently taking on new club/society accounts at present due to Covid. Audit of the accounts still pending. 02/09/2021 – Still not able to get online banking, people can pay into the account, but we cannot pay out using BACS etc yet. Audit of the accounts still pending, but an auditor has been found.  |  |
| **Recently Completed Actions** |
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