

FRIENDS OF GLAITNESS SCHOOL
Thursday 3rd November 2022 at 7.00pm
(In person meeting with V-scene link)

Present:

Sharon Muir (Deputy Head Teacher)
Shaun Tulloch (ELC Manager)
Steven Johnston (Chair)
Karen Rorie
Kate Towsey (P6/7 Class Teacher)
Maggie Henning
Donna Reid

Chrystall McBaron
Kerri Bickmore
Ruth Smith
Michelle Kennedy
Ingrid Rendall (Head Teacher)
Helen Killeen (Business Manager)

Vscene

Cheryl Gould, David Johnson, Emma McConnachie

1. Opening of the Meeting

Steven welcomed everyone to the meeting.

2. Apologies of Absence

Alice Peace, Sally Harcus, Barbara Brown

3. Approval of Minutes of meeting (AGM)

The minutes were approved as an accurate record of the meeting held 1st September 2022.
Amendment: Joanne Pirie not Pottinger.

4. Action Log Update

Parents Evening 22nd & 24th November. Ingrid will speak to Barbara about Citizen's Advice presence at Parents Evenings. To help parents with finances advice & Clothing Grant Forms. Parent Council will be there with a stall showing a PowerPoint about what FOGS do and to provide tea and coffee.

P7 Parents and school meeting happened, and discussions are ongoing.

Netball Coach volunteers – Alice is now helping on Saturdays and will become a coach in January. Ideally would like to find one more person to help as it's too much for one person. Emma thought this might come about in January when P5's are invited to join.

Steven thanked the sponsors of sports clubs publicly. Shuttlecocks have been purchased for Badminton. The Halloween Disco happened and was successful. Steven thanked everyone for their help with this. FOGs contacted the rotary club but decided against doing anything on bon-fire night. Steven advertised the lottery again and we have now hit the target and should raise approximately £1500 per year for little administrative effort.

The P1 Handbook & Sports Day discussions will be added to agendas in the New Year.

5. Parent Reps for 2022/2023

There remains 2 gaps: 1/3 H and P2,3,7 BC both small ASN classes. FOGS don't want to force the issue of finding a rep for these classes but don't want to close the option either. Steven thanked people who are continuing and those who have joined as new class reps.

6. Head Teachers Update

Staffing Changes – There is a large staff team at Glaitness. The senior Leadership Team spend a lot of time being involved in recruitment processes. So far this session they have appointed a new janitor, Leonard Copland, who is now in post, as seen helping at the disco. 2 new SFLA's have started – Ashleigh & Amy. There are 4 SFLA gaps to fill most of these temporary hours have been advertised and an auxiliary post has also been advertised. For Karen Spence's 0.6 maternity post, Richard West has been teaching the class full time. The temporary maternity post will be advertised and recruited from January onwards. We have 2 Student teachers started in P1/2 & P4/5F and finally, Carol McGhee has been recruited to the vacant clerical post Gary, subject to final checks.

The School Improvement Plan is on the school website. Ingrid is planning to create a summary of this for parents to make it easier to digest. The Standards and Quality report from last session is also on the school website.

There are three School Improvement Plan priorities:

- Listening & Talking – all schools in Orkney have this on their school improvement plans to improve attainment in talking and listening. Staff attended in-service day in October at KGS to share planning and practice with teachers in other schools. There will be additional training using *Talking Mats* and Picture Exchange Communication System (PECS) for some staff. These communication systems use lots of pictures and help to support children who communicate in different ways. They are also useful to get children's views.
- Learning & Teaching - Focus on raising attainment through developing practice and high-quality learning and teaching. The bigger schools Glaitness, Papdale, Dounby, & Stromness are working together on learning and teaching priorities. Ingrid has been asking P4-7 children what they think about learning and teaching. She has some helpers from P7 to go into the younger classes. The purpose of this is to find out from the children what they think makes a difference to their learning.
- Improving the connectedness of school community with a focus on Health & Wellbeing. This priority involves forming new and re-establishing face to face links post Covid. Sharon's work on Rights Respecting Schools is also included. Wellbeing kits for classes are being created, there will be tools and baskets for each class to use. This is helping children to understand what one person needs can be quite different to what someone else needs. Getting the children involved and making sure they have a good understanding of their own learning. Julia Mason the school Chaplain has been in school recently and he is keen to come in and speak to the bairns and develop these links and relationships again.

Lets Talk National Discussion about Education.

HT's & ELC Managers met on 2nd November about this. It is a consultation about what matters to folk: to get feedback from young people, parents, carers, teachers, and others

working in education. Ingrid and Shaun thought about it and had a broad discussion about what they feel is important. Parents views are very important as their children's main educators. There is an online survey running until the 5th December that HT's can feed in to. This would be too long to do in a parent council meeting but Ingrid is considering other ways to gather and discuss parent views on education in general. She is planning to invite parents in, in a semi-informal way, next Friday 11th November to have a chat about what is important to them.

Parents Evening

Kate suggested that we might want to set up a table with a book or toy swap. Parents thought this sounded like a good idea as no money would be involved. They thought that a book swap table would be better than toys, since FOG are in the blue door in January. The Uniform rail will be put on display near to the Citizens Advice so parents can take anything they need from there. Ruth asked if many children come to parent appointments and was advised that there aren't usually many children there but some do come along with their parents. Ingrid is hoping to be in middle area somewhere to discuss some key questions with parents (not survey as such). She would like to revisit the school vision "Be all you can Be" to find out if parents know what the vision is and to get views on what the future of education and schools might look like.

School Uniform

Ingrid asked the group for thoughts on school uniform and ideas on how to promote it. School promotes and encourage children to wear uniform, or school colours, but there are lots of children not wearing it. Younger bairns are more likely to wear uniform than the older bairns. The main reason school wants to promote uniform is because it is equitable and not too costly. It also promotes a sense of belonging to the school.

Parents at the meeting were generally in favour of bairns wearing school uniform. Ingrid was asked if school could enforce the wearing of uniform as it can be difficult for parents to encourage their bairns to do this when others are not. Ingrid explained that it could be difficult to enforce. Parents thought there seemed to be a better uptake of wearing uniform in some of the other schools e.g St Andrews. One parent spoke about her child hiding a different t-shirt in his bag because other kids don't wear uniform. There was a discussion about whether football shirts were allowed or banned. Lots of children wearing them in school and the rule isn't clear.

It was suggested there could be a consultation with parents about uniform at parents evening. This would fit in with having the uniform rail on display, and parents might engage with this. School could give parents ideas on where to buy items in the school colours. For example, you can get this purple polo shirts from a certain website at a particular good price. It was suggested that dress down days could also be used an incentive for wearing school uniform.

Ingrid handed over to Kate Towsey to provide an update on Internet Safety, Net Zero Project and Children in Need.

Online safety (Kate Towsey)

Kate has created a draft internet safety policy. The aim is to have a clear and consistent policy across the school that helps keep the bairns safe online and sets out how we might do this. NSPCC had a suggested policy and school had a previous policy which Kate has merged into a new draft document. She has left some paper copies and asked FOG to read, discuss and provide any feedback. It is important to have people talking about internet safety regularly as it is an ever-changing picture. E.g. smart watches with internet, photos and message. Kate had been looking to source some short videos with up-to-date advice when creating the policy. The important thing is to be sharing and discussing internet safety regularly.

Children in Need is on Friday, 18th November. It will be donations only and there will be something going out to parents soon. £800 was raised last year, aiming to achieve this target or better this year. There will be dressing up & a dance show. Unfortunately, it is not possible to invite all parents to come as an audience, but there is an option to help at the dance show if any parents want to volunteer some time.

Net Zero Project

There will be an invitation going out to parents for a parent assembly/meeting on the 16th November about the Net Zero project. There had been a presentation about the project to FOG previously. There are workshops in classes and lessons being delivered this term. The Net Zero Heroes group has been formed. They are inspiring, and have an important role in promoting the project to families and parents.

7. Early Learning and Childcare Update

Staffing changes

Senior Early Years Practitioner Karen Petrie has been appointed to Papdale ELC Manager post. Anne Marie is returning to Glaitness from her secondment at the end of the month when Rebecca Tait will go back to St Andrews. Nicki Wylie has been recruited as a new Early Years Practitioner working with the Selkies Keygroup. Stephanie McKenzie has been appointed part time to work with the 2-year-old children. There are increasing numbers of eligible two-year olds as Papdale don't offer this provision and Strynd do so only in very limited numbers. Early years has expanded and as such there have been various staffing models trialled. There will continue to be an ELC Manager, a Depute Manager and 2 Lead Practitioner roles at Glaitness.

Shaun spoke about struggling to communicate effectively with families without being able to use Seesaw. Behind the scenes they are working on data storage which will hopefully lead to this being reintroduced. While Seesaw is not available staff are using emails, a direct phone line, and trying to use a Glow Blog to continue to provide snapshots of nursery life.

ELCC Improvement Plan has been added to the website today. The three priorities are:

- Personalised Support and meeting the needs of all learners: There will be staff training and development. Strengthening links with partners to support children with additional support needs. The team met staff from the Peedie Sea Centre recently. This generated lots of ideas on how best to support the children. There are future staff developments planned with other partners such as the Health Visiting team and Educational Psychology. This should mean that there will be more of a

presence of partner agencies and staff will be more aware of how they can help us to get the right help for the children at the right time.

- Listening & Talking: to provide high quality talking and listening interactions linked to early language development. Children coming in to ELC with not as much language as in the past. They have introduced and had a positive uptake for Book Bug sessions in the family room. These are running 2 days a week for a 4-week block in November to December. They are hoping that this will become a permanent feature.
- Health & Wellbeing. Revisiting ELC vision, values and aims. Learning through play in a nurturing way. What does this mean post covid in the new nursery space.

Communication with parents

- Shaun spoke about a disappointing recent incident when a parent group chat with concerns about nursery drop off had been screen shot and shared more widely and with some staff in nursery. Shaun would like any parent concerns to be discussed with him as ELC manager. He is always available to listen and is open to discussions about things that are working well and any areas that parents are concerned about. There will be things that don't work so well, especially as they continue to evaluate the use of the new nursery space.

Some classes have a group chat that some parent reps use to communicate with other parents/carers of children in the same class. These chats are not supposed to be used as a platform for folk to "have a moan" but an opportunity for feedback to be passed back to the school via the parent council. Parents agreed that Shaun and other staff are very approachable and available to listen to any concerns they have.

Action: Parents will be reminded to go about raising concerns in the right and proper way, using the appropriate channels. This way things can be worked out and sorted. There could be further consultation with parents about using online chats. This may link to the internet safety policy that Kate spoke about earlier.

8. Rights Respecting Schools (Sharon Muir)

The Scottish Government is funding Rights Respecting School Awards in all schools in Scotland. UNICEF use the UN Convention on the rights of the child as a guide for the RRS Awards. OIC expect all schools in Orkney to participate. Glaitness were already signed up and have begun the journey towards achieving the bronze award. There are 3 levels of awards, Bronze, Silver, and Gold. The awards are a journey and a process to becoming Rights Respecting. The school hope to embed these values in everything we do at Glaitness. It ties in nicely with the Health & Wellbeing priority in the school improvement plan. It is about everyone being aware of their rights.

To achieve the Bronze Award we have to inform pupils, parents, and staff about Rights Respecting Schools. Sharon has done this with bairns and staff and is here to inform parents tonight. A steering group of interested pupils, staff and parents will be created and this will very much be led by the children. They might for example do an assembly and perhaps put out a questionnaire to communicate with the wider community. They will then carry out an audit and create an action plan. It might take a further year to achieve the bronze award. Then Silver and Gold Awards would be a further 2 years. There's lots of information on the

[UNICEF website](#) and it is an exciting project to be involved in. The work has been well received by children, parents, and staff in many of the schools that have been involved.

9. Reflections Halloween Disco

Children enjoyed the disco, and it ran well with folk appreciating all the organisation and planning involved in making it happen. FOG received a handwritten letter from 2 pupils and some emails from staff and parents with thanks and positive feedback. Although the disco wasn't arranged to make money it did raise a little profit, around £236. Some of the costs will not be as much next year as decorations etc can be used again. Steven thanked all the helpers and organisers.

Things to consider and learn for next time: Had to bag up sweeties at the last minute due to a delivery error. The games went down well with the older bairns. The DJ thought the peedie ones didn't need any games and were happy as they were. The peedie ones had to queue but were well behaved waiting in a long line. Worked well having the entrance round the corner and come through to get their snack etc. We needed the 15 minutes in between to turnaround. Consideration was given to moving the age groups as it would be a lot to ask of volunteers and DJ to have three discos. Could compromise by moving P3's up to the older disco. The lower disco was crowded and noisy and possibly too much for the smaller bairns. For next year, support has been offered from Nursery Staff. Around 208 kids turned up in total. There was a good buzz at the disco and in the days afterwards.

10. Planning for Christmas

Books

Santa usually takes ELC, P1 and P2 a book at Christmas Parties. FOGS pay for this and folk agreed they are happy to do this again. Parents will meet to wrap the books together in school. Need to order sets of books that we haven't already gifted in the past 5 years.

Action: To decide on which books to order and arrange a time and place for wrapping.

Easy Fundraising Personalised Gifts

Christmas card, gift samples are slightly different this year. It's more direct and parents are asked to place their order online using codes. Parents can order late but would need to pay the delivery charge themselves. There has been some confusion over the deadline for orders. Samples say Monday 7th but the site when ordering says 5th November. Steven asked if Sharon could log-in to check the cut-off date, so that a reminder could be sent to parents.

Action: Sharon will ask Linda to check cut-off date and communicate this.

(Post-meeting note: Text send out to parents 04/11/22 confirming the deadline 5th Nov)

11. Treasurer's Update

Steven advised that the bank balance is currently a healthy £3,382. Payment to Picky for extra-curricular sports has already been made with some money from parents still to come in. The lottery money continues come in monthly. FOGS had to change to another new bank account after a security issue closed the other account. Virgin Money branch staff helped Steven & Gemma to open another new one so we're back on track with online banking.

12. Fundraising

Glaitness are in the Blue Door the week beginning 23rd January. Emma explained that 6 volunteers are needed to work in the shop, 1 person for each half day and 1 person for Saturday morning and afternoon. She suggested creating a peedie group of folk to help co-ordinate the fundraiser. Things we need to provide include bin bags, toilet roll, tea, coffee, and baking for the workers. In addition, there is an option to hold a raffle and sell home bakes.

Emma thought if P7 parents organised the raffle and baking to sell they could take the proceeds from these bits for the P7 residential trip. FOGS would still get everything else that was made from sales in the shop. Steven thought this sounded like a good idea but added that there can be more money made available from the FOGS funds if this was needed to further subsidise the P7 trip and the group were in agreement.

Emma thought it would be good to get some other P7 parents involved in providing the baking to sell and to get prizes for the raffle etc. Steven said they would send out an appeal to see if 4 or 5 folk would be willing to form this group. Emma suggested it would also be worth asking if anyone had any storage that they could use to start collecting stuff as folk might be clearing out before or just after Christmas.

Action: To appeal and form a group of volunteers to organise the Blue Door Fundraiser.

10. Extra Curricular Sport

Netball – Emma just received the fixtures from Netball Orkney. There are three leagues this year, with both Glaitness teams in the middle league. Both teams there at same time so can support each other and should make this better for everyone involved. Emma wanted to say Thanks again to Scapa Contractors for the new t-shirts and a big thanks to Alice for offering to help with the league and become a coach.

Football – Up and running league starts on Saturday with 3 football teams. Thanks again to Fraser for the new strips sponsored through his business. Football happens 3 weekends out of 4 from around now until Easter. Bairns can start football from P5.

Badminton – Have new kit and shuttlecocks bought by FOGS. They have a volunteer rota, with 2 parents per week and have a good turnout.

It was agreed that the trial period for extra-curricular sports a good idea for future years.

11. AOCB

- a. Ruth said she was a little confused about communication. Some parents have the Expressions app have but others don't. They get messages via Group call text messages. Helen explained that expressions is free but the text messages sent cost money. The information is taken from Semis. School will put out a reminder to parents encouraging them to download the expressions app.
- b. Michelle said she has never had any school photos, class or individual. Stopped class photos due to covid restrictions. Individual photos only make a little bit of money but takes a lot of organising. Some photographers have an Online booking system. They usually need to be contacted far in advance of the date to book. It was suggested that class photos could be taken at the end of this school year and individual photos could be arranged by FOG as a fundraiser at the start of the next school year in time for next Christmas.

12. Correspondence

Previously discussed Halloween disco feedback.

Communication from P1/2 parents that the new entrance and line up was working well.

13. Date of next meeting agreed - Wednesday 18th January 2023. Time 7pm.

14. Meeting closed 21:00.

Action Log 2022/23			
No:	Owner	Action	Date Complete
3	SJ/EM	Recruit new netball coach volunteers.	Alice joining. Continue to try for another.
9	SJ	Add <i>2023/24 P1 handbook</i> as an agenda item for last meeting of 2022/23 to allow parents to provide suggestions on useful content	Due term 4
10	SJ	Add <i>Sports Day</i> to agenda in new year to discuss approach for 2023.	Due term 4
13	Emma	Create small group to co-ordinate Blue Door stint	Due w/c 23/01/23
Recently Completed Actions			
1	IR/BB	Arrange Citizens Advice presence at parents evening to help parents with finances. Also ensure uptake of free school means so that the school gets the right level of Pupil Equity Fund money.	22 nd + 24 th Nov.
2	IR/SJ	Arrange meeting between P7 parents and school to discuss residential trip	Oct 22
4	SJ	Thank sponsors of football/netball via Facebook	Oct 22
5	HK/GD	Purchase Shuttlecocks for badminton training	Sep 22
6	SJ	Gather volunteers to organise Halloween Disco	Oct 22
7	SJ	Contact Rotary Club to see if FoGS might provide some hot drinks and food on bonfire night – not happening.	Sep 22
8	SJ/school admin	Advertise lottery to try and gather more participants	Sep+Oct 22
11	SJ	Reminder to parents about conduct in private social media groups and to be respectful.	FB message posted
12	All	Arrange to wrap Christmas books once they arrive.	Done.