



Present:

Damien Noonan (Chair) Alison Walker (Vice-Chair)
 Pamela Currie (Head Teacher) Kevin McKenzie (Principal Teacher)
 Lesley Kennedy (Secretary)
 Fraser Robertson Karen Polwart Lyndsay Wilkie Tina Strong
 Helen Bradley Leanne Gillies Anna Holland (left after item 9)
 Hilary Matthews Councillor Jim Goodfellow (joined after item 4)
 Paul Lavery (Active Schools Co-ordinator) (left after item 4)

Apologies:

Kirsty Usher (Treasurer) Kerry Hardie Louise Potter Helen Maule
 Jo Ratcliffe (Fundraising Co-ordinator)

Meeting Minutes Approved by:	(APC Chair)
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<u>Item</u>		<u>Action</u>
1.0	Welcome and Apologies	
1.1	Damien welcomed everyone to the meeting and apologies were noted.	
2.0	Minute of the Previous Meeting	
2.1	The minute of the previous meeting, held on 23 rd January 2019, was approved by Parent Council (PC) and signed by Damien. A signed copy was given to Mrs Currie.	
3.0	Matters Arising	
3.1	<p>Action items from previous meetings not covered elsewhere:</p> <p><u>Update re. contact with ELC Community Warden</u> – Mandy Smith, Community Warden, is meeting with Anna on Tuesday 19th March at 10am to walk around the village and observe problem areas. Possible interventions include more signage, additional dog waste bins and providing support for a school-led awareness campaign. Anna to update PC at the next meeting and Mrs Currie to discuss possible actions with pupils.</p> <p><u>Update on school vision / values / school motto</u> – A decision has been made to retain the current school values as these are familiar to the children and embedded in the culture of the school. A draft of an updated school vision and proposed ‘tag lines’ were presented to PC and discussed. Based on the feedback provided Mrs Currie to discuss further with the pupils and create a ‘text poll’ to gain input from the Parent Forum. PC to provide update at next meeting.</p>	<p style="text-align: center;">AH / PC</p> <p style="text-align: center;">PC</p>

4.0	Active Schools Discussion	
4.1	<p>This item was covered first to allow Paul Lavery (Active Schools Co-ordinator) to leave the meeting. Damien welcomed Paul and thanked him for taking the time to talk to us.</p> <p>Active Schools schedule the majority of their classes to start directly after the finish time of the host school. This makes it difficult, or sometimes impossible, for pupils to participate in classes hosted at other schools.</p> <p>Paul responded to this. Active Schools runs on a very small budget and as a result, a class needs to 'break-even' financially to be sustainable. Given the costs involved, this means at least seven children need to be enrolled in each class. The best attended classes are those that run straight after school. In a few cases it is practical for a class instructor to supervise a sub-set of participants for a short time, e.g., cheerleading at Aberlady where the P1 and P2 children wait 10 minutes for the P3 children to join, but this is not standard practice. It has been found that classes starting at 4pm, giving time for pupils to travel from other schools, attract fewer attendees from the host school and do not attract sufficient participation from children attending other schools to compensate.</p> <p>Other pressures include that the cost of classes cannot be increased as Active Schools are limited to charging £2 per hour, with the exception of trampolining and surfing. Also, school premises are also only free to use until 6pm, which effectively time-boxes classes.</p> <p>There are also difficulties recruiting coaches willing to travel to East Lothian to teach classes. In order to make it worth their while, Active Schools needs to offer them two-hour blocks, most commonly accommodating two age groups, as very few coaches can cover two separate sports / activities. Paul cannot commit to coaching as he is the only cover should a scheduled coach be unable to attend at short notice. Some areas, such as gymnastics, can not be run as there are no coaches available.</p> <p>Unfortunately, there is no possibility to fund transport between schools as this would not be sustainable year on year.</p>	
4.2	<p>Practically, what are our options if we want more Active School classes to be available to Aberlady pupils?</p> <p>Paul pointed out that Aberlady currently has three Active Schools classes, Jog Club and two Cheerleading classes, giving it much better coverage per pupil, (approx. 1 class per 40 pupils), than many other schools in the cluster. Paul is working also with the older pupils at Aberlady, training them as 'Future Leaders' so that they can lead playground games for the younger children.</p> <p>Active Schools can provide resources, equipment and support for a class / club to be run at the school, but in order for it to progress it would need a coach. The most viable option for this is to identify volunteers. Paul was unsure of the mechanism by which teachers could enrol as Active School coaches, but this could be investigated should the need arise.</p> <p>Paul advised that when the Active Schools summer questionnaire is distributed, PC co-ordinates a response with the Parent Forum. This will allow identification of any classes that would be well attended. This would give us a starting point to increase our Active Schools class coverage. In the meantime, Paul invited us to contact him directly with any further issues or suggestions.</p>	

5.0	Head Teacher's Report	
5.1	The HT report to PC (Mar 2019), written by Mrs Currie, was presented to and reviewed by PC. An updated version of the report is reproduced in full on page 4.	
5.2	<p>Some items on the report were discussed in more detail.</p> <p><u>Resources</u> – The new pod in the nursery provides a great area for 'down-time'. It is proving very popular and felt to be impacting positively on the nursery environment.</p> <p><u>Learning Conversations</u> – If a child does not want to take part in their upcoming Learning Conversation, is it okay for them to opt out, or should we be encouraging them to attend? Mrs Currie reassured PC that pupil involvement was optional. Class teachers to be reminded that children are not required to participate in Learning Conversations.</p>	PC
6.0	School Budget Update	
6.1	<p>The 1% budget cut discussed at the last meeting and subsequently communicated to the Parent Forum, has been reversed. The Parent Forum response at Aberlady was outstanding and the action was communicated to other schools, encouraging similar responses elsewhere. This had a real impact on the budgetary decisions made by East Lothian Council.</p> <p>Damien to draft a thank you message to the Parent Forum</p> <p>Savings will still be necessary, but these are in-line with previous years and much more manageable than the threatened 1% cut. When the 2019-2020 budget is received, PC will communicate the details to the Parent Forum. Damien would like to present this in the context of the broader education budget.</p>	DN
6.2	<p>During this activity, it became obvious that as a Parent council we don't have a mechanism for making contact with other schools or their Parent Councils. It might be worth exploring how to rectify this, perhaps starting by pulling together a list of PC Chairs. Damien to explore this possibility with ELAPCM, and also possibly through NBCAP.</p>	DN
6.3	The school has been given a pot of money to fund a Support Staff resource until the end of this session. Unfortunately, it is proving very difficult to recruit for this vacancy. Recruitment efforts are ongoing.	
7.0	Parent Forum Queries	
7.1	<p><u>Unsafe parking of cars / blocking of safe routes to school - Possibility of zebra crossing / lollipop person on School Road</u></p> <p>The 'wee people' cut outs were great to have and made a real difference to parking outside the school, although there were still some individuals who insisted on parking unsafely. Lynne Mason is looking into whether we could source our own set of 'wee people' for more frequent use. Mrs Currie will report back to PC on this.</p> <p>Lollipop persons are only deployed at major junctions or on main roads Installation of a controlled crossing costs in the order of £50,000, which would be considered too expensive given its limited use through the day. Cllr. Goodfellow informed PC that Gullane PS had received funding from the NBCAP to change the road surface outside the school to highlight the 'children crossing' area. This could be explored.</p>	PC

How Good is Our School Quality Indicators	What Are We Doing?
Leadership & Management	1.1 Self Evaluation 1.2 Leadership of Learning 1.3 Leadership of Change 1.4 Leadership and Management of Staff 1.5 Management of Resources to Promote Equity
Learning Provision	2.1 Safeguarding and Child protection 2.2 Curriculum 2.3 Learning, Teaching, Assessment 2.4 Personalised Support 2.5 Family Learning 2.6 Transitions 2.7 Partnerships
Success & Achievements	3.1 Improving Wellbeing, equality and Inclusion 3.2 Raising Attainment and Achievement 3.3 Increasing Creativity and Employability
What is coming up?	<ul style="list-style-type: none"> Learning Conversations

7.0	Parent Forum Queries	
7.1 (cont.)	Marshall Greenshields is an ELC Road Officer and would be able to provide guidance as to the options available to encourage safer driving / parking outside school. Mrs Currie to pass Marshall's details to Leanne who will make contact and report back to PC.	PC / LG
7.2	<p><u>Update of school fiction library</u> – It is felt that the fiction titles held by the school, particularly those suitable for P4 and above, are out of date. Mrs Currie has discussed this with the teaching team, and they are in agreement. The staff, aided by our library volunteer Kat Selby, are purging books to make space for new titles.</p> <p>Mrs Currie requested £1500 from PC to update the school's fiction collection. PC approved this request (see item 8).</p> <p>Book information was collected from each class on World Book Day to help guide the school's selection. There are several charities, such as 'BookLife' that will provide match funding for books for schools. Fraser to forward information to Mrs Currie.</p> <p>All classes at Aberlady are to visit one of our local libraries before the end of the session. Public transport will be used to keep costs down.</p>	FR
7.3	<p><u>Uneven twitter activity across classes</u> – Some teachers are more active 'tweeters' than others. This can give the impression that some classes are doing more than others.</p> <p>The sharing of class activities on social media is a voluntary activity and as such, it is difficult to enforce even representation. However, mechanisms are being explored to encourage activity across classes. In the near future, each classroom will have its own tablet and the Digital Ninjas will be providing support.</p> <p>Information about the school's twitter account will be included in the next newsletter to parents. Twitter workshops could also be considered. Prior to these actions, the account's analytics will be reviewed to gain an overview of the current impact. Mr McKenzie to action and report back to PC.</p> <p>It was suggested that twitter could be used to research good ideas and build relationships between schools by encouraging the children to look at what other schools were posting and re-tweeting where appropriate.</p>	KM
8.0	Fundraising activities	
8.1	<p>No fundraising update since last meeting.</p> <p>£1500 to be given to the school for the purpose of updating the school's fiction library, (see item 7.2). Damien to request cheque from Kirsty.</p>	DN / KU
8.2	A school family that runs a printing business has offered to provide and print PE bags, with profits going to the school. PC agreed that this was a very kind offer and that this should be promoted by PC. Damien to follow up and draft communication to Parent Forum.	DN
8.3	Carried action – Karen was previously actioned with following up with After School Club to understand their funds request from the Aberlady Fireworks. Post meeting update – it was agreed that this action would be closed as there has been no follow-up request.	

9.0	School extension update	
9.1	<p>Damien met with the architect, Wattie McCallum, a couple of weeks ago to discuss progress on the plans for the school extension.</p> <p>It is confirmed that building work has been pushed back a year. Building will start Autumn 2020 for completion in 2021. This is due to an adjustment in the predicted peak pupil roll linked to house sales. It has also been communicated that this will be the last development of the school building. Any future need to accommodate an increased pupil role would result in the building of a new school. This negates the need to 'future proof' the design.</p> <p>The proposed design is considered to contain a lot of flexibility and creative potential, incorporating almost all of our identified requirements. The plan includes two new classrooms in the area where the current prefab stands, the result being seven classrooms and a GP room. The buildings will be joined by a flat-roofed enclosed hallway, with library space and additional toilet facilities while also creating an enclosed, wedge shaped space big enough to be used as a break-out area. Some funding has also been identified to modify the school's main entrance, providing disabled access via an enhanced reception area. An ASN space and small quiet area doubling up as a first-aid area will be created within the main building. Creative storage solutions have been incorporated, including an externally accessed storage area under the floor of the extended school hall.</p> <p>Discussion continues around the size of the current kitchen, as it does not provide sufficient serving space for the increased school roll and forty nursery children.</p>	
10.0	Pupil Council Minutes	
10.1	<p>Pupils expressed concern about damage to the new Willow Den and have created the 'Willow Police' to ensure pupils are abiding by the rules. P5/6 have been given this responsibility.</p> <p>Pupils discussed Home Learning. A group of parents will be meeting with Mrs Currie to discuss the school's approach to Home Learning. Mrs Currie to report back to PC at the next meeting.</p>	PC
11.0	Evaluation Activity	
11.1	<p>Mrs Currie has received a direct query regarding the school's mobile phone policy. Up to this point, there has been no need for a formal policy, as the school is unaware of any phones being brought into school or any issues involving them. Mrs Currie asked PC if they were aware of any inappropriate behaviour regarding mobile phones at school. This prompted a brief discussion. Mrs Currie to follow up and report back to PC if necessary / appropriate.</p>	PC
12.0	School Improvement Plan Update	
12.1	<p>Teaching staff are currently working on a curriculum framework for the Curriculum for Excellence (CfE), specific to the Aberlady context. This will provide an enhanced starting point for lesson planning, allowing more flexibility and creativity. This has been recently communicated as best practice and the teaching staff are excited to be working on this.</p>	

13.0	Responsibility Group Update	
13.1	<p>PC was updated on the activities of the '2+1 Language Responsibility Group', run by Mrs Unwin with Mrs Little as parent helper. The group discussed resources required to support language activities and evaluated ongoing Mandarin teaching.</p> <p>The group supports French activities throughout the school. PC were informed that every day, a P1 visits each class in the school reminding teachers and pupils of their French targets for the day.</p>	
14.0	ELAPCM Update	
14.1	<p>Damien attended the most recent ELAPCM meeting and provided a brief update.</p> <p>The recent meeting of the South East Regional Collaborative was discussed. The feedback was that there were a lot of presentations and not a lot of time for collaboration which felt like a missed opportunity.</p> <p>The minimal PC budget received on an annual basis can be used to cover childcare to allow PC members to attend meetings. If anybody is aware of somebody who is interested but unable to join PC due to childcare issues, please let us know and this will be investigated further.</p>	ALL
15.0	NBCAP update	
15.1	<p>Mr McKenzie shared that the school has submitted an application to NBCAP for computers and staff cover costs, with a view to open up the school's General Purpose (GP) room as a community hub when not in use for teaching. Parents and other members of the community could visit to learn about the curriculum, meet visiting support staff such as Educational Psychologists, access the internet, attend workshops etc. Workshops could be run initially by a member of staff but could be taken over by parents / pupils / community experts. Helen to follow up and provide feedback to PC after the next NBCAP meeting. Mr McKenzie to provide update at next meeting.</p>	HB / KM
15.2	<p>Damien shared that Hilary Smith (Chair of NBCAP) is in discussion regarding a monthly walk around the village identifying things that need doing / fixing / improving. If a group of people came together they could mobilise their skills and things could get done. A Council member could attend for items that require Council intervention.</p>	
15.3	<p>It has been revealed that the proposition to impose a 20mph speed limit through Aberlady is on the NBCAP priority list.</p>	
16.0	School Communications Policy	
16.1	<p>ELC has requested that all PCs review their school's Communication Policy. A draft version was provided for review. All members to review and provide any feedback to Lesley by the end of the first week back from Easter Holidays, 26th April.</p>	ALL

Aberlady Primary School Parent Council
Minutes – 13th March 2019

17.0	Correspondence, AOB and Date of Next Meeting	
17.1	<p>Climate change strike on Friday 15th March. PC discussed the possible involvement of Aberlady pupils in a playground protest. Mrs Currie responded that the ELC guidance is that any primary school child leaving school to protest would be an unauthorised absence. If children protest on school grounds they have to be fully aware of why and what they are protesting, requiring preparation and organisation of media coverage.</p> <p>The possibility of using it as a starting point for a school activity or project was discussed.</p>	
17.2	<p>To discuss at next meeting:</p> <ul style="list-style-type: none">- Use of social media to increase engagement with Parent Forum- Production of list of local activities / clubs for distribution.	
17.3	<p>The next meeting will be held on 1st May at 7pm.</p>	

Lesley Kennedy
Aberlady Parent Council Secretary