



**Present:**

Damien Noonan (Chair)

Lesley Kennedy (Secretary)

Lyndsay Wilkie

Councillor Jim Goodfellow

Pamela Currie (Head Teacher)

Karen Polwart

Leanne Gillies

Tina Strong

Anna Holland

**Apologies:**

Alison Walker (Vice-Chair)

Jo Ratcliffe (Fundraising Co-ordinator)

Louise Potter

Helen Maule

Kirsty Usher (Treasurer)

Fraser Robertson

Helen Bradley

Kerry Hardie

Hilary Matthews

**Meeting Minutes Approved by:**

**(APC Chair)**

<u>Item</u>		<u>Action</u>
<b>1.0</b>	<b>Welcome and Apologies</b>	
1.1	Damien welcomed everyone to the meeting and apologies were noted.	
<b>2.0</b>	<b>Minute of the Previous Meeting</b>	
2.1	The minute of the previous meeting, held on 26 <sup>th</sup> September 2018, was approved by Parent Council (PC) and signed by Damien. A signed copy was given to Mrs Currie.	
<b>3.0</b>	<b>Matters Arising</b>	
3.1	<p>Action items from previous meetings not covered elsewhere:</p> <p><u>Communication to P7 parents re. staffing</u> – Done. Item closed.</p> <p><u>Forward Standard and Quality Report to PF</u> – Email sent and report placed on the school website. Item closed.</p> <p><u>Access to Active School activities due to timing</u> – Cllr Goodfellow and Mrs Currie approached appropriate ELC organisers and Paul Lavery (Active Schools Co-ordinator). The message will be taken on board for the next Active Schools programme. <b>Lyndsay offered to write a letter on behalf of PC to the Active Schools co-ordinator, outlining the issue and possible solutions. Copy to Eamon John (ELC Sport and Leisure Mgr.)</b></p> <p><u>Replacement of benches in Pleasance Playpark</u> – No update. Item on hold. Damien to bring back to PC in future if necessary.</p>	<b>LW</b>

4.0	<b>Pupil Council Minutes</b>	
4.1	<p>Mrs. Currie talked PC through the Pupil Council minutes. The group is very solution driven and are coming up with very good ideas.</p> <p>Pupil Council discussed the subject of rough play in the playground. The school are working on a number of strategies to mitigate this. Lesley contributed on behalf of Kerry in her absence, offering to provide voluntary playground supervision if this would be helpful / appropriate. <b>Mrs. Currie to consider options and contact Kerry directly.</b></p>	<b>PC</b>
5.0	<b>Head Teacher's Report</b>	
5.1	The Head Teacher report to PC (Nov 2018), written by Mrs Currie, was presented to, and reviewed by, PC. The report is reproduced in full on page 3.	
5.2	<p>Some items on the report were discussed in more detail.</p> <p><b>Budget</b> – This is the biggest concern at the moment, primarily due to ELC reducing money from the approved budget and unexpectedly requiring a centrally funded member of staff to be paid by the school. <b>Mrs Currie to provide Cllr Goodfellow with more information and understand the implications of being in budget deficit.</b></p> <p>A reduced budget is forcing the school to evaluate the cost effectiveness of a number of opportunities for pupils, e.g., sports festivals. These are expensive to attend due to transport requirements and the school has been subsidising this. It was discussed that if all sports festivals are hosted in North Berwick, schools required to travel should have a more generous travel budget. <b>Cllr Goodfellow noted this and will follow up.</b></p> <p>PC discussed the budget issue and agreed that the Parent Forum should be informed of the situation. <b>Mrs Currie to clarify details and discuss with Damien who will draft a communication.</b></p> <p>There will be an impact on resourcing, but Mrs Currie committed to PC that any money raised for the school will be spent on the agreed extra resources, not to make up the budget shortfall. Mrs Currie requested a block cheque of £3000 from PC to pay for the extra resources for the STEM curriculum. Sometimes it is not entirely clear what resources are required until teachers attend planning meetings. Having the money available will allow the school to purchase what they need, when they need it. The nursery is also requesting help to purchase an easel of the appropriate design and quality required to withstand the nursery environment. They are requesting £400 from PC. These donations were approved by all present. <b>Damien to talk to Kirsty and instigate release of funds.</b></p>	<p><b>PC / JG</b></p> <p><b>JG</b></p> <p><b>PC / DN</b></p> <p><b>DN / KU</b></p>
5.3	<u>Learning Provision</u> – ‘The Common School Day’. There is an active consultation regarding start and finish times for schools across East Lothian. Part of this would be to align the P1 and P2 finish time with the rest of the school, an increase of 2.5 hours per week with a cost across ELC of £500k. The impacted staff at Aberlady would welcome this as it would consolidate planning time which is currently highly segmented.	

How Good is Our School Quality Indicators	What Are We Doing?
<b>Leadership &amp; Management</b>	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
<b>Learning Provision</b>	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
<b>Success &amp; Achievements</b>	3.1 Improving Wellbeing, equality and Inclusion 3.2 Raising Attainment and Achievement 3.3 Increasing Creativity and Employability
<b>What is coming up?</b>	

**Staffing-** Mr Kevin McKenzie due to start with us on 26<sup>th</sup> November (P7 & Principal Teacher). Extremely satisfied with the level of dedication and quality of learning the supply teachers are bringing to the P7.

**Budget-** We are struggling to meet our committed spend within budget. This is due to a few factors including a reduction in the original budget. Conscious of further increase in busing costs for sports festivals, looking at public transport as an answer.

**Resources** – No current purchases. Request from nursery to PC for an easel. Introduction of i-pay to support the move to a cashless system.

**Evaluation** – Pupil focus group reviewed how feedback is given and pupil’s role within the new pupil progress update forms. Review of learning, teaching, assessment in the classrooms by HT. Learning Walks to capture ethos and behaviours. Current emphasis on reviewing pupil data, tracking of writing, reading and numeracy so we know where to support and challenge pupils. Moderation of reading with Athlestaneford. Visit from Lesley Brown (Quality Improvement Manager) to support our planning processes.

**Staff Development** – Numeracy leadership, writing reading & research, co-operative learning for 3 of our staff – 4 full days over the weekends. Formative assessment & feedback- 1 of 10 schools to receive training from Shirley Clark. Dutch colleagues visiting to discuss inclusion and our educational system.

- P7 attending Edinburgh College for a STEM transition event with our cluster schools. Science input from Mrs Jones so learning is embedded.
- Introduction of learning through play zones in P1, P2 and P3
- As part of curriculum: P6 hockey input, memorial garden visit, P1 drama workshops- The Giant with ELC specialist, P7 visit from WW1 experts. Successful whole school Victorian morning, P4-6 golf at Craigiellaw
- Transition programme P7-S1 and P1 enrolment underway.
- Involvement with reviewing ‘The Common School Day’ which would mean increased hours for P1 and P2.
- Individual and family group photos taken in school.
- Working with various partners to help deliver curriculum: Fidra, NHS Nursing Partnership, Rotarians and Aberlady All Era,

- Meeting with HMiE inspector and Attainment Advisor regarding our school information and pupil data – *To what extent are we ensuring excellence and equity?* The robust conversation and analysis helped us to know that we are doing very well- Fuller details shared with PC.
- Take 5- focus on ‘knowing our pupils’ and ensuring equity of provision and access to out of school opportunities.
- Athletics and homework- accountability letters and actions.
- Partnered work with Support from the Start (Holiday Hunger initiative, Christmas Cheer and Parenting groups)
- New guidance on PVG which has brought red tape with increasing our work with families.

- 19<sup>th</sup> and 20<sup>th</sup> November – Learning Conversations- No Crèche
- Christmas Countdown calendar issued soon with all the Dec dates.
- School Review week beginning the 26<sup>th</sup> November- Team from the local authority reviewing our leadership, quality of teaching and learning, equity and management of resources, self-evaluation and our capacity to take forward improvements.

5.3 (cont.)	<p><u>New guidance on PVG</u> – New guidelines require all adults helping in class to have PVG clearance from Disclosure Scotland. This is not transferrable between organisations, i.e., if you have your PVG to help with a uniformed group, it does not allow you to help in school. This is due to PVG involving an active system that informs all organisations you are registered with if anything changes in your clearance.</p> <p>These requirements will impact upon the ability of the school to rely on parent helpers. PVG clearance costs £70 and takes time to obtain.</p> <p>This would impact on the creche for the Learning Conversations. However, the decision has been taken not to run a creche on this occasion. This will be reviewed for the Spring cycle.</p>	
<b>6.0</b>	<b>Evaluation Activity</b>	
6.1	Mrs Currie asked for PC input, evaluating school performance against themes from the inspection process. Theme 3.1: Ensuring Wellbeing, Equality and Inclusion, was discussed and feedback provided.	
<b>7.0</b>	<b>Parent Forum Queries</b>	
7.1	<p>No parent forum queries have been raised.</p> <p>Anna raised the problem of dog fouling along routes to school and on the football pitches. Cllr Goodfellow suggested contact with Mandy Smith (Community Warden). <b>Anna to email ELC FAO Community Warden.</b></p>	<b>AH</b>
<b>8.0</b>	<b>Fundraising overview</b>	
8.1	<p>Anna provided the fundraising update.</p> <p><u>Fireworks</u> – PC received £820 from fireworks this year.</p> <p>There has been a request from a parent that After School Club should be granted some money from the Fireworks event. After School Club was not involved in the organising of the event this year and is run as a commercial business. PC agreed that no money should be granted. <b>Karen to liaise with After School Club to understand the origin of the request.</b></p> <p>At events involving children, most families can only spare one parent for the volunteer rota. This is complicated when families are involved in multiple groups, all requesting volunteers for the same event. The possibility of having a general pool of volunteers, rather than PC volunteers, Football volunteers and Gala volunteers for example, will be considered for next time.</p> <p>Mrs Currie has received comments that sometimes volunteers turn up at an event to find that they are not really required. This is a particular problem for teaching staff who may only attend an event to volunteer. This should be noted and mitigated in the future.</p> <p><u>Greek Night</u> - taking place on Friday 16<sup>th</sup> November.</p> <p><u>Xmas Teas at Nativity performance</u> – last year this was done by the school. Agreed that the school should take ownership again and ask for help from PC if necessary.</p>	<b>KP</b>

**Aberlady Primary School Parent Council  
Minutes – 14<sup>th</sup> November 2018**

8.1 (cont.)	<p><u>Uniform Sales at Learning conversations</u> - with no creche this time, how will the uniform sale be staffed? <b>Mrs Currie offered to ask a pupil ambassador to look after it. Mrs Currie to liaise with Louise.</b></p> <p><u>Easyfundraising / miroscoters codes etc.</u> - <b>Lyndsay to write an email for distribution to the Parent Forum encouraging use of these fundraising options.</b></p> <p>As above. Request for £3000 + £400. Damien to request balance from Kirsty. Approved by PC.</p>	<p><b>PC</b></p> <p><b>LW</b></p>
8.2	<b>Release of requested funds to school to be actioned by Damien (see item 5.2)</b>	<b>DN</b>
9.0	<b>School Improvement Plan Update</b>	
9.1	SIP has been circulated to the Parent Forum and placed on the school website.	
10.0	<b>School Travel Plan Update</b>	
10.1	<p>There is no update regarding the School Travel Plan and it will not be part of the remit for the new Principal Teacher. <b>Lesley to remove School Travel Plan Update from the agenda.</b></p> <p>PC agreed that it would be good to be updated on the activities of the JRSOs and the other responsibility groups. Mrs Currie suggested that she could provide an update at each meeting, rotating through the responsibility groups. <b>Lesley to add Responsibility Group Update to agenda.</b></p>	<p><b>LK</b></p> <p><b>LK</b></p>
10.2	The 20mph Speed Limit through Aberlady and the Ballencrieff – Aberlady Cycle Path were not discussed.	
11.0	<b>School extension update</b>	
11.1	<p>Wattie McCallum has visited the school to discuss the needs and review the input from PC and the pupils. As a result of this, the design brief has been re-drafted, (but is not yet available to share). The Facilities Management Team has also been to the school to look at the kitchen facilities and to discuss future needs.</p> <p>There are indications that the current design brief includes; two new classrooms (after removal of the temporary unit), a redesigned, compliant, reception area at the entrance to the current building, a library in the enclosed space between the new classrooms and the current building and an ASN room. The design is to be submitted to the Education Department and considered with regards to available budget.</p> <p>Members of PC were concerned that the following facilities (identified at the School Extension meeting held 10/10/2018) were not represented in the plans.</p> <ul style="list-style-type: none"> <li>- Sufficient storage space</li> <li>- A bathroom catering to additional needs pupils</li> <li>- An extra classroom space to be used as a GP space or future extra classroom</li> <li>- Changing areas or increased bathroom / cloakroom space that could double up as a changing area</li> </ul> <p>PC feel that ELC should be contributing financially to the school extension as this is an ideal opportunity to address existing shortcomings at the school.</p>	

**Aberlady Primary School Parent Council  
Minutes – 14<sup>th</sup> November 2018**

11.1 (cont.)	<p>PC feel that it is important to state the case for these requirements while there is still the opportunity for them to be incorporated into the design. There is an urgent need for a meeting with Wattie McCallum, involving Mrs Currie, PC representatives and Cllr Goodfellow. It would be helpful if the predicted school roll numbers for the next 6 years could be sourced from Pauline Smith, prior to this meeting. <b>Mrs Currie to email Wattie McCallum and copy Damien and Cllr Goodfellow to arrange.</b></p> <p>Information regarding phasing of work and disruption mitigation will be part of the final design brief so will be forthcoming.</p>	<b>PC</b>
11.2	<p>Leanne suggested the possibility of leveraging funding from other sources for changing facilities etc., given their potential use by groups such as Jog Scotland. To be kept in mind.</p>	
11.3	<p>No update regarding nursery extension.</p>	
<b>12.0</b>	<p><b>Attainment data (added from last meeting)</b></p>	
12.1	<p>PC reviewed the data provided.</p> <p>All pupils are now tracked against ELC attainment guidelines, allowing smarter focusing of teachers' time and effort. The data allows tracing of a cohort of children over time, allowing attainment between years to be revealed. It is also possible to isolate FSM, ASN and SIMD individuals to ensure barriers to learning are reduced.</p> <p>Cllr Goodfellow commented upon the notable impact on numeracy attainment at the school. This corresponds to the Numeracy Academy Mrs Currie utilised. Evidence for targeted, research based good practice impacting directly on attainment levels. <b>Mrs Currie to celebrate this success with an article in the next school newsletter.</b></p> <p>Cllr Goodfellow left the meeting.</p>	<b>PC</b>
<b>13.0</b>	<p><b>NBCAP update</b></p>	
13.1	<p>No update at this time.</p>	
<b>14.0</b>	<p><b>Year of Young People fundraising possibilities</b></p>	
14.1	<p>No update at this time. <b>Action carried: Damien to discuss with Fraser and Helen.</b></p>	<b>DN/FR/HB</b>
<b>15.0</b>	<p><b>Correspondence, AOB and Date of Next Meeting</b></p>	
15.1	<p>Lesley commented that she feels unable to forward on all the emails sent for circulation to the PC. It was agreed that for the period between this and the next meeting in January, all correspondence would be forwarded as requested, to give an idea of the true volume. <b>Lesley to forward all correspondence to PC until the next meeting.</b></p>	<b>LK</b>
15.2	<p>No other business was raised.</p>	
15.3	<p>The next meeting will be held on 16<sup>th</sup> January at 7pm. Post meeting update – the meeting date was changed to the 23<sup>rd</sup> January to accommodate HT training.</p>	