



**Present:**

Damien Noonan (Chair)	Alison Walker (Vice-Chair)	Lesley Kennedy (Secretary)
Pamela Currie (Head Teacher)	Carn Peaston (Principal Teacher)	
Karen Polwart	Tina Strong	Lyndsay Wilkie
Anna Holland	Councillor Jim Goodfellow	

**Apologies:**

Kirsty Usher (Treasurer)	Jo Ratcliffe (Fundraising Co-ordinator)	Fraser Robertson
Kerry Hardie	Louise Potter	Helen Bradley
Hilary Matthews	Helen Maule	

**Meeting Minutes Approved by:**

**(APC Chair)**

<u>Item</u>		<u>Action</u>
<b>1.0</b>	<b>Welcome and Apologies</b>	
1.1	<p>Damien welcomed everyone to the meeting and apologies were noted.</p> <p>Congratulations were extended to Carn Peaston for securing a Headship in the Borders. We wish her luck for her new job.</p> <p>Damien noted that by adding Fundraising Activities to the agenda, meetings were likely to run for the full two hours. Everybody present was comfortable with this.</p>	
<b>2.0</b>	<b>Minute of the Previous Meeting</b>	
2.1	The minute of the previous meeting, held on 20 <sup>th</sup> June 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>ELC has recently provided some basic information regarding the proposed extension to the school, necessitated by the projected increase in school roll as the result of the Cruden Development. It was agreed that this was the priority item for the meeting and so was discussed at this point.</p> <p>Mrs Currie provided PC with hard copies of the Aberlady Primary School 2018 Extension Project Brief for review.</p> <p>The current proposal is to provide two classrooms and a small extension to the hall. As the temporary classroom would be demolished to allow for the extension, the result would be the addition of a single classroom.</p> <p>It was noted that section 2.7, Occupancy (Current) and section 2.10, Occupancy (Proposed) of the report contained numbers that did not make sense in the context of Aberlady Primary School. <b>Mrs Currie to investigate numbers and report back to PC.</b></p> <p>Wattie McCallum (Architect) has requested a response to the Project Brief.</p>	<b>PC</b>



4.0	<b>Pupil Council Minutes</b>	
4.1	<p>Formal minutes for inclusion groups have been replaced with 'Floor Books', encouraging contribution from all children in the group rather than just a 'secretary'. It also encourages more creativity. There are seven books, one for each group. They are stored in the school corridor and can be viewed at any time. Action points are highlighted in green.</p> <p>At the last meeting, Pupil Council discussed thoughts regarding the school extension and asked if the architect, Wattie McCallum could come and talk to them.</p> <p>Mrs. Selby attended Pupil Council to ask the group what they did and didn't like about Gala. She will feed back to the Gala Committee.</p>	
5.0	<b>Head Teacher's Report</b>	
5.1	The Head Teacher report to PC (September 2018), written by Mrs Currie, was presented to, and reviewed by, PC. 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>Staffing</u> – A job-share supply teacher has been secured to cover the interim period between Mrs Peaston's departure and the start date of a new Principal Teacher. Full handover documentation is in place. Mrs Currie has requested the support of an external HT for the recruitment process. Time to post is dependent upon the current position of the successful candidate. <b>Mrs Currie to contact P7 parents to ensure they are fully informed.</b></p> <p><u>Evaluation</u> – Mrs Currie asked that we add a standing item to the PC meeting agenda to cover regular evaluation discussions with pupil focus groups. Mrs Currie will bring the pupils' evaluation to the meeting for PC response. <b>Lesley to add 'Evaluation Activity' as a standing item to the agenda.</b></p> <p><u>Standards and Quality Report</u> – Mrs Currie is required to produce a report, assessing the school against set benchmarks. This Standards and Quality report is submitted to ELC / Education Scotland. The report for 2017/2018 was distributed to PC for review. PC felt the report was comprehensible enough to be forwarded to the Parent Forum without amendment. <b>Mrs Currie to forward report to the Parent Forum.</b></p> <p>The Pupil Equity Fund, or PEF, is being used to support targeted groups and individual pupils in the development of their vocabulary skills. A part of the PEF is also set aside to help pupils access out of school opportunities.</p>	<p style="text-align: right;">PC</p> <p style="text-align: right;">LK</p> <p style="text-align: right;">PC</p>
6.0	<b>Parent Forum Queries</b>	
6.1	Fraser has asked that PC discuss the Horse Chestnut tree at the front of the school. It has dropped two large branches during storms over the past 12 months. Would it be appropriate to have it assessed by a tree surgeon? Mrs Currie reassured PC that a tree surgeon visited after the first branch fell, resulting in extra pruning during the summer holidays. A request has been made for him to visit again and reassess after the recent storm. During the high winds, children were kept away from the trees and the WoW. <b>Post-meeting update:</b> The tree surgeon has assessed the tree and is satisfied that it is healthy and appropriately trimmed.	

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>	<p><b>Staffing-</b> Mrs Last is now employed as a kitchen assistant to replace Mrs Perry. ELC (East Lothian Council) have advertised a janitorial job. One master’s student in P2 every Tuesday and most Wednesday’s until Christmas. An Educational Phycologist is now in place for school &amp; cluster. Mrs Neilson has taken up the role as an additional classroom assistant and playground supervisor at lunch times. A new nursery structure in place too with Mrs Stewart managing the nursery, supported by Mrs Currie. Mrs Peaston leaving, Principal Teacher job to be advertised ASAP.</p> <p><b>Budget-</b> First finance meeting next week, report after that.</p> <p><b>Resources</b> – Consumable resources are well stocked up. Bought additional numeracy resources- textbooks. <b>School Extension draft plans- see PC agenda item</b></p> <p><b>Evaluation</b> – Pupil Focus Group, reviewed Positive relationship policy and class charters. Using floor books to evaluate the SIP (School Improvement Plan) with our partners. <b>A possible standing item at PC? Standard and Quality Report – see separate circulation.</b></p> <p><b>Staff Development</b> –Nursery Planning, 1+2- French, whole school BIG writing training, team paddle boarding, equal chance campaign, fortnightly input from ELC for nursery. Writing and curriculum design training.</p> <ul style="list-style-type: none"> <li>• Implementing the new curriculum frameworks: technologies, modern languages etc.</li> <li>• As part of curriculum: P7 Coasteering , P4-6 paddle boarding, P5-7 mental health workshops through a drama company, P7 Headstrong programme- 6 week mental health programme, P6 – bikeability delivered.</li> <li>• Take a Peek Event- Curriculum input and shared with all parents via e-mail. Meet the staff team.</li> <li>• Whole school Victorian project and Working alongside a few different partners to deliver aspects of the Aberlady All Era event.</li> <li>• Damien working on a family friendly version of the SIP.</li> <li>• All children creating crafts and P7 planning stalls for the Autumn Fair</li> </ul>
<b>Success &amp; Achievements</b>	<ul style="list-style-type: none"> <li>• 3.1 Improving Wellbeing, equality and Inclusion</li> <li>• 3.2 Raising Attainment and Achievement</li> <li>• 3.3 Increasing Creativity and Employability</li> </ul> <ul style="list-style-type: none"> <li>• ‘Include, Engaged, Involved’ – ELC policy for reducing exclusions. The policy is already reflected in our relationship based approach to discipline and verified we are on the right track!</li> <li>• Child Planning Meetings for some Individual pupils who have additional support needs.</li> <li>• P7 applied for and were given responsibility roles. Very pleased with calibre – assigned a member of staff to support.</li> <li>• Extra literacy support for some pupils using the PEF (pupil equity fund)</li> <li>• ‘Developing the Young Workforce’, our strategy was welcomed by the councils quality improvement team and they have asked us to pilot a ‘Nursing Project’ in P2.</li> </ul>
<b>What is coming up?</b>	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> October – 1<sup>st</sup> Pupil Progress Updates Issued</li> <li>• 24<sup>th</sup> October – Mandarin Teacher starts a block of teaching for P4- P6, every Wednesday morning as part of our cluster 1+2 Modern Languages approach.</li> </ul>

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6.2	It was raised that during the recent power outage, there was no emergency lighting available in the windowless girls toilets. <b>Lesley to ensure this is incorporated into the extension discussion. Post-meeting update:</b> the school has purchased wind-up torches as an interim measure.	<b>LK</b>
<b>7.0</b>	<b>Fundraising overview</b>	
7.1	<p>Alison updated PC on the Autumn Fair. Donations are still being collected, but it is thought that the takings will be in the region of £2,700, slightly down on last year. The raffle did very well this year, making £700. A couple of thoughts for future events;</p> <ul style="list-style-type: none"> <li>- Appointing an individual to take ownership of the rota,</li> <li>- Allowing teachers to choose between helping with set up on the Friday or attending on the Saturday,</li> <li>- Take five minutes at the end of the event to communicate the clear-up plan</li> </ul> <p>Damien asked that Mrs Currie thank the teachers and the P7s for all their help.</p> <p>The next activities are Fireworks (4<sup>th</sup> November) and Greek Night (16<sup>th</sup> November).</p> <p>There was speculation that a separate, pre-owned clothing sale may be a successful fundraiser.</p>	
7.2	Post meeting update – Alison confirmed that the PTA documentation, detailing event management and event owner responsibilities, has been saved on the school server.	
<b>8.0</b>	<b>School Improvement Plan Update</b>	
8.1	<p>Damien is working on a parent friendly version of the SIP that will be distributed shortly. Damien commented that once you start looking at the SIP more closely it is very easy to understand, relating to concrete outcomes. It did not require as much work as he had anticipated. Post meeting update – this has been distributed to PC for review. <b>PC members to review and submit comments to Damien.</b></p> <p>Mrs Currie informed PC that there is a pupil friendly version of the SIP displayed on the wall in the school corridor.</p>	<b>All</b>
<b>9.0</b>	<b>School Travel Plan Update</b>	
9.1	<p>Mrs Peaston updated PC. Have just completed the 'Hands Up' survey which asks children how they travel to school. An increased use of cars has been noted. The results are submitted to Sustrans.</p> <p>Parking outside the school is particularly bad at the moment. The new JRSOs are designing new banners for the school fences, encouraging pupils to walk or 'park and stride' to school. Funding is being sought from NBCAP and Iain Reid of ELC.</p> <p>Work is being carried out to produce a new flyer for distribution, encouraging safe and considerate parking.</p>	
9.2	Damien raised the previously discussed 20mph speed limit through the village. PC has previously been in support of this. <b>Damien to investigate how best PC can support this campaign and report back.</b>	<b>DN</b>

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9.2 (cont.)	<p>Cllr Goodfellow informed PC that there is a bill going through Scottish Parliament proposing to replace the 30mph default speed limit with 20mph limits on all 'restricted roads'. Pending the result of this proposal, councils may not be progressing individual requests at this time. However, it is worth lodging a case in anticipation of the decision coming back into council hands in the future. Damien asked if the unwillingness to progress individual requests was down to a lack of funding. <b>Cllr Goodfellow agreed to investigate and report back.</b> Post-meeting update: Cllr Goodfellow has raised this with the appropriate people and reports that the current moratorium on more 20mph speed limits was motivated not by the cost of implementing the limits, but by the amount of council officers' time taken up by the process, largely because of the extensive consultation needed.</p> <p>Cllr Goodfellow also informed PC that there are people on the Community Council who do not support the idea of a 20mph limit through the village.</p>	
9.3	Reinvigoration of the Ballencrieff – Aberlady Cycle Path discussion was delayed to the next meeting.	
<b>10.0</b>	<b>SEE Survey update (added from last meeting)</b>	
10.1	The SEE Survey is carried out annually by P6 and S3 pupils. Results are compared against the previous year, the cluster and East Lothian. PC reviewed last sessions results. The results were deemed to be positive.	
<b>11.0</b>	<b>Attainment data (added from last meeting)</b>	
11.1	Due to time constraints, Mrs Currie asked that this be delayed to the next meeting. <b>Lesley to add to agenda for next meeting.</b>	<b>LK</b>
<b>12.0</b>	<b>School Supported Charities</b>	
12.1	<p>The first Charity Committee meeting has taken place and the children have discussed what charities they would like the school to support. In general, the children would like to support a children's / hospital charity, an animal charity and either Children in Need or Red Nose Day.</p> <p>PC discussed this. It was agreed that these are positive choices. Red Nose Day was considered preferable to Children in Need. If the children decide to contribute to a Christmas charity, it would be nice to focus on a local Christmas appeal.</p> <p>Alison informed PC that Gala contributed to the local Foodbank, the Jess Mackie Fund, Leuchie House, Who Cares Scotland and SNAC. Mrs Currie will feed this back to the Charity Committee.</p>	
<b>13.0</b>	<b>Year of Young People fundraising possibilities</b>	
13.1	Fraser and Helen had agreed to discuss the possibilities around this. In their absence, Damien has agreed to follow up on this with them. <b>Damien to discuss with Fraser and Helen.</b>	<b>DN/FR/HB</b>
13.2	Helen emailed Cllr Goodfellow regarding the difficulty in accessing Active Schools activities held at other schools. The start times of some of these events make it impossible for children from other schools to attend. Cllr Goodfellow recognised this but asked that we email specific examples. Tina highlighted the difficulty getting to Street Dancing at North Berwick for 3.30. It was pointed out that if the child attending a class finishes at 3.15, parents may be waiting for an elder child finishing at 3.25. <b>Lesley and Helen to compile information and send to Cllr Goodfellow. Mrs Currie to discuss with Paul Lavery.</b>	<b>LK/HB PC</b>

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13.2 (cont.)	Anna raised that there is an Art Club held at the Community Centre in North Berwick that is inaccessible to Aberlady pupils due to timing.	
<b>14.0</b>	<b>Cruden Development and School extension update</b>	
14.1	The school extension update was discussed in item 3.1.  Alison informed PC that Cruden donated £250 to Gala and £500 to the Fireworks.  The competition winners were announced at the end of last session, these being Ella (P1), Abigail (P5) and Lotte (P7).	
<b>15.0</b>	<b>NBCAP update</b>	
15.1	No update.	
<b>16.0</b>	<b>Parent Council Annual Report 2017 – 2018 sign off and adoption of Constitution</b>	
16.1	The annual report has been distributed for review. Deadline of Friday for comments then the report will be finalised and distributed to the Parent Forum. It will also be placed on the school website. <b>Damien to finalise report. Lesley to facilitate with distribution. Post-meeting update – report has been finalised and is ready for distribution.</b>	<b>LK</b>
16.2	There were no objections to the constitution in its current form. No update required.  It was felt that there was no immediate need for a name change from Parent Council.	
<b>17.0</b>	<b>Parent Council membership and responsibilities for 2018 - 2019</b>	
17.1	Class reps are confirmed as follows:  Nursery – Fraser Robertson P1 – Karen Polwart, Tina Strong and Kerry Hardie will share the role. P2 – Alison Walker P3 – Louise Potter and Lyndsay Wilkie P4/5 – Helen Bradley P5/6 – Anna Holland P7 – Hilary Matthews  It is hoped that a dedicated P5 rep will be identified.  <b>Lesley to update contact list and distribute, update member poster for noticeboards, update website with membership and send membership list to ELC.</b>	<b>LK</b>
<b>18.0</b>	<b>Correspondence, AOB and Date of Next Meeting</b>	
18.1	No correspondence was raised.	
18.2	ELAPCM meeting dates for this session are yet to be communicated.	
18.3	The next meeting will be held on 14 <sup>th</sup> November at 7pm.	

Lesley Kennedy  
Aberlady Parent Council Secretary