



Present:

Damien Noonan (Chair)	Alison Walker (Vice-Chair)	
Pamela Currie (Head Teacher)	Kevin McKenzie (Principal Teacher)	
Lesley Kennedy (Secretary)	Fraser Robertson	Karen Polwart
Anna Holland	Helen Bradley	Hilary Matthews
Kathy Allan	Councillor Jim Goodfellow	
Gillian Mair (left meeting at item 4)		

Apologies:

Kirsty Usher (Treasurer)	Jo Ratcliffe (Fundraising Co-ordinator)	Kerry Hardie
Lyndsay Wilkie	Tina Strong	Louise Potter
Leanne Gillies	Helen Maule	

Meeting Minutes Approved by:

(APC Chair)

<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 13 th March 2019, was approved by Parent Council (PC) and signed by Damien. A signed copy was given to Mrs Mair.	
3.0	Matters Arising	
3.1	<p>Action items from previous meetings not covered elsewhere:</p> <p><u>Update re. contact with Mandy Smith, ELC Community Warden (AH) – ‘Stencilling’,</u> to draw attention to dog poo has taken place. It is recognised that the fouling problem increases when the clocks go back in Autumn, so this would be a good time to launch an awareness campaign. Mandy has offered to come into school to launch a poster competition. If this is done before the summer, there will be time to choose a winner and print posters before the target time. Further stencilling, involving the children, could also take place at this point. A similar approach has recently been taken in Gifford and East Linton. Anna passed email details to Mrs Currie who will make contact with Mandy. Item closed.</p> <p>It was noted that a school pupil has made a dog poo bag dispenser and hung it on Back Lane. Alison plans to involve the Brownies in a similar initiative post-summer.</p> <p><u>Update on school vision / values / school motto (PC)</u> – No update from last meeting. Mrs Currie will report back to PC at the next meeting.</p>	PC

3.1 (cont.)	<p><u>Update on sourcing ‘wee people’ to encourage safe parking (PC)</u> – No leads at this point. It might be possible to source funding for this from NBCAP. Helen to investigate this possibility and report back.</p> <p>It might be possible for NBHS to make some ‘wee people’ for us as part of a project. Mrs Currie to investigate this and report back to PC.</p> <p>PC discussed that the positive results of the ‘wee people’ were short lived, with people reverting back to their poor parking habits shortly after their departure. We need to reiterate the need to pass the parking message on to others who may be collecting children from school and consider how to encourage the repeat offenders to park more considerately for the safety of all our children.</p> <p><u>Update on contact with ELC Road officer Marshal Greenshields (LG)</u> - Leanne is meeting with Marshall Greenshields (ELC road Officer) to discuss the options that are available to the school to encourage safer driving and parking. Leanne to report back at next meeting.</p> <p><u>Update on twitter analytics (KM)</u> – the analytics available were not as revealing as Mr McKenzie had hoped. While they can analyse who has interacted (liked / shared / commented) with tweets, there is no ability to understand how many people just looked at them. At the recent Learning Conversation evenings, visitors were invited to vote and give their opinions on school communications, including their views on Twitter. While inconclusive, there was no clear support of the school using Twitter as a communication channel. The decision has been made that the school will continue to tweet, but the requirement will not be included in the teachers’ time directives. The new Chrome Tablets in each classroom will make tweeting easier for teachers, hopefully encouraging Twitter activity in all classes. Item closed.</p>	<p>HB</p> <p>PC</p> <p>LG</p>
3.2	<p><u>Group Call limitations</u> – as discussed in previous meetings, the Group Call system used by schools across East Lothian is limited in that it is only possible to connect a single email address to a child or sibling group. This limits communications between parents and carers and has been raised as a frustration in the past. Damien to follow this up through ELAPCM.</p> <p>Post meeting update – a work around has been found by Mrs Mair allowing a second email address to be included. The Parent Forum has been informed.</p>	<p>DN</p>
4.0	<p>Head Teacher’s Report</p>	
4.1	<p>The HT report to PC (May 2019), written by Mrs Currie, was presented to and reviewed by PC. An updated version of the report is reproduced in full on page 3.</p>	
4.2	<p>Some items on the report were discussed in more detail.</p> <p><u>Resources</u> – children will be photographed using resources purchased with funds from PC in order to emphasise the direct benefits of the fundraising carried out over the year.</p> <p><u>Application to NBCAP</u> – for ‘Community Drop-in service’ resources. No update at this point. Helen will enquire at next NBCAP meeting and Mr McKenzie report back to PC with any updates.</p> <p><u>PE specialist absence</u> – the teachers are currently picking up PE provision due to specialist absence.</p>	<p>HB/KM</p>

Aberlady Primary School Parent Council
Minutes – 1st May 2019

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	<p>Staffing- Class structure next year looks likely to be: P1, P2, P3, P4, P5/6, P6/7 with class teachers being announced later in June (always subject to change) No longer French specialist, modern languages will continue to be taught by class teachers. PE teacher has been absent long term.</p> <p>Budget- We currently have £6000 allocated to us through the Pupil Equity Fund (PEF) for this financial year. Some Exceptional Needs funding has been allocated to the school for this coming academic session but our predictable needs budget has been reduced so will need to consider how we use support staff.</p> <p>Resources- We have started to purchase items using donation from parent council: cookers, hot plates. The school has also purchased blocks for P1 and P2 classroom. Some group novels have been purchased, library services supporting us.</p> <p>Evaluation – Looking at needs of pupils, information from tracking meetings with staff to direct support for learning time.</p> <p>Staff Development –Block Play (nursery- P2), Parental engagement, digital literacy, CIRCLE (an inclusion document to support schools to be universally more inclusive) HT part of the review team of another school.</p>	
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	<ul style="list-style-type: none"> • P3- P6 undertaking animation projects, learning valuable digital skills, teachers creatively planning for these to deliver other aspects of the curriculum. • PT supporting ELC as part of a 'Pedagogy' Group and supporting the cluster in developing a 'Skills Framework' • P6 took part in rugby festival, much better than last year, a good experience to be part of. • Learning Conversations for P1-P7 and open evenings/drop in for the nursery. • Transition is in full swing for N-P1 and P7-S1 and some individuals between year stages. • P2 has a session with nurses for the 'Developing the Young Workforce' Project • P4 attending swimming lessons. • John Harrison, countryside ranger supporting P2 and P4/5 in their outdoor learning. • P3 shared art, songs, stories and animations at the Easter Service in Aberlady Kirk • Each class supporting the gala through art, interviews or dance • P5's undertaking Bike Ability Training 	
Success and Achievements 3.1 Improving Wellbeing, equality and Inclusion 3.2 Raising Attainment and Achievement 3.3 Increasing Creativity and Employability	<ul style="list-style-type: none"> • Aberlady took part in Cross Country competition. Thanks to Stuart Donnelley & Gordon Allan for their weekly sessions. • Used some PEF to support a 'Healthy Me' Group- life skills and leadership skills. • Easter Service held at Aberlady parish church. Led by the P3 class. • Applied to Area Partnership for funds for a Community Drop in service after school • Coding Club on offer for P5-P7 pupils • Taking Part in Edinburgh Sick Kids Fundraiser- 'Oor Wullie Trail' 	
What is coming up?	<ul style="list-style-type: none"> • Sports Day • Leavers Service • Transition Events • LJ home for N-7 and attainment reports for P1-P7 • School Improvement Planning • Campout for P6 • Cook Out for P4 and P5 • P7 Cluster Camp- Mr McKenzie, Mrs Mair and Miss Salmon 	

5.0	School Budget Update	
5.1	<p>Mrs Currie and Damien have met to discuss the school budget and Damien will produce a report for the Parent Forum to provide awareness of the position. The report will highlight the positives and challenges from the 2018-2019 budget and provide information around the 2019-2020 budget, identifying upcoming challenges and Head Teacher concerns.</p> <p>Two main points for the coming budget period;</p> <ul style="list-style-type: none"> - The school will no longer have a French specialist, (previously shared with Dirleton and Athelstaneford), as this was paid for centrally and the budget has been cut. This is sad as Miss Swan has been with the school for 20 years, however, the standard of French amongst the Teaching group at Aberlady is high, so there will be no degradation in the quality of French teaching at the school. - Predictable Needs Budget (PNB) – this covers admin and support staff. A change to how the budget is calculated is coming into force, resulting in a budgetary cut of approximately £2.5k. How this saving will be made has not yet been finalised. It is possible that parent volunteers may need to be used to cover areas of need. <p>The new PNB calculation is based upon a ratio; size of school : free school meal uptake. PC discussed the fact that the calculations for Pupil Equity Funding (PEF) and the PNB are based upon Free School Meal eligibility, meaning that schools like Aberlady lose out twice on funding sources as a result of demographic. It could be argued that PNB should be based only on the school roll, with PEF benefiting schools with larger Free School Meal eligibility. It is considered likely that the change to the PNB was reviewed and agreed before the Scottish Attainment Fund was launched (covering PEF) and it may be time for a review.</p> <p>Councillor Goodfellow suggested that the PC write to the Head of Education and get the process started so that if the PEF funding continues after the next Scottish Election, there would be a starting point for a review and possible realignment of the PNB. Damien to raise this at the next ELAPCM meeting in June and report back to PC.</p> <p>Mrs Currie informed PC that those schools currently benefiting from large PEF payments have been asked to consider how they would budget if this money was no longer allocated.</p> <p>There is also concern that, as during the last budgetary period, schools will be required to ‘hand back’ some money to ELC.</p> <p>Damien to circulate budget report to PC for review.</p>	<p style="text-align: right;">DN</p> <p style="text-align: right;">DN</p>
6.0	Parent Forum Queries	
6.1	<p>Mobile Phone Policy – while there has been no inappropriate mobile phone use reported at the school, the lack of formal mobile phone policy has been highlighted. Mrs Currie has not been able to identify a primary school with a mobile phone policy and is unaware of phones being in the school. If pupils are bringing them to school, they are staying in their school bags and remain their responsibility. Mrs Currie to add a note to this effect to the school newsletter.</p> <p>No other Parent Forum queries were received.</p>	<p style="text-align: right;">PC</p>

7.0	Fundraising activities	
7.1	<p>The approved cheque for £1500 was given to Mrs Mair at the start of the meeting. This is to update the school's fiction library.</p> <p>The next event will be Sports Day Refreshments. Confirmation of event lead is in progress. Kathy offered to help / lead if needs be. Kathy to talk to Jo / Nikki Black to confirm.</p> <p>Friday Freezepops have started, led by Andrea Spink.</p> <p>Autumn Fair will be on the 5th October, a little later than usual, led by Alison Walker. Mrs Currie indicated that the later date is more convenient for staff, making it easier to manage the class craft activities.</p>	KA
7.2	<p>The offer of printed PE bags still stands, with profits donated to the school. Damien will follow up with the family involved and report back to PC.</p>	DN
8.0	School extension update inc. outdoor nursery update	
8.1	<p>Extension timescales - building starting Autumn 2020 for completion August 2021.</p> <p>Plan update – the increased school roll, coupled with increased nursery provision, means the school will be big enough to prepare its own school lunches, rather than having them taxied in from Gullane. The current PE storage will be part of extended kitchen provision, with storage being provided in the extended hall or though externally accessed 'under hall' space.</p>	
8.2	<p>The Outdoor Nursery timetable still lacks clarity, despite the article in the East Lothian Courier. Mrs Currie to clarify and communicate to Parent Forum in the next newsletter. Post meeting update – this has been done. Further information will shared as it is provide.</p>	
9.0	Pupil Council Minutes	
9.1	<p>Mrs Currie talked PC through the most recent Pupil Council minutes. These can be viewed in the school foyer. Topics covered;</p> <ul style="list-style-type: none"> - Evaluation of existing play equipment and rough play - Behaviour in the Wood of Wonder and willow den - The dog poo issue (from PC) - Learning intentions – all class reps knew what these were and indicated that they were used in class. <p>Mrs Currie asked that if PC has any topic they would like the Pupil Council to discuss, to raise it with her.</p>	
9.2	<p>A group of parents will be meeting with Mrs Currie to discuss the school's approach to Home Learning, as discussed at a previous Pupil Council meeting. Action carried – Mrs Currie to report back to PC</p>	PC

10.0	Evaluation Activity	
10.1	<p>Mrs Currie presented the breakdown of how the school spent its Pupil Equity Fund (PEF) allocation for 2018-2019. The impact of the different initiatives was discussed and the focus for this year's funding approved.</p> <p>PEF is supposed to be aimed at those children on free school meals, but all children should benefit from it. The Teaching Staff felt that the 'Healthy Me' group had the biggest impact.</p> <p>The recent school review was very positive about how the school was using its PEF allocation.</p> <p>PC discussed the possibility of providing extra funding to support initiatives in this area. Mrs Currie will consider the options and come back to PC if appropriate.</p> <p>It was noted that the school's aim of acting as an intermediary, providing information to families about out-of-school activities, has been very successful. 100% of Aberlady pupils are currently involved in one or more activities outside of school.</p>	
11.0	School Improvement Plan Update	
11.1	Currently at the end of the SIP cycle. Parents will be invited to be involved in the update of the SIP next session.	
12.0	Responsibility Group Update	
12.1	<p>Mrs Currie presented the minutes from the last Inclusion Group meeting. These can be viewed in the school foyer.</p> <p>The main focus of the meeting was fundraising;</p> <ul style="list-style-type: none"> - East Lothian Aid for Refugees – exploring the possibility of donating shoes at the end of the summer term. - Oor Wullie Bucket Trail in support of Sick Kids. <p>The winning design for the school's Oor Wullie statue came from Katie in P7. Andrea Spink will help a group of children to decorate the statue. The school has decided to do an informal sponsored walk to fundraise, hopefully doing something 'Oor Wullie-ish' along the way.</p> <p>The school's statue will be part of the Oor Wullie bucket trail, a treasure hunt throughout Edinburgh, in the summer. Details to follow.</p>	
13.0	ELAPCM Update	
13.1	<p>Damien did not attend the ELAPCM meeting in April.</p> <p>There is the possibility of the Parent Councils organising a regular meeting between themselves, without ELC attendees. It is felt that this might be more worthwhile as a platform for raising issues / sharing information.</p>	

14.0	NBCAP update	
14.1	<p>Damien attended the last meeting in place of Helen and provided a brief update.</p> <p>The end-of-year funding has all been allocated at this stage. Damien represented the Community Drop-in resource funding request from the school (see item 4.2).</p> <p>Damien was not eligible to vote at the meeting as Helen is the allocated 'voting member'.</p>	
15.0	School Communications Policy	
15.1	Policy approved by PC. Mrs Currie to put on school website and provide link in school newsletter.	PC
16.0	Parent Council membership and responsibilities for 2019-2020	
16.1	<p>Chair – Damien is happy to continue next year, but this will be his final year with a child at the school.</p> <p>Vice-Chair – Alison is happy to continue next year with a view to taking on the role of Chair when Damien moves on at the end of the session.</p> <p>Treasurer – Kirsty will be standing down as Treasurer at the AGM and is looking for a replacement.</p> <p>Secretary – Lesley will be standing down as Secretary at the AGM and is looking for a replacement. It could be possible to identify a paid Clerk through ELC, but there are a number of schools with open PC Clerk vacancies, so a PC member, operating as secretary, would be better.</p> <p>Anybody who would like to find out more about being Treasurer or Secretary of PC, please get in touch.</p>	
17.0	Correspondence, AOB and Date of Next Meeting	
17.1	ELC has approved two extra in-service days next academic session. These will be scheduled and communicated soon.	
17.2	The next meeting will be held on 12 th June at 7pm.	

Lesley Kennedy
Aberlady Parent Council Secretary