



Present:

Damien Noonan (Chair)
Pamela Currie (Head Teacher)
Lesley Kennedy (Secretary)
Tina Strong
Leanne Gillies
Councillor Jim Goodfellow

Alison Walker (Vice-Chair)
Kevin McKenzie (Principal Teacher)
Fraser Robertson
Lyndsay Wilkie
Anna Holland
Kerry Hardie
Helen Bradley
Hilary Matthews

Apologies:

Kirsty Usher (Treasurer)
Karen Polwart
Louise Potter
Jo Ratcliffe (Fundraising Co-ordinator)
Kathy Allan
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 1 st May 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 on school vision / values / school motto (PC)</u> – Mrs Currie will send a communication to the Parent Forum next week to gather opinions. Will be announced at the start of the 2019-2020 session. Item closed.</p> <p><u>Update on sourcing 'wee people' to encourage safe parking (PC)</u> – the school is borrowing them from ELC until the end of term. The school can buy a set at a cost of £200 each. Alternatively, a set of 'caution' signs can be purchased at a cost of £45 each. The janitor is willing to position these each morning and afternoon as requested. It was agreed that the 'caution' signs would be less effective than the 'wee people'. A full set of the 'wee people' would cost £1000 but it would be worth it to deter persistent dangerous parking outside the school that is currently putting children in danger. However, £1000 could buy a lot of learning resources to support the school. Alison to draft a communication to the Parent Forum from Parent Council to explain this.</p> <p><u>Update on contact with ELC Road officer Marshal Greenshields (LG)</u> – Leanne and Marshall met to discuss options available to the school to promote safer parking and discourage people from parking opposite the railings, allowing safe crossing for children walking to school. The white lines across driveways could be repainted to make them more visible. It might also be possible to put zig-zags on the other side of School Road. Leanne will follow up with Marshal regarding options.</p>	<p>AW</p> <p>LG</p>

3.1 (cont.)	<p><u>Group Call follow up (DN/PC)</u> – Mrs Mair found a work-around for e-mails and this has been communicated. There is concern that other schools may not be aware of this functionality. Damien will communicate at the next ELAPCM meeting. Text messages can only be sent to a single contact due to the cost implications of sending extra texts. This has not been raised as an issue at this point. Item closed.</p> <p><u>Home Learning group discussion update (PC)</u> – Mrs Currie will take this forward as part of the School Improvement Plan (SIP) next session and report back as necessary. Item closed.</p>	DN
4.0	Head Teacher's Report	
4.1	The HT report to PC (June 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.	
4.2	<p>Some items on the report were discussed in more detail.</p> <p>The school has been allocated an NQT, Miss Leake, who will be joining us. Her experience is with P6/7 and she will teach this class with Mr McKenzie as cover. This will allow Mr McKenzie to support activities that would normally require a supply teacher to be brought in, which will help with the restricted budget.</p> <p>The budgetary cuts that threatened the school's specialist support for learning teacher have been mitigated and 3.5 hours of cover will be sustained next session. This has been achieved through a reduction of Mrs Mair's hours and the regrettable departure of Mrs Neilson.</p> <p>Composite classes will retain the same structure.</p> <p>The school will host a Masters Student for the full 2019-2020 session. They will build up their teaching time gradually over the session.</p> <p>P1 transition. Unfortunately, while parents will still be able to join their children in the lunch hall, they will not be able to order a lunch themselves this year.</p> <p>SNSA – Scottish National Standardised Assessments – individual tests for P1/P4/P7. Children performing very well.</p>	
5.0	School Budget Update	
5.1	<p>Damien and Mrs Currie spent a lot of time finalising how best to present the budget situation to parents. The report has been sent out to the Parent Forum. Damien to send report to Councillor Goodfellow.</p> <p>Very little feedback has been received at this stage; however it was noted that the fund for Staff Development was very small.</p> <p>On the subject of Staff Development, Mrs Currie shared that previously, Aberlady Staff have collaborated with the NBHS cluster on such areas. Less time is now allocated to this collaboration, with alignment for collaboration now based upon schools with similar SIP focus. Aberlady is collaborating with Saltoun, Stoneyhill and Humbie. That said, NBHS recently won an award for staff learning and will share Staff Development opportunities with cluster primaries.</p>	DN

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	Staffing & Students - Class structure and staffing for next session: <i>Nursery- Team as is, P1 Mrs Unwin, P2-Mrs Mackay, P3 Miss Salmon, P4 Miss Wood, P5/6 Mrs Craig, P6/7 Miss Leake (NQT) &Mr McKenzie.</i> Mrs Neilson (classroom assistant/playground supervisor) – leaves us, reduced support budget. Miss Rennie, a teaching student, joins us for a year student as part of her Master’s degree. Mrs Mair reduces her hours & will not be in school on a Thursday morning. Mrs Smart, Miss Leith & Miss Fyffe (students & volunteers) leave us. Budget & Resources - Coffee Room chairs about to be bought, addition of an NQT releases Mr Mckenzie as a resource to the school & cluster. Evaluation – a huge evaluation of curriculum, learning, assessment, leadership etc. has been undertaken by staff. Pupils and parents are about to receive an evaluation survey. Evaluation by Education Dept. has brought about a change in how we will support our own self –evaluation and self-improvement next session. We will be working as our usual cluster of schools (ASG) and with additional schools (STG) Staff Development –Courses undertaken include: Identifying, Assessing & Providing for Additional Support, SEIC Numeracy Development, Learning & Teaching Toolkits, Film & digital skills, Play development in schools, Child Protection training.	
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"> • P7’s attended the Risk Factory • P2 visited Luffness farm • P4 attending swimming lessons. • The Rotarians presented our P7 pupils with a dictionary each. • Pupil reps from P5-P7 attended a ‘Digital Ninja’ conference • Transition underway: supported transition for nursery to P1, P7 into NBHS and with partnership nurseries. Buddy event with N and p6 pupils. Change to nursery lunch opportunity. • P7 at cluster camp at Dounans • P4&P5 – cookout • P6- campout • P5 ‘s had bikeability 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"> • P4/5 shared their learning through an assembly performance, P4/5 parents invited • P5 attend ‘Job Kingdom’ Event at QMU • P4-6 working with Film Company to produce animations. • Attainment data gives a positive message of very good learning and teaching. • SNSA show our children are high achievers nationally • P4-P6 pupils attended orienteering event at the Lagoons. • P7’s represented Aberlady & county sports. • Some P5-7 pupils represented Aberlady & East Lothian at Scottish Schools Orienteering event. • Pro14 trophy came to Aberlady with 2 reps from Scottish Rugby, opportunity to be inspired and ask questions about careers. • Coding club ran by Mrs Craig for P4-P7 	
What is coming up?	<ul style="list-style-type: none"> • Sports Day • Leavers Service • P6&P7 show • Sponsored Walk • P7 transition days to NBHS • Wonderful Wednesday celebration event- sharing skills • Nursery Beach trip • Nursery Enrolment • P3 trip to library 	

5.2	<p>At the last meeting, PC discussed the need for an Education Scotland review of PEF and PNB funding, due to both incorporating free school meal eligibility in their calculation. Cllr. Goodfellow informed PC that a number of schools have now raised this issue and it is to be discussed at the Council level. Evidence has been produced that Autism and Dyslexia are not linked to the currently employed deprivation index providing a strong argument for decoupling these funding areas. PC will continue to follow this discussion next session.</p>	
5.3	<p>Mrs Currie made the following funding requests to PC;</p> <ul style="list-style-type: none"> - P7 School Ties (approx. £100) – Approved - Reupholstering of school coffee room chairs (£500). Cruden has donated £500 for the reupholstering of the chairs and Mrs Currie asked for £500 from PC with the school finding £500 to meet the total cost. <p>It was agreed that the chairs need replacing or repairing as they are very worn, and the coffee room is used for break-out sessions with pupils as well as staff. Using a local company to reupholster the chairs, rather than throwing them away and buying new ones, is less expensive and appeals to the sustainability ethos of the school and PC. PC agreed that Cruden should be contacted to try to get them to match fund with PC, (£750 each), so that the school could spend the money on other things. Damien to contact Cruden.</p> <p>Post meeting update - £300 has been requested to allow a visiting theatre group to conduct workshops on the subject of resilience, early next session. All pupils P1-P7 will have the opportunity to work with the group. PC approved this funding by email. A cheque for £1150 has been requested. Kirsty to raise the necessary cheque.</p> <p>It was agreed that the focus for Autumn Fair funding will be around digital learning. More information will follow next session.</p>	<p>DN</p> <p>KU</p>
6.0	<p>Parent Forum Queries</p>	
6.1	<p><u>Business Promotions (LK)</u> – ELC has stated that schools are not allowed to promote businesses (e.g. French Club, Drama Club), as they can't be seen supporting one over another. There have been situations where local Councils have been sued by local businesses as a result of this. Frustration has been expressed as a lack of advertising has resulted in clubs being terminated due to lack of 'interest' with no way of promoting their activities. It is known that other schools in the Council area continue to bag drop advertising for local businesses. Parent Council agreed that the school should bag-drop leaflets that encourage opportunities for our young people. This will be trialled next session. Item closed.</p> <p><u>National Theatre School Visits (TS)</u> – A parent raised this as a potential, free opportunity for the school. On investigation, these visits are not free, with a cost to the school of £500 + VAT. The ELC Arts Service offer high quality, subsidised, theatre group visits that the school has used in the past. Future visits will be explored. Item closed.</p> <p><u>Dogs at the school gates (LG)</u> – the Parent Forum has been emailed requesting that dogs be kept away from the school gates as close proximity to dogs are making some children anxious. Mrs Currie will also reinforce the message that children should not approach dogs tied up near the gates as in some cases, the children make the dogs anxious. Mrs Currie asks that if the problem persists, parents notify the School Office directly.</p>	

6.2	It was raised that the end-of-term activities are slightly manic, making it difficult for parents to attend all the necessary activities to support (all of) their children. Perhaps next year the school could take a look at the timetable to see if there was any way to minimise the number of days a parent needs to take off work to meet these commitments, e.g., holding the nursery and school sports days on the same day.	
7.0	Fundraising activities	
7.1	<p>Nursery – P1 Transition Morning is on 18th June. A second-hand uniform sale will be held. Jo to contact Louise to request clothes be brought to school. Anna to attend the stall. Anna and Kerry will introduce PC. Fraser to ask Sam to introduce Gala.</p> <p>Sports Day on the 20th June. Organisation is in hand. Kathy and Nikki Black are running the refreshment stall. Jo has provided a stock update, price lists and things to buy. An email has gone to the Parent Forum requesting rota help and baking. Louise has agreed to supply the uniform for sale. Andrea Spink will supply freezepops and Jo, filled rolls. Kirsty has provided the float.</p> <p>Autumn Fair will be held on 5th October and organisation has started. Jen MacPherson is organising the rota and has requested that the PC year reps help to fill rota slots from their year groups. Most leads for stalls have been confirmed. Lyndsay volunteered to lead Cake and Candy, leaving only Plants and Produce left to fill. Anybody interested, please contact Alison Walker. Elspeth Fawcett will support Anna on the raffle. Nikki Black has volunteered to lead clean-up.</p> <p>Freezepops – Andrea Spink is managing freezepop sales on Fridays and a rota is in place until the end of term.</p>	<p>JR/LP</p> <p>AH/KH FR</p>
7.2	<p>The kind offer of printed PE bags from ‘Hangry Hippo’ as a school fundraiser is still to be explored. On hold until next session.</p> <p>A parent had raised the possibility of donations to the school, e.g., via an Amazon Wishlist for the school. This has been discussed by PC before, but it was agreed to communicate the option of cash donations post Autumn Fair, as per the current project plan.</p> <p>It was suggested that PC organise a social event to meet parents new to the school and introduce the fundraising activities of PC. Anna and Jo to organise early next session.</p> <p>Alison to ensure that the Calendar of Fundraising Events is up to date for the website and inclusion in the P1 handbook.</p>	<p>AH/JR</p> <p>AW</p>
8.0	School extension update inc. outdoor nursery update	
8.1	School extension timescales remain unchanged, with building starting Autumn 2020 for completion August 2021. No further update.	
8.2	Planning is underway for the outdoor classroom and it is due for completion in August 2020, in time to extend nursery provision. Teachers visited an outdoor nursery at Clifton Hall. It differs from the Aberlady context as it is not in a school playground, but it was good to see a working example of an outdoor nursery.	

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.</p> <p>This was the last Pupil Council meeting of the session and the pupils explored the items funded by PC and discussed how they are benefiting their learning and school experience. Photos were taken of the children with the cooking equipment, Chromebooks and tripods for filming / animations.</p> <p>Pupils also continued with their wish list, adding more climbing stuff in the playground (perhaps using tyres), better pencils (that don't break all the time) and more bins.</p> <p>Pupil Council also used the SHANARRI (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included) wheel tool as part of a baseline assessment of inclusion at school.</p>	
10.0	Evaluation Activity	
10.1	Mr McKenzie asked PC to provide input to the draft SIP by discussing key priorities from the 'How Good is Our School' Framework.	
11.0	School Improvement Plan Update	
11.1	<p>The SIP will be finalised on the last day of the session. This will be distributed to PC members for comment.</p> <p>While the aim is to construct the SIP in a manner that makes it accessible to all parties, the language used makes it difficult for those without an education background to fully understand. Damien to review draft, with a view to creating a 'Parent Friendly' version.</p>	DN
12.0	Responsibility Group Update	
12.1	<p>Mrs Currie talked PC through the most recent Rights Respecting Group minutes. This group is run by Miss Salmon. These can be viewed in the school foyer.</p> <p>The group members discussed the 54 articles of the United Nation's 'Rights of a Child', evaluating them using a traffic light system. An action plan was created to address the red items, and these will be addressed next session.</p>	
13.0	School Collaboration Opportunities	
13.1	Discussed under item 5.1, School Budget.	
14.0	ELAPCM Update	
14.1	<p>Damien attended the recent meeting ELAPCM meeting on 11/06/2019.</p> <p>A decision has been made to change the structure of the ELAPCM meetings, with one a term following the current format and one just for Parent Council representatives, without Council representation. It is felt that this will provide more opportunity for collaboration while still providing the necessary information.</p>	

**Aberlady Primary School Parent Council
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14.2	Audit Scotland is preparing a report comparing attainment between schools receiving significant Scottish Attainment Challenge Funding and those receiving little or no funding of this type. This is related to the PEF/PNB link to the deprivation index discussion (item 5.2 above). It was suggested that NBCAP could match fund PEF money to make up for the discrepancy, but the concern of PC was that this could clear out the NBCAP Education Budget in this area. Damian to follow up and report back to PC.	DN
15.0	NBCAP update	
15.1	The £4000 funding application from Aberlady Primary to cover a 'Community Drop-in service' was supported at the meeting and approved. Official confirmation of this is still required, but the understanding is that the money will be forthcoming. This will allow implementation next session. Helen requested that in future, any NBCAP funding applications from the school are copied to her so that she can speak to them at the meetings.	
16.0	Parent Council Meeting Dates 2019-2020, roles and responsibilities	
16.1	The following dates were proposed for PC meetings in the 2019-2020 session; <ul style="list-style-type: none"> - 4th September 2019 – PC AGM (school Curriculum Evening) - 25th September 2019 - 13th November 2019 – UPDATE: this clashes with the date for school Learning Conversations so 20th November 2019 will be substituted. - 15th January 2020 - 11th March 2020 - 29th April 2020 - 10th June 2020 Lesley to submit the lets to ELC for the above dates. Post meeting update: Lets have been submitted.	LK
16.2	Treasurer – Kirsty will be standing down as Treasurer at the AGM. A candidate has been identified but anybody else interested should get in touch. 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. Lesley to circulate a role description.	LK
17.0	Correspondence, AOB and Date of Next Meeting	
17.1	Thank you to Alison for providing feedback to ELC on the 'Cost of the School Day' activity carried out earlier in the session.	
17.2	The next meeting will be the Parent Council AGM on 4 th September (TBC as per item 16.1). The first Parent Council meeting of the 2019-2020 session will be on the 25 th September (TBC as per item 16.1).	

Lesley Kennedy
Aberlady Parent Council Secretary