



Present:

Damien Noonan (Chair)
Alison Walker (AW) (Vice-Chair)
Lyndsay Wilkie (LW) (Secretary)
Anna Holland (AH) (Secretary)
Leanne Gillies (LG)
Kerry Hardie (KH)
Lesley Kennedy (LK)
Tina Strong (TS)

Pamela Currie (PC) (Head Teacher)
Lisa Craig (LC) (Principal Teacher)
Helen Bradley (HB)
Fraser Robertson (FR)
Hilary Mathews (HM)
Louise Potter (LP)
Cara Strachan (CS)

Apologies:

Kathy Allan
Jo Ratcliffe

Sam Fawcett

Meeting Minutes Approved by:

(APC Chair)

<u>Item</u>		<u>Action</u>
1.0	Overview	
1.1	<p>The meeting was held on Microsoft Teams (via audio, video and the “chat” function). Etiquette was established for speaking and asking questions.</p> <p>In order to keep the meeting shorter, and due to the virtual format, the usual Parent Council meeting format was not followed, and many recurring agenda items were not discussed at this meeting, where the focus was on parent forum queries and the current home learning situation. As most of the agenda consisted of parent forum queries and comments (many of which were raised across year groups), these have not been minuted in a separate “parent forum queries” section, but as issues in their own right.</p>	DN/LW
1.2	PC advised the meeting that she did not have any information not in the public domain about when school might be able to reopen, and what form reopening might take. School looked at various scenarios before closure and submitted information to ELC who are currently working on a recovery plan, but ultimately the decision will be taken by the Scottish Government.	
2.0	Minute of the Previous Meeting	
2.1	The minutes of the previous meeting, held on 11 March will be approved by email.	LW/DN

3.0	Head Teacher update on key issues	
3.1	<p>PC updated the meeting on key issues:</p> <p>School Extension PC is still liaising with the ELC architect. There may be an option of creating the library space (where the current kitchen and support for learning area are now) so that it opens up into the corridor to create a larger space – PC and school are considering the pros and cons of this.</p> <p>AW asked whether the issue of community access to the library had been resolved. PC advised that no resolution has been reached, but the architect doesn't think that this is possible with the current design.</p> <p>As part of the extension, plans need to be submitted for drainage, and there is a proposal for a sustainable rainwater drainage solution which would involve a boggy area being created. There are educational benefits to this, but it would decrease playground space (eating into the Wood of Wonder) – the size of area is still under discussion.</p> <p>As non-essential construction work is not currently permitted in Scotland, the work due to take place over the Easter holidays didn't happen, and it is still unclear when the extension work will be able to start.</p>	PC
3.2	<p>Attainment Reporting PC advised that under normal circumstances, school would have had until the end of this term to assess whether children had achieved the levels set for their year group (i.e. Early Level for P1, Level 1 for P4, and Level 2 for P7).</p> <p>School will report on levels achieved based on the children's proven attainment prior 20 March (the date when school closed), however will phrase reporting so that it is clear where, had it not been for the school closure, staff would have expected a child to achieve a level during the academic year. School will not be able to sign off on any child actually having achieved a level unless the evidence, e.g. via SNASAs (which were carried out prior to school closure), was there prior to 20 March. School will similarly highlight in reports where there are concerns that a child may not have achieved a level within the current academic year in normal circumstances.</p>	
4.0	Transition	

4.1	<p>Transition to NBHS – P7</p> <p>After learning, transition is a priority for school. PC has ‘met’ with representatives of NBHS and other cluster school head teachers. There is a distance learning / transition plan in place for P7s. Aberlady Primary have been asked not to share this directly with pupils and parents but to allow NBHS to provide information (which will be available in the next couple of weeks) – PC assured the meeting that the plan was exciting and comprehensive in the circumstances.</p> <p>Guidance teachers at NBHS are currently liaising with class teachers.</p> <p>Attainment information is being sent to NBHS, and, in the same way as in the reports which will be sent to parents, it will be made clear where school feel that school closure has impacted on the achievement of levels.</p> <p>Activities which the P7s can do as a group in place of camp are being considered.</p>	PC
4.2	<p>Transition from nursery to P1</p> <p>PC advised the meeting that this was also a priority for school and a staff meeting is planned for next week to discuss this transition, which PC envisages mirroring the high school’s plans for an online transition (assuming that school does not return in June, or in a way which allows this to run in the normal way). Plans are likely to include virtual school tours and an online meeting with the P1 teacher, and PC hopes to run a virtual meeting / Q&A session for new P1 parents (exact format TBC). New P1 parents will be sent the school handbook.</p>	PC
5.0	<p>Uniform Orders</p>	
5.1	<p>Advice will be provided about how to order branded school uniform (which will be from the usual supplier, in the usual way).</p> <p>PC will start the process for ordering P7 hoodies for next year – information will be communicated to current P6 parents.</p> <p>Parent Council will make second hand uniform (branded and unbranded) available to all year groups free of charge, but via an order-through-school system (information to follow).</p>	
6.0	<p>Feedback on how families are coping with home learning</p>	
6.1	<p>A number of PC year group reps had received feedback that managing home learning can be difficult for some families, for example due to parents’ work commitments or other individual circumstances.</p> <p>PC and LC acknowledged the difficulties which many families face (and noted that many of the teaching staff are in a similar position and trying to combine working with childcare and supporting their own children’s home learning, so able to understand these challenges). PC advised that if families are struggling then the focus should be on trying to get some of the core tasks done, and not worrying about the other work.</p> <p>Core tasks should now be highlighted in the weekly summary – PC/LC will ensure that this happens consistently across classes.</p> <p>Staff will consider how P7, as part of preparation for high school, can be encouraged to take responsibility for prioritising and planning their work.</p>	PC/LC

	<p>PC advised that the work which teachers are setting is equivalent to around 1 – 2 school days per week, and so children will not have a huge amount to catch up on on return to school where they haven't managed to do all of the set work. Pre-assessments will be carried out (as they currently are) for each new topic at a detailed level (e.g. elements of numeracy are assessed individually), and gaps should therefore be able to be identified and addressed. School will not assume that all pupils have been able to do all of their set work.</p> <p>The situation for P7s will be slightly different, assuming that it will be left to NBHS to identify gaps. PC advised that she will ask NBHS to clarify how they will address this, but that the usual process would be for high school also to do pre-assessments (although not at the same micro level which a primary school would).</p>	
7.0	Staff contact with pupils	
7.1	<p>PC advised that where parents request it (as back up where it is difficult to motivate children), staff can chase up individual children via an email to parents.</p> <p>Staff cannot offer 1:1 phone or video calls with individual children (other than in some exceptional circumstances).</p> <p>From next week (w/c 4 May), school hope to introduce virtual check-in times for each class via Google Meet. School have now received guidance in relation to how to manage video calls with groups of children, which has allowed a plan to be put in place.</p>	
8.0	Pupils' mental health	
8.1	<p>Concerns have been raised by parents about the lack of social interaction / peer learning and the impact which this has on children's mental health. School are conscious of this and are trying to address this. It is hoped that the weekly check-ins will help. School are open to other suggestions of ways to support mental health.</p>	
9.0	Timing of handing in work/ reminder emails from teachers	
9.1	<p>Some parents felt that the emails issued on Friday morning advising which work hadn't yet been completed could be demoralising for children. PC advised that these will no longer be sent, and that school view the work as being set from "Monday to Monday" (i.e. pupils may complete it at any point during this week). Occasionally children have submitted work well after the week in which it was set, and this is still acceptable.</p>	
10.0	How is classwork chosen and managed by staff?	
10.1	<p>PC advised that core tasks are carefully chosen to keep up the quality of pupils' learning. The focus remains on education, not "keeping children busy".</p> <p>Core tasks should now be clearly highlighted and easily identifiable. Procedures for reviewing and submitting work have been standardised across classes (with the exception of P1 who follow a different system).</p>	
11.0	Vulnerable children / families with barriers to accessing online learning	

**Aberlady Primary School Parent Council
Minutes –29 April 2020 – DRAFT**

11.1	<p>Queries had been raised about whether we could be doing more to support vulnerable children at this time. PC advised that the most vulnerable were being supported in the community childcare hubs.</p> <p>Families who have not had any contact with school since closure have been identified and contacted by staff to ascertain whether barriers exist to their accessing online learning (and efforts will be made to tackle any issues identified).</p> <p>Chromebooks were offered to families prior to school closing, and 18 were provided. The school building is currently closed, but a process has been approved for one member of staff to access the building to get more Chromebooks if these are needed (distribution would need to follow social distancing requirements). Initially these were provided on a one per family basis as it wasn't known what the demand would be – more could now be made available to multiple child families where access to devices is an issue.</p> <p>KH will contact the toddler group to see whether they feel that any more could be done to support children not yet in nursery.</p>	PC KH
12.0	Nursery	
12.1	Positive feedback was provided by the nursery class reps – the children loved the staff “Don't Worry be Happy” song (as did older children and parents!) and have appreciated other nursery videos.	
12.2	The 1140 hours requirement for next academic year has now been put on hold by the Scottish Government. PC has now been provided confirmation that Aberlady will continue to provide nursery provision under their current arrangements, i.e. there will be no change in hours next term. Parents of children due to start in August will receive letters offering a place in May. PC will communicate the revised position to nursery families, and those on the waiting list.	
13.0	Family learning	
13.1	A number of class reps had received requests for some “family learning”, due to the juggle of having multiple sets of classwork to manage. Staff are keen to do this, and if school is still off in June a whole school topic will be planned.	
14.0	Fundraising	
14.1	<p>AH raised on JR's behalf the question of whether PC should be doing anything at this time to offset the fact that we will not receive our usual income from sports day uniform sales and freeze pop sales this term, and that it may be some time before we can run our usual fundraising events again.</p> <p>It was decided that we would revisit this issue at the June Parent Council meeting, but that it may not be appropriate to carry out any alternative fundraising at this point in time. We will remain conscious of how Parent Council funds are spent, and consider any opportunities to apply to grant making bodies for funding.</p>	
15.0	Correspondence, AOB and Date of Next Meeting	
15.1	There was no correspondence or other business to be discussed,	

**Aberlady Primary School Parent Council
Minutes –29 April 2020 – DRAFT**

15.2	The next Parent Council meeting will be on 17 June 2020 at 7pm (format TBC).	
------	--	--

Anna Holland
Aberlady Parent Council Secretary

DRAFT