



**Present:**

Alison Walker (AW) Chair  
Pamela Currie (PC) Head Teacher  
Anna Holland (AH) Vice Chair  
Lyndsay Wilkie (LW) Host  
Fraser Robertson (FR)  
Lesley Kennedy (LK)  
Helen Bradley (HB)  
Jo Ratcliffe (Fundraising)  
Cara Strachan (CS)

Nikki Black (NB) Secretary  
Leanne Gillies (LG)  
Kathy Allan (KA)  
Joanna Moodley (JM)  
Tina Strong (TS)  
Hilary Matthews (HM)  
Louise Potter (LP)  
Sam Fawcett (SF) Treasurer

**Apologies:**

Lisa Craig (Principal Teacher) Helen Maule, Kerry Hardie

**Meeting Minutes Approved by: Alison Walker (APC Chair)**

<u>Item</u>		<u>Action</u>
<b>1.0</b>	<b>Welcome and Apologies</b>	
<b>1.1</b>	AW welcomed everyone to the meeting and apologies were noted.	
<b>2.0</b>	<b>Minute of the Previous Meeting</b>	
<b>2.1</b>	The minutes of the previous meeting, held on the 30 <sup>th</sup> September 2020 were approved.	
<b>3.0</b>	<b>Matters Arising</b>	
<b>3.1</b>	<b>Road Safety</b>  PC advised that Jim Goodfellow has been in touch and no further action at the moment. LG stated that ELC can only help with line markings and we people on rotation, anything else is up to the school to educate the pupils on road safety. AW would like this carried forward as this will become more of an issue when the schools return to normal. CS asked about the issuing of reflective strips to pupils, HM thought it might be worth asking SUSTRANS.	<b>JG</b>

<p><b>3.2</b></p>	<p><b>‘Wish list’ of learning resources</b></p> <p>SF advised the bank account is in a very positive state due to the efforts of all involved in fundraising. PC has requested the following for school.</p> <ol style="list-style-type: none"> <li>1) Maths textbooks, these have been costed at £980.00 and can be used across the school. Parent Council agreed to fund these.</li> <li>2) Funds to replace the Monkey Bars. The monkey bars have now gone, following on from feedback from the Pupil Council it was agreed the children would like some form of climbing/swing option. Parent Council are happy to fund a replacement and PC advised that this should be done through the council as they will then be responsible for the maintenance. PC to look into this and also where they can be situated due to the building works that will commence next year. CS advised that a more temporary option of Quadroplay might be a good short-term option, PC has looked into this and due to the warning of children not being left unattended she feels it is better suited to private use.</li> <li>3) PC discussed how much the children are loving playing with Tarpaulins at breaktime, Parent Council agreed to fund some extra Tarpaulins for each zone.</li> </ol>	<p><b>PC</b></p>
<p><b>4.0</b></p>	<p><b>Head Teacher’s Report</b></p>	
<p><b>4.1</b></p>	<p>PC talked through key parts of her report.</p> <p>Staffing, Aberlady has been very fortunate in being able to keep staffing secure and regular, the area that has suffered unfortunately has been the recovery groups, this has been due to Mrs Leake being moved to other schools due to staff shortages elsewhere.</p>	

<p><b>4.2</b></p>	<p>Transition</p> <p>PC has been in contact with the NBHS and they have not as yet shared their plans for transition, this is due to not only COVID-19 19 but the change to SQA's. PC did highlight that for any of the pupils requiring enhanced transition this process has already started.</p>	
<p><b>4.3</b></p>	<p>Remembrance Day</p> <p>PC wanted to say how proud and moved everyone was by the respect shown by all pupils and the effort that went into the stones.</p>	
<p><b>5.0</b></p>	<p><b>COVID-19</b></p>	<p><b>PC/AW</b></p>
<p><b>5.1</b></p>	<ol style="list-style-type: none"> <li>1. PC advised that as yet Aberlady Primary School haven't been adversely affected. They are in regular contact with local authorities and are ready to react if this changes. PC advised that it is the NHS who will advise who needs to isolate if there is a positive case in school but there can be a time-lapse in this occurring.</li> <li>2. AW advised that information from the ELAPCM meeting indicated that a letter would be coming out to all parents on guidance as we move into Tier 2. There was also a highlight on the importance of blended learning, not just in the instance of school closure but to ensure pupils who are self-isolating do not miss out on any learning.</li> <li>3. It has been confirmed that the school will close one day early for Christmas and also resume one day early, this is to assist with Covid Track and Trace and negate the need for so many people to isolate if there is a positive test. There will be an email address given to parents to report any positive COVID-19 tests during the holidays as the school will not be open to cover this.</li> <li>4. PC reiterated that the ultimate aim will always to keep the school open and there are many contingency plans to ensure this can happen.</li> </ol>	

<p><b>5.2</b></p>	<p><b>Ventilation</b></p> <p>AW asked if there is anything, we can do to protect the children?</p> <p>PC advised that the heating has been increased, temperature is now about 17/18oc, layers are a good idea as the temperature falls outside as the children can regulate themselves</p> <p>PC asked if children are cold at school can they please advise their teacher and they can take it from there.</p>	
<p><b>5.3</b></p>	<p><b>Business Continuity Plan</b></p> <p>PC advised there are plans in place should a mass staff shortage occur; in the short term the school could operate on a class rota system with blended learning. If the Scottish Government decided on another national lockdown the school would revisit the day preferences that were discussed earlier on in the year, again PC reiterated that the aim will always be to keep the school open.</p> <p>CS asked if the teachers had limited contact with each other, PC confirmed that social distancing is adhered to and masks are also worn. Support staff generally will find it more difficult to socially distance and as a result they are kept to the same classrooms where possible,</p>	
<p><b>6.0</b></p>	<p><b>Christmas</b></p>	
<p><b>6.1</b></p>	<p>PC stressed that while the activities wouldn't look the same, they still have lots of fun things planned leading up to Christmas.</p> <ol style="list-style-type: none"> <li>1. Parties will go ahead and will be held in the classrooms</li> <li>2. Nativities will go ahead outdoors and will be filmed to allow parents a chance to see them.</li> <li>3. Panto will also go ahead in virtual format (Brunton Theatre and Catherine Wheels) the children will be allowed to wear their Christmas Jumpers to school and they will be given Hot Chocolate and Popcorn as a treat in their classrooms whilst watching it/ AW agreed that Parent Council would fund this)</li> <li>4. Christmas Dinner will also go ahead but in individual classrooms PC advised that there will be lots of decoration and music would be piped through the school.</li> </ol>	
<p><b>7.0</b></p>	<p><b>Parent Forum Queries</b></p>	
<p><b>7.1</b></p>	<p>LG asked the question regarding having a defibrillator at school. PC has asked about this within the cluster, no other school currently has a defibrillator on site, this could be due to a couple of factors, no funding, ELC would not cover the maintenance and the question was raised whether it was required as there are 2 within a 5 minute distance of the school (Ducks and LG's House) AH asked that maybe a 3<sup>rd</sup> machine would be better placed at the football pavilion as there is 24 access there and very close to the school?</p> <p>CS asked PC how the school would feel about having one on site if it could be funded and maintained? It was felt that having 2 within 5 minutes of the school and the school not being accessible outwith school hours and during holidays a 3<sup>rd</sup> machine would be better placed elsewhere. CS to look into this.</p>	<p><b>CS</b></p>

8.0	Fundraising	JR
8.1	<p>JR provided an update and fundraising is going well.</p> <p>Calendars have so far produced over 100 orders; they have raised £600 through advertising and Wemyss and March Estate have covered all printing costs. Final orders to be in next week.</p> <p>Toy Sale, AH &amp; JR pricing up and they are no longer accepting any donations. AH has asked SF best way to check payments.</p> <p>Quiz Night organised by Tina, reminder for this going out next week, Tina has asked for a few prizes for this.</p> <p>Class Reps asked to send out a reminder for these events.</p> <p>AW highlighted that all fundraising activities need to go through JR so we have no calendar clashes with Gala, AW also extended a big thank you to everyone involved.</p>	Class Reps
9.0	School Improvement Plan	
9.1	<p>Update from the architect:</p> <p>The next few weeks should see the consultants issuing their information to the Quantity Surveyor so they can update the Cost Plan prior to Christmas. This will let us know if the expected cost of the project fits the current budget. If it exceeds the budget, we will be doing a cost reduction exercise in January.</p> <ul style="list-style-type: none"> <li>• January 2021 – I will lodge the Building Warrant with an expected approval date at the end of April 2021.</li> <li>• April 2021 – Information issued for Tender and expect to appoint the Contractor by end of May 2021.</li> <li>• June 2021 – Site mobilisation with works starting summer holidays 2021 and expected completion just prior to summer holidays 2022.</li> </ul> <p>This programme assumes:</p> <ul style="list-style-type: none"> <li>• The Tender return is within budget. If it isn't, then we need to do a cost reduction exercise which will use up valuable time and will most likely push the programme past the required completion date of summer 2022.</li> <li>• That one summer holiday is sufficient to complete all works within the school. If we use the summer 2022 holiday period, then we are probably struggling for time and this will impact on the furniture and client fit-out.</li> </ul>	
10.0	Pupil Council Minutes	
10.1	Issue raised within Pupil Council concerned the replacement to the monkey bars which we have covered in Matters Arising.	
11.0	School Improvement Plan	

11.1	Advice has been given to PC that they are trying to do too much and to focus on key areas which is Staff/Pupil wellbeing, spelling, writing and reporting documents. Nurture being key, continue to upskill our teachers as they are our most important asset.	PC
12.0	<b>Evaluation Activity</b>	
12.1	Feedback on the travel plan document, most recent figures required. PC happy to take feedback on this.	PC
13.0	<b>ELAPCM Update</b>	AW
13.1	<ol style="list-style-type: none"> <li>1. Scottish Government still waiting to confirm nursery hours. TS has highlighted that children who attend session on a Mon/Tue end up with approximately 8 less days across the year than the children who attend on a Wed/Thur. This is being looked at and will be addressed next term to make sure it is equal for both groups.</li> <li>2. Lynne Binnie (Lead Educational Psychologist, ELC) has announced the sign off of a new Inclusion Policy, AW will share more information when this becomes available.</li> <li>3. There is currently research being done across the clusters as to how Parent Consultations were handled. AW asked PC for some parental feedback on how our parents felt these went, it was proposed that PC would draft a questionnaire for feedback.</li> </ol>	PC
14.0	<b>NBCAP</b>	KH
14.1	<ul style="list-style-type: none"> <li>• Updates from subgroups <ul style="list-style-type: none"> <li>○ Youth Wellbeing Project: Counsellor at NB High confirmed as continuing in role to support kids' emotional wellbeing and mental health. As part of the 2021 plan they are considering the needs of primary school children so we can expect to hear more on that in the future.</li> <li>○ On The Move Group: Current focus is on around 'spaces for people' and 'share with care' (e.g. give cyclists space) and Safer Routes to School (NB focussed). The council are looking at short, medium and long-term goals on this and hope to have a proposal early next year on 'sharing with care'.</li> <li>○ Health &amp; Wellbeing Group: Moving to next stage of research project looking at comms around support H&amp;WB in the community.</li> <li>○ Support from The Start: Head of this group has retired and won't be replaced. The view is there is still a need in the area, so the sub group following up on this.</li> <li>○</li> </ul> </li> <li>• Updates from each of the villages and acknowledgement that there is a lot going on in each of the communities.</li> <li>• Applications for funding were reviewed - some voted for on the eve by Zoom, others to be voted for offline by email.</li> <li>• Note that the partnership will retain £5k of the remaining budget in reserve for any COVID-19 resilience work between now and the next financial year.</li> </ul>	
15.0	<b>Correspondence, AOB and Date of Next Meeting</b>	NB

<b>15.1</b>	<p>CS asked if with us coming into winter and winter bugs being more of an issue are the children still thoroughly washing their hands and not just using sanitiser. PC confirmed that all children were handwashing and sanitiser was not routinely used by the children, it would be more used by teachers prior to handing out any class materials.</p> <p>Next meeting date is Wednesday 20<sup>th</sup> January 2020</p>	
-------------	---	--

Nikki Black  
Aberlady Parent Council Secretary