

**Law Primary Parent Council
Minutes of meeting on Monday 29 October**

1 Attendance

Attendees

Martin Brown (Co-Chair)	Kristi Anderson
Bev Gilhooly (Co-Chair)	Carolyn Cowley
Frances Hill (Clerk)	Melanie Kay
Christa Gray	Jane Darlington
Popsie Nkuna-Nemudzivhadi	Jonathon Charles
Briony Thompson	Alison Wilkie
Zoe Lovell	Warren Rogers
Stacy Cathcart	Martin Ettles
Lesley Jardine	Jonathon Gordon
Helen Gray	
Carolyn Davie	

Teaching staff

Jill Wareham
Mandy Vance

Councillors

Cllr Goodfellow

Apologies

Astrid Trugg	Helen Felton
Emma Bennett	Layla Gurney
Lindsay Macleod	Jayne Stokes

2 Matters Arising

2.1 Traffic issues

The Parent Council is still waiting to hear from ELC as to when they will carry out a traffic survey of the roads around the school. It is understood that a pedestrian crossing may be installed on Dunbar Road (funded by Dandara Housing), although this has not been confirmed.

Action: The Parent Council will continue to lobby the Council regarding traffic and road safety concerns around the School. Law Gardens will be added as an area of concern. Parents/Carers should continue to email concerns to the Parent Council.

2.2 Bikeability

The project has been a great success, the children have enjoyed it and found it useful. The P6's and P7's are currently carrying out level 2 of the programme, cycling on the road. The Parent Council thanked all the Bikeability volunteers for all their efforts.

2.3 'How Good is our School'

The team is currently looking at the school curriculum and how it is adapted to fit the community in which it is taught.

2.4 Playground issues

2.4.1 Cycling/scooting in the playground. It is felt that less children have been cycling and scooting in the playground, although some are still doing it. The children are their parent's responsibility in the playground. However, older children may not have parents with them so other parents should feel able to ask children to dismount and praise those children who have dismounted.

2.4.2 Accessibility. Mrs Wareham reported that the school does not have an up to date map of the grounds since the addition of the new extensions. The School shared information about how to access the school in the September newsletter.

The architect has provided a statement regarding accessibility issues:

- Secure access to school buildings is of primary importance and is currently being standardised across the estate;
- The main entrance to the School allows controlled access through a secure lobby and meets the required standard;
- There is currently no ELC Education security policy for Primary (or Secondary) campuses in terms of the fenced boundary;
- Every Head Teacher should prepare a security plan / strategy for their school detailing access and egress - as recommended in the Cullen Report;
- The school should have facility to control access at boundary gates – padlock or similar. The operation of which would normally be carried out by the school janitor;
 - It was suggested that gates to the boundary fence be locked during the school day (out with drop-off and pick up times) with the exception of one gate to the northern boundary (for visitors/parents arriving on foot) and the gate from the new car park (for those arriving by car);
 - A high-level latch could be fitted to these gates to prevent pupils leaving the campus if required. This strategy has been employed at other schools which have similar access conditions;
 - The general security for the site should be monitored in the short to medium term, and if the risk proves to warrant the use of CCTV surveillance then this can be installed utilising the ducts which were buried underground during the construction of the new extension.

2.4.3 Congestion in the mornings. The School has spray painted new areas for the P1s to line up and created a 'keep clear zone' to enable a clear pathway down the P2/3 playground.

2.4.4 P7 playground duty. In response to a question from a parent Mrs Wareham confirmed that, when carrying out playground duty, P7 children are not expected to get involved with resolving disputes.

2.5 Water temperature

Following concerns raised at the last meeting ELC has provided a statement regarding the water temperature of the taps: "As we understand it there is no current issue with the temperatures and the valves have been installed in accordance and working as they should do. A commissioning report was also issued to ELC."

2.6 School Improvement Plan

The School Improvement Plan Implementation Group has created a summary of the ELC Respect Me Policy which will be shared with members of the Parent Council. This is not the school policy and does not replace the ELC policy.

3 School Office update

Mandy Vance updated the Parent Council on the projects that the School Office are currently working on including:

- 3.1 Improving communications: acquiring email addresses for all families. Launching the community newsletter.
- 3.2 Organising PVG registration for parents/carer volunteers.
- 3.3 Launching the new School Pay system on 12 October. So far 40% of parents have registered. The new system will make paying for school trips, lunches and uniform much easier. It will also reduce the number of communications issued by the office as the reminders will be automatically generated.
- 3.4 Parents are being invited to attend the whole school assemblies. The first group of parents to be invited are the members of the Parent Council on 2 November.

Action: FH to issue email assembly invitation to whole Parent Council. Parents to contact the School Office should they encounter difficulties registering with School Pay.

4 Parent Council Committee

Zoe Lovell was voted in as Vice-Chair of the Parent Council. The Clerk is stepping down in December 2018 and a new Clerk is being sought. The Clerk does not need to be a member of the Parent Council, or to be a parent/carer at the School.

Action: Members of the Parent Council to think about taking on the role or suggesting it to acquaintances.

5 Common School Day Feasibility Document

All parents and carers have been sent the consultation information for the new common school day and are encouraged to share their views. The aim of the proposal is to align the School Day across East Lothian to provide more opportunities for sharing resources.

6 Home Learning Policy review

The Parent Council will look at reviewing the homework policy. The aim is to launch a survey for parents this year. It will also make contact with the High School to find out how the new S1's from Law are coping with their new workload.

7 Free school lunches and additional funding

Parents and carers were reminded that, if eligible, they should apply for free school meals (in spite of the fact all P1-3's receive free school meals). If the family apply it means the school can access funding on behalf of that child. The child will also be eligible for free milk and other activities such as with Active Schools and school excursions. A discussion was had about how to communicate this to parents. It was suggested that a flyer be put in the reading packets outlining what the criteria are and how to apply. The School Office can help with completing forms.

8 Behaviour

A discussion was held about the concerns raised by some parents/carers regarding the management of behaviour in the school and the effectiveness of the Restorative Practices policy. Members debated the value of asking the School to provide data on behavioural incidents in the School. The Co-Chairs also clarified that the scrutiny of behaviour management was not directed at any particular group of children or child.

Action: As Mrs Wareham was not present during this discussion it was felt it should be raised again in the next meeting.

9 PVG Checking

Due to a change in ELC policy all regular parent/carer volunteers will require a PVG certificate. The Parent Council has raised concerns with ELC over the cost and administrative burden this will create for the School and parents/carers. The School recognises the benefits of having parent helpers in the school and is keen to continue to invite parents into the school to help. However, it cannot cover the cost of all the helpers acquiring this certificate. The PTA has agreed to meet some of the funding costs, although parents/carers are welcome to cover the cost of their own certificate if they feel able to.

10 School Crossing Guides

There are two vacancies for crossing guides at Law Road / Grange Road and Law Road / Lochbridge Road. Parent Council members were requested to help promote the vacancies.

Action: Parent Council to promote on its Facebook page and via email to all members.

11 Monster Ball

A parent had asked whether the restriction on numbers at the Monster Ball was likely to be a recurring situation with future events. The Parent Council Chairs confirmed that this was not the case. Issues with the Monster Ball were associated with limited parent helpers and families missing the deadline to purchase tickets. Mandy Vance appealed to the School Community to do their best to observe deadlines which will assist with administration and event organisation.

12 External Funding Sources

The Parent Council and the Parent Teacher Association are working closely together to try to identify external funding opportunities. Members are meeting with the Stella Moffat Trust and the North Berwick Trust.

13 Head Teachers Report

13.1 School Improvement

- At the October in-service day staff attended a training session from Tree of Knowledge – ‘Let it Go’. Cluster colleagues from Aberlady, Dirleton and Gullane also attended, along with staff from Macmerry, Elphinstone and Whitecraig.
- Staff have had visual support training from Speech and Language Therapists and an Educational Psychologist. Mrs Allan (P1) is the school co-ordinator. The next step is to be assessed for Bronze level and then roll out school wide visuals, e.g. for dining room, library etc.
- Staff have had training on the new School Pay system.
- Staff had Pastoral Notes training at North Berwick High School.
- Jill Wareham attended a Respect Me training session on Edinburgh 7th October. All classes are planning work for Anti-Bullying Week in November.
- The parent ‘How Good Is Our School’ group have met again with Mrs Swinburne.
- PVG guidance has been received from ELC. The School is progressing applications as soon as possible.
- Learning Conferences: Feedback indicates that the new format was well received. Teachers feel that 15 minutes is preferable to 10 and the presence of children to discuss their learning is of great benefit.
- Rights Respecting Schools. Right of the fortnight is continuing through assemblies. Pre-half term the committee welcomed a speaker from East Lothian Refugees and are planning their next campaign.

13.2 School grounds

- All grounds are now in use post October break, except mini Law where planting still needs to get established.
- The School is experimenting with ‘who plays where’ to ensure safety and measure demand.
- The playing fields have been top dressed with fertiliser and they are out of use until they have been checked by Landscape and Countryside Department.

13.3 Events and activities

- P1 staff have been working hard to introduce more play-based learning. Several staff have visited the ‘One-ery’ at South Morningside Primary, and will be looking at making P1 learning similar in style to that in the Nursery.
- P3: Visit to Dirleton Castle and a medieval banquet.
- P4: Athletics festival, environmental art workshop (creating art work for new community hospital), judo and dance workshops at the Sports Centre.
- P5: African drumming.

- P7: Headstrong mental health programme, STEM visits to Edinburgh College.
- P6: Hockey Festival.
- P5 & P6 orienteering in Lodge grounds.
- PTA held the Monster Ball and are working on Cauliflower Cards.
- Christmas plans currently being finalised and dates will be shared with parents as soon as confirmed.

14 Dates of meetings for 2019

Monday 21 January 2019

Monday 4 March 2019

Monday 29 April 2019

Monday 3 June 2019