

	<p style="text-align: center;"><u>Longniddry Primary School Parent Council Meeting</u> <u>28th November 2018</u></p> <p><u>Present:</u> Esther Hurrell (Vice Chair), Jenny Sully (Nursery am), Caroline Gardiner (P1), Gemma Luke (P2/3), Joan Fairfull (P7)</p> <p><u>In Attendance:</u> Sheona Skinner (Head Teacher), Stephanie MacFadyen (Deputy Head Teacher), Veronica Brown (Clerk)</p> <p><u>Apologies:</u> Cllr Neil Gilbert, Cllr Fiona O'Donnell, Joanne Chatwin, Lynne Bowers, Claire Verri, Lynn Kemp, Katie Medlam, Suzanne Low</p>	Action
1	<p><u>Minutes and Actions from the last meeting</u></p> <p>Esther welcomed everyone and as vice chair, would chair the meeting in Claire's absence. Approval of the minutes from the previous meeting on 26th September 2018.</p> <p>Proposed: Jenny Seconded: Gemma</p> <p>The suggestion boxes that were put up in school for parents and pupils to write activities that they would like to see in school only elicited two responses, which are already being implemented.</p> <p>The games for the playground have been put through procurement, so is well underway.</p> <p>Miss Skinner will look into bike racks for the springtime.</p> <p>The new P1 rep Caroline Gardiner was welcomed, thank you for being on board.</p>	SS
2	<p><u>PVG Checks</u></p> <p>PVG checks were discussed at the ELAPCM meeting and there is now clear guidance around paid work for parent volunteers coming into school regularly. It was discussed how the school would manage and budget for this over the years. The School is looking for a sustainable commitment from parents with efficient use of time and meaningful tasks, particularly as they are to pay for the checks and want a good return on their investment. The PVG lasts for life and can just be changed to match new circumstances/setting. Jenny said that the Parent Council should fund the checks as there is money in the bank and Gemma said that fundraisers could be organised if needed. Miss Skinner would get a clear idea of how many people would need PVG checks and what they could be doing in School.</p>	SS
3	<p><u>Feedback from Movie night</u></p> <p>The movie night made a profit of £101.75. It was easy to organise, straightforward, hassle free and worth doing again soon. The kids were really good and well behaved. It could be slightly longer because pick up was a bit hectic. Joan said that pick-ups at the community centre have the children sitting on the stage, which makes it easier with more room.</p> <p>Feedback from the parents was that they were very impressed with the Head Teacher knowing every child's name and even who the siblings were to go with the right parents. Miss Skinner said that she had made a point of memorising as many names as possible in</p>	

	<p>the first two weeks when she started and tried really hard at it because it makes the pupil's feel valued. Well done from the parents, they really appreciated it.</p>	
4	<p><u>Gold Award</u></p> <p>Finally, after much hard work we are the first primary school in East Lothian to be awarded the Unicef Rights Respecting Schools Gold Award. It has lifted the profile of the school and it is a well-deserved and recognised award. The School looks amazing and everyone commented on how much better it is. The pupil's really understand it and get the fairness and it is embedded and the teachers get it too. Education Scotland made a film about the school which will be on their website soon.</p> <p>A Gold celebration day will be held on 13th December 2018 and the Parent Council members approved a request to sponsor this event with £100.</p>	
5	<p><u>Head Teacher Update</u></p> <p>Parents Consultations are being rolled out this month for all classes. There has been an increase in out of term time holidays and the school has been clear that parent consultations would not be rescheduled and the parents would unfortunately lose out instead if they choose not to come. The reason for this is the teachers workload as they are working extra and above and want to make sure it doesn't affect them and don't want to add to their work unnecessarily. Gemma said that it is about planning ahead for teachers too and parents sometimes take 20-25min on a consultation, which is not fair for others having to wait. The Teachers takes the time to see parents, especially if there are any problems, which would always be over and above.</p> <p>The school took part in the remembrance Sunday with the Poppy celebration and the pupils represented the school really well and laid a wreath on Sunday morning.</p> <p>Order and pay for school meals is up and running and is working really smoothly for the online orders. The pupils are really engaged in the lunch choices in the morning and the ones that haven't ordered need to do it straight away. It takes time going through the menu with them individually when they are coming in. It really helps the catering staff as they have the orders in the morning and they are making up the lunches after this. It is also taking away the admin of having to handle any money, count it up and doing the banking. It has been a slow uptake and the school encourages as many as possible to start doing it because the Teacher needs to manually go through it with the kids that haven't preordered. This has an impact on teacher learning because it is taking time out in the morning bringing the screen up and making the choices. Gemma suggested offering house points for the pupils that remembered to preorder the night before and discussing it with the pupils what they were going to eat. The Ipay system at another local Primary School has a huge uptake and is running really smoothly.</p> <p>The music education was discussed, as pupils in P4 upwards now need to pay for it.</p> <p>The budget is getting tighter as it has been top-sliced over the years and this year had another cut at the beginning of the session as well as midway through the financial year. The East Lothian Council calls it efficiency savings however because necessities like toilet roll needs to be paid for, the staffing is the part where the only savings can be made. Parent helpers are needed more because of this however they need to be PVG-checked which is paid by the school also. Challenging conversations are needed with the Council</p>	

	<p>for top slicing school budgets. There will come a day very soon where if you take any more off it will impact the learning. Joan asked if the Parent Council (PC) could help by donating a few hundred pounds now and then? Miss Skinner said that it is different funds for ad hoc coming in from fundraising that can be used as a rainy day fund. A big amount of money is needed if something significant happens for example £1500-2000 in the next few years to replace the whiteboards as these already have cello tape on them and it might be necessary to go back to the old times of pens and chalkboards. Gemma said that the whiteboards are really necessary and it is a shame that a school would have to rely on fundraising and the PC to fund the extra bits needed.</p> <p>Staffing situation was discussed with Mrs Howe's going on a secondment and will be back for August. A permanent post has been created to replace her during these months and then that person would be re-deployed elsewhere.</p>	
6	<p><u>Chair Update</u></p> <p>This was carried forward to the next meeting.</p>	
7	<p><u>Treasurer Update</u></p> <p>The Parent Council Bank balance as of 1th November 2018 is £4656.08.</p>	
8	<p><u>Future Fundraising Ideas</u></p> <p>The Parent Council members are keen to organise two fundraisers after the New Year, at Easter time and another in May/June.</p> <p>There will be a Friday morning fundraiser and it was decided to have it just before Easter and a date would be set soon. This would be open to the wider community and target future pupil families with young kids and the Churches. It will be well advertised beforehand for as many as possible to come with Tombola, Wine and Water stall and Tea/Coffee and cakes. It was suggested to name it "spring-fling" instead of Fayre.</p> <p>The pre summer holiday fundraiser would be a beetle drive with a suggested name of "shades and sandcastles" This would be kept low maintenance, great fun and kids love it.</p> <p>Other things mentioned were Afternoon tea, Quiznight and a disco if a DJ can be found.</p>	
9	<p><u>Year Stage Queries</u></p> <p>Nursery pm – There was none.</p> <p>Nursery am – Pupil's love the new group time and parents has asked if these groups will stay the same for P1? Miss Skinner said that this is not the case as the class structure is set at the end of the session.</p> <p>P1 – A parent question came in and Miss Skinner will follow up directly with them.</p> <p>P1/2 – There was none.</p> <p>P2/3 – Gemma said that it has been really positive feedback for the gold award. A suggestion from the parents for when the pupil's are doing a presentation is to get the date first so they know when to have it ready for. At the moment it is giving them less than two weeks to do it and might not be able to that day. Better to allocate a certain day.</p> <p>Also ask if letters and newsletters could be sent in pdf please, as some have difficulty in</p>	SS

	<p>opening them on different devices.</p> <p>P3/4 – There was none.</p> <p>P4 – Well done for the Gold Award. Parents have a request for more bike racks. Also want to just check so the school has had a deep clean since the norovirus? Miss Skinner said that yes the school has been cleaned and will look into the bike situation.</p> <p>Another question was that the parents find it hard to keep track of what is happening in the school and are wondering if there is a better way? Miss Skinner said that everything is in the newsletter and emails are being sent as reminders to the parents. Suggestions were the class “dojo” - online information software. However this has personal data going to an American company, which is not secure. Lots of primary schools have started having a School app where everything comes up on your screen for that day with reminders, however they need to pay for it themselves and data protection is important to keep in mind. Gemma reported that parents have said there are too many emails and too much to remember. However it is quick to do a search when everything is in the same place and it might just be the time of year? Miss Skinner said that the School blog has been tried and tweets too. Groupcall also has unlimited texts and is used for more urgent things.</p> <p>P5 – There was positive feedback for the homework club at the library and it was asked if this could continue again? Also at one occasion it wasn’t on and this wasn’t communicated to all parents and some pupils had been walking home on their own because of this. Miss Skinner has a good relationship with the library and said that the parents are responsible to find this out beforehand and the children are not under the care of the library. Miss Skinner is also happy to speak to them on behalf of the parents to see if an email can go out to clarify how it works, who is attending and arrangements for pickups and walking home. Because of GDPR, they can only email the school and this can be passed on to parents and there are fines if this is breached. Miss Skinner said that the pupil’s are under school care until they are home or handed over to an adult.</p> <p>P6 – There was none.</p> <p>P7 – The parents really appreciated the email sent out addressing all concerns with Mrs Hyndman leaving. Everything still carries on regardless and a permanent Teacher post has been created to generate more interest. Miss Skinner is having an input on the reports and information for going into High School and will make sure all goes smoothly with the transition.</p>	<p>SS</p> <p>SS</p>
10	<p><u>AOB</u></p> <p>There was none</p>	
	<p><u>Dates of Next Meetings</u></p> <p>Parent Council meeting are being held on Wednesdays at 7pm to 9pm. Dates for future meetings are:</p> <p>6th February 2019</p> <p>13th March 2019</p> <p>1st May 2019</p> <p>5th June 2019 AGM</p>	