

|   | <p style="text-align: center;"><b><u>Longniddry Primary School Parent Council Meeting</u></b><br/> <b><u>13<sup>th</sup> March 2019</u></b></p> <p><u>Present:</u><br/>           Claire Verri (Chair), Esther Hurrell (Vice Chair), Lynn Kemp (Treasurer), Katie Medlam (Nursery pm), Jenny Sully (Nursery am), Caroline Gardiner (P1), Gemma Luke (P2/3), Joanne Chatwin (P4), Lynne Bowers (P5), Joan Fairfull (P7),</p> <p><u>In Attendance:</u><br/>           Sheona Skinner (Head Teacher), Veronica Brown (Clerk)</p> <p><u>Apologies:</u><br/>           Cllr Neil Gilbert, Susanne Low, Stephanie MacFadyen, Cllr Fiona O'Donnell</p>  | Action       |
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| 1 | <p><u>Minutes and Actions from the last meeting</u></p> <p>Claire welcomed everyone to the meeting, apologies as above.<br/>           Approval of the minutes from the previous meeting on 6th February 2019.</p> <p>Proposed: Katie<br/>           Seconded: Joanne</p> <p>The School handbook is now available and Miss Skinner thanked the Parent Council (PC) members for their feedback.</p> <p>The games for the playground have been ordered and have already gone through procurement. The playground has also been marked up for where the games are going.</p> <p>Nursery stay and play has been communicated and will be held after the Easter Holidays.</p> <p>The school photographer has now been booked for October 2019 to do individual photos of all children in plenty of time for Christmas orders.</p> |              |
| 2 | <p><u>Head Teacher Update</u></p> <p>Update given</p>  |              |
| 3 | <p><u>Chair Update</u></p> <p>Claire has put some questions together for a Parent Council survey and asked the members for any comments and addition. Claire will set up the survey monkey once the PC members have agreed on the questions, however will wait for the feedback from the survey done by the East Lothian Council for PC members, parents, staff and pupils. One question suggested was "do you know what the PC does?"</p> <p>There is a board at the playground with info about the PC and Joan volunteered to update it with photos of the members. This can also be put on the website.</p>   | CV<br><br>JF |
| 4 | <p><u>Treasurer Update</u></p> <p>The Parent Council Bank balance as of 13<sup>th</sup> March 2019 is £3851.08.</p> <p>There is about £1800 left in the bank after the planned expenditures and it was asked that a buffer of £1000 is available for unforeseen expenses.</p>  |              |

Parent Consultations & Report Cards 2019/20**Background:**

The Teachers are allocated 195 hours of planning and preparation and professional development time every year, and of these, 55 hours are earmarked for Parents Consultations and Report cards. 30 hours alone are allocated for writing reports however in reality it takes longer than this. There is also an allocation of hours for face to face consultation and Curriculum evening preparations.

Miss Skinner and staff are suggesting reducing the amount of wording on the report cards and to have three parent consultations per year instead of two. This means that the parents can have a dialogue with the Teachers rather than lengthy report cards to read. She suggested having a summary end of session report instead with “targets” and “next steps” and additional face-to-face time with the teachers.

**Feedback:**

Joan said that she really appreciates getting the report cards because they are very detailed and individualized about each child. She added that there is not always time to absorb everything at the parent evenings and the time slots are short.

Lynn suggested showing a comparison of what it was and how it would look now? This could give a better understanding before agreeing to the change.

Gemma said that having three parent consultations of fifteen minutes each could help to keep to time better. The targets have already been discussed with the pupils and this gives extra time to talk about why they have chosen the targets with the parents. The cover sheet with levels can have much shorter comments and include pupil comments to sum up their year and to think ahead of the next year before the end of the session.

Lynn asked if this could free up time so the children could come along to on one of the three meetings? Miss Skinner said that the parent consultation would continue to be for parents only at this time. If children attend then sometimes parents want to make additional appointments to discuss things they didn't want to discuss in front of children, which means even more time for the teachers to schedule in.

Miss Skinner said that they could tweak the target sheet that comes home at the end of each session and the pupils can comment on the progress.

Claire said that it is good to have more time at the parent consultations to talk about things and ask questions of where they need to be.

Miss Skinner asked the Parent Council members as representatives of the parent forum to make a decision if a pilot could go ahead. It would start from August 2019. Feedback will be taken at the end of the pilot and problems will be addressed on an ongoing basis. There would be three parent consultations of fifteen minutes slots to make it more productive. A new format of the reports will be shown at the next PC meeting and the views of the PC members will be sought for wording and things that are found useful.

The Parent Council members voted and approved for the pilot to go ahead from August 2019.

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| 6 | <p><u>Future Fundraising Ideas</u></p> <p>An “Easter Bunny Drive” will be held on Thursday 28<sup>th</sup> March at 6.45-8.00pm.</p> <p>Also a spring / summer fete will be held on Friday 14<sup>th</sup> June (tbc)</p> <p>A discussion was held on what fundraisers the PC would want to hold in the next session 2019/20 to make sure that the bank balance is kept healthy throughout the year.</p> <p>Suggestions were an Autumn Fayre on 28<sup>th</sup> Sept.</p> <p>It is sometimes hard to get volunteers for fundraisers, which means that the helpers are usually the same every year. It was suggested to try get the new parents on board straight away when starting Nursery or P1.</p> <p>Gemma suggested having a “totaliser” board for when you come in to school with a list of fundraisers and where the money has been spent. This can also be added to the school website.</p> <p>The school is signed up to “Easyfundraising” that gives a percentage of the money directly to the school when shopping online through their website. Amazon also offers a similar deal and Jenny will look into this and let everyone know at the next meeting.</p>   | JS                                      |
| 7 | <p><u>Year Stage Queries</u></p> <p><b>Nursery pm</b> – Parents are asking about the Comic relief and if the nursery children are going to wear red on Friday? Miss Skinner will send an email tomorrow with all info.</p> <p><b>Nursery am</b> – A question about what the dates are for Nursery to P1 transition? Miss Skinner will send out a sheet with the transition programme before the Easter holidays.</p> <p><b>P1</b> – There was none.</p> <p><b>P1/2</b> – A parents raised a question about PVG checks in school? Miss Skinner said that parent helpers in school have been put on hold while a decision on PVG is made.</p> <p><b>P2/3</b> – Parents says a big thank you to Mrs Stewart supply teacher as she has been brilliant and also helping the pupils practising for the assembly.</p> <p>Parents also asked about the book week with dressing up or “book swap” and someone has offered to run it. Katie offered to come in on Friday morning as support.</p> <p><b>P3/4</b> – Parents were asking about the email they received about locking bikes? Miss Skinner said that it was about keeping bikes secure and had been sent by Police Scotland. More bike racks have been looked at and Miss Skinner will look into it further.</p> <p><b>P4</b> – Parents are concerned with the sick bug in school because some children are coming back before the 48h quarantine policy. Miss Skinner said that the school office remind parents when they are phoning in to wait 48 hours before bringing them back. Also, some pupil’s have been sent home if staff know for sure that they are unwell and have been sent back early. However, teachers are not always aware if that is the case.</p> <p>Pupils have been upset for not being able to finish their audition at the Talent show held in school. Miss Skinner said that this was very popular event and run by pupils themselves on lunch breaks so they had added a three minutes time limit to accommodate everyone.</p> <p><b>P5</b> – There was none.</p> | <p>SS</p> <p>SS</p> <p>KM</p> <p>SS</p> |

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|   | <p><b>P6</b> – Could the school organise first aid training for children? Miss Skinner said that it is valuable and fits into the Health and Wellbeing health week and is also on the Scottish Government agenda for schools. With the ever-crowded curriculum, something would need to come out to be able to fit this in. Joan suggested having it as a lunch club? Also, if school staff aren't trained, Ambulance services or other organisations would be able to hold the demonstration/training. Miss Skinner will think about it for the next session.</p> <p><b>P7</b> – Parent question about the sex education? Miss Skinner said that this will be covered at the parent evening. NHS Education has developed a new resource with significant changes which will need to be communicated to parents/carers. This means that the school will be incorporating it rather than having a one off block lesson. This will be presented to the whole school including all the parents in September 2019.</p> | SS |
| 8 | <p><u>AOB</u></p> <p>There are plans for backpack project through “Marys Meals” in the final summer term where backpacks filled with pencils and other stationary are being sent to Africa.</p>  |    |
|   | <p><u>Dates of Next Meetings</u></p> <p>Parent Council meeting are being held on Wednesdays at 7pm to 9pm.</p> <p>Dates for future meetings are:<br/> 1<sup>st</sup> May 2019<br/> 5<sup>th</sup> June 2019 AGM</p>  |    |