

Pencaitland Primary School Parent Council Action Plan: 2011-2012

Point	Action	Responsibility	Progress
1.	Form PC; members to familiarise themselves with information on the role and function of the PC; create PC 'action plan'.	All members. Sarah Kurt-Elli to draft and revise action plan for discussion.	Ongoing. Current full membership.
2.	Inform parents about membership of the Parent Council and its role and function through various forms of communications, such as newsletters, blog.	All. Blog: Ralph Averbuch Newsletter: Sarah Kurt-Elli, Ralph Averbuch	Newsletter to go out prior to October break. Update Blog Parent Pages: mug shots & biogs of PC members, archive last years agendas/minutes, ensure content is current.
3	Continue to positively engage with parents, exploring and developing new ways of communicating with parents. In particular, to engage with parents on the "periphery" of the school community. Consult parents to identify priorities and queries that they would like the PC to focus on, discuss or raise. Communicate outcomes to parents.	All. Pupil & Parent Focus groups: All. SKE to lead Online Questionnaire: All. SKE to lead	Set dates for Focus groups in November (Homework) and March (? Technology) Communicate outcomes through Newsletters and posts on Blog.

4.	<p>To be involved in the redeployment process of the new Deputy Head.</p> <p>Contribute to East Lothian Council policy regarding this issue.</p>	<p>All. Carol Snow (previous chair) also to be involved in this issue.</p>	<p>Awaiting update from ELC.</p>
5.	<p>Work with the School, parents and Parent Teacher Association (PTA), and community to identify initiatives to best facilitate the School in taking forward educational development, for instance as outlined in the (a) School Development Plan, and (b) 'Curriculum for Excellence' as defined by Scottish Government.</p> <p>Areas for curricular development this year: (1) Religious and Moral Education, (2) Technologies.</p> <p>Improve Audio/Stage facilities in school hall (?Summer Term)</p> <p>Nursery Playground Renovation Project (PTA)</p>	<p>All. Chair, PC member and PTA member.</p> <p>Form Subgroup(s)</p> <p>Form Subgroup Sarah to lead</p> <p>All. Emma Hack as PTA/PC liaison.</p>	<p>Attend school audit in May.</p> <p>Technology Week (12th-16th March) Grandparents Day (16th March)</p> <p>Quote for self-installation (will require parent volunteers). Seek external funding.</p> <p>Awards 4 All funding received. All prep work to be carried out by parent volunteers. (October Half Term)</p>

6	Establishing links with the wider community and other community organisations.	All. Community Rep: Scott Hamilton.	Grandparents Day as part of Technology Week Fundraising for Pencaitland Parish Church renovations through Christmas card competition and donations at nativity/Christmas service.
7	Continuity between years: Ensure PC members gain training (e.g. convenor and clerk training; staff appointments) to ensure PC retains relevant skills. Create Long Term Action Plan as a record of ideas for future potential development.	All/Clerk Sarah Kurt-Elli	Training Dates to be circulated by e-mail and at meetings. Record of Training created. Long Term Action Plan created.
8	Produce an end of year report to summarise progress made by the PC and identify initiatives that should be carried forward for consideration next year.	Sarah Kurt-Elli to lead.	
9	Participate in regional and national Parent Council groups.	ELPC cluster: Jane Scott NPFS :Carol Snow	

