



**PINKIE PARENTS
TUESDAY, 6 NOVEMBER 2018 AT 7PM
PINKIE ST PETERS SCHOOL**

Present:

Suzanne Douglas (Chair)
Pamela Grant (Deputy Chair)
Maria Hartley (Treasurer)
Louise Scott (Clerk)
Lucy Alderson
Debbie Anderson
Leigh Cleeton
Suzanne Gunn
Cllr Katie Mackie
Michael McGavigan
Clare Morley
Gaynor Ross
Morgan Scott

Staff in Attendance:

Collette Bonnar (Head Teacher)
Rachel Snowdon (Acting Deputy Head Teacher)

Apologies:

Wendy Barber
Cllr Stuart Currie
Kerry Donaldson
Deborah Forsyth
Cllr John Williamson

1. Welcome and Apologies

1.1 Suzanne welcomed everyone to the meeting and apologies were noted.

2. Matters Arising

2.1 It had been agreed that Mr Hogben would hold an open evening for Pinkie Parents to attend and visit the science lab and hear about the work that had been done. Equipment had been ordered and had arrived.

3. School Improvement Plan and Pupil Equity Fund

3.1 Ms Bonnar provided a summary of the School Improvement Plan, which had been produced in conjunction with Education Scotland had been submitted to the Council. However it was a working document and changes could be made any time. The Plan had been shared with staff at a recent meeting with actions being attributed to specific members of staff.

3.2 It was agreed that there was a role for the Parent Council in the production of some aspects of the Plan and there would be a discussion on the best way to do this, as well as the participation of external agencies, where appropriate. It was agreed that Louise would email members to gauge interest, and Ms Bonnar and Suzanne would discuss the best forum to take this forward (**Action: Ms Bonnar, Chair and Clerk**).

3.3 The plan would be revised and had to be resubmitted by April 2019 for the year ahead.

3.4 Ms Bonnar also provided a very helpful overview of the Pupil Equity Fund (PEF) and the projects which formed part of this funding. The current PEF included a carry-over of £78,000 from the previous financial year, so discussion would need to take place on which projects continued into the New Year, given the larger amount of money available this year.

3.5 All PEF projects fed into the School Improvement Plan to ensure there was collaboration, as well as working with the council's finance department. All projects were also based on the Leuven scale emotional wellbeing and involvement, with decisions being made on the future of projects based on take-up and results.

3.6 Projects with the PEF funded included:

- Easter and summer holiday lunch club;
- A senior practitioner within the school to look at family working and early intervention;
- Homestart – a family befriending service;
- Broadening the curriculum – music, drama and dance classes available after school.
- Youth musicians within the school, working with classes;

- Outdoor education;
- Additional support needs auxiliary staff;
- Classroom assistants;
- Podcasting with pupils.

3.7 Ms Bonnar would also be looking at the wider school budget to determine what extra funding was also available, from staff vacancies for example.

3.8 Support staff were also looking at the use of playground equipment and how this could be better used with children. The school were also looking at what other equipment could be purchased for use within the playgrounds.

4. Parent's Evening Questionnaires

4.1 Suzanne provided a summary of the responses which had been received from the questionnaires which had been completed during parents evening. There had been 57 responses, looking at how we communicate with parents, the use of the Facebook page, when meetings were held.

4.2 In regards to communication, it was clear that the Facebook page was well used, however there were some parents who did not use this and would find information by email helpful. The school would also be looking at its communication policy and how it communicates with parents – so it was clear that there was a distinction between school communication and that from Pinkie Parents. It was agreed that Pamela would look into the use of Mail chimp as an additional way of communicating with parents. **(Action: Pamela).**

4.3 The dates of meetings was also discussed and it was agreed that the remaining meetings for this year would alternate between Monday and Tuesday evenings. Louise would make the necessary changes to the lets and communicate the change in dates. **(Action: Clerk).**

5. Head Teacher's Report

5.1 Ms Bonnar provided an update on a number of issues, linking the School Improvement Plan, including:

Raising Attainment and Achievement

5.2 An assessment week was taking place w/c 12 November. Forward planning discussions had also taken place, as well as a meeting with support staff to discuss support in the playground. The Nesy system, the online literacy programme, was now back up and running in the school for pupils.

5.3 Circle training, an inclusive resource which covers inclusive practice needs in a classroom environment had been trained to all teaching staff in the recent in-service day. All staff had also been trained by speech and language therapists on a

visual support project, which is an accredited scheme and assists with the preparation of visual timetables and the use of symbols around the school.

Promoting Positive Ethos

5.4 Principal teachers Mrs Dixon and Mrs Chisholm had received training on Rights, Respecting Schools which could be used by support staff in the playground setting.

Curriculum and Professional Learning

5.5 Big writing had been introduced in the school and would be implemented throughout. Staff had also received training on autism level 2, cognitive learning and assessment strategy.

5.6 In other areas, the school was in the process of getting information and quotes for the purchase of some tablet devices, which is useful for nursery and lower school children. The school was also about to receive some funding from Pinkie Farm Shop which would be used to buy resources for a sensory room for use for children with occupational therapy needs. The cheque would be handed over at assembly on 15 November and Louise would look into letting the local press know. **(Action: Clerk).**

5.7 Work was also going to progress on the playground, with the plans previously drawn by pupils and local artist Toby Lerner being considered and painting to go ahead.

5.8 Work was progressing in the drafting of plans for an extension to the school to include a new nursery building. It was agreed that council officials would attend the next meeting to allow the plans to be shown and discussed. **(Action: Ms Bonnar and Clerk).** As a link to this council officials would attend the meeting in February to discuss the plans to extend nursery education hours. **(Action: Ms Bonnar and Clerk).**

5.9 Google classroom was currently being trialled with P6 and P7 pupils – a useful tool for tasks to be assigned and for parents to look at and comment on pupil's work.

5.10 Two additional support needs auxiliaries had been employed and would be joining the school in the next few weeks. Mrs Denham would commence her maternity leave in January – with cover for her post been agreed and to be advertised soon. Ms Wood's maternity leave would commence in March with cover for her post also being advertised. Supply cover was currently being available in the school, however Ms Bonnar, Mrs Gordon and Mrs Snowdon were also covering classes at some point.

5.11 There had been no update from the council on the new secondary school. Louise would email the council for an update. **(Action: Clerk).**

6. Treasurer's Report

6.1 Marie informed the meeting that the balance currently stood at £5,255, which included the money from the recent Halloween discos. A request would be submitted from the school for the cost of the Christmas parties. **(Action: Ms Bonnar)**.

6.2 The bank account had now been set up online, and there was discussion on how payments would continue to be authorised. It was agreed that we would continue with an authorising stage, as we do with cheques, with Marie requesting payments and Clare/Wendy authorising. Marie would look into getting this set-up. **(Action: Marie)**.

7. Fundraising Update

7.1 Pamela provided an update on the Halloween discos, which had went very well, and thanks to her for her hard work. A profit of £436 was made. Discussions would take place on how the discos would be run for next year, considering a forecast increase in school roll.

7.2 A post had been placed on the Facebook page asking for volunteers for a Christmas Craft morning. Pamela would monitor the number of volunteers before a decision was made on whether this would go ahead.

7.3 Suzanne had organised for the tea towel proofs to be produced and had been sent away. Order forms would follow and it was agreed that the order form would detail what the profit would be spent on.

7.4 We had received two funding requests – one from the nursery to purchase a bread maker, a soup maker and nutribullet – given the nursery has no kitchen facilities. It was agreed that this would be funded.

7.5 P6's had submitted a funding request for garden tools, as part of the work being done on the secret garden. It was agreed that this would be funded. Chris Smith was in the process of drawing up a plan to maintain the garden, and volunteers will be asked for when appropriate.

8. Any Other Business

8.1 The issue of playground equipment had been raised, and it was agreed that Marie and Pamela would carry out an inventory to see what equipment was available, so that it could be appropriately restocked. **(Action: Marie and Pamela)**.

8.2 Information on class reps would be placed in the noticeboard at the main entrance. **(Action: Chair)**.