**ABOYNE PRIMARY PARENT COUNCIL MEETING**

**TUESDAY 29th JANUARY 2019, COMMUNITY ROOM (COMMUNITY CENTRE)**

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| **PRESENT** | Leanne Duncan (Chairperson), Cllr Paul Gibb, Amanda Whitfield (HT), James Flynn, Elaine Bruce, Abigail Turley, Fiona Walmsley, Wendy Stewart, Laura Robertson, Shaeron Smith, Ashleigh McCubbin, Sharon Barr, Lucy Wisely, Julie Reid (Minute) |  |
| **APOLOGIES** | Angela Fletcher, Corri O’Shea, Nicola Ewan, Valerie Hossack, Jemma Moig |  |
| **AGENDA** |  | **ACTION** |
| **1.0** | **Approval of Previous Minutes**  Approved by all and seconded by BR. |  |
| **2.0a** | **Welcome and Update from Chair (Leanne Duncan)**  LD welcomed all to the meeting and advised that Claire Wallace has emailed and asked to step down. This was agreed.  LD advised that she has attended many meetings and reviewed a lot of paperwork recently and has found out about many helpful resources especially through Connect where we can access our link for parent council issues (Christine McLennan).  LD presented an ideas board and asked all attendees to quickly suggest two ideas for each. The questions were “how can we engage more effectively with the parent forum?” and “what are the benefits of effective communication?”.  LD advised that she has also found out about health check forms that are available for the parent council and distributed these as follows Money Matters (JR), School matters and Learning (FW), Committee Business (AT), Communication(SS) and Data Protection (LW) and, when available, Fundraising (BR). LD asked for these to be returned at the next meeting. | **ALL** |
| **2.0b** | **School Improvement Plan (Amanda Whitfield)**  Reporting Calendar  AW advised that the school have been reviewing templates for different reports and will be using a slightly different one for this term which is much more child friendly and will contain similar information. AW would appreciate feedback on it when it comes out. AW also welcomed any feedback re the recent reports issued.  AW is in process of gathering pupil feedback which has involved roughly 8 pupils from each class. A summary of good and bad points will go out to parents.  AW provided a couple of examples from her meeting with representatives of P6/7 and P7.  Recruitment  Miss Wattie will be leaving in February. Nothing has been issued to parents as yet as the exact date has changed 3 times.  Mrs Jansen has joined P4.  AW has also secured a probationer, Mrs McKay, for the 1 day a week that P4 is missing. This new recruit is from Moray and is possibly willing to do more hours if required. She will start once her references and PVG are through.  Two candidates for Miss Wattie’s job were due to be interviewed on Thursday but both withdrew on the Monday. As this is for non-contact time, supply teachers will be used in the meantime. |  |

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| **AGENDA** |  | **ACTION** |
| **2.0b Cont.** | **School Improvement Plan (Amanda Whitfield) – Cont.**  Eco Committee  AW does not have a large amount of info at the moment however drew attention to the big display at the front of the school. FW advised that Ms Brookes is fantastic at leading the group of which FW is a parent member. Pupils are taking feedback from the meetings back to each class themselves. Each class will now draw up an example of what our Eco Code should be and the committee will decide the winner. Each class will now compete for the Eco Shield. BR asked if info re the eco committee can go in the PC newsletter. All agreed. LD advised that this information should be passed to her.  FW confirmed that she is Eco Committee Rep for Parent Council.  Pupil Council  LD volunteered to be part of this.  ASN  AW advised that she is keen to raise awareness of what ASN (additional support needs) means with the parent forum and summarised same. There is currently a lack of clarity in terms of what enhanced provision, support for learning and a community support hub looks like. AW is keen to find out what parents want to know and how the school can further support families. A Survey Monkey questionnaire will be going out shortly and thereafter there will be two sessions at the beginning of March (2-3pm and 6-7pm) to discuss the finding of this survey. AW asked if PC could do teas and coffees at these meetings. SS agreed to man this. 5th March is the likely date but this is to be confirmed.  Discussion ensued re whether this should be put out through class reps or the school email directly. Class reps present advised that they don’t necessarily have all the emails so agreed better to go out via school email and Facebook.  SB queried getting email addresses from all families but AW confirmed that not everyone is willing and it’s not compulsory.  Discussion moved on to noticeboards which have been bought by the PC but are still to go up. Discussion re location. LD agreed to go in to school to look at this.  AW confirmed that the school is looking to progress with SeeSaw as a replacement for Class Dojo. This is in progress. | **SS**  **LD** |
| **2.0c** | **Fundraising (Becki Redmond)**  BR provided a summary of events and funds raised to date. The events (MGR, Santa Train Squares, Hamper at Boat Inn & Donation, Grand Raffle, Santa Dash and Dress Down Day) have raised a total of £3,405.78 towards PC funds.  BR expressed a massive thank you to all of the fundraising team and the P7s for selling tickets for the Christmas raffle. At the most recent fundraising meeting it was agreed that, as the Santa Dash was such a success, this will be made an annual event.  BR went on to detail the upcoming events:  Family Film Night on 6th Feb will show The Greatest Showman Sing-a-long and hot dogs/tuck shop will be available.BR confirmed receiving confirmation today that use of the theatre has been given to us free of charge.  LT’s mum, Charlotte, is donating her time to come in to do the hot dogs as she has all the relevant certificates. |  |
| **AGENDA** |  | **ACTION** |
| **2.0c Cont.** | **Fundraising (Becki Redmond) – Cont.**  Valentine’s dress down day on 14th Feb – pupils to wear dash of red for a small donation.  MGR will be at end of March instead of June.  The last Bags to School collection will take place on 3rd May however the PC will take over one of the bike shelters so donations can be dropped off for the whole of the week before. Hopefully this will increase uptake.  FW in process of setting up a permanent rag bin which will take over from Bags to School.  The May Fair will take place on Sat 11th May and will have the theme of Roald Dahl. Discussion ensued with the PC asking to be advised on the uptake from teachers. Teachers are not expected to be there however accommodations need to be made for those who can’t attend. AW advised that the May Fair can be included in the curriculum. As with last year, £20/class will be available for set up if required. Following feedback, the PC would like to set the fair up as a competition between classes with a prize for the winner to be confirmed e.g. extra play time/golden time etc.  LT is currently looking in to the possibility of running a race night in September.  LD asked AW to advise BR what the school had in place for the year to ensure that there is no crossover.  AW advised that the Christmas Concert raised a lot directly for the school and the general consensus that it was great. AW thanked all parents who were involved in any way at all with the Christmas Concert. |  |
| **2.0d** | **Finance (Julie Reid)**  JR advised that the accounts had now been returned from Trish Atkinson who kindly agreed to independently verify the PC accounts. A copy of her report is attached. Any issues or suggestions raised have been implemented with new paperwork issued to correctly document income/expenditure. An Event Cash Summary should now be completed before returning cash to the Treasurer and an Expenses Claim Form should be completed to account for any personal expenses to be paid out or reclaimed from takings.  JR advised that TR was unwilling to accept payment for her services so it was agreed that a £60 donation would be made to her son’s school fundraising efforts.  Current balance - £13,128.22  Expenses still to be paid:  £2,601 – School Trips (only £399 claimed so far from the £200 each class has available)  £450 – P7 leaving gift – approximate cost for calculators from previous years  £1,000 – kept in the account for floats/expenses etc.  £382 approx. still due to be paid for Santa Dash suits – revised invoice awaited.  This leaves £8,695.22 in the Playground Redevelopment Fund, available for use immediately. | **JR** |
| **2.0e** | **Class Reps (Lucy Wisely)**  LW advised that she had received a few new forms since January which need to be added on. EB asked for the form and the rules to be re-evaluated. Discussion ensued and LD confirmed she will look at the Social Media Health Check. All to be clarified. | **LD** |
| **AGENDA** |  | **ACTION** |
| **2.0f** | **Playground (Becki Redmond)**  BR advised that the Playground Sub-committee need to meet again soon and provided a summary of progress to date. All P1 to 7s were asked to draw their dream playground last year. The committee drew out themes from all the ideas. The next stage is to discuss what council approved companies should be approached and a meeting will be set up with them along with a rep from the Council to progress. These companies will then produce designs, which will be voted on by staff, pupils and parents/guardians. AW will be kept abreast at all stages.  Playground painting needs to wait until we know where we are at with Council playground improvements which have been highlighted during a recent inspection. The council will have to take on the maintenance of this. LW suggested parents could do the painting; the school could make use of the many talents throughout the school.  BR advised that she would also look at grants to help towards the overall cost as there is a good possibility that doing the project in phases will cost more.  BR agreed to prepare an update for the newsletter. AW suggested a display in the school to see progress so far. It was agreed to welcome suggestions from parents as part of this. | **BR** |
| **2.0g** | **Spending Commitments (All)**  P7 leavers gifts – AW is aware to buy these  School Trips – FW agreed to remind teachers that this is available and should be used  Music System – the broken music system will be returned and replacements bought. LD advised that she will researching this. | **AW**  **FW**  **LD** |
| **2.0h** | **School Website (Leanne Duncan)**  LD asked for feedback on the new look newsletter. All agreed they were good and a monthly issue should be retained for the time being.  LD advised that the website is up and running and everything is up to date. Thanks to Miss Berry for helping with this.  LD asked for confirmation that everyone is happy with the current constitution following the recent AGM meeting. All agreed. |  |
| **2.0i** | **Buildings and Maintenance/Winter Management (ALL)**  Castle Park Money Expenditure (Paul Gibb)  PG advised that each time a company builds houses (in this case 184), the developer has to provide a certain sum for use by the community (known as development contributions) and although the council distributes this, they cannot decide how it is spent. £460,000 has been given to the community thus far. £150,000 is still to be spent up to end of Phase 4. Phase 5 is still to come. Development contributions from both Phase 4 and Phase 5 have been allocated to the Primary (along with others) and it is up to the school, through the learning estate, how they want to invest that money. The money cannot be spent on salaries. Funds due to primary up until end of Phase 4 total £38,725 (this is only paid on completion of the build). PG ran through a list of the monies available and the split. |  |
| **AGENDA** |  | **ACTION** |
| **2.0i Cont.** | **Buildings and Maintenance/Winter Management (ALL) Cont.**  Drain in the Playground  LD expressed concern and stated that something needs to be done. PG agreed to support our approach in line with AW. AW summarised that this is a periodic problem and summarised her discussion with the school’s Business Support Advisor. As there are other access options available, this is not seen as a health & safety or access issue. Being a soak away, once the ground is saturated the water has nowhere to go. AW confirmed that this was all assessed as part of the nursery build. AW happy to pursue it again with PC and PG backing and LD welcomed discussion which ensued. It was agreed this should be looked at.  Lighting at nursery/school (update)  LD advised that CO’S has confirmed that the Head Teacher needs to report that the floodlights are facing the wrong way. AW confirmed that this had been done already.  Paths and Playground Winter Clearing  AW noted two comments from pupils asking to have the playground swept after the snow and ice had gone. It was agreed that this is necessary.  Lunch Hall Capacity (Update)  It was accepted that some days are busier than others. AW advised that this term staff are encouraging children to sit further away at first; changing round the logistics. This appears to have helped significantly.  Toilets (Cleanliness/Maintenance)  See Learning Estates agenda item below.  Evacuation Procedures for Primary School  Following a recent incident at the Academy, LD expressed concern. AW advised that, from Primary point of view, if there is a need to evacuate the entire school for an extended period of time, it has been agreed that everyone will go to the Aboyne/Dinnet church hall. If the hall is not available, the school has permission to go to the Victory Hall. If Academy is not affected then evacuation would be to the Academy. Children with additional support needs would go to the hub at the Academy with our staff. AW advised that, about a year ago, the school went through a terrorism event test which involved a gun man being in the academy building. The process and how the communication would take place was clarified.  AW stated that she would like to do a full run through of an evacuation to the place of safety in the summer term. The Academy is not as keen to do this which is understandable. During the last fire drill, the school was evacuated in 2mins57secs which is fantastic. SS asked how the school let parents know. AW confirmed they have ability to send out texts or contact QIOs to advise parents. Teachers also have individual contact lists for their class.  Learning Estates  AW advised that the learning estate is reassessing all schools in the area and Aboyne Primary had their assessment today. AW advised the inspection took 2.5 hours and looked at functionality/accessibility/quality of the environment. The banding was recently re-evaluated at Scottish Government level. The Council have to report back to the Scottish Government by April of this year. AW summarised the grades:  A – performing well and operating efficiently  B – performing well but with minor problems  C – showing major problems and/or not performing optimally  D – does not support service | **AW**  **AW** |
| **AGENDA** |  | **ACTION** |
| **2.0i Cont.** | **Buildings and Maintenance/Winter Management (ALL) Cont.**  Learning Estates Cont.  This assessment looks at work required for the following year. AW confirmed that she pushed the case for the school needing relevant resources as a community resource hub.  AW does not have the overall grade at the moment but confirmed the following:  Dining hall – C, especially as the school is a community resource hub and additional support needs centre. The Council will look at sound boards to be installed to reduce the echo. The tables will also be looked at.  Toilets – C, apart from the staff toilets.  Playground (in terms of outdoor PE space) – C, the school is meant to have access to the pitch with the academy but AW advised this is not always available or appropriate.  As one of the only schools in the area with a full perimeter fence and security doors, the school was graded A for security.  AW advised that it will be a couple of weeks before she receives the overall grading but given that no schools should have any Ds, Cs will be top priority. AW will advise the parent forum as works come up. |  |
| **2.0j** | **Safer Routes to School**  Signature/Car Parking/Crossings  LD advised that she attended a recent Mid Deeside Community Council Meeting. PG is heading up a sub-committee of the MDCC tackling Road Safety which looks at any road safety issue across the village and, as part of that, a crossing is being discussed. AT agreed to represent the PC at these meetings.  PG advised that the speeding survey (at Darroch Wood) which was sent by email recently was incorrect so it will be done again. Police Scotland is not happy as apparently the survey was undertaken too close to the speed limit sign. The other survey, further down where the proposed crossing will be, was ok. | **AT** |
| **3.0** | **AOCB**  SB asked, as a new parent, what kind of recognition schemes the school employs to encourage good behavior or acknowledge achievements. FW advised that house groups have been set up again and classes have started using them again. FW summarised same. There is also the Golden book and the school is looking to reinstate the achievement wall in the school.  SB gave examples from previous schools e.g. a gold star pin badges given out at assembly.  FW will feed back for in-service days. | **FW** |
| **4.0** | **Date of Next Meeting**  Date: Tuesday 23rd April 2019  Time: 6.30pm to 8.30pm  Location: Community Room, Aboyne Community Centre |  |

**BRAINSTORMING SESSION FROM JANUARY PARENT COUNCIL MEETING 2019**

What are the benefits of effective communication?

* Getting to know everyone’s information(stuff you don’t know)
* More interest in childrens learning
* Supportive parents
* Everyone working to a common goal
* Everyone feels valued
* Bring parents in who are unsure/less confident
* More engagement in all school activities
* Less complaints
* Reduces chitchat/gossip/confusion on whats happening
* Noticeboard in the playground
* Support of parents/carers
* Help “shy” parents to feel part of a team and not feel alone
* Everyone knows whats happening
* No confusion on dates, times, money etc
* Work as a team achieve success reduce complaints
* Less negative chat
* More volunteers to come forward if they are informed in advance notice
* Helps to know what is happening
* The effort and support from all who work at the school

How can we as a Parent Council engage more effectively with the Parent Forum?

* Social events
* Newsletters
* Engage the kids
* Ensure newsletters got all relevant dates/info in them
* “speaker corner” in playground/the chair can share news each “wed” morning before/after school
* Workshops in conjunction(or separate to) with school
* Implement replacement for class dojo (seesaw)
* HT/SMT (senior management team more regular newsletters and or text email updates.
* Booklet/info sheet given out @ nursery registration on who we are/what we do/ways to get involved
* School page book page
* Emails to only those parents/class concerned for that particular issue/topic
* Social media (if used correctly)
* Night out
* School facebook page
* Shared vision / purpose
* Everyone included
* Successes shared and celebrated
* Issues can be highlighted and dealt with quickly
* Noticeboard in playground more visible
* Noticeboard visible on the playground with council updates
* Website updates
* Deeside piper piece/explain more what money is being spend on
* Increase APS page by developing an APS page APS has a 1 – 31 Jan to Dec reminder system for coms to PF re; dress down, comic relief, Halloween etc.