



## 6<sup>th</sup> September 2018 AGM & PC Meeting MINUTES

**Members Present:** Jayne Swanson, Joanne Simpson, James Donachie, Emma McIntyre, Shellie Montgomery, Vicki Campbell, Kimberly Boyce, Zoe Gray, Kelly Anderson, Lesley Carroll, Suzanne Morris, Elaine Miller, Lisa Kelly, Pamela Armstrong, Ashley Miles, Nicola Mathieson, Gayle McMillan, Sara Walker, Catrina Miller, Malachy Devlin

**Staff:** Jen Innes, Jill Ring, Calum Urquhart, Vari Cairns & Zoe Gray.

**Apologies:** Clare Rose, Susanne Donachie, Karen Mackay, Jane Fotheringham, Councillor Robert Brown, Lynne Cintron, Mhairi Lake, Saj Anwar, Annemarie Lynch, Diane Turpin, Jodie Collins, Dawn Tooke, Marion McAllister, Jill Hamilton, Vivienne Sinclair.

### ▪ **Welcome**

Jayne opened the AGM and welcomed everyone to the meeting and thanked everyone for attending.

### ▪ **Explanation of Procedures**

Jayne explained that the first part of the AGM would be the re-election of current parent council members and it would also be the opportunity for teaching staff to either be co-opted back on to the Parent Council and also any new members of staff to be co-opted on. Jayne also advised that the office bearers would be confirmed.

### ▪ **Re-election of existing Parent Council Members**

Jayne advised that they would now go through the re-election of the current Parent Council member and to check that no one at the meeting no longer wished to be a member of the Parent Council. All members in attendance wished to be re-elected and remain on the parent council.

Jayne advised that she had received notification from Sheona Brightey and Andy Martin to advise that they both wished to step down from the Parent Council. Jayne took this opportunity to thank them for all their amazing help and support for the Parent Council.

### ▪ **Election procedure for Office Bearers: Chair, Vice Chair, Treasurer and Secretary**

Jayne briefly explained the ballot process in June and confirmed the following outcome of the ballot for the office bearers for the Parent Council:

- Chairperson     Jayne Swanson
- Vice Chair        Suzanne Morris
- Secretary         Joanne Simpson
- Treasurer         Lesley Carroll

Jayne took this opportunity to give a hug thanks to Kelly Anderson, former Vice Chair and James Donachie, former Treasurer, for all their hard work and support of the Parent Council as office bearers.

### ▪ **Co-opting of Co-optees & new members**

Jayne asked Jen Innes if there were any changes to the teaching staff who were to be co-opted on and she confirmed that there was no change to existing members however, Calum Urquhart would be happy to be co-opted on to the Parent Council. This was proposed by Jayne Swanson and seconded by Lesley Carroll.

### ▪ **Annual Report**

Jayne confirmed that all members present had a copy of the Annual Report.

Jayne went through the end of year report and advised that she was really happy with what the Parent Council had achieved in the last school year. Jayne discussed how proud she was of the hard work and commitment from all members and we should be proud of what has been accomplished.

Jayne also gave a huge thanks to all parent council members, staff members and the whole Calderwood Community for making 2017/2018 another amazing year.

Jayne then handed the meeting over to James Donachie to run through the trustees report. James confirmed that again the main source of funding is still the Christmas and Summer Fairs. James then ran through the current year funding and also the income and expenditure for the last year. If any member of the parent council has any questions regarding the figures on the trustees report the James has welcomed any feedback and will answer any questions asked as we want to ensure full transparency. James confirmed that the report will now be sent to the independent examiners.

Jayne took this opportunity to thank James for all his hard work.

**AGM Closed**

## Parent Council Meeting Opened

Jayne welcomed everyone to the first parent council meeting of the new school year and also gave a special welcome to the new parents that were attending.

- **Minutes from last meeting:** accepted and agreed by PC members, with the following action points still outstanding:
  - **Jayne Swanson-** Processes document to be produced covering all PC procedures – **on-going**
  - **Emergency Closure Plan** – copy of this out once completed – **on-going**
  - **Jayne Swanson** – To contact Suzanne to get a copy of the garden maintenance plan and to find out information about learning through landscapes for the garden subgroup.
  - **Jayne Swanson** – to speak to Suzanne about identifying a list of suppliers that she is looking to use for the garden.
  - **School / PC** - Invite Jim, crossing patroller, to an event in school as a special guest.
  - **Sara Walker** – speak to Eddie the janitor to see if there is any equipment that could possibly be purchased by the PC that would make gritting the playground area easier for him.
  - Compile a list of all PC members who are also PVG members.
  - **Kelly Anderson** – speak to Jill Loftus regarding a new Christmas tree for the gym hall.
  - **Jen Innes** – to check with South Lanarkshire Council regarding the possibility of repairing the trim trail.

## ▪ Correspondence

Jayne advised that the only correspondence she had received was from Sharon Collie, Chair of Stonelaw Parent Council, who was looking forward to maintaining close links between Calderwood and Stonelaw.

## ▪ Head Teacher Report – Jen Innes

Firstly, I would like to welcome everyone back to a new school session. We are delighted to be back and looking forward to working with our amazing Parent Council this session.

## SCHOOL NEWS

- Our Primary 1 children have settled in very well – they are a great bunch! A number of late placing requests were granted over the summer meaning we now have classes of 24 and 33 with an additional teacher.
- We welcomed a number of other children at a variety of different stages. We are delighted to have them join our school family.
- Annual data checks, photography permissions and checklists are ready to go out. We cannot begin updating Twitter until photo permissions have been completed.
- We have launched the School App and are endeavouring to keep our website up-to-date with information. We will continue to communicate through pupil post also until we have our email lists organised for each class.
- We have been carrying out staff development and reviews with all of our teachers. We have a very dedicated staff team who are taking forward a number of school improvement initiatives.
- Tapestry: We have five members of staff who will be leading two Teacher Learning communities in the school. All teaching staff will be involved in these. The TLCs allow teachers to work together to reflect on and improve pedagogy (in particular related to key messages identified through research) and embed changes in everyday practice.

- Nurture: Embedding nurture as a whole school ethos is a key priority this session. All staff took part in Nurture training on the second in-service day in August which will continue in February. Teachers are working on creating a nurture space within every classroom. In addition, we are creating a nurture room in the school and working with targeted children who would benefit from these approaches.
- Quality assurance: The SMT have already started monitoring jotters and staff will engage in peer observations next week followed by the learning conversations focusing on numeracy and maths the week after (led by the SMT).
- Dates are in for family assemblies and these will be shared on the App and in the next newsletter. All classes will have an assembly and a “Sharing our Learning” event over the course of the session.
- Curriculum morning: On Tuesday morning the Primary 1 teachers will be holding a Curriculum Morning for parents, carers and families. This is an opportunity to find out about how children learn in Primary 1, get a look at the resources we use to support learning and chat with teaching staff about how best to support children’s learning at home.
- Due to our success in the Primary 4 Rutherglen and Cambuslang Tennis tournament last session, our Primary 5 pupils have been given a fantastic opportunity to visit the Emirates Arena for the Davis Cup on Wednesday.
- Maths Week Scotland is next week – we will be focusing on how fun maths is and how important it is in our day-to-day lives. We have a range of fun activities planned for pupils and are very grateful to the parents who have volunteered to come to talk to pupils about how they use maths in their jobs.
- School photos will be taken next Wednesday and Thursday.

## **STAFFING**

- We are delighted to welcome a number of new staff members to Calderwood Primary School. Zoe Gray has joined us as the additional class teacher in Primary 1 Room 2. Jodie Collins and Dianne Turpin have joined us as Newly Qualified Teachers in P2 and P7 respectively. A new member of support staff, Kerry Butler, will be joining us three days a week once her recruitment checks have come through. We know they will all be fantastic additions to our staff team
- As our school roll this session is 436 we have been given permission from finance to appoint an acting principal teacher for this session. This will be reviewed next June. A number of internal staff put themselves forward for the role and we will be interviewing and appointing very soon.

## **CLUBS**

- Over the next few weeks a large number of clubs will be starting up both at lunchtime and afterschool. We aim to provide a wide range of extra-curricular activities for pupils from all stages over the course of the session.

### **▪ Subgroups**

Jayne explained the sub group process for the benefit of any new members present and also explained the different groups, what they do and what they look to achieve. Jayne would like it if everyone would agree to take on at least one sub group and advised that she will share with everyone the paper she has explaining the whole sub group process. Jayne will then ask people to get back to her as soon as possible to advise which sub group they would like to be part of.

**School Liaison** - Office Bearers will be meeting with Jen Innes to agree the priorities for the school that the PC could potentially fund. Jen will speak with staff on what their priorities are for the school and report back

to the PC.

**Garden sub group** – James has agreed to take the lead for the garden group this year and look into what is needed going forward. A discussion took place about procurement and how the PC would need to link in with South Lanarkshire Council for equipment for the garden. Suzanne will identify the list of suppliers that she is looking to use for the garden.

**Events sub group** – Kelly ran through the events diary:

**P1 Family Event** – Thursday 13<sup>th</sup> September 2018 from 6-7.30pm. A Star sports are coming in to do the event and the children will be in the gym hall and the parents will be in the canteen which will encourage parents to get to know one another. Looking for volunteers to help on the night.

**Halloween Disco** – Thursday 25<sup>th</sup> October 2018 – Disco is for P2 to p7.

**Primary 1 Halloween party** - Wednesday 31<sup>st</sup> October 2018.

**Donations/Dress down day for Christmas Fair** – Friday 10<sup>th</sup> November 2018.

**Christmas Fair Set Up** – Friday 20<sup>th</sup> November 2018 – **Date to be confirmed.**

**Christmas Fair** – Saturday 1<sup>st</sup> December 2018 – **Date to be confirmed.**

**Spring Event** – Saturday 23<sup>rd</sup> March 2019

**Themed Spring/Summer Disco** – Thursday 9<sup>th</sup> May 2019

**Summer Fair Set Up** – Friday 31<sup>st</sup> May 2019

**Summer Fair** – Saturday 1<sup>st</sup> June 2019

**P7 Leavers Party** – Thursday 20<sup>th</sup> June 2019

If anyone has any other ideas for events then please join the events sub group or e-mail ideas direct to Kelly.

Kelly will speak to Jill Loftus about the possibility of getting a new Christmas tree for the School.

#### ▪ **Any other business**

P.C Simpson, Jen and Jayne met regarding the campaigns group parking issues and they are looking to get the day of action arranged as soon as possible so will keep the Parent Council posted with any news on this.

Jim the crossing patroller at Calderwood Road is retiring in September and the school are still looking to invite him into a school assembly and the PC unanimously agreed to buy him a gift. Kelly will check when his last day of work is.

Stonelaw High School are having a Christmas fair in the evening of 6<sup>th</sup> December 2018. Susanne Stevenson has asked if the PC would possibly look to have a stall at this event. After a brief discussion it was agreed that Jayne will speak to Susanne to see exactly what she would want us to do on a stall.

A general discussion took place about the problems with parking especially due to the road works and temporary traffic lights at the bottom of Buchanan Drive. The campaigns group are taking this forward and hoping that the day of action will drastically reduce any issues around the school and make people consider safer parking.

The trim trail is broken and it was raised that children are really upset with this. Jen agreed to check with South Lanarkshire Council to see if they will fix it at its wear and tear. Warranty will need to be checked.

Lesley asked about the possibility of putting dates of PC events on the new school app and it was agreed that this could be discussed at the meeting between the office bearers and Jen.

Jayne then asked the four new parents that had attended a meeting for the first time if they now wished to join the Parent Council and they all agreed. New members are confirmed as follows:

Elaine Miller - proposed by Suzanne Morris and seconded by Jayne Swanson

Lisa Kelly - proposed by Gayle McMillan and seconded by Lesley Carroll

Nicola Mathieson - proposed by Emma McIntyre and seconded by Kelly Anderson  
Shelley Montgomery – proposed by Vicki Campbell and seconded by Malachy Devlin  
David Bhella – proposed by Joanne Simpson and seconded by Sara Walker  
Laura Connor – proposed by Catrina Miller and seconded by Pamela Armstrong

- **Next meeting Thursday 4<sup>th</sup> October 2018.**

**Meeting closed.**