 **3rd December 2020**

**PC Meeting**

**MINUTES**

**Members Present:** Karen Douglas, Joanne Simpson, Gail Wilson, Elaine Miller, Kim Wilson, Jayne Swanson, Councillor Robert Brown, John Maguire, Lisa Kelly, Suzanne Morris, Dawn Tooke, Emma McIntyre, Sara Walker, Susanne Donachie.

**Staff**: Jen Innes, Jillian Ring, Julie Kirkland, Ashley Combe, Zoe Gray, Jodie Collins, Sinead Scambler, Maureen Waddell, Kayleigh McIntosh, Vari Cairns.

**Apologies**: David Bhella, Jill Hamilton, Louise Bradshaw, Councillor Margaret Cowie, Chris McVey,Karen Mackay, Marion McAllister, Rachel Wylie, Kelly Anderson.

* **Welcome**

Karen Douglas welcomed everyone to the parent council meeting and advised that she would be chair for this meeting as David was currently at a meeting with South Lanarkshire Council and would join this meeting if it finished in time.

* **Minutes from last meeting**: accepted and agreed with PC members with the following action points still outstanding:
* **Jayne Swanson-** Processes document to be produced covering all PC procedures **– on-going**
* Compile a list of all PC members who are also PVG members – **on-going**
* **David Bhella –** School travel plan to be formulated and survey to be sent to wider parent forum.
* **Jen Innes –** Costing to be provided to PC for purchasing speakers, cameras and a microphone for classrooms for funding approval by PC members - Done
* **Jill Ring –** Put together some advertising for the Eco uniform still being available.
* **Correspondence**

No Correspondence was discussed

* **Head Teacher Report**

**Thank you**

* Thank you very much to the Parent Council for honouring our funding request for a virtual pantomime. I am sure our pupils will thoroughly enjoy this treat.
* Thank you also for agreeing to fund cameras, microphones and speakers for our virtual get-togethers. These will make a huge difference when received.
* I also wanted to take this opportunity to say a thank you to our pupils, parents and, in particular, staff for all their support recently. School has been incredibly busy - we have been covering a high rate of staff absence - and staff have shown flexibility and understanding, allowing us to prioritise safety and consistency for pupils.

**Staffing**

* As I have mentioned above, we have had a high rate of staff absence this term. This includes both long and short-term absence and was to be anticipated given current guidance around self-isolation. As always, when we have absences our priority is continuity of learning and consistency for pupils, however, we are often having to respond at very short notice. We are very grateful to all our staff who have been incredibly understanding and flexible.
* Due to covering staff absence, it has become necessary to close the office during lunchtimes in order to ensure all classes are supervised. We also have to close the office during wet intervals. We appreciate that this is not an ideal scenario, as our office is incredibly busy.

**Christmas**

* We have come up with a plan for our ’12 Days of Christmas’, which we will begin on Monday. Every day there will be a different whole-school theme. Our aim is to brighten up December for pupils and staff. We will be trying to keep mornings as routine as possible, with lots of fun in the afternoons. Please keep an eye on Twitter for photos and updates.

**Christmas Cards**

* After our discussion at the last Parent Council meeting, we have managed to come up with a safe way of pupils distributing Christmas cards in the school.
* Room 1 and Room 7 are operating as our Christmas post ‘elves’.
* There are two post-boxes – one upstairs and one downstairs. Pupils can post letters Tuesday to Friday. On Mondays (after the cards have ‘quarantined’ for 72 hours), the cards will be distributed by our elves.
* We feel this is the safest way of allowing this tradition to carry on this session.

**Nativity**

* Primary 1 pupils and staff are working hard rehearsing their Nativity.
* The Nativity will be filmed to share with parents and families near Christmas.

**Calderwood Winter Wonderland Walk**

* Thank you to everyone who worked so hard to put this together. I know you will probably want to talk about this in more detail later on, however, we are ready to launch this at our assembly tomorrow, and, as this is a Parent Council initiative, I have invited a member of the Parent Council to come along to the assembly to help us launch it properly. I will liaise with them over practicalities.

**Virtual Assemblies**

* As you know, we have been enjoying now weekly virtual assemblies. We are looking forward to tomorrow’s assembly. In addition to launching the Parent Council’s Winter Wonderland Walk, Room 11 will be leading their assembly on the theme of kindness. Their kindness ambassadors have been spreading cheer throughout the school all week!

**Music Lessons**

* We are delighted that music lessons have now resumed virtually in the school with our woodwind, brass and drum tutors Mr Gammie, Mr McAleenan and Mr Calder. Although woodwind and brass instrumentalists cannot play their instruments in school, they are still able to receive tuition through the wonders of technology.
* The tutors will be finding their feet with children already receiving tuition before they look at offering places to new pupils.

**Parents’ Evenings and Reporting to Parents**

* Thank you to everyone who completed the feedback form for the Interim Reports, which were handed out last month. All feedback was collated and passed onto class teachers and the Senior Leadership Team for action where appropriate.
* Following discussions with staff, we have agreed that the next Parents’ Evening (assuming we are still under the same restrictions) which was due to take place in February, will be replaced by telephone calls.
* Due to the size of the school, this will need to be over the course of a month, with parents given a time slot to have their phone handy.
* Further information and guidance will be issued closer to the time.

**Physical Education**

* Physical education will continue to take place outdoors, as long as it is safe to do so, in line with Tier 4 guidance.
* Obviously, the weather is impacting on or ability to regularly get outside, but we are looking at other activities, such as chair y such as chair yoga, which can be undertaken in classrooms.
* When we move back into Tier 3, we have timetabled the canteen, which can be used by classes for some PE activities, where there is limited movement.

**Positive Covid-19 Cases**

* As you will have been aware, we had additional positive cases in the school.
* We are just trying to continue to encourage parents and carers to be vigilant to the symptoms of Covid, to be cautious about sending children to school if they are unwell, and to follow Government guidance.

**Grump**

* I am wanting to ask for your help with another playground matter. We have been asking parents since the beginning of term to leave the playground as soon as they have picked up their children. We have also asked children not to play on the pitch or trim trail. We are regularly having to intervene after school, speaking to children in front of parents – this both makes us very uncomfortable and paints us as the ‘bad guys’. We are also regularly having to move people on after school. Please could you help us get the ‘pick-up-and-go’ message out to parents and carers!
* **Subgroups**

**Campaign/Communications subgroup** – Group will be working on the school travel plan as discussed above and also measures to resolve ongoing parking issues.

**Events subgroup –** Jayne advised that the Calderwood Winter Wonderland Walk was now organised and that we had teamed up with World Walking which is a Scottish based company. They have a website and an App but unfortunately are not able to organise it as a whole school event so we have to register in school years and each child has to register individually even if you have more than one child at the school. There will be a detailed guidance coming out to parents/carers tomorrow. We are also looking to link this in with Rutherglen Windows and you also have the facility to donate if you want to through the app. We are hoping to launch it on Friday so we can start at a weekend. The other things the group has planned like the Christmas gifts for kids and a thank you for teachers is also in hand. The advertising for local businesses on our facebook page as a thank you has now been put back to the weekend of 12th/13th December so current lockdown restriction have been lifted. Joanne, Jayne and Emma will link together to organise.

**Garden subgroup** – Julie confirmed that she was still waiting on quotes from the garden designer for proposed works and will hopefully have more information on this for the next PC meeting.

**Induction / Uniform subgroup –** Jillian Ring advised that the school were still not sure of the process yet for the new P1 induction and advised that she will meet with the induction group to discuss this as soon as it is confirmed.

**Funding / School Liaison subgroup –** Group has still to meet but nothing urgent to discuss at present.

* **Treasurers Report**

Gail updated meeting on our current funds and if anyone has any questions they can contact Gail directly.

Gail confirmed with Jen that the costings had been received for the speakers, microphones and web cams and it had been approved for purchasing by the PC. Jen will liaise for the ordering going forward.

Lesley is organising the changeover for signatures for the new office bearers so this will be for:

David Bhella – Chair, Karen Douglas, Vice-Chair, Joanne Simpson, treasurer and Gail Wilson, Treasurer. The new proposed signatories were approved by all PC members present.

Gail advised that she will also contact James Donachie to get the accounts signed off.

Gail also confirmed that the PC had agreed to pay for the school virtual panto and confirmed that Jill Ring had forwarded the invoice for this which will be paid directly.

Jill Ring also advised that she will also confirm to Gail the split for age groups for the books for the Christmas presents for the kids.

* **Any other business**

Dawn advised that she had spoken to Rain or Shine and that they have agreed to accept referral straight from the school. You just have to e-mail then whether it’s a boy or girls and what age they are for a Christmas present which is great. They are also accepting donations. Jill Ring advised that she would follow up with this and make contact with them directly.

Jen advised that if anyone has any questions about the registration for new primary 1s in January to advise that it is highly likely that it is going to be an on-line registration given the current restrictions.

Councillor Brown asked about the school only having 2 telephone lines for planning parent’s night phone calls. Jen advised that it is a great hindrance to the school and Councillor Brown advised that he believes that this must also cause problems for other schools so he will raise this directly with South Lanarkshire Council to see if anything can be done.

Jill Ring advised that the kids Christmas cards are hopefully going to arrive tomorrow as there had been an issue with providing envelopes for them all but that has now been resolved.

Karen took this opportunity on behalf of the Parent Council to thank all the teaching staff for all their hard work over the last few months under very challenging circumstances and wished everyone a Merry Christmas!!

**Meeting closed.**

**Next meeting: 14th January 2021**