



## **2<sup>nd</sup> September 2021**

### **AGM & PC Meeting**

#### **MINUTES**

**Members Present:** David Bhella, Joanne Simpson, Karen Douglas, Emma McIntyre, Elaine Miller, Gayle McMillan, Sarah McCall, Lisa Kelly, Gail Wilson, Councillor Margaret Cowie, Monica Paul-Sharma, Louise Bradshaw, Kelly Anderson, Councillor Robert Brown, Chris McVey, Laura Connor, Pamela Armstrong, Susanne Donachie,

**Staff:** Jen Innes, Jill Ring, Julie Kirkland, Ashley Combe, Mark Preiss, Sinead Scambler, Nicola Allison, Zoe Kellog, Jodie Collins, Erin Cairns, Vari Cairns, Gary Mowat,

**Apologies:** Jayne Swanson, Kim Boyce,

#### ▪ **Welcome**

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

#### ▪ **Explanation of Procedures**

David 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. David also advised that the office bearers would be confirmed.

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

David 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.

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

David briefly explained the recent ballot process and confirmed the following outcome of the ballot for the office bearers for the Parent Council:

- Chairperson      David Bhella
- Vice Chair        Karen Douglas
- Secretary        Joanne Simpson
- Treasurer        Gail Willson

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

David asked Jen Innes if there were any changes to the teaching staff that were to be co-opted on and she confirmed that there was no change to existing members.

## ▪ Annual Report

David advised members that the annual report and accounts were not completed yet and that he would get this finalised and we can discuss this at the next PC meeting.

## AGM Closed

## Parent Council Meeting Opened

David then welcomed everyone to the first parent council meeting of the new school year and also gave a special welcome to any 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**
  - **Joanne Simpson** - Compile a list of all PC members who are also PVG members – **on-going**
  - **David Bhella** – School travel plan to be collated - **on-going**

## ▪ Correspondence

David advised that he had not received any correspondence.

## ▪ Head Teacher Report – Jen Innes

### Welcome Back!

- We are all delighted to be back at school for the beginning of a new session.
- I would like to thank all our parents and carers who have once again stepped up to take on a Parent Council role. I know that everyone has busy lives beyond Calderwood, and really appreciate the time that you give up to support our school and pupils.
- I would also like to extend a very warm welcome to all our new parents and carers who have joined the Parent Council this year – it is great to have you on board!

## **Return to School and Covid-19 Mitigations**

- We have had a smooth and settled start to the new session. Our teachers are enjoying getting to know their new classes and ensuring pupils are happy and settling back into their learning.
- Pupils have returned looking very smart in their uniform. We hope to maintain these high standards throughout the session.
- Our Primary 1 children have settled in very well, and are a smashing group – great wee Calderwoodies already! They are being very ably supported by their Primary 7 buddies.
- We have 65 Primary 1 pupils starting with us this session, alongside other pupils who have joined us at different stages. At present, all of our classes are full apart from one space in the middle of the school and a few spaces at Primary 7.
- We have returned to school, as you will know, with the majority of school-based mitigations still in place, for example, staggered start/break/lunch/finish times, increased hygiene practices, enhanced cleaning regimes, ventilation, social distancing between adults and mask wearing (adults only) when social distancing isn't possible and when moving around the school.
- We have received CO2 monitors which will be used to monitor CO2 levels in learning spaces and alert us when additional ventilation is required.
- There have been two main changes since June:
  - Firstly, we do not need to keep pupils strictly in their class bubbles. This means that there is free movement around classrooms, pupils can change seats, there is no requirement to 'zone' the playground, etc. This also means that we have been able to begin our buddy activities with P1 and P7 pupils, and the P7s are also taking on monitoring duties.
  - Secondly, the school is now not in any way involved in identifying close contacts of pupils or staff who test positive. This is all now in the hands of Test and Protect.
- We have had a high number of Covid cases in the school since our return. This is mirrored across our learning community and local authority.
- Due to the continuation of staggered breaks and lunches, and the impact this continues to have on some friendship groups within stages, we have organised opportunities for stages to get outside together as part of the curriculum. For example, some classes are taking part in the Daily Mile together. We want to maintain a sense of community and cohesiveness across stages.

## **Staffing News**

- We are delighted to be welcoming back Mr Mowat, Miss Scambler, Miss McIntosh, Miss Cairns and Ms McGuinness to the school this session, along with Adele Livingstone, who has joined us this year. Mrs MacKillop and Mrs Feenan have both returned from their maternity leave and we are happy to have them back. Mrs Samson has been in the school for a Keeping in Touch day, and it has been lovely to have her back in the school again.
- We are also delighted to welcome Eva Harvey and Mark Preiss, our newly qualified teachers, to Team Calderwood.
- Dianne Turpin has started her maternity leave and Zoe Kellock will very soon. We wish them all the best and can't wait to meet the new arrivals.
- We have an additional 1.4 teaching staff this session, funded by the Scottish Government for Covid recovery. This equates to a full-time person plus two extra days. The additionality will be used for targeted support for learners.
- As our school numbers are sitting at 432, we have been given permission to appoint an additional principal teacher on an acting basis until June 2021. We are over-the-moon that Mrs Allison has put herself forward for the role and will start with immediate effect. I know that she will be an excellent addition to the leadership team.

- Thank you to the Liaison Group for their input in both the Standards and Quality Report (a reflection of progress last session) and the School Improvement Plan (our priorities for improvement this session). I hope you can see your contributions reflected in the content.
- Both these documents were written with input from school staff, pupils and parents (the Liaison Group).
- The Standards and Quality Report reflects all the hard work that took place in the school last session, and is a very positive read, especially when you take into consideration the circumstances of the year.
- The School Improvement Plan is an aspirational document, and we hope we will be able to meet, and perhaps exceed, the targets set out in it.
- Both these documents are available on the website and I am happy to take any questions or comments on either.

### **Classes**

- We unfortunately took some complaints this year about the classes and children being split up from their friendship groups.
- Configuring our classes is a very complicated process. We have to take a lot into consideration. We always prioritise learning groups to ensure that pupils are working at an appropriate level with a group. We also have to take into consideration composite classes (not being in a composite class two years in a row) and balancing how many times pupils have an NQT over the course of their primary school experience. It is complicated because our numbers are so tight and were changing frequently in the run up to the summer. We always try very hard to get it right for every child in the school and both teaching staff and the senior leadership team spend a huge amount of time discussing groupings.

### **The School Year/School Events**

- We will again look ahead at our year to find ways to involve parents/carers and the wider community in school life, taking into account whatever restrictions are in place over the course of the year.

### **Parents' Evenings and Reporting to Parents**

- I hope that everyone found the new format of the end-of-session full reports helpful. This was the first time we had used the new system for reporting on SEEMIS. Full reports will be issued in the same format this session, too.
- Usually we have a Parents' Evening just before the October Week to allow parents/carers and teachers to discuss how pupils have settled into their new class. As you know, we are currently unable to welcome parents and carers into the school building. Whilst we are conscious that this guidance will be reviewed after the first six weeks of term, we did not want to put off making a decision about Parents' Evening. We have therefore decided to have our first round of appointments by telephone.
- Letters went out at the beginning of the week, and parents and carers will be given an allocated time slot for their appointment (it will be a half hour slot).
- Due to the limitations of only having two phone lines and a school mobile phone, the appointments will take place from 10<sup>th</sup> September until 7<sup>th</sup> October.
- We have dates pencilled into our annual calendar for a second, face-to-face Parents' Evening in March. We will make a decision about whether this will be able to proceed in January, based on the guidance in place at the time.

### **Homework**

- Homework will begin in earnest for all classes over the next fortnight.

- Homework may be issued in a variety of formats, including jotter based work - or other physical resources being sent home – and work being put on Google Classroom.
- We will continue to issue homework on a weekly basis, with work issued at the start of the week to be handed in at the end of the week.

### **Breakfast Club**

- We are still offering 'Toast and Go' every morning to all our pupils.
- We are hoping to be able to offer a Breakfast Club at Calderwood over the course of this session.
- Support Services are currently identifying staff to operate the Breakfast Club.
- We will also have to carry out a new risk assessment to ensure that two breakfast clubs can safely run out of the building (this needs to take into account food serving, cleaning, ingress and egress, etc.). It also has to consider projected uptake, which we think would be high at Calderwood. All these factors need to be considered alongside Covid-related guidance.

### **Community Work**

- Given all the recent news about the turmoil in Afghanistan, we decided that we wanted to do something as a school to support refugees coming into Scotland.
- Ms McGuinness' class have decided that their leadership groups will focus on this area of global citizenship. We will be collecting for 'Welcome Packs' as part of our harvest celebrations.

### **Beat the Street**

- We are delighted that Beat the Street is being launched again in Rutherglen and Cambuslang this month.
- Beat the Street is an active game which encourages participants to get moving around their local area.
- 'Beat boxes' are stationed around the local area, including outside schools, and participants receive fobs to swipe at the beat boxes and 'collect' miles.
- Last time this came to Calderwood it really brought out the competitive spirit in everyone; hopefully it will again be a fun activity for us to enjoy both in and outside of school.
- Josh Anderson, our Active Schools Coordinator, and a representative from 'Beat the Street' will attend one of our virtual assemblies to talk to pupils and staff about the initiative, and we are expecting a delivery of fobs very soon.

### **Eco Uniform**

- As part of our SIP focus on tackling the cost of the school day, we were looking to set up a recycling scheme for Halloween costumes and Christmas Jumpers. I was wondering if this is something that the Parent Council could support us with?

### **Reading Schools (Julie Kirkland)**

- We are looking for a sub-group of parents for our reading schools initiative.

Karen asked about the homework situation and why we no longer have the weekend to complete this with children and if this was changed in consultation with parents. Jen advised that this was done after consultation with parents however, homework is something that they will continually monitor but at the moment it is given out on a Monday to be returned by the Friday.

Karen also advised that she was speaking with Rain or Shine and they have asked if the badged Calderwood uniform that they have can be passed straight to this school. This was agreed. Karen also advised that they have also offered to work our Eco Uniform stall at the fairs which is great.

It was advised that joining instructions for Google Classroom will be added to the School Website when homework is launched. Jill also confirmed that they have been having an issue with the school Wi-Fi this week.

#### ▪ **Uniform Policy**

Laura Connor advised that there has been some chat among parents regarding what the correct uniform policy is as some children seem to be wearing white polo shirts instead of blue and some girls are wearing black leggings instead of navy or grey. Jen confirmed that the uniform is a blue polo shirt and navy or grey leggings. Parents have been asked to follow this guidance which has been issued to all. The school would not give children into trouble but ask that correct uniform is bought the next time.

#### ▪ **Subgroups**

The sub group process briefly explained for the benefit of any new members present and also explained the different groups, what they do and what they look to achieve. It would be good if everyone would agree to take on at least one sub group and it was agreed that Joanne would send round an e-mail to all members with a full explanation of the subgroups and collate a list on who wants to be a part of which group for this year.

Julie Kirkland advised that she is looking to set up an additional subgroup this year which will be a book club sub group for reading. Julie will pass on more information to Joanne regarding this so it can be included in the subgroup structure to be sent out to members.

**Events subgroup** – Joanne thanked everyone that was involved in the P7 leavers treat week at the end of last term and thanked the school for making the kids last week in primary special even under very challenging restrictions. Karen and Jen also thanked everyone involved and it was agreed that this might be something that we do from now on and actually ask the P7s what they want to do for their end of year celebrations. No current events are planned at the moment and we will wait for the new guidance coming out at the end of the month to see if anything can be organised. Events group will arrange to meet to discuss what we can organise going forward

**Campaigns / Communications subgroup** – Parking still seems to be an issue both at the Buchanan Drive side and also the Calderwood Road side. Laura asked if it would be possible to get p6/p7s possibly out with high vis vests to try and stop people parking irresponsibly. P6 leadership group in room 13 will be working on this.

**Induction / Uniform subgroup** – The induction this year, went really well and the new P1s have settled in well.

**Garden subgroup** – Julie advised that the designer had contacted her over the summer holiday regarding plant choices for the garden and has promised that this will be Calderwood's year so fingers crossed.

**Funding / School Liaison subgroup** – Have been working with Jen on the School Improvement Plan and the Standards and Quality Report.

#### ▪ **Any other business**

David then asked if any new parents that had attended a meeting for the first time if they now wished to join the Parent Council. New member confirmed as follows:

Monica Paul-Sharma - proposed by Joanne Simpson and seconded by David Bhella.

Karen raised some issues with Parent Pay and their being mistakes on some people's accounts. Jen advised any parents having issues to contact the school office to have them resolved. Elaine advised that was what she did and the office managed to resolve her problem very quickly.

Concerns were raised about how much money was had available in the PC funds as if excursions are going to be back up and running now this could use up our funds very quickly so we want to make sure we know where we stand. Elaine also advised that double match funding was still available through her company so we can look at fundraising closely this year so we can take advantage of this amazing opportunity.

Councillor Robert Brown thanked everyone for all their support over the last year and advised that himself and Councillor Margaret Cowie are available for any help or support that we may need as a parent council and are more than happy to do this. Jen thanked them both for their continued support and for attending our meetings.

Chris McVey asked if anything is happening in school regarding COP26. Jen advised there are no plans set in stone yet but they will be marking this in some way. Chis suggested that we could possibly work this into the subgroups which was seen as a good idea as we could possibly tie it to Beat the Street/Parking Campaign and our Eco Uniform.

▪ **Next meeting Thursday 7<sup>th</sup> October 2021.**

**Meeting closed.**