 **3rd September 2020**

**AGM & PC Meeting**

 **MINUTES**

**Members Present:** David Bhella, Joanne Simpson, Pamela Armstrong, Jill Hamilton, Kim Wilson, Gail Wilson,

Kelly Anderson, Lesley Carroll, Emma McIntyre, Susanne Donachie, Lisa Kelly, Lynne Cintron, Marion McAllister, Gayle McMillan, Elaine Miller, Suzanne Morris, Laura Connor, Karen Douglas, John Maguire, Jayne Swanson, Councillor Robert Brown, Catrina Miller, Councillor Margaret Cowie, Sarah McCall

**Staff**: Jen Innes, Jill Ring, Julie Kirkland, Ashley Combe, Zoe Gray, Gary Mowat, Jodie Collins, Maureen Waddell, Sinead Scambler, Catriona Zabiega, Vari Cairns.

**Apologies:** Kim Boyce, Chris McVey, Aishah Ali, Karen Mackay.

* **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 that Lesley Carroll was stepping down as treasurer and also leaving the Parent Council, and Suzanne Morris was stepping down as vice chair.

Special thanks to both Lesley and Suzanne for their hard work and commitment to their roles.

David 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 Lesley Carroll
* **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 went through the end of year report and advised that he was really happy with what the Parent Council had achieved in the last school year. Even though the latter part of the year has had its own set of challenges with Covid-19, it was amazing to see the hard work and commitment from all members and we should be proud of what has been accomplished.

David also gave a huge thanks to all parent council and staff members for their commitment to the seamless transition to now holding our PC meetings on Zoom.

David then handed the meeting over to Lesley Carroll to run through the trustees report. Lesley confirmed that again the main source of funding was the Christmas fair and also the amazing £10,000 donation from The Robertson Trust. Lesley 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 Lesley has welcomed any feedback and will answer any questions asked as we want to ensure full transparency. Lesley confirmed that arrangements would now be made for the report to be sent to the independent examiners.

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:

Sarah McCall - proposed by Joanne Simpson and seconded by Jill Hamilton

It was also confirmed by all members present that, in line with GDPR, they agreed to their personal e-mail addresses being used for Parent Council purposes for the following school year.

**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**
* Compile a list of all PC members who are also PVG members – **on-going**
* **David Bhella –** Update Zoom account to allow for longer meetings.
* **David Bhella –** School travel plan to be formulated and survey to be sent to wider parent forum.
* **Correspondence**

David advised that we had received correspondence from the Co-op regarding their community funding for the garden project. Update given under Garden subgroup.

* **Head Teacher Report – Jen Innes**

It is lovely to see everyone this evening for our first formal Parent Council meeting of the session.

I would like to take this opportunity to thank the Parent Council for their active involvement over lockdown, it was heartening to have your support and input.

**Return to School**

We have had a relatively smooth start to the session. Our pupils have returned happily and enthusiastically to the classroom, clearly delighted to see each other and school staff. They have settled well back into our school routines and the ‘new normal’, and have taken the new measures that are in place, and the small tweaks we have made to our daily routines as we were getting into the swing of things, in their stride. I should give a special mention to our new P1 pupils, who have settled in incredibly quickly, especially given the fact the missed the last term of nursery. They are a great bunch, and we are very much getting to know all their personalities.

I would also like to give a special mention to our staff just now. I think it is important that we acknowledge all the hard work they have put into making Calderwood a safe and welcoming place for pupils to come back to. We have many vulnerable staff, some staff who were shielding right through until August, and returning to such a bustling and busy workplace must have been a daunting proposition for many. Every decision we make in school has a ripple effect and impacts on staff at some level. I am extremely grateful for all their hard work and their support of the management team over lockdown.

**Garry Maguire,** our Quality Link Officer (link to SLC HQ) visited the school last Friday. He was very impressed by how calm our morning start of school was, how well parents were respecting playground etiquette, how happy and enthusiastic our pupils were and how smoothly the school day ran.

**Staffing**

I would like to officially welcome our new members of staff – Sinead Scambler, Julie McGuinness, Hannah Black, Kaleigh McIntosh and Francis Watson – to Team Calderwood! We also have another new member of support staff starting with us on Monday.

We have had a number of absences recently, for a number of reasons. Our priority when covering staff absence is always trying to maintain as much consistency for pupils as possible.

**Meet the Teacher**

One of the first event of the new session would be ‘Meet the Teacher’. Although we are unable to do this and invite parents into the classroom, each teacher will be sending home a newsletter, introducing themselves, providing contact information and talking a little bit about what children will be learning in class.

**Illness and Sickness**

Something we didn’t think we would be dealing with so early on in the term was the onslaught of colds and other ailments. We are trying to tread a fine line between being prudent and overcautious. It is important that we follow any guidance that comes from NHS Scotland, and if anyone is in doubt over whether or not their child should attend school, they should contact their doctor or phone 111.

**Recovery Curriculum**

The main focus of the curriculum has been health and wellbeing, ensuring that pupils have a positive start in school. Moving forward, the main focus will be literacy, numeracy and health and wellbeing.

**Homework**

We are easing pupils and families into our return to school, and will re-introduce homework at some point over the next few weeks.

**IT Devices**

We have been given devices from South Lanarkshire Council to allocate to families who would benefit from these.

**Communication with Parents**

We will continue to issue our weekly newsletters and will start to include the usual assortment of school news and pupil achievement shortly.

We will now only issue these digitally, and in a paper format if requested. The App will continue to be the main method of communication

**Parking**

We are still having a number of issues with parking, and have received complaints from residents at both sides of the school. We (SLT) will continue to be a presence at dropping off and piking u times, and we will continue to use our communication methods to encourage responsible parking and driving around the school.

* **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.

**Events subgroup –** Due to the current Covid-19 restrictions in school it will very difficult to organise any events however, the group will meet to try and come up with some new ideas about how we can still do some events for the children, and how this could work while keeping in line with the restrictions.

**Campaigns / Communications subgroup** – Serious concerns have been raised over parking again and David advised that he will be ensuring that the school travel plan is done and also arrange for a survey to be sent out to parent forum. Group will maximise the use of Zoom to meet and discuss parking campaign and also look at improving communications. Possibly look at notice boards for the playground.

**Induction / Uniform subgroup** – The induction, although a little different this year, went really well and the new P1s have settled in well. Jayne has organised a new tie order and Jill Ring asked if clip on ties could also be added to this order. We are still collecting eco uniforms however we will have to quarantine any donations handed in. The group will need to find a way to let parents know that the eco uniform is still up and running .

**Garden subgroup** – Julie advised that the Co-op had been looking for a report on what we had achieved with the funding they provided for the garden. Julie advised that she had contacted them to advise that work was still to be carried out due to delays out with our control and they were fine with this and requested that we submit a report once the work has been carried out. Julie advised that she had applied for the awards for all grant but unfortunately we were not successful as they had been overwhelmed with applications for Covid-19 projects. Julie is meeting with the landscape designer next week to discuss and agree a plan going forward. A further update on this will be provided at the next meeting.

**Funding / School Liaison subgroup** – Catch up meeting will be arranged to discuss this year’s priorities.

* **Any other business**

Suzanne asked about the school breakfast club and when this would be up and running. Jen advised that South Lanarkshire Council were currently focussing on after school clubs first as lots of planning and risk assessment requires to be carried out but we would hopefully have an update on this soon.

* **Next meeting Thursday 1st October 2020.**

**Meeting closed.**