 **12th November 2020**

 **PC Meeting**

 **MINUTES**

**Members Present:** David Bhella, Joanne Simpson, Karen Douglas, Jill Hamilton, Pamela Armstrong, Kim Wilson, Dawn Tooke, Emma McIntyre, Kelly Anderson, Catrina Miller, Jayne Swanson, Councillor Robert Brown, Councillor Margaret Cowie, Gayle McMillan, Gail Wilson, Sara Walker, Lisa Kelly.

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

**Apologies**: Suzanne Morris, Kimberley Boyce, Aishah Ali, Louise Bradshaw, Chris McVey, Karen Mackay, Marion McAllister,

* **Welcome**

David welcomed everyone to the parent council meeting.

* **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.
* **Jill Ring –** Put together some advertising for the Eco uniform still being available.
* **Correspondence**

David advised that he had not received any correspondence. David updated the members present regarding a virtual meeting that had taken place on 23rd October 2020 with Parent Council Chairs and South Lanarkshire Council to discuss the management of public health and the impact on schools. The meeting confirmed that although there have been cases of Covid-19 in some South Lanarkshire school the public health evidence is still that transmission in schools is still very low. There were some questions raised around cleaning products in schools, how breakfast clubs can go ahead in the future and a discussion about parent’s evenings. There was also some discussion around the possibility of P.E being undertaken in school rather than outside and there has been no decision reached on this yet. The meeting also discussed fundraising at Christmas and also confirmed that South Lanarkshire had tablets that can be given to families for blended / home learning if needed. There was also a discussion on facemasks and David was pleased that we seemed as a PC to be ahead of the game on this and that uptake had been really successful.

* **Head Teacher Report**

**Halloween**

* We had our first major event of the session with our Halloween day of fun.
* Thank you to the Parent Council for their support – I hope some fun was had on the treasure hunt!
* We had a brilliant day, with a whole school outdoor parade, assembly, competitions and ice cream.
* I think it was appreciated by staff and pupils alike, and was so important when pupils are missing out on so much beyond school.

**Christmas**

* The Christmas card orders have been sent away, thank you to all the parents who have supported the school by purchasing their child’s Christmas card. We have seen a huge uptake in ParentPay off the back of Christmas card sales, which is a positive outcome.
* We will be planning our ’12 Days of Christmas’ events on the inset day on Monday. I have spoken to Kelly, so we will look to include events that the Parent Council can support us with. The aim will be to have fun and making last Christmas memories for our pupils.

**Virtual Assemblies**

* We are now holding regular virtual assemblies in school through Google Meet. In addition to SLT assemblies, our classes are also taking a turn to host. So far, we have had Room 8’s brilliant Growth Mindset assembly, and this morning Room 4 told us all about ‘Switch Off Fortnight’. We are loving these assemblies and appreciate the hard work that pupils and staff are putting into organising them. We are also posting recordings of the assemblies on Google Classrooms to share with parents. Every class will take a turn over the course of the session.

**Home Learning and Continuity of Learning**

* Today we sent out Home Learning Grids and Home Learning Guidance for Parents and Carers.
* The aim of this is to give parents and carers all the information they need to support their child’s learning at home. We also want to ensure we have a shared understanding across the community of what the expectations are for home learning in every possible scenario.
* We hope that parents and carers find this information useful.
* We have had a number of requests for IT equipment from families and we are working hard to get devices to support our families.

**Positive Covid-19 Cases**

* As you will be aware, we have had a number of positive Covid cases in the school community.
* When we are alerted to a positive result within the school community, I have to alert both education and Public Health Scotland. With their support, I complete a very thorough risk assessment. Part of this is identifying and alerting close contacts of the positive case. This is a detailed and comprehensive process.
* As we are dealing with a medical matter, where there are issues around privacy and data protection, we are not able to provide information about the circumstances of a positive case, however, parents and carers should be reassured that is methodical process, pulling together a large amount of information,
* ] and every caution is taken to reduce the risk of infection spreading.

**Parents’ Evenings and Reporting to Parents**

* In lieu of our usual Parents’ Evening in October, we issued each child with an interim ‘settling-in’ report.
* Pupils also completed a self-assessment, where they reflected on their first term back at school.
* Many parents and carers have taken up the opportunity to give us feedback on their child’s report through the Google Form we created. Feedback has been, in the most part, very positive, and this will be passed onto class teachers.
* These reports did focus on health and wellbeing rather than attainment. Future reporting will include both.
* We will be liaising with staff to make arrangements for future reporting activities, which will include the full pupil report at the end of the session. We will take into account parent feedback when doing this.
* Again, we would encourage both parents and staff not to wait until formal reporting opportunities to discuss concerns. Teachers are always available by email or by phone.

**Physical Education**

* The latest government guidance states that, as we are in Tier 3, indoor PE can take place with the correct mitigations and risk assessments in place.
* Unfortunately, we do not have a space for PE to take place in at the moment, as our hall is being used as a staff room.
* You will all know how tight our school is for space, and we have very little in the way of alternative accommodation for staff as every space in the school is in use at the moment.
* We appreciate that this is not an ideal scenario as we approach winter, and we are looking into every possible alternative solution, however, we have to ensure fundamentally that staff and pupils are safe every day in work, and that requires spaces where staff can be 2m apart from each other.

**Communication**

* We are continuing to issue weekly newsletters and use our App, Twitter and website to keep parents informed. We are also sending letters home in schoolbags. We would still greatly appreciate your help promoting our App, newsletter, Twitter and website to parents who might not be accessing these.

**Students**

* We have received our first teaching student of the session, Elizabeth McCann, who is in Room 8. We are absolutely delighted to have her in the school – we are usually inundated with students at this point in the session, so it is good to have a new face and a wee bit of normality!

**Inset**

* On the Inset Day on Monday, aswell as planning ahead for the rest of the term, we will also be participating in a further professional learning opportunity based around South Lanarkshire Council’s Attachment Strategy in a webinar delivered by Psychological Services.

**Funding Request**

* We are looking for funding for USB cameras and microphones for our PCs to help with virtual communication (including assemblies). Maureen will price these and let us know a total.

At the end of the Head Teachers report there was a discussion about the funding request from the school for £1300 for the yearly school Sumdog subscription which was unanimously approved for funding by all members present.

There was also a discussion about the PC potentially funding to buy speakers, cameras and a microphone for each class in the school to greatly assist in the quality for things like the virtual assemblies that each class has to undertake. The current equipment is making it very difficult for children to hear everything properly so this would greatly benefit the school as a whole. This has yet to be costed which Jen advised she will organise and report back to PC however, in principle this was approved unanimously by all members present.

A discussion also took place regarding the rules for self-isolating for Covid-19 contact and it was confirmed that it is only the contact that has to self-isolate and not family members of the contact.

Jill Hamilton asked about the widows continuing to be left open all day in class as kids are reporting back that they are freezing in class. Jen advised that the school has been directed to still keep windows open to reduce the risk of spreading Covid-19. The school are trying to mitigate the risks as much as possible however, South Lanarkshire Council are aware that coming into the winter months that this is an issue.

* **School Travel Plan**

David advised that we are looking to update our school travel plan to put mitigations in place to make roads around the school safer for our children. The travel plan is based around a survey of teachers and parents/guardians on how they travel to school. The main thing we have to do is to encourage people to complete the relevant forms and the South Lanarkshire Council travel plan co-ordinator will then collate the results. We can then look at what measures we want to put in place i.e. more bicycle racks and it has been agreed that due to our close proximity this will be done in partnership with Stonelaw High School. David has already spoken with Sharon Collie, Chair of Stonelaw Parent Council, regarding this. We will be trying to get this completed before Christmas so we need to organise advertising and encourage everyone to complete the survey to ensure as many responses as possible. David is looking for suggestions on how best to promote this i.e. on the school app, twitter etc. and possibly a letter home in school bags. David appreciates that in the current climate this is more challenging as we cannot physically as a PC hand out the survey forms to people but we need to be persistent and prioritise this as it could also potentially unlock additional funding. Jill Hamilton asked if this survey was anonymous and David advised that he will need to check this and confirm.

Emma McIntyre asked if Calderwood could look at having a potential no access zone which would prevent cars from being at the school at all. Councillor Brown advised that this has been looked at for some school but at the moment not Calderwood and also this could potentially be more complicated to implement at Calderwood given our close proximity to Stonelaw High School.

David advised that the campaigns group had again discussed the possibility of an additional entrance to the school being made at the lane at Greystone and only have this open at certain times of the day to try and divert people to different access points. Jen advised that this has been suggested before and it was a funding issue and also a potential concern around local residents in Greystone objecting to this as there would be more footfall. Councillor Brown advised that local residents had had some issues previously. Jen advised that work with parking is still ongoing and Jill Ring is still trying to encourage a one-way system at the front of the school and at the back entrance at Calderwood Road Stonelaw staff, PC Galbraith and also traffic wardens are also trying to control the issues that arise there and have been challenging drivers. Councillor Brown also confirmed that at the start of next year a new traffic light system is being installed at the Dukes Road / Calderwood Road junction.

* **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 –** Meeting has now taken place and Kelly has discussed the different ideas form the meeting with Jen. Everyone agrees that fundraising still needs to be done but we don’t want to be too heave handed. We are looking at setting up a just giving page as we are a registered charity. We talked at the meeting about Christmas and we are looking to give something back to the local businesses who normally support us for our Christmas fair. We will be opening up our PC facebook page for a weekend to provide some free advertising to local businesses as a thank you. We will support the school with the 12 days of Christmas theme and Jen and Kelly will discuss how we can help with this. We have agreed to go ahead with a virtual trek from Calderwood Primary School to the North Pole and we can get the kids involved in tracing their walking / cycling / running. The specific details of this have still to be confirmed but the group will work on this and come back to the PC. The group also wanted to look at buying all the children in school a gift for Christmas, possibly selection boxes or a book and also want to fund a treat for the teachers to say thanks you for putting themselves at risk every day. Another meeting will be organised to go over the details of this and to divide up jobs. PC members present all agreed unanimously to fund these ideas. Next term we will possibly look at organising a treasure hunt challenge and also a Micro Tyco type challenge. Jen advised that she would check and see if P4 are doing Micro Tyco this year and let Kelly know.

**Garden subgroup** – Julie confirmed that Joanne had received confirmation back from Tesco that they have approved the funding change so that is great news. Julie advised that the garden designer has now put all proposed works out to tender so we will wait for more information on that. Julie advised she will hopefully have more information on this for the next PC meeting.

**Induction / Uniform subgroup –** Jill Ring advised that she would put together some publicity to advise that the Eco uniform is still available and also confirmed that it is ok to hand eco uniform into the school they just have to quarantine it when received. With regards to the new P1 induction Jen advised that it may have to be on-line registration this year and would look to see if the group could think of something to do for this. P7 transition letter is going out next week and Stonelaw are really working hard on this.

**Funding / School Liaison subgroup –** Group has still to meet but nothing urgent to discuss at present. Joanne will confirm who is now member of each group.

* **Treasurers Report**

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

* **Any other business**

Kelly asked if it would be a good idea for a hardship fund to be set up by the PC for the school to use at their discretion. Jen advised that she thought this was a really good idea. A lengthy discussion took place on how this could possible look and what would be best. The specific details will need to be agreed with the school going forward. All PC member present unanimously agreed to support this.

**Meeting closed.**

**Next meeting: 3rd December 2020**