 **4th March 2021**

 **PC Meeting**

 **MINUTES**

**Members Present:** David Bhella, Joanne Simpson, Karen Douglas, Gail Wilson, Suzanne Morris, Kim Wilson, Chris McVey, Gayle McMillan, Lynn Cintron, Pamela Armstrong, Jayne Swanson, Sara Walker, Sarah McColl, Kelly Anderson, Marion McAllister, Councillor Robert Brown, Emma McIntyre.

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

**Apologies** : Jill Hamilton, Louise Bradshaw, Karen Mackay, Councillor Margaret Cowie, John Maguire.

* **Welcome**

David Bhella 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 collated - **on-going**
* **Jill Ring –** Put together some advertising for the Eco uniform still being available.
* **Gail Wilson** – Liaise with Jen Innes regarding setting up hardship fund.
* **Correspondence**

David confirmed that the parent council had received no correspondence.

* **Head Teacher Report**

**Thank You**

* Thank you very much for agreeing to fund ‘hoodies’ for our Primary 7 Leavers. This will be a very special gift for them, especially since they will be the first Calderwoodies to receive ‘hoodies’.
* Thank you also for agreeing to gift Calderwood hooded jumpers to staff. They will be greatly appreciated and this is a lovely token of thanks for our teaching and support staff.

**P1-3 Return to School**

* It was really lovely to welcome all our Primary 1 to 3 pupils back to face-to-face learning on 22nd February. We had a smooth start, and I would like to thank staff for their hard work and all our parents and carers for their support and kind words.
* When planning for our reopening, we were asked to consider how we could strengthen rigour around risk mitigation, especially given the increased transmission risk associated with the new variant. We have reminded staff to be rigorous around hygiene procedures and our cleaning regime remains thorough. Staff are wearing masks in all communal areas and when they cannot remain 2m apart from a child. It has also been necessary to ‘zone’ the playground to keep classes together and to give pupils allocated seats in the canteen, ensuring that children sitting next to one another in class are also sitting together in the canteen. This reduces the number of potential close contacts if there is a positive case in the class.

**P4-7 Return to School**

* We are currently in the process of planning for our primary 4 to Primary 7 children to return to face-to-face learning on the 15th March. We will be delighted to welcome everyone back to the school building. We will need to make further adjustments to our daily routines in order to accommodate the requirements of the guidance and ensure strengthened rigour around risk mitigation with a greatly increased number of pupils.
* We will continue to have our staggered start, break, lunch and finish times. We will also have to further ‘zone’ the playground to allow for an increased number of classes. We are also currently looking at our lunchtime routine to find a way to give every child in the school and allocated seat. We will provide parents and carers with information ahead of P4-7’s return next week.

**Positive Covid-19 Cases in the School and Updated Procedures**

* As you will be aware, our only wee blip on the road has been our first positive case of Covid-19 in school on Monday. We liaised with staff at SLC headquarters and NHS Lanarkshire, and carried out a risk assessment as soon as we were alerted to the case. We identified a group of pupils who were close contacts and they have been asked to self-isolate for 10 days. The main difference in the process from before Christmas is that close contacts are now being asked to book a PCR test within 3-5 days of the contact. This is to try to identify any individual who may be asymptomatic.

**Lateral Flow Testing**

* As part of the planning for the return of P1 to P3 pupils, all staff were offered Lateral Flow (LFD) testing kits. We had a very high uptake (100%), and this includes janitorial, kitchen and facilities staff. We are now testing at home twice a week. Although this does not prevent staff becoming ill, it does give an added reassurance that staff are not coming into the building whilst asymptomatic and potentially unwittingly spreading the virus.

**Home Learning**

* We had very high engagement in home learning from January, which is a testament to the hard work of our parents and carers in supporting distance learning. Unfortunately, engagement in home learning dipped a little after the February break, and it has not totally picked up again. Staff are working very hard to plan and prepare home learning, and the Senior Leadership Team are continuing to monitor levels of home learning closely, identifying and addressing barriers to learning whenever possible. It is important that pupils stich with this right up until the end of next week.

**Parents in the Playground (Dropping Off and Picking Up)**

* We continue to have issues with parents not following school guidance when dropping off and picking up children. It is important to note, however, that this is very much the minority, and the majority of parents and carers have been brilliant. It is really important that we continue to highlight the importance of parents and carers socially distancing from each other, standing back from the doors and not lining up with their child or approaching children in the line. I put out another letter yesterday, as we will have to review our procedures if this does not stop, even if it is a minority. It is incredibly frustrating as we are constantly being put in the position of challenging this behaviour, and the Senior Leadership Team feel as though we are constantly moaning. You know us, and this is not our default position!

**Staffing News**

* We have been given permission by finance to permanently fill our additional principal teacher post, which has been an ‘acting’ position for a number of years (although no one is currently in the role). The closing date for applications is tomorrow, and we will keep you up-to-date with progress.
* SLC have a big recruitment drive on at the moment for teachers, and we have a number of members of staff who are not currently permanent to Calderwood who have applied for the post and will be going for interviews soon. We wish them all the best of luck, and we hope we will be able to retain many of you at Calderwood in the future.

**Kitchen**

* We are currently working with an amended, reduced menu because of a broken appliance in the kitchen. We are ‘waiting on a part’ at the moment, but hope to have it fixed by the time Primary 4 to 7 return.

**Infant Registration and Transition Planning**

* We have completed our first class configuration exercise for next session, where we send our classes and staffing to Finance. We are, however, expecting this to change after decisions are made on placing requests at the end of this month. The closing date for Placing Request applications is 15th March, and parents are usually informed at the beginning of April (although last year circumstances meant that his happened later on).
* We have put together tentative plans for our induction programme, with a mixture of virtual and face-to-face events (making the most of our large outdoor space). This plan will give our new P1 pupils an opportunity to meet their Buddies and class teachers before the end of the session.

**Reporting to Parents**

* Full reports will be issued to parents and carers at the end of the session. We are using a new programme for reporting (Progress and Achievement through SEEMIS). We did begin training on this last session, but events meant that we did not use the programme, although the reports that we issued were very much structured in the same way. Progress and Achievement reports will be issued by all SLC schools. Levels are recorded in a slightly different way to previous reports.
* We are also planning to offer telephone calls home during May in place of our second Parents’ Evening. These will run all month, with parents and carers being given a time slot during which their child’s class teacher will phone them.

**P7 – S1 Transition**

* Transition activities have already started apace with Stonelaw, with Stonelaw staff delivering lessons via Google Classroom and a Zoom meeting for parents and carers with SMT and Stonelaw’s Parent Council.

**Pick Up Station at Front of School**

* We still have our ‘Pick-Up Station’ at the front of the school, with school resources, food bags, nappies, sanitary products and our Book Library. We are encouraging everyone to come and take what they need.

**World Book Day**

* We have been celebrating World Book day at Calderwood, albeit in a very different way than usual. There were lots of fun activities and competitions running throughout the day, both for pupils in school and for those at home. Thank you very much to Mrs Scambler and Room 9 for organising these for us, and thank you for your supper virtual assembly that we shared with the school yesterday.

**Request for Funding**

* We are looking to buy new picnic tables for the playground to allow pupils to eat outside when it is nice enough, and also to replace the wooden benches that are weather-worn (most of the wooden benches have been removed already). We would like to buy 10 recycled plastic picnic benches, which are £500 each (without VAT). We are trying to source these ourselves to buy (iProc is proving a barrier, although Julie is utilising her contacts with the Landscape Services). We were wondering if you could help us out and buy some for us?

David asked about the unofficial Calderwood hoodies that lots of children seem to be wearing and whether we could have an official one that could be part of the school uniform given that the children are doing lots more outdoor activities. Jen advised that she need to check and see if the Calderwood badge that is on the hoodies is copyrighted as this may need to go through the procurement process with South Lanarkshire Council. Jen advised that she has this on her to do list to check and she will update the PC as soon as she has the information as it’s agreed that the hoodies are really well liked and are very smart looking.

David brought up concerns over parents/carers at school drop off and pick up times blocking the entrance to the school by standing and talking in groups which is against the rules of social distancing. Jen confirmed that she was aware of this and discussed how the layout of Calderwood does not make this easy to manage. Jen advised that the main problem they have is parents/carers still lining up alongside their children and also approaching their children while they are in line and confirmed that she has received complaints from other parents/carers regarding this. This will need to improve with the support of all parents/carers.

So far everyone on the parent council seems supportive of purchasing some plastic picnic tables for the school as requested by Jen. Jen is currently awaiting a costing for this and will get back to the PC once costing has been confirmed. It was queried about whether the benches being plastic would go against our school’s eco-friendly message and Jill Ring advised that the benches are made from recycled plastic and have a much longer life than the wooden benches.

* **Subgroups**

**Campaign/Communications subgroup** – David advised that he is still waiting on travel survey data coming back from South Lanarkshire Council and when he received this we will move forward.

**Events subgroup –** Kelly advised that the events group will now look to meet together to see what can be organised going forward and will look at any suggestions that people may have.

**Garden subgroup** – Julie confirmed that the closing date for the tender process for the garden work is 12th March 2021. Julie will try to get things moving quickly after that date but it will depend on who get the contract and their availability.

**Induction / Uniform subgroup –** Jillian Ring advised that group met virtually last week and it is hoped that the PC can still be involved in the induction process. There will be a mixture of online and outdoor activities for the new P1s and the goodie bags for all the new children have been ordered. Welcome Wednesdays will return and we are looking at the possibility of having a social event, if possible, for the new P1s on the run up to the end of term. Karen has contacted song and dance factory for an event but they have not got back to her yet. Emma advised that she knows someone with a child in Calderwood who runs an event company and she will send the details to Karen. Kelly will also send the details over to Karen for Josh at Kidnetick. They are looking at changing the teddy bears picnic to some sort of sport event for all new P1s.

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

* **Treasurers Report**

Gail updated meeting on our current income /expenditure. The accounts have now been sent to James Donachie for review and then will be submitted to OSCR. If anyone has any questions they can contact Gail directly.

Parent Council members have also approved the purchase of hoodies for the P7 leavers and teaching staff.

* **Any other business**

Sarah McColl asked about the Eco uniform and whether we could be reminding parents that this is still available. Jen advised that the school has lots of eco uniform and advised that they will arrange for the order form to be put back on the school app and website to remind people that it is still available. Emma offered to put together a flier to put out in school bags and Jill advised that she will send the information over to Emma for this. Suzanne asked if it was possible to put some of the eco uniform out at the front of the school just now where you can go to pick up jotters/stationary. Jen advised that this was a good idea and will see if this can be set up.

Kelly asked about the hardship fund that had previously been agreed and whether the PC had provided funding to the school for this to be set up yet. Jen advised that this has still to be done and it was agreed that Gail would liaise with Jen to set this up as soon as possible.

It was agreed that as the next PC meeting falls when the school finished for Easter break that the PC meeting will be brought forward one week.

**Meeting closed.**

**Next meeting: 25th March 2021**