 **25th March 2021**

 **PC Meeting**

 **MINUTES**

**Members Present:** David Bhella, Joanne Simpson, Karen Douglas, Kim Boyce, Emma McIntyre, Councillor Robert Brown, Lynn Cintron, Jayne Swanson, Susanne Donachie, Elaine Miller, Pamela Armstrong,

**Staff**: Jen Innes, Jillian Ring, Julie Kirkland, Ashley Combe, Sinead Scambler, Maureen Waddell,

**Apologies** : Jill Hamilton, Louise Bradshaw, Karen Mackay, Marion McAllister, Gail Wilson, Suzanne Morris, Kelly Anderson, Councillor Margaret Cowie, John Maguire, Kim Wilson.

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

David confirmed that the parent council had received no correspondence apart from an invitation via Jen from Burnside Parent Council to attend a Parent Stress and Self-Care WELLinar that was taking place at the same time as tonight’s PC meeting.

* **Head Teacher Report**

**Thank You**

Thank you very much for everything you have done to support our children’s return to school. Thank you also for promoting messages around health and safety through your social media. It is very much appreciated for you to be supporting our messages around things like mask wearing and social distancing.

**Primary 7 and Staff Jumpers**

Thank you again for funding the hoodies for our Primary 7 pupils and staff. The staff hoodies are ready, but we didn’t want to steal Primary 7’s thunder, so we will keep a hold of these until they get theirs. The Primary 7 hoodies will be ready after Spring Break.

**Hardship Fund**

Another thank you! Thanks for supporting the introduction of a hardship fund to the school. We have received £100 from the Parent Council. This will be safely stored in school.

As a Senior leadership Team, we have agreed some governance around the fund. The money will be used to buy products/vouchers/services as deemed necessary. Any use of the money will be recorded (ensuring anonymity of those in receipt of the fund) and will need to be signed off by at least two members of the Senior Leadership Team. We will report any spend to the Parent Council at our regular meetings (only reporting that the money has been spent, not giving any details of families involved). This will allow for the Parent Council to monitor the usage of the fund and top-up as necessary.

**Picnic Benches**

At the last meeting we were discussing the purchase of picnic benches to enhance our outdoor space and provide some additional seating for pupils to eat outside. The Parent Council had agreed to fund five benches (at £500 each) whilst we would fund the other five. Thanks to Landscaping Services and Julie, we managed to track down a company that could provide the same recycled plastic benches at a much lower price and were in iProc, meaning the benches could be purchased through the school budget. We have ordered 10 benches at £365 each, and I have managed to cover the cost through our own budget. Some additional funding was uploaded into our budget from South Lanarkshire Council this session because our school was used as a Hub throughout lockdown and over the summer (to cover wear and tear and use of our resources). This purchase of rainbow benches will give us a lasting reminder of this time, and they will always be put to good use.

**P4-7 Return to School**

We were absolutely delighted to welcome all of our Primary 4-7 children back to school last week. I think owe had forgotten quite how many of them there are! We have had a settled return and the majority of children have been delighted to be back and school and have adapted incredibly well to the new systems in place. It was just lovely to see all the children outside playing last week and enjoying the sunshine.

**School Safety Measures**

We are continuing to work hard to enforce the safety measures in place throughout the school. Thank you for supporting our message to again promote the wearing of face masks in the playground.

Unfortunately, we are in a situation that we are never going to be able to keep everyone happy. We have taken complaints about the wearing of masks outdoors, for example. We just want to do everything we can at Calderwood to keep everyone safe and ask that out parents and carers do everything they can to support us. We know that there is nothing ideal about the situation we are in at the moment. The best place for children to be learning is in school, and, unfortunately, at the moment, there are some compromises we have to make in order for that to happy. Every member of staff in the school continues to work hard every day to make Calderwood a welcoming, fun and nurturing space for children, despite the current circumstances. We have to remember that we are still in the midst of a health emergency, and things will not be looking normal for a long time to come, but we can all do our bit to stay positive, support each other as a community and keep each other safe. Every decision we make at Calderwood is taken with the care and welfare of our children as our main priority, very closely followed by that of our staff and parents.

**Peak Busy Times Around the School**

We are aware that there has been an issue since Stonelaw pupils returned to school with the pavements just off of Calderwood Road at the community entrance to Stonelaw being incredibly busy with pupils. This is due to Stonelaw changing their start times and their use of all entrances and exits to try to stagger where pupils are coming into the school.

We have liaised with Stonelaw and there is now an adult presence every day in the morning to try to ensure a safe space for our parents and pupils to pass.

This should rectify itself after Spring Break when Stonelaw will be returning to a more normal timetable. However, we will continue to monitor the situation and will take action if necessary.

The easiest solution the issue of the volume of people at pick up and drop off times would be to change our start/finish times to make them even further away from Stonelaw’s times, however, this would have implications for parents and carers as we would need to start or stop much earlier or later.

**Lunchtimes**

The arrangements for our lunchtimes are as follows.

We need to keep all children in their class and group bubbles. Primary 1 – 3 children all have allocated seats in the canteen and both school dinners and packed lunches eat together in the canteen. We call children in for lunch to ensure they are coming into the canteen in a managed way. For Primary 4 – 7 children, school dinners will eat in the cash canteen. Teachers are drawing up seating plans on a daily basis, depending on who is taking a school dinner, and these are given to SLT.

For packed lunches, there are three options:

* Eat out/play out (packed lunches eaten outside in playground) when the weather is good
* Eat in/play out (packed lunches eaten in classrooms, but then out to play) when the weather is good enough to play outside, but not to eat outside
* Eat in/play in (children stay in their classroom for the whole of lunchtime) when the weather is not good enough to be outside.

Our preferred option is for pupils to be outside as much as possible. This is why we are encouraging pupils to dress appropriately for the weather. We will reinforce this in the next newsletter.

The dining room plans would be referred to during Track and Trace activities if necessary.

**Lateral Flow Testing**

School staff are continuing to engage in lateral flow testing. All adults coming into the schools (including visiting services, students, etc.) are also encouraged to participate and offered testing kits.

**One Way System at Front of School**

We are still trying to enforce the one-way system at the front of the school during busy times. Unfortunately, this only seems to work when there is a member of staff (Mrs Ring!) at the front directing traffic. Any ideas of how to remind parents and carers would be appreciated.

**Staffing News**

We have a number of staff absences at the moment. Miss MacLeod and Miss Turpin are both absent. Miss McIntosh finished today and will be going into hospital next week for surgery. We obviously are thinking about all of them and hope for a swift recovery.

As always, our main priority when we have a staff absence is to try to maintain a level of consistency for pupils – and this is especially important just now, and we will always do whatever we can to achieve this.

I would like to take this opportunity to thank our staff team for their flexibility and agreeing to do extra hours when they can.

**Student Teachers**

We are very excited to be welcoming student teachers back to Calderwood. Mr Wu has joined Primary 7 (Room 14) and Miss McCann will be returning to Calderwood on 19th April to go into Room 3. We are expecting an additional five students after Spring Break. We always warmly welcome student teachers to Calderwood, it is great to be able to support them and have extra help around the school!

**Kitchen**

We are still waiting on our kitchen appliance to be fixed – although Susan is currently managing to cook a full menu for the whole school on one appliance. Due to the fact that the fire alarm needs to be switched off during the repairs, these will take place over Spring Break.

**Easter Fun?**

I was wondering about the Parent Council supporting an egg hunt or other fun Easter/spring activity?

PC agreed to fund an outdoor Easter/Spring event for the children and it was agreed that Karen would order the Easter eggs and the school will organise an egg hunt.

David asked about school reports/parents evening and Jen advised that they would be working on reports after Easter and arranging a call home to every parent/carer to discuss their child’s progress over the month of May.

Councillor Brown asked if there were any pressure points in their Covid recovery and anything the school really requires. Jen advised that staffing is an issue and IT provisions also need to be built on going forward. Psychological services are also pulling information together for parents to support children and help with any anxiety they have over returning to school.

* **Subgroups**

**Campaign/Communications subgroup** – David advised that the Travel Plan survey results had been received and shared some of the information collected from the survey from parent’s pupils and teachers from Stonelaw High School and Calderwood Primary School regarding travel to school and road safety. David will be working along with Marion Shearer from South Lanarkshire Council and Marion will collate the data from the survey results and it will be turned into a school travel plan. Some of the issues raised were the possibility of getting a gate into the school at the lane at Greystone Avenue, and also the possibility of using Tesco car park. Jill mentioned that at one point Tesco were very supportive for a park and stride from their car park so this may still be the case. David will update one the data is collated into the school travel plan.

**Events subgroup –** Group has arranged to meet virtually on Monday night and will discuss what potential events can be held going forward and will look at any suggestions that people may have.

**Garden subgroup** – Julie confirmed that the tender process had now closed. List of the possible contractors will now be looked at to see who will be allocated the contract and then look at what our priorities are and hopefully the work can be done during the summer break.

**Induction / Uniform subgroup –** No further meeting has taken place but Pamela has advised that she will let Gail know what the cost of the induction bags are for the new P1s. Emma and Jill have been in touch regarding the Eco uniform and this has been advertised over the last few weeks. School is currently doing a stock take just now to see what they have and what is needed and will provide an update after the Ester holidays.

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

* **Treasurers Report**

Gail was unable to make tonight’s meeting but advised Joanne that the PC had paid £1339 for the P7 kids and teacher’s hoodies and also provided £100 to Jen for the school hardship fund. Susanne advised that James is currently carrying out the external examination of the PC accounts which should hopefully be completed soon. If anyone has any questions they can contact Gail directly.

* **Any other business**

Karen asked about an event for the P7s and if this would be possible. Jena advised that they were waiting on further guidance on what we can and can’t do. Jill advised that they had discussed some ideas but nothing could be confirmed.

Jen advised that a ‘toast and go’ station for the children in the morning was going to be set up going forward.

It was agreed that as the next PC meeting falls on the Scottish Parliament Election day that the PC meeting will be brought forward one week.

**Meeting closed.**

**Next meeting: 29th April 2021**