



## **3<sup>rd</sup> June 2021**

### **PC Meeting**

### **MINUTES**

**Members Present:** David Bhella, Joanne Simpson, Karen Douglas, Kim Wilson, Emma McIntyre, Jayne Swanson, Pamela Armstrong, Councillor Robert Brown, Laura Connor, Gayle McMillan, Marion McAllister,

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

**Apologies :** Jill Hamilton, Louise Bradshaw , Karen Mackay, Suzanne Morris, Susanne Donachie, Rachel Wylie, Councillor Margaret Cowie,

#### ▪ **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**
- **Karen Douglas** – To provide details of a few companies that will make the school badged hoodies so that their details can be provided to parents/carers. Also speak to the companies to request that the school badge is only used on the hoodies and nothing else. – **Completed**
- **All Members**– Complete and return ballot papers to Jen for the election of the Office Bearers for the PC.

## ▪ Correspondence

David advised that there had been no recent correspondence to the Parent Council.

Karen confirmed that she now had the details of two companies that would be happy to supply the school hoodies that can be advertised with the uniform information on the school website/app. Both companies have agreed that they will only supply hoodies and nothing else and that it will only be the blue school colour that can be ordered.

## ▪ Head Teacher Report

### **Thank You**

Thank you for all the work and effort that has already gone into planning both the Fun Day and the events for our P7 leavers. I know that these will be super events and will be hugely appreciated by the pupils. Your help and support is appreciated at this very busy time of year.

### **Covid-19: Recent Positive Cases and Updated Guidance**

As you will be aware, we had a number of positive cases in the school recently, which resulted in groups of pupils having to self-isolate. This is an important reminder of why we have to stick to our Covid guidance and procedures. There has been no relaxing of restrictions for educational establishments, and we are still required to keep children in their bubbles. We are unsure if this will continue into next session, but we will keep parents and carers updated with information as we get it.

### **Transition Events – New Primary 1 Pupils**

We are well into our 'Welcome Wednesdays' virtual transition programme. We have emailed all of our new Primary 1 parents and carers with their child's class information and the name of their class teacher. Mrs Allison, Miss Collins, Mrs Cairns and Ms Gray will be our P1 class teachers next session. We are very much looking forward to welcoming our new Primary 1 children on 18<sup>th</sup> June for an outdoor visit to the school, when they will have the opportunity to meet their teacher and classmates.

We are also delighted that we are able to offer a chance to meet our new parents and carers virtually, with a Zoom meeting hosted by the Parent Council next Wednesday evening. This will be a chance for parents and carers to hear from the senior leadership team and Parent Council, and also ask any questions they might have. The invitation was sent out yesterday, along with a Google Form to put forward questions in advance.

### **Transition/Leavers Events – Primary 7**

We are pleased that Stonelaw High School are offering an opportunity for pupils to visit the school in their class bubbles. Although this is obviously not the usual transition opportunity, it is at least a chance to get into the school and meet their pupil support teacher.

We are currently working with the Parent Council events committee to plan a range of activities to give our Primary 7s a good send-off from Calderwood. We are disappointed that we will not be able to have a party in the evening, however, I am sure that the events planned will more than make up for this.

**End of Term Service/Prize-giving**

We are planning an end-of-term Summer Assembly and Prize-giving. This will be shared digitally with parents and carers.

**Reporting to Parents**

We are into our last week of Parents' Evening phone calls. Although this has been, logistically, a fairly large operation, it has gone well and we have had very positive feedback from parents and carers. The final written report will be issued to parents and carers before the end of the session.

**Homework**

As per our homework policy, this will be our last week of homework. Some pupils may still receive elements of homework (for example, reading for our wee ones or catch-up work).

**School Uniform**

We have updated our uniform guidance and issued it to parents and carers. We will have a real focus on this at the beginning of the new session to try to ensure we can maintain uniform standards moving forward.

**Staffing News**

We are delighted to hear that, due to Scottish Government funding, we will have a staffing additionality of 1.4FTE next session to support our recovery curriculum. We have also been allocated two newly qualified teachers.

It was lovely to welcome Mrs McKillop back to Calderwood last week when she returned from her maternity leave and look forward to Mrs Feenan returning before the end of the session.

**Planning for Next Session: Class Configurations**

We have put together our classes for our new Primary 1 pupils and are now in the process of configuring classes throughout the rest of the school for next session. As all teachers stayed at the same stage and in the same room last year to support continuity, we are expecting a fair bit of movement next session. As has been the case over the last few years, we are going to be tight throughout the school, with very little or no space at most stages. We will endeavour to let the children know their classes and teachers before the end of the session, however, as always, this will come with the caveat that we may be forced to make changes if our numbers change over the summer break.

Unfortunately, we will not be able to have a 'Moving Up Day' to allow pupils to spend time with their new class teacher, however, we are working on some ideas to ensure a smooth transition, especially for our pupils who require some additional support. Teaching staff will have an opportunity to meet to have a handover of information ahead of pupils moving class.

**Planning for Next Session: Standards and Quality Report and School Improvement Plan**

I am currently working on our Standards and Quality Report (review of last session) and School Improvement Plan (plan for next session). I will share these with you as soon as I have a draft copy. I was looking for a little bit of input from the Liaison Group with this. The Scottish Government will be collecting our school attainment (ACEL) data this session.

**Planning for Next Session: Pupil Equity Funding and Participatory Budgeting**

Our Pupil Equity Fund allocation for this session has been increased from £61,260 to £70,449 (last session it was £58,740). We have carried over £2000 from the last financial year, which will be spent on our teaching additionality between now and the end of June.

With increased amounts of money comes an increased need to ensure we spend it well and in a way

that has a maximum impact on pupil attainment. As I said at the last meeting, I have set aside at least 5% of this money for participatory budgeting (£3522). A steering group of pupils and parents will help us identify how this money should be spent.

### **Staggered Start and Finish Times**

Informal feedback from parents and carers in the morning is that the staggered start and finish times are working well for reducing the flow of traffic around the school at peak times. This may be something we could look to consult stakeholders about continuing – in some fashion – after it is required for Covid-19 related reasons.

### ▪ **Election of PC Office Bearers**

It was explained that it was time again for each member to nominate their choice to carry out the roles of Chair, Vice Chair, Treasurer and Secretary. All members currently in these roles are happy to continue in them however, if any member wishes to nominate another member for any of these roles then please do so. Joanne advised that after this meeting she would be sending a further email to all members with a copy of the ballot papers for the election process attached.

Can all members please complete and return their ballot papers to Jen Innes by Friday 18<sup>th</sup> June 2021. Results will be announced at the AGM in September.

If anyone has any questions regarding this, then please get in touch.

### ▪ **Subgroups**

**Campaign/Communications subgroup** – No updates yet on travel plan. David advised that he is still waiting on the summary of information from South Lanarkshire Council.

**Events subgroup** – A holding letter has been sent to all P7 parents regarding the leaver's events of the last week. The plan is for the last week to include: Monday – Survival Day, Tuesday – Silent Disco/Pizza (Pop Stars Theme), Wednesday: Bye Bye Brunch and Assembly with a McDonalds for lunch and on the Thursday it will be a fun day with a piper arranged for when the children leave the school at finishing time. Everyone agreed that this sounded amazing. For the fun day coming up on 11<sup>th</sup> June Louise is taking the lead and we are looking to bring in an ice cream van for the kids. It will go along the shorts and shades idea or wear what you want. We are looking to also organise a photo booth idea, crafts, games and outdoor games. For the first time ever we are asking if anyone wants to donate via parent pay or a donation being brought into the school. The comms for this has already been completed and its very subtle as we don't want to be seen as being pushy for donations.

**Garden subgroup** – Julie advised that the procurement is due in next week and that she has advised the designer that she is available all summer to contact so hopefully that will get the work started sooner. Julie has been assured that we are top of the list.

**Induction / Uniform subgroup** – Karen is speaking to new P1 parents via Zoom on Wednesday night to provide information about the PC and the work we do and to try and encourage new membership. David asked if the PC should also be writing to new parents and Jen advised that she has put together a frequently asked questions and information on the Parent Council for new parents and this will be included in the P1 induction packs. Karen asked if there were guidelines coming out to parents regarding uniform and Jen advised that comms for this is currently being put together and

hopefully will come out tomorrow. Karen advised that she would send Jen through the details of where to go to buy the hoodies to be included in the comms.

**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. Cheques are required for the silent disco for the P7 leaver and Joanne will need to counter sign them. This will be arranged. Emma will also forward any invoices over to Gail for payment. If anyone has any questions regarding the accounts, please contact Gail directly.

▪ **Any other business**

Ties are now available through parent pay and the office staff will supply the tie to the child to bring home.

Jayne has organised the ties for all the P7 leavers, the new P1s and also Calderwood badges for putting on blazers etc.

**Meeting closed.**

**Next meeting: 2<sup>nd</sup> September 2021**