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Parent Council AGM Meeting Minutes Wednesday 19th May 2021, 7:30pm

Attendees: Kirsty Cluff; Fiona Shinohara (Chair); Angela Thomson; Fiona Glass; Fiona Milne (Minutes); Merle Boyd; Lynne Binnie; Lynsey Knox; Jillian McGuigan; Ashley Sinclair

Apologies: Kirsten Taylor; Sarah Isles; Councillor Stewart; Lee McGuigan; Emma Watson;

1. Previous Minutes/Matters Arising

Amendments

Mrs Thomson requested that on page one of the previous minutes the Acronym SNAZA is SNSA; and on page four, the purpose of the test is not to determine efficiency of learning but to look at how children are progressing in their learning.

2. Finance Update:

Merle Boyd (Treasurer) advised that there is £1448.73 in the bank account; £184.24 in PayPal from the Christmas raffle and £12.35 in petty cash. The total amount of funds at present is: **£1645.32**. A grant of £384 from Perth and Kinross Council has been received and £75 has been given as a donation from children who have left the school. Outstanding items to be paid is for the £40 gift voucher for the school, Education City license and the gambling license which is £20.

3. Head Teachers Update:

Staffing	<ul style="list-style-type: none"> • Mrs Good absent until Monday 1 June • Mrs Sarah Smith has returned from maternity leave after the Easter holidays
School Budget	<ul style="list-style-type: none"> • School Fund – £2989.38. £359.04 in general and the rest is committed (Living Communities - £1000, Living Communities from last session - £191.88, Big Day Out - £34 & playground markings - £1471.29). Markings are completed and look great.

	<ul style="list-style-type: none"> • DSM – new budget came in on 5/04. Year end still to be confirmed but looking like a £781 underspend in supply which has been spent in April on a new laptop and ipad. • PEF - £8224 & £1325 cf was allocated for this financial year. This has been fully committed through extending PSA staff hours, Pupil Support Teacher.
Diary dates	<ul style="list-style-type: none"> • 19/05/21 – Cat McKay (Community Artist) here today and various other dates to work with pupils re Living Community Grant (Bio Diversity, etc.) • 07/06/21 – Sports Day can go ahead but no spectators • 21/06/21 – Big Day Out • 22/06/21 – possible whole school trip • 24/06/21 – School holidays, 12pm
School Improvement Plan	<ul style="list-style-type: none"> • Digital Technology – no update. Aside from this the new Promethean Boards have been installed. Company due to finish this weekend with new server installed this weekend. • Health and Wellbeing – good progress on bounce back and focussing on pupil mental health since returning from the 2nd lockdown • Writing – continuing/ making good progress towards outcomes • School Vision, Values and Aims – remains a focus now that pupils are back in school. This outcome to be carried over to session 2021-2022
Principal Teacher Report	<ul style="list-style-type: none"> • See attached
QIP for session 2020-2021	<ul style="list-style-type: none"> • Numeracy – LMG working with Lynda Keith (consultant) to refresh training on numeracy and maths lessons. Looking at any aspects which have been flagged up in the SNSAs – P7 and P4 have been completed. Fractions (although covered in term 3) in P7 and information handling in P4 (covered later in term 4) • HWB – combination of physical/ mental health & more play in the younger years due to Covid • School vision, values and aims – refresh this next session as challenging to involve community when there are no face-to-face activities

Kirsty Cluff asked for clarification on dates that school events and calendars may return to normal. Mrs Thomson advised it is unlikely that there will be any changes until October. After school clubs may resume around this time.

There are no residential trips allowed prior to the summer holidays.

Kirsty Cluff asked if the choir could resume as from the restrictions, it looks like singing can be done outdoors. Mrs Thomson agreed to check this, however it would depend on Mrs Paterson's availability as the leader of the choir.

Kirsty Cluff also advised that the Church are planning on holding an event on July 4th 2021 to celebrate the amazing work of NHS, social care and frontline workers during the Covid Pandemic. Mrs Cluff thought that the school could be a part of this event as there would be benefits for the school and community and they can nominate people in the local community they feel have made positive contributions to the community during the pandemic. Mrs Thomson advised Mrs Cluff to give her a call at school to discuss further.

Fiona Shinohara queried if there will be any transition days for the children to attend at the school they are transitioning to. Mrs Thomson advised that Perth Academy's transition is being done virtually and Blairgowrie High School held their afternoon outdoors. Should Mrs Thomson hear any more on this matter she will contact parents as relevant.

4. Principal Teachers Report

Mrs Glass advised that Burrelton Primary School is performing above the national average. With some of the P7's achieving well above the national average. These results have been shared with the children.

Mrs Glass will be attending training to become a Child Protection Officer for the school, so that she can share this responsibility with Mrs Thomson.

No update on Rights, Respecting School.

The promethean boards are now up and running, some still to be connected to the internet.

Children excited about these being operational. Staff are to receive training in using them.

5. Foyle Trust Grant

Mrs Thomson is delighted that Mrs Hogg was successful in her application to the Foyle Trust Grant. £3000 was awarded, the conditions are that £2000 must be spent on library books and £1200 to be spent on an electronic library system.

A working group is to be established to look at the kind of books to be purchased and help with the revamp of the school library. The working group will comprise of children in school, Mrs Hogg and any parents volunteering their time to be part of this. The children to be part of the choosing and suggesting authors. The suggestions will be vetted by the teachers. Kirsty Cluff expressed an

interest in being part of this working group. Mrs Thomson will put out an email looking for volunteers.

Other conditions are that the old books are sold to continue to fund the restocking of the library; an after-school club is to be set up as a book club; the children are to be encouraged to take part in outdoor reading and the software reading cloud is to be purchased. There is a shortfall of £210, however school have this money available in their funds.

The Foyle Trust are to be provided with evidence that the criteria of their grant has been fulfilled.

6. Leavers Hoodies & School Ties

Discussions continued from the last meeting. The children confirmed that they wished to go on a memorable day out and this has been booked to Wild Shore in Dundee which was formerly known as Fox Lake. The PC will provide £10 towards the total cost of this with parents contributing the remaining £17. There was an acknowledgement that P7's transition activities have been significantly affected due to Covid restrictions and last year the PC paid for the full amount of the leavers hoodies. However, due to the restrictions on fund raising and that funds are limited it was felt that to pay for the trip and hoodies was too expensive. The PC will pay £10 for the day out and will buy each P7 a tie which has always happened in previous years. The total expenditure will be £154. Mrs Thomson will ask Mrs Hogg to email parents of the P7's to identify a parent will is willing to organise the leavers hoodies.

7. P5 arrangements 21/22

Mrs Thomson advised that this is an operational matter and not a parent council issue. Any questions around P5's for next year must be addressed to Miss Forrest or herself at school. Jillian McGuigan explained that the question was in relation to the policy and procedures that are used by schools within Perth and Kinross Council to know how this is done. Mrs Thomson agreed to forward this information to Mrs McGuigan by email, however it was agreed that all P5 parents may be interested to understand how this is done.

8. Fundraising Ideas

Lynne Binnie advised that fundraising needs to be addressed and whether any fundraising can take place by the PC this year.

Mrs Thomson explained that by October it is looking likely that things should be going back to normal. The charity shop is a big fundraiser and Christmas Fairs have happened in the past. Fiona

Milne expressed concern about parents working in the charity shop due to the small size of the shop and how chaotic manning this has been in the past. Kirsty Cluff explained that she is helping out in the charity shop whilst the Church has a week in July. She will be able to inform the PC of how this goes and express an opinion on how manageable it is. Discussions can take place at a later date in this regard.

Kirsty advised there is an app to buy books and books could be sold in this way to raise funds. Books could initially be quarantined when they are donated and then scanned to determine how much they are worth and then sold to the company via the app. Linsey Knox explained that the remaining stuff from the charity shop remains in her shed at home and there are a large amount of books in amongst this stuff.

Lynne Binnie stated that raffles have always raised a few hundred pounds in the past, so these could be done again in the future.

Mrs Thomson suggested that in relation to fund raising, it has been good to identify a target in relation to an amount needing to be raised and then working towards this goal. Mrs Thomson further explained that the Ipads in school will need to be replaced at some point in the future as some of the software is becoming outdated due to their age. Fiona Milne queried whether any computers or Ipads could be gained via the Scottish Government scheme to provide Ipads and laptops for school pupils, however these are given to individual pupils and not for general use by all pupils in school.

Kirsty Cluff suggested pupils taking part as 'helping hands' around the village to help with gardening, path clearing etc. Fiona Milne expressed concerns in relation to child protection issues that may arise. Kirsty Cluff explained that the children would be fully supervised while doing this.

9. Election of New Secretary

Lynne Binnie explained that she is resigning from her secretary duties as she feels unable to fulfil the role due to personal commitments. Fiona Shinohara and Mrs Thomson thanked Lynne for all of her hard work.

The meeting was asked if anyone else was willing to take over for the remainder of the year. There were no volunteers. Mrs Thomson agreed that she will email parents to see if there are any parents willing to take on this role.

10. Any other Competent Business

Violence in P1/2

Merle Boyd explained that she is aware that as the representative for the P1/2 class, many parents have approached her due to their concerns of the level of violence children in this class are experiencing from fellow pupils and the impact this is having on their overall learning. Mrs Thomson explained that she could not discuss individual children at the PC meeting, and she would call her in the morning to discuss.

PC members explained that we are aware that no individual children can be discussed and reasons for this. The concerns were in relation to the general situation for children in this class and that despite complaints to school no positive changes had been made in reducing levels of violence. Parents are very concerned about the impact on the emotional well-being and education of children across these two years and the detrimental effect it is having on their lived experience of their early years in education. Parents are concerned that they have not been made aware of the levels of violence that their children are experiencing and it is the children themselves that are telling their parents of incidents in the class. Parents would really appreciate being informed of what has happened so that they are equipped to deal with their children's subsequent behaviors at home as a result of the trauma they have experienced in school.

Mrs Thomson explained it was an operational matter and she could not discuss. She explained it was her understanding that this was not the purpose of class rep's to discuss issues from each class year. If parents have concerns about their children's learning this has to be discussed with the class teacher initially and herself thereafter if it remains unresolved.

Fiona Milne explained that the reason it has come to the attention of the parent council is that parents are very frustrated that despite raising their issues in this way there has been no positive changes made. In addition, it would be beneficial for parents to receive information on the Perth and Kinross Council complaints procedures so that they are fully aware of how to make a complaint should they feel the matter remains unresolved. Mrs Thomson agreed to put information on the positive behaviour policy and complaints procedures in the next school newsletter.

Class Representatives

In addition Ms Milne queried the purpose of class representatives as it is her understanding from guidance for parent councils from the Scottish Government that the parent representative takes issues forward from parents. Mrs Thomson explained that this is the way it has always been done in terms of good practice.

Ashley Elliot and Lynne Binnie also expressed concerns that if parents general concerns can not be brought forward at PC meetings, what is the purpose of these meetings? All committee members fully appreciate that individual children cannot be discussed, the information that is required is that the policy's and procedures that are used in order to manage these difficult situations and as a PC for everyone to work together to effect positive meaningful changes for the children affected. It was suggested that from a trauma informed view, the PC could purchase sensory equipment if this may reduce the effects of the trauma that the children are experiencing.

Constitution

Mrs Thomson suggested that constitution be looked at to ensure clarity of roles for all committee members.

Agenda

Fiona Shinohara requested that items for the agenda are submitted at least a week before the meeting, everyone agreed with this. PC members queried why Mrs Thomson decides items on the agenda when it is the role of the PC Chairperson and committee to develop and agree the agenda. The Scottish Government advice to PC states that it is 'good practice' to ask the Head Teacher if they wish to have any items discussed on the agenda. Mrs Thomson explained it is common courtesy to agree the agenda. Mrs Glass suggested that it's not that Mrs Thomson doesn't wish to discuss the items that the PC wish to discuss, it's that it's not the right forum for these discussions to take place.

Actions

Action	Responsibility of:
Date when choir can resume to be confirmed.	Mrs Thomson
Parent volunteers to be sought to support with the library project.	Mrs Thomson
Parent volunteer to be sought to organise P7 leaver hoodies.	Mrs Thomson
Policy on how composite classes and how they're divided to be forwarded to P5 parents who have queried the PKC process.	Mrs Thomson

Parent volunteer to be sought to take over position of Parent Council Secretary.	Mrs Thomson
Parents to be made aware of the complaints procedure should they feel complaints are not being fully resolved in school.	Mrs Thomson
Constitution of Parent Council to be reviewed.	All committee members
Any agenda items to be forwarded to the Chair of the Parent Council one week prior to the meeting.	All committee members and parents wishing to raise an issue.

Next meeting to be held in the 3rd week in September, Fiona Shinohara thanked all committee members for their support and teachers at school in what has been a very difficult year.

