

## **Robert Owen Memorial Primary School**

### **Minutes of the parent council meeting held in the school staff room at 19:30 on the 9<sup>th</sup> October 2023.**

#### **Present**

Laura Black, Jenni Smith, Claire Frod, Vicky Epton, Nicola Wilson, Kathryn Gartshore, Ina Marshall, Catriona Murdoch, Mrs Thomson, Mrs Hamilton, Mrs Allan, Bronwen Aidoo, Kayley Girvan, Gemma Good, Vicky Day, Erin Barrie, Suzanne Barrie

#### **Apologies**

Fiona Barr, Erica Baillie, Mrs Bradshaw, Laura McCourt, Allan and Kathryn Travis, Gareth Brown, Annie Smith.

#### **Welcome**

Laura welcomed everyone to the meeting and thanked everyone for the continued support the parent council. Minutes of the previous minutes were agreed following an amendment to the last paragraph being read out.

Proposed by Jenni Smith and seconded by Laura Black

#### **Parent Council Business**

##### **Finance update**

Gareth Brown sent update with Laura Black. The current Bank Balance £1277.66 and includes some borders biscuit money of £92.75. Fiona Lawn is still auditing the accounts from last year. These will be returned by the next meeting.

Yearbook deposit of £150 has been paid.

##### **Update from last meeting Janitorial supplies**

The Toilet seat was repaired a few days after the meeting and no further issues have been highlighted.

Mrs Thomson had brought the issue to the attention of the head of Support Services at South Lanarkshire Council. New Soap Dispenser have been installed in the toilets. Mrs Thomson submitted copies of the letters advising regular hand washing was to continue to support her request for additional janitorial supplies and is awaiting a response. An update will be given at the November meeting.

##### **Grant Funding for Sports Equipment**

The school has held a meeting with the school sports committee and they have a list of equipment that would be of benefit.

Sporting equipment required is as follows: Hurdles, footballs, golf equipment and outdoor games equipment. This is being considered by students in conjunction with Mrs Hamilton. Discussion regarding various options for grants took place. Borders have a grant for sports equipment and the Round Table could be approached. Levensat and John Muir offer grants but these require an environmental component and a community engagement component. Nicola Wilson will send the link for a potential grant to Laura Black that might be of use from Miller homes.

Mrs Dixon is in the process of applying for a Tesco grant for equipment for play pedagogy. She has had to complete a report on the outcome of a previous grant received and will then be able to apply for the new grant.

### **Pantomime**

The usual pantomime at the Memorial Hall is during the same week as the 50<sup>th</sup> Anniversary Celebrations. The meeting discussed the various options would be either to pay for an online version or pay for a company to come into the school and provide a pantomime in the school hall for all the children.

Laura approached three companies for information offer the in- school option and sent information to School.

Beauty and the beast had no availability to come in December.

Chaplins had not responded to the request for availability but advised that one option was £1000 and another called hopscotch was £700 but had review stating it was somewhat political.

Third option was called 500 miles, and includes Christmas songs and comedy sketches. They would charge £450 plus vat they have availability on the 18<sup>th</sup> of December. This would also be able to be used in January if no December dates were available.

The meeting discussed these options and felt that providing an in school panto would replace the Christmas treat and would be a cost-effective option. The less positive considerations were that the children would miss the visiting the theater experience and that parents might feel pressured to visit a pantomime outside of school.

The meeting decided to book the 500 miles panto to come in to school on the 18<sup>th</sup> for £450 plus vat . This would include the whole school and Early Learning Centre and would cost the same as previous contributions to the theatre trip/ the purchase of two online pantos last year. If the company can come on the 18<sup>th</sup> then snacks can be discussed at the next meeting. Laura will contact the company to confirm availability and advise Mrs Thomson.

### **Border Biscuits Update**

The Parent council email list was sent the information regarding Borders Biscuits over the weekend, and it was sent out via all the school media channels yesterday. Several orders have already been received. It is the same procedure as previous years with online payment to the parent council bank account and email order to parent council email. The biscuits will then be delivered to the customers door by volunteers.

The meeting agreed to purchase biscuits in bulk and previous sales were considered. This year the only options are chocolate sharing and chocolate gingers. The meeting agreed to buy 160 boxes of the chocolate sharing options and 72 boxes of Gingers. These will be ordered and paid for as soon as possible and then deliveries can be made to those who have ordered. If any are left then they could be sold at the open morning on the 8<sup>th</sup> of December at the 50<sup>th</sup> Anniversary Celebrations.

Volunteers for door step deliveries are Gemma Good, Vicky Day, Claire Frood, Jenni Smith, Erin Barrie, Bronwen Aidoo. Laura will coordinate this once biscuits have been received.

### **Christmas gift sale sub committee**

The date of the Christmas Gift sale is on Friday the 24 November 2023. It will take place in the hall. The members of the subcommittee are as follows, Fiona Barr, Jenni Smith, Laura McCourt and Kayley Girvan, Nicola Wilson and Gemma Good. The bulk of the organizing will take place via a WhatsApp group and all members agreed to this. There are currently 460 items and about 1200 are required as well as an inexpensive gift for each child to take home. Helpers will be required on the day to run the stalls and the card making/ or gift distribution/ decoration. Vicky Day offered to arrange the Elf costume and will need a helper to visit the classes.

Other volunteers for the day were Bronwen Aidoo, Vicky Day, Claire Frood, Jennie Smith, Catriona Murdoch, Ina Marshall, Nicola Wilson, and Suzane Barrie. Any other volunteers would be appreciated.

### **School business**

#### **Mrs Thomson Retirement**

Mrs Thomson advised that she will be retiring on the 22<sup>nd</sup> of December 2023. This is something she has been considering since June 2020. South Lanarkshire Council has advised the head teacher job will be advertised and they are hopeful that the New Head teacher will start at school in January 2024. It is likely that it will either be an existing head teacher from within South Lanarkshire or an external candidate with headship experience due to the size of the school. Laura Black as chair of Parent Council will be asked to join the interview panel and another parent from the parent council will be recruited to carry out the interview. This is likely to be towards the end of November and the interview panel will consist of a Chair (who will have two votes in any decision), the Quality link officer, Kathryn McCormack, Jacqueline Wallace, and other members as decided by the Education department of South Lanarkshire Council. Any parent volunteering for the role will have a chance to discuss any concerns with the Quality link officer prior to the interview. The interview is likely to take place at South Lanarkshire Council Headquarters. Laura will email out the full parent council email list with further information and ask for volunteers and the second parent will be drawn out of a hat.

#### **50<sup>th</sup> Anniversary celebrations**

The school has sent out letters advising that three concerts will take place on the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> of December in the afternoon and then an open day will be held on Friday the 8<sup>th</sup> for the community, past pupils and staff. The school has decided to charge £2 for the tickets and spread over three days to allow all parents and carers to attend. The open day on the Friday, 8<sup>th</sup> December 2023 will include tea and home baking, a raffle and a gallery of photos. Photos will be returned or copied by the office and parent council members would be of help to arrange and display the photos.

All parent council members are encouraged to advise past pupils, and staff to provide school with photos or memorabilia. The school will draft a letter and write a list of businesses that will be approached by either children or parent council for raffle prizes. This is to ensure that local shops are not overwhelmed by requests and can be certain requests are genuine. If anyone has a specific businesses they feel they would like to approach, can you please advise Mrs Thomson and Laura Black. This will be confirmed at the next meeting and volunteers for help on the day and provision of home baking will be sought.

#### **Bring your own device feedback.**

Mrs Allan provided a document outlining the process for bring your own devices to school for Primary 7 pupils. There are 3 main reasons for this; to enhance learning, promote digital safety and assist with the transition to high school. Lanark Grammar encourages pupils to use phones and

devices to enhance their Learning. The Document outlines the reasons and responsibilities and includes a permission slip for parents, students and a liability statement. The document has been passed by SLC headquarters and they had advised discussion with parent council. They feel the documents developed provides an example of good practice. The planned weeks are the 30<sup>th</sup> of October, 22<sup>nd</sup> of January and 22<sup>nd</sup> of April. If a child does not have a suitable device they will have access to a school device to use for the week. Any feedback is appreciated.

### **Book swap**

Book week is 13<sup>th</sup> November which is the week of the in-service day. It was agreed that it would take place on Friday the 17<sup>th</sup> and helpers will be required. Vicky Day and Catriona Murdoch will assist and the hope is that each child can bring a book and take another book home. Additional books for anyone who is not able to bring a book will be available.

### **How Good is Our School 4 (HGIOS4) if time allows**

This will be looked at in the November meeting.

### **Active Agenda**

#### **Homework.**

A parent had raised concern of the lack of homework that is provided and was concerned that the child may then struggle to manage homework once in high school. The school does provide links and Sumdog and reading is encouraged. Other parents advised that mostly they have found the transition to high school includes addressing the homework issue and that children vary how they respond to this. Sharing of spelling words would be appreciated for children who would want to work on spelling or revision. Phonics practice is encouraged in P1-P3.

Meeting closed at 21:05