

## Robert Owen Memorial Primary School.

### Minutes of the Parent Council Annual General Meeting Held via Zoom on 24<sup>th</sup> September 2020 at 7:30 PM.

#### Attendance

Kathryn Gartshore (Chair), Bronwen Aidoo(scribe), Gareth Brown, Miss Crookes, Miss Munro, Annie Smith, Mrs Thomson(Head) , Catriona Murdoch, Claire Frood, Joan MacMillan, Gillian Drummond, Miss McAllister, Kirsty McFerran, Laura McCann, Jenni Smith, Mrs Gardiner,

#### Apologies

Ina Marshall, Laura Black, Mrs McCallum, Susan Girvan, Fiona Barr, Lis McNally, Vicky Day, Erica Baillie.

#### 1. Welcome

Kathryn welcomed everyone to the meeting and hoped all was well and enjoying more routine with their children back at school.

#### 2. Chair persons report Kathryn Gartshore read her report.

Please see attached report.

#### 3. Treasurers report Gareth Brown

Please see attached report and spreadsheet.

The accounts 2019-2020 will be audited at a later date due to the COVID situation.

Kathryn expressed her thanks to Gareth for all his work and efficiency and noted that current bank balance would likely cover the majority of the expenditure but this would be a focus of a further meeting.

#### 4. Head teacher's report Mrs Thomson

Mrs Thomson read her report and summarised the year.

2019-2020

The Improvement plan was affected by Covid 19. Continuity was maintained through use of Microsoft teams and tutorial videos, eg, outdoor cooking videos and ideas and tips for outdoor learning.

The session 2019-2020 started with preparation for evaluation and settling of new staff and the secondment of Mrs Gardiner to Douglas Primary.

Makaton was shared through STOMPS group and signs integrated through the school at nativity and sing a song for Christmas.

Nurture groups continued and third group started in Feb 2020 but was paused due to Covid. Jill Trevena completed mental wellbeing block with parents and then a later block with school children and parents, this was very well received.

Yoga was planned and took place online.

Romps retro recreation had limited progress due to lack of adult volunteers to teach games.  
ELC completed planting and installation of a kitchen in nursery.  
Technology review was started but limited due to Covid.  
Digital School registered for in June 2019 and two of senior leadership team conducted audits across the school.  
Cost of the school day awareness increased across school and stakeholders and has been added to parent council agenda.  
ELC planning completed and progress made  
Maintenance agenda focussed on:  
making rights real, ROMPS readers, eco school status and mental maths skills.

Covid and lockdown forced the transition to online learning and physical home learning packs and use of Microsoft teams. Following April school holiday there was a good initial uptake of Microsoft teams with 90 percent accessing it. Virtual sports day, virtual house day etc took place as well as weekly virtual coffee break for staff.

PEF interventions:

Mrs McMaster for supporting literacy and numeracy and nurture. Improvements noted throughout the targeted group.  
Continued with ABC programme  
Lending library started

Plans for PEF for this session:

Purchasing the Emotions work programme to work on emotions post Covid.  
Yoga mats for every pupil and member of staff have been ordered  
Chrome books to support Digital Learning  
Maths textbooks purchased to increase access and avoid sharing.

2020-2021

This year's improvement plan has been changed to a Recovery Plan will be shared with the school at large.

Mrs Thomson recognised the wonderful staff here at ROMPS who all go well above what is required of them. She said she was grateful to have such a dedicated staff who provide a fabulous education for our children.

Mrs Thomson also thanked everyone on the Parent Council for their ongoing support and for all they do to provide the extras that we as a school could not provide within our budget.

## **5. Parents as partners**

Committee roles - Kathryn shared the document 'Parents as partners' to the zoom screen to make sure everyone was clear on the roles of the office bearers this is available at the following link.

[https://www.southlanarkshire.gov.uk/downloads/file/13457/parents\\_as\\_partners\\_-\\_strategy\\_2019](https://www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019)

## **6. Appointment of office Bearers**

Chairperson: Kathryn Gartshore. Proposed by Kirsty McFerran and seconded by Joan Macmillan.

Vice Chairperson: Susan Girvan. Proposed by Kirsty McFerran and seconded by Annie Smith

Treasurer: Gareth Brown. Proposed by Bronwen Aidoo and seconded by Laura McCann.

Secretary: Bronwen Aidoo. Proposed by Gareth Brown and seconded by Laura McCann.

Lets Secretary: Laura McCann. Proposed by Annie Smith and seconded by Gillian Drummond.

#### **7. Annual Review of constitution.**

Kathryn shared the parent Councils current constitution to the Zoom Screen. This will be made available on the school website and has been adapted from the sample from the Parents as Partners document (see link above). The meeting felt it was largely fit for purpose with a proposed change to the maximum number of members on the Parent Council. Kathryn will enquire as to whether there needs to be a maximum number or if we can leave the number open. Any changes will require it to be put out to the entire parent body for consultation. This can be considered as business during the session.

#### **8. Email list updates**

One parent withdrew from email list as her son has moved to the High school and there were four emails from new parents to the school.

The email list will be kept up to date as required and held in accordance with data protection regulations.

#### **9. Paperwork required to be submitted to South Lanarkshire Council**

Kathryn will submit the details of the committee members and a copy of the constitution to South Lanarkshire Council as required.

#### **10. Parental Engagement**

The meeting agreed a brief newsletter to welcome all to the parent forum and introduce the new parent council office bears would be useful. Kathryn and Bronwen to liaise regarding this.

#### **11. Thank You Cards Received**

Thank you cards were received from school for the Christmas gifts;

Room 1 bought literacy and numeracy games

Room three purchased games

Room 11 had a Burns supper and subsidised their trip to New Lanark

Room 12 bought resources for art and science

Room 14 invested in materials for science and supplemented their New Lanark trip.

#### **12. Meeting Dates 2020**

Not set dates for 2021

22<sup>nd</sup> October 2020 and 19<sup>th</sup> November 2020 and we will confirm dates for 2021 at a later meeting.

### **13. Any Other Competent Business**

Christmas Gift sale: The children enjoy this sale and some of the meeting felt we should consider if something can be done to allow the children access to the existing stock of gifts if deemed suitable. The position of the council is that considering the cost of the school day and current financial circumstances there should be £0 requested from families this year. Members of the meeting are encouraged to consider how we could raise the profile of the parent council without incurring a cost to families.

Consultation on holiday dates for 2021/2022 is on the council website.

School Website: Website is currently not accessible. The new website is going to be hosted by the same company as the app but there is currently no live information, but it is under construction

Meeting closed at 20:47

Written by Bronwen Aidoo.