

## WESTHILL PRIMARY SCHOOL PARENT COUNCIL

### Meeting – Tuesday 20<sup>th</sup> February 2024

**Present:** Alexandra Gillespie (Chair), Kirsty Sinclair (Secretary), Amy Fraser, Diane Riddoch, Gemma MacEachen, Jennifer Burns (HT), Julie Symington (DHT), Kathryn Dahl (DHT), Kerri Calder, Lianne Edwards, Louise Donegan/Alexa, Lynne Dempster, Miss Black (Staff), Miss Deren (Staff), Morelle Wilson, Nicola Jamieson, Cllr Ron McKail, Sam Gilbert (Dep Chair), Sarah McKechnie (Fundraising), Charlotte Molyneux (Comms)

**Apologies:** Vivian Webster, Jennifer Strachan, Cllr Iris Walker

Agenda Item	Detail	Decision	Action
1. Apologies	Noted	Approved	
2. Approve Minutes from Last Meeting		Approved	
3. Chair Person Report/ General PC update	<p><u>- Moving of AGM to June;</u> Chair raised question of moving the AGM to June, This would allow the Office Bearers to be in place for the new school year and hopefully be able to start full steam in August. The downside would be that the P1 class reps would not be in place, although this can probably be dealt with as part of the induction etc. Also need to confirm re the financial year end as this is currently in line with the September AGM.</p> <p><u>- In-person/online meetings</u> At present the plan is to continue online, although appreciate there is some appetite for face to face, however this would need to be considered for a different meeting time, like 4pm as School staff cannot be expected to extend an already long day. There is also the question as to whether this would limit attendance due to parents working &amp; childcare. Requires consultation.</p>	<p>No Objections AGM to be moved to June</p> <p>Remain online at present, to be discussed again in future</p>	<p>Secretary to liaise with HT to confirm date.</p> <p>Comms team to look into a consultation on meeting times/attendance</p>

	<p><u>- Welcome Packs for new families</u>  PC keen to engage more with families and plan is to create welcome packs that can be given to not just the new P1 but any family joining the school. Hoping to provide a community focused pack with information about out of school activities, clubs etc  Also to create a “buddy” system where PC has a contact point that families can reach out to and meet for coffee etc to help settle into school community and hopefully encourage more engagement.</p> <p><u>- PC Presence at Parents Evening &amp; P1 Induction (and Tea &amp; Coffee provision)</u>  Really keen to make a huge push for engagement and increase attendance at PC meetings etc. A main idea for this is to significantly increase PC presence at school events such as Parents Evening, P1 Induction, Sports day etc. The plan would be to have tea/coffee available at events so as to provide a space for parents to perhaps meet before after teacher appointment, It would also provide a space for children to wait while the appointment took place and generally show that the PC is there to support the school &amp; families.  Also idea to provide tea &amp; coffee at sports day as a potential fundraiser.</p> <p><u>- Volunteers for snow clearing/gritting</u>  Chair explained that there has previously been interest from parents to support the school and assist with clearing the playground – Chair pointed out that this does not necessarily mean the school would always remain open, but is obviously a positive as the school has a large playground that just cannot be cleared by Mr Walker alone.  Cllr McKail advised that Aberdeenshire Council has Snow Wardens and it would be worth contacting them as it is understood that they provide advice and equipment for communities especially schools on this matter.  Lianne Edwards commented that the local shops and companies are usually looking to assist with community projects and that McDonald’s had donated grit previously. So would be worth contacting.  Secretary added that there is also the Community Champion at Tesco who has assisted with things before (boxes of tissues etc) so some of the shops or local garages would be worth contacting</p>	<p>Comms &amp; Secretary to create Welcome packs</p> <p>Chair to arrange representatives to attend &amp; confirm any arrangements needed for serving the tea/coffee (donation/cost, use of school hall)</p> <p>Secretary to Compile list and contact local companies to see how they can assist. Also look into Snow wardens.</p> <p>Action to carry forward;  PC to discuss gathering contact details and creating snow helpers list – how could this be communicated, GDPR etc</p>
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<b>4. Finance Update</b>	<p>Current balance is just over £10,500 so looking healthy. We currently have outstanding commitments for the P7 trip and the class novels.</p> <p>December was really good for income with £2,600 from the Xmas Fayre, £2400 from Elf Shelf and £300 from the Christmas cards. We have also had some Rag Bag £82 and easy fundraising £47.</p> <p>We have supported the school with some great resources getting more ipads (£2900) and also contributed to the children's Xmas gifts (£250), nursery Xmas books (£55) and the Xmas parties (£215), there was also some expenses from the disco (£240).</p>		
<b>5. Fundraising Update</b>	<p>After a very busy end to last year, where we raised about £4500 in December there has been a bit of a break in fundraising however this is picking back up and there are some ideas in the pipeline for Spring including a May Holiday Disco, Summer fundraiser – possibly run the golf day again and tag on a family fun day or some other summer fun day, however the concern would be that cant guarantee the weather!</p>		
<b>6. Head Teacher Update</b>	<p>(HT) Busy time in school with lots of positives and plans for the rest of the school year and next. There have been meetings with the PC Chair and Comms team which brought some great ideas.</p> <p>We are looking forward to the P1 enrolment and look to have 12 classes for next year.</p> <p>The last in-service days of the year were very beneficial staff received child protection updates and continued to with the Literacy, Digital Technology and assessment working groups. There was focus on Nurture and the universal support in school with lots of work on growing relationships.</p> <p>This was also a theme for the P7 Leadership, where they are looking at sharing information on how we build relationships and the consequences if things go wrong.</p> <p>Pupil reports – These are no longer able to be sent by “Pupil Post” and instead will be issued via the parent portal. The cluster schools have agreed a template which will be used for the reports and will include comments on Personal Qualities, listening &amp; Talking, Reading, writing, numeracy, health &amp; wellbeing and learning across the curriculum. The template is great and is looking to be a really positive tool for both staff and parents as it has a range of details about the children.</p>		

	<p>Miss Black - As you know the school has been involved in the Glee national competition and we are delighted to see that the number of children in school wanting to be involved is rapidly growing, we are especially pleased to see some boys of the team this year. The competition takes place in March and everyone is looking forward to it. On this point the PC kindly funded some team t-shirts for last year which were a huge hit for the children and really made them proud to be part of the team – thank you. As the t-shirts were such a huge hit last time, we wondered if the PC would consider funding again, However the prices of these have increased significantly so the intention would be that the t-shirts would remain in school and be able to be used for future years.</p> <p>Chair asked if anyone had objections to funding the t-shirts.</p> <p>HT – thank you for the class novels, we are just awaiting a few final ones arriving. We have added a sticker to the books showing these were donated by the PC.</p> <p>At the moment I actually don't have a Wishlist for funds however as an update the Kaligo handwriting app pilot is ending and this has been something that has really engaged pupils and been really successful, so I may well be back with a funding request for this at the next meeting!</p>	PC Agreed to Fund Glee T-shirts	
<b>7. AOCB</b>	<ul style="list-style-type: none"> <li>- P1 Sumdog Logins An email has/is going out and logins should be available this week.</li> <li>- Consultation on Local/occasional holiday dates; Secretary advised a parent had raised the question regarding the local holidays and in-service days and whether there could be a consultation on the dates of these, similar to that which has been put out by Aberdeenshire Council for the general school holidays. In particular they had raised the point that the current dates are heavily weighted to Nov-Feb (winter) time and that they found the children struggled with the final term (April-July) as there was only the May day holiday. HT advised that the in-service days are set by the Council and they do not have any control over these. Schools are also allocated a changing number of occasional days each year, sometimes 3 sometimes only 1, the dates are decided between all the schools in the cluster, including the academy so there are quite a lot of factors to take into account and it is difficult to have dates later in the school year as there needs to be consideration given to the exam timetable. HT sympathized that Term 4 is long, but that actually the Jan-March term is also long and has issues in itself. Indeed the Midterm holiday is usually only allocated as the Monday, however most Aberdeenshire Schools have decided to take the Friday and as a cluster we have then</li> </ul>		

	<p>added the other day, while some other have used this day in Term 4. It is difficult to get the right balance and there are a lot of factors to consider.</p> <ul style="list-style-type: none"> <li>- Praise for Burns/Scottish Assembly Feedback from parents that this was a great event and those that were invited really appreciated and enjoyed the opportunity. The children all seemed to enjoy it too.</li> </ul>		
<b>8. Dates of Future Meetings</b>	<p>Agreed that the AGM will be moved to June, therefore the proposed next meeting in May will not go ahead and the next PC meeting will be the AGM in June.</p> <p>The dates for the following years meetings have also been scheduled and are undernoted</p> <p>11 June 2024 (AGM)</p> <p>10 September 2024</p> <p>19 November 2024</p> <p>18th February 2025</p> <p>17th June 2025 (AGM)</p> <p>The Chair then thanks everyone for attending and brought the meeting to a close.</p>		

