

## **Crosshouse Parent Council ("PC")**

**Meeting Date – Wed 29<sup>th</sup> Aug 2018**

Present - Isabelle Murray, Suzanne Sandilands, Janice Guy, Claire Steele, Carol Gillies, Tracey Graham, Carolanne Barkley, Keilly MacDonald, Lisa Leslie, Jen Reed, Lynne Nicholson, Gillian McGarry, Gayle Hall, Andrew Brodie,

Parents: Diane Hopkins, Fiona Mackie, Vicki Kingchington

Guest- N/A

Apologies - Doug Reid, Fiona Dryburgh, Archie Buchanan

### ✓ **Welcome and Apologies**

Claire welcomed everyone to the meeting and apologies were noted. Claire welcomed new parents and everyone introduced themselves.

### ✓ **Review of Outstanding Actions & Previous Minutes**

Updates were provided on all actions and have been updated in the action section below. No changes requested to previous minutes.

### ✓ **Financial Review**

Carolanne confirmed that we do not have a bank statement from July or August.

Claire to arrange for bank statements for July & August.

### ✓ **Fundraising Feedback**

Keilly outlined last years fundraising successes. Summer fayre went well, and fundraising team have plans in place for further activities in FY18/19. Quiz night planned for 9<sup>th</sup> November and Christmas Fayre in 6<sup>th</sup> December.

Discussion took place around the fundraising committee providing some funds for the PC for items throughout the year.

Claire to provide forecast to Keilly for anticipated requirements throughout the year.

### ✓ **Car Parking**

Claire outlined to the new parents the ongoing issue around the car parking. Claire will attend the Pupil Council at the end of September to work with them on a pupil competition to raise awareness.

Gayle has contacted the council to investigate re-painting the zigzags outside at Sandpiper. Police have been contacted and Isabelle confirmed that the Police were at the school during the week to monitor the situation.

✓ **Head Teacher Report**

Isabelle highlighted the new pitch and confirmed that the kids are all very excited about trying it out. School are looking into having an official opening of the pitch.

Currently have 380 children in school and 30 in the nursery. Crosshouse are under phase 3 for the expanded nursery sessions.

Isabelle confirmed that there is not a replacement for Mr Burrell yet but they are looking at a temporary solution of the an additional primary teacher which will still free up time for the teachers to spend one on one time.

Mrs Sandilands and Mrs Tolland have swapped roles and are working closely together on the transition.

Children get 2 hours of PE a week. 1 hour in the gym and 1 hour in the class or outside.

Afterschool clubs start after term 1.

Claire to put a reminder on the PC page about returning letters and how important this is.

Schools improvement plan will be available this Friday 31<sup>st</sup> August- main themes personalised support, nurture, anti-bullying and outdoor learning.

Primary 1 standardised assessment- It was discussed that there has been a lot of noise in the press about this. Isabelle outlined that Crosshouse were a pilot school and she confirmed that none of the children were distressed or upset about doing the tests. Children did not know they were being tested. Mrs Guy confirmed that the supported learning classes also participated in the test and there was no negative feedback from them either.

The PC agree that they are comfortable with the approach taken by Crosshouse.

✓ **Constitution Review**

Tracey confirmed that the re-drafted Constitution was advertised on Facebook and the school website. No feedback received so PC agreed that the re-draft can be finalised and will be the new Constitution moving forward.

✓ **Clean Up Crosshouse**

Tracey confirmed that SLC would not give us the Let for Clean Up Crosshouse for free as it is not classed as a fundraising event. All agreed that the event would be rescheduled to springtime. Will raise on Feb PC meeting.

✓ **Improvement Plan Feedback**

Claire discussed the Skills for Life improvement plan. Looking at key skills that parents could help children with. Claire asked if any of the parents have any key skills i.e. sewing that we can help the children with.

Mrs Noon will report back to the staff on Tuesday and a plan will be developed from there.

✓ **Parent Council Improvement Plan**

Claire outlined the main themes for improvement from the survey that we did last year.

- Parents didn't know who we are
- Communication with parents

Breakout session discussed the options for improving communication. Claire collected and will create summary of suggestions to discuss at next months meeting.

Keilly requested that PC members support the tea/coffee/cake stall at the Parents Evening. Rota to be set up to support this.

✓ **AOB**

Carolanne advised that a parent raised an issue around the school bell ringing at 8.58am. Isabelle confirmed that the bell is on a timer and has been reset for exactly 9am. Isabelle will continue to monitor this.

Claire asked the PC members to think about co-opted members. Lynn to ask Sheila Nicholson if she would like to attend.

Claire passed on thanks from Mrs Briggs for the leaving gifts.

Gayle highlighted a new book that a friend has written which is aimed at P1/2's. Details were passed onto Isabelle.

**Date of next meeting: 19<sup>th</sup> September 2018 7pm**

**OPEN ACTIONS**

Action Ref:	Action	Owner	Status/ Due Date
Mar 02	Agreed that PC members to email Tracey to add anything to the agenda	ALL	Ongoing
Mar 03	School to review options on how to raise awareness round autism and discuss at next PC  29/8: Will be included as part of annual family learning	SS/IM	Ongoing
May 02	Work with Pupil Council on raising awareness of car parking health & safety concerns  29/8: Claire meeting with Pupil Council on 28 <sup>th</sup> Sept	CS	29/8/18
May 03	Archie will look into the signage issue and ensure that we have the correct signs in place for the lines and for dog fouling.  29/8: forward action to Archie for update at Sept meeting	AB	29/8/18
May 12	School to present what they are doing on mental wellbeing at the next PC meeting  29/8: This will be presented at the October meeting	IM	31/10/18

Action Ref:	Action	Owner	Status/ Due Date
Aug 01	Arrange for bank statements for July & August.	CS	09/9/18
Aug 02	PC to provide forecast to Keilly for anticipated requirements for funding throughout the year.	CS	19/9/18
Aug 03	PC to put a reminder on the PC page about returning letters and how important this is.	CS	01/9/18
Aug 04	Create summary of communication suggestions and circulate to PC members ahead of next months meeting	CS	10/9/18
Aug 05	Create rota for tea/cake stall at the Parents Evening on 27 <sup>th</sup> September	TG	19/9/18
Aug 06	Lynn to ask Sheila Nicholson if she would like to attend the PC as a co-opted member.	LN	19/9/18

#### **CLOSED ACTIONS- 2017/18**

Action Ref:	Action	Owner	Status/ Due Date
Sept 01	A letter or email required to be sent to all parents to advise them formally of the intention to split the PC	CS	Completed
Sept 02	all books etc. to be passed to Carolanne with regards to treasury	FB	Completed
Sept 03	A revision on the school let required to be submitted for 4th Oct	TG/FM	Completed
Sept 04	A post to be put on Facebook to ask if any other parents would like to volunteer to join the fundraising group	KMacD	Completed
Sept 05	It was also agreed that a separate email address would also be set up for the fundraising committee.	KMacD	Completed
Sept 06	send a msg to Councillor Archie Buchanan to ask his advice on replacing the goals at the pitch	CS	Completed
Sept 07	The issue of dog fouling in this area was also discussed. Again, Claire would send a note to Archie on this and ask how best to stop this happening in future.	CS	Completed
Sept 08	It was agreed that a new Parent Council FB page should be set up – this would be a “for information only” page available to all parents. Claire S agreed to set this up.	CS	Completed
Sept 09	Mrs Guy advised that she had previous information for a bid for a sensory garden and this would be passed on to Keilly.	Mrs Guy	Completed
Oct 01	Investigate other potential photographers for next year. Need 2 photographers as a minimum	GMC	Update next month
Oct 02	gain some feedback and suggestions via fb for how to reach out to parents on literacy communications	CS	Completed

Action Ref:	Action	Owner	Status/ Due Date
Oct 03	Add fb page to the monthly newsletter	IM	Completed
Oct 04	South Lanarkshire Police to add the issue with parking on the SL Police twitter.	CE/BO'C	Completed
Oct 05	Claire advised that she would feedback to the parents directly on the photographs and gate closing.	CS	Completed
Oct 06	It was agreed that the PC would hand a cheque over to the school for £900.00. Carolanne to arrange for this to be done.	CB	25/10/17
Oct 2 01	Isabelle is looking into whether there is a need for a Treasurer position moving forward.	IM	Completed
Oct 2 02	Tracey to upload a link to the PC page for GLOW and access to Microsoft 365	TG	completed
Oct 2 03	Claire to feedback to the parent that highlighted the lunch credit card	CS	completed
Oct 02 04	Speak to Archie to find out when the signage will be in place.	CS	completed
Oct 02 05	Gayle to pass on details of author to Isabelle and Lara.	GH	completed
Nov 02	Feedback to parents about Joyce's visit and menu discussion	TG	Completed
Nov 03	Remind parents on FB about the donation day and Christmas fayre (5.15 for supported classes, 5.45pm-8pm for others)	TG	Completed
Nov 04	Add Bullying policy to the agenda as a standard item and allocate 15 mins per meeting	TG	Completed
Nov 05	PC members to email CS on suggested topics for future meetings	All	Nothing received
Nov 06	Ask if Pupil Council want someone from the PC to attend any of their meetings	IM	Completed
Nov 07	Feedback to be provided to the parents on the savings scheme	CG	Completed
Oct 02 06	Look for a few photographer options and compare & evaluate	GM	Completed
Nov 01	Claire to arrange with the 2 signatories to sign over bank account	CS	28/02/18
Jan 01	Gillian to provide an outline of the photographer options to the PC ahead of next month's meeting.	GM	Completed
Jan 02	PC to review Gillian's proposal and recommendation ahead of next meeting on 28 <sup>th</sup> Feb	ALL	28/02/18
Jan 04	PC asked to look up information on wellbeing and John Paul Fitzpatrick to familiarise themselves with the program that the school will undertake	ALL	Completed

Action Ref:	Action	Owner	Status/ Due Date
Jan 05	CS to put a communication out on FB to highlight to the parents the issues that the large volume of phone calls caused for the school on 19 <sup>th</sup> Jan and to ensure that they check the official Parent Council FB page before calling the school.	CS	Completed
Jan 06	TG to feedback to parents around school's policy on homework	TG	Completed
Jan 07	Claire outlined a letter from a parent around a suggested amendment to the ticket procedure. CS to feedback to the parents.	CS	Completed
Jan 03	Add 10 slot to agenda for next month's meeting to cover photographer	TG	Completed
Mar 01	Carolanne to write cheque and get Claire/Vicki to countersign at Easter Assembly.	CB	Completed
Mar 02	Agreed that PC members to email Tracey to add anything to the agenda	ALL	Ongoing
Mar 03	School to review options on how to raise awareness round autism and discuss at next PC	SS/IM	Ongoing
Mar 04	Claire to issue communication to the PC members to gauge who is available to attend each workshop.	CS	Completed
Mar 05	The school will ask the facilities children to do an audit on the car parked on pavement, zigzag lines etc.	IM/SS	25/04/18
Mar 06	Gillian to follow up with John Wilson to confirm that we want to move forward with him and to provide contact details for the school	GMc	25/04/18
Mar 07	add The Constitution to the next PC meeting agenda	TG	18/04/18
Mar 08	"Clean Up Crosshouse" 13 <sup>th</sup> May 2-5pm- flyers to be created	GMc	25/04/18
Mar 09	"Clean Up Crosshouse" 13 <sup>th</sup> May 2-5pm- advertise on FB page	CS	30/03/18
Mar 10	Organise a separate meeting to discuss anti-bullying policy	TG/IM	25/04/18
Mar 11	Claire to provide feedback to parent about autism discussion	CS	29/03/18
Mar 12	Claire & Isabelle to meet to create a survey monkey questionnaire about the PC.	CS/IM	25/04/18
Mar 13	Claire to confirm who can attend the P1 induction on 24 <sup>th</sup> May	CS	25/04/18
Mar 14	Add Clean Up Crosshouse to the agenda for April meeting	TG	18/04/18
Apr 01	Add to next month's agenda Dates for Next Year PC Meeting	TG	Completed
Apr 02	Tracey to draft changes to constitution for sections 1-3	TG	Completed

Action Ref:	Action	Owner	Status/ Due Date
Apr 03	PC members to read sections 4-10 and take note of any changes prior to next meeting	ALL	Completed
Apr 04	Arrange appointment with Isabelle to discuss Clean Up Crosshouse and in particular the area around the bench.	LL	Completed
Apr 05	Confirm to Tracey which 30 min slot suits you for the desk at the Parent's Evening	ALL	Completed
Apr 06	Confirm attendance on Tuesday 8 <sup>th</sup> May for Anti-Bullying Workshop and Survey Monkey Improvement Plan	ALL	Completed
May 01	Lisa to ask family friend to do the audit on the books for us	LL	Complete
May 04	Provide the name of the pupils for P1-3 and P4-7 for the Parent Council Awards	IM	Completed
May 05	Tracey to get Michael Owens to put new draft Constitution on website and raise awareness via FB page.	TG	Completed
May 06	Create PC newsletter for this Month which will include survey response and Constitution changes.	CS	1/6/18
May 07	Gillian to ask Paul to update Clean-Up Crosshouse flyer with new date of 9 <sup>th</sup> Sept	GMc	29/8/18
May 08	Lisa to check that Jonathan is available to support 9 <sup>th</sup> Sept	LL	29/8/18
May 09	Contact companies to see if they will donate to the Clean-Up Crosshouse event	TG/CS	29/8/18
May 10	Put in Lets for all of 2018/19	TG	Completed
May 11	Add Improvement Plan section as a regular item on the agenda to ensure PC members that attend have a forum to feedback.	TG	Completed
May 13	PC members to confirm to Claire if they intend on staying on the PC next term	ALL	Completed
May 14	Let Claire know if you can attend the Leavers Assembly on 27 <sup>th</sup> June	ALL	Completed
May 15	PC to arrange a present for Mrs Briggs (money to be given to Claire, Tracey or Carol)	CS/CG	Completed