

Crosshouse Parent Council (“PC”)

Meeting Date – Wed 24th October 2018

<u>Present</u> -	Isabelle Murray, Suzanne Sandilands, Claire Steele, Tracey Graham, Carolanne Barkley, Lisa Leslie, Jen Reed, Lynne Nicholson, Gillian McGarry, Andrew Brodie, Fiona Mackie, Jacqui Galloway
<u>Councillors</u> -	Geri Grey
<u>Co-opt</u> -	Sheila Nicholson
<u>Parents</u> -	N/A
<u>Guest</u> -	Christine Miller(new member of staff in the office)
<u>Apologies</u> -	Gayle Hall, Archie Buchanan, Fiona Dryburgh, Keilly MacDonald

Parent Council Meeting

✓ **Welcome and Apologies**

Claire welcomed everyone to the PC meeting and apologies were noted. Isabelle welcomed new office member Christine Miller and everyone introduced themselves.

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

One change requested to previous minutes.

Updates were provided on all actions:-

Aug 10- looking to run this event as a fundraising event to ensure we can get it free of charge. Action will be pushed out to Feb 19 when it will be picked up again as part of the spring clean-up.

✓ **Financial Review**

Carolanne confirmed that we currently have £10.05 in the bank.

Signatories now in final stage of being transferred to Claire Steele, Lisa Leslie and Carolanne Barkley. Final paperwork to be completed and signatures done.

✓ **Head Teacher Report**

Isabelle talked about now this is a busy and long term with 9 weeks including Halloween, Christmas fayre, Christmas parties etc.

90% attendance at Parents Evening which was fantastic. No further comments made about the timing of the appointments.

Isabell confirmed that the school was awarded the Silver Award for Sports Achievement. The Parent Council were delighted to hear this.

The school managed to raise over £340 for non-uniform day on last day of term. This will be used for new books for the school.

As part of the self-evaluation and continuous improvement, the senior staff have been visiting the classrooms and taking part in the lessons across different classes and years. Some of the leaders of learning have joined the senior staff which has been received very well. Focus has been on literacy.

✓ **School Improvement Plan**

Isabelle advised that dates for improvement plan meetings will be confirmed as they come up. It is difficult to schedule these far in advance due to after school commitments. This was noted by the Parent Council.

Claire and Christine covered the anti-bullying meeting that they attended today. She advised that the results of the pupil, staff and parent surveys were all discussed and 4 workshops will be ran in the lead up to the anti-bullying week. It is national anti-bullying week w/c 12th November (Respect Me). The school will have awareness events and an assembly dedicated to anti-bullying.

The anti-bullying team are working towards clear guidelines for everyone to follow.

Isabelle then went on to discuss different learning styles for pupils and how some pupils articulate themselves better by talking. A focus for this year will be 'Talk for Writing'.

✓ **Mental Wellbeing**

Isabelle took the Parent Council through the staged intervention process. Getting it right for every child is the focus of the school. Options available are

- Wellbeing assessment (SHANARRI indicator)
- CALMS service
- Counsellors working in the school
- Barnardo's are available to the school
- SL support (educational psychologist)

Parents and families are involved at every stage of the process.

Crosshouse have 4 nurture staff trained.

Health & Wellbeing will be a focus on the School Improvement Plan for this year.

✓ **Feedback from Pupil Council**

Claire took the Parent Council through the Pupil Council meeting. Claire presented the Pupil Council with 2 issues that had been raised at the Parent Council:

1. Road Safety- children have created a banner and are working with PC on this issue
2. Samaritans Shoebox appeal- decision will be made by Friday. Geri raised concerns around the background to the leader of the appeal.

Claire is attending the follow up session with the Pupil Council on 26th October.

✓ **Parent Council Improvement Plan- communication**

Claire explained the actions that have been taken in terms:

- Visible presence at Parents Evenings etc
- PC Board now completed
- PC section in the news letter
- Claire attended homework club
- Weekly

Discussion took place around the timing of agenda and minutes approval so we can communicate to the parents ahead of the Parent Council Meetings. Tracey explained the current process and it was agreed to amend to the following timetable:

1. Draft minutes to Claire/Isabelle after Parent Council Meeting
2. Feedback provided within 2 working days
3. Following Isabelle/Claire feedback, minutes to be issued to the Parent Council members for email approval.
4. Draft Agenda issued to Isabelle/Claire 2 weeks prior to next meeting.
5. Once finalised, agenda and approved minutes to be issued to Parent Council and emailed to parents with a deadline for any items to be covered under AOB.

✓ **AOB**

Gillian asked for feedback on the new photographer. The PC advised that the feedback from parents was mixed.

Gillian to provide feedback around:

- timing for next year
- parents liked the easy payment method.
- Digital was expensive.
- Class photos have not been received.

Date of next meeting: 28th November 2018 7.15pm

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
Aug 10	Look into getting the Let for Clean-Up Crosshouse free of charge	GG	1/2/19
Oct 01	Carolanne to forward all financial paperwork to Mrs Mason for her to complete the accounts audit	CB	26/10/18
Oct 02	Leaders of each improvement plan group to email Tracey Graham with dates for the next meetings	IM	Ongoing
Oct 03	TG to update photo on newsletter and issue to Isabelle for review	TG	26/10/18
Oct 04	Tracey to issue minutes to everyone after Isabelle & Claire have approved to get final approval	TG	Ongoing
Oct 05	Arrange for a lanyard for Sheila	CS/TG	28/11/18
Oct 06	Gillian to provide feedback to John Wilson photography and copy Isabelle on the email	GMc	26/10/18

CLOSED ACTIONS- 2018/19

Action Ref:	Action	Owner	Status/ Due Date
May 02	Work with Pupil Council on raising awareness of car parking health & safety concerns	CS	Completed
May 12	School to present what they are doing on mental wellbeing at the next PC meeting	IM	Completed
Sept 01	Closed actions to be archived	TG	Completed
Sept 03	New signatories to be completed for next month.	CS/CB/LL	Completed
Sept 04	PC board to be created at visitors area	CS/TG	Completed
Sept 05	Provide feedback to parent who highlighted the shoe box appeal	CS	Completed
Sept 02	Caroline Lawson to be provided with spreadsheet and all necessary back-up paperwork to enable her to audit the books	CB	27/09/18