

Saint Ninian's Primary School and Nursery Class

Acting Head Teacher: Mrs Ann Smith

Acting Depute Head Teacher: Mrs Claire Roy



Douglas Rise, Dedridge
LIVINGSTON, EH54 6JH
Tel: 01506 414612



E-mail: wlstninians-ps@westlothian.org.uk
Website: <http://stniniansprimary.westlothian.org.uk/>
School Blog: <https://blogs.glowscotland.org.uk/wl/stniniansps/>

"Together we learn and grow in the image and likeness of Christ."

Minutes of Parent Council Annual General Meeting

Date Thursday 19th September 2019, 6.30pm

Attendees Mrs A. Smith (Acting Head Teacher), Mrs C. Roy (Acting Depute Head Teacher), Carol Beattie (Nursery EYP), Christine Dickson, Fiona Millar, Stuart Young-Murray, Mandy Taylor, Abid Ahmed, Cheryl O'Sullivan, Pabby Johnson, Stephen Onafowokan, Lesley Anne Riad, Annlouise Murray, Eric Dan

Apologies Patricia Ledwidge, Louise Callaghan, Rachel Bunting, Lawrence Fitzpatrick

ITEM	DESCRIPTION	ACTION
1	WELCOME SYM (current Vice Chair) welcomed everyone to the meeting and CR led the group in a prayer	-
2	HEAD TEACHERS REPORT The report was issued to PC members for review in advance of the meeting and is attached to the Minutes for reference. AS discussed the following points in greater detail:	
2.1	School Roll/Classrooms – When the report was issued the school roll was noted at 258 pupils, including 6 new families. Two additional pupils have since joined this week, bringing the school roll to 260 pupils. There are 10 classrooms this year including 3 composite classes (P1/2, P3/4 and P6/7). The number of classrooms is determined by WLC policy. (For the 2018/19 school roll of 266 pupils WLC allocated funding for 11 classrooms).	-
2.2	Staffing – Mrs Smith has began her post as Acting Head Teacher and is supported by Mrs Roy as Acting Depute Head Teacher. Both are enjoying their new roles and look forward to leading the school in the session ahead. WLC funding for the post of Principal Teacher has been lost due to the reduction in the number of classrooms. Miss Lydon joins the school as P2 class teacher and Mrs Nichol will teach Music 2 mornings per week until October. AS noted that the school will seek to continue the music lessons during Mrs Nichols' maternity leave. Following the increase to Nursery provision hours additional staffing has been added to the Nursery team. Miss Fraser joins as Early Years Practitioner, Miss McLaughlin as Pupil Support Worker and Mrs Murray moves from being our school cleaner to also take on the role of PSW. SYM and the PC members congratulated everyone on their new roles.	-
2.3	Finance – AS noted that the school has needed to make necessary changes in line with new budget allocations. As above, the post of Principal Teacher is no longer funded. PEF funding has been used to fund a Development Post which will focus on early intervention within Early Level. This post has been taken up by Mrs Docherty (SFL Specialist). AS advised that current funds are as follows: School fund circa £2,500 including PC donation of £1,700 which will be used to fund an outdoor classroom. Nursery fund circa £700. CO'S advised that the PC fund is currently £1,156. AS added that any PC fundraising which could provide additional financial support to the school would be extremely helpful. See Fundraising note below.	-
2.4	Property – AS was pleased to share details of the fabric upgrades which WLC have facilitated over the summer break. The front section of the roof has been fully replaced. The rear section is scheduled for replacement during the next summer break, depending on the tender returns. The infant and middle area toilets have been refurbished to a high standard and include new water	AS

	coolers. Refurbishment of the Nursery toilets/sinks is scheduled for the Easter break. AS noted her thanks to the WC project team and the Contractors who carried out the works. Staff and pupils are delighted with the improvements and the positive impact is being felt around the school. AS will place a request with WLC for the upper school toilets to be refurbished in line with the rest of the pupil toilets.	
2.5	<p>Snagging – Whilst delighted with the works which have been carried out, AS had to advise on few items which are still to be rectified by the Contractor. The P6 carpet was damaged and remedial efforts were unsatisfactory so the carpet is to be replaced. A section of flooring is to be repaired at the school hall entrance.</p> <p>A large section of the front grass section was damaged due to plant/machinery being submerged and subsequently pulled out of the grass following heavy rain. Attempts to remedy the damage have been minimal and ineffective. AS noted that the Contractor intends to rotovate the soil and sow grass seeds next Spring (it is too late in the season to sow grass seeds now). The area will be unusable until this work is carried out. This news was met with strong opposition by PC members. Outdoor play and learning is a crucial part of school life right across the full seasonal calendar and PC members noted that they would petition the Contractor to implement alternative remedial works, such as laying turf, in the immediate future to allow the pupils access to their full playground.</p>	<p>AS</p> <p>SYM</p>
2.6	<p>PEF Funding</p> <p>The school was allocated £60,000 of PEF money this year to help reduce the poverty related attainment gap. The allocation of funding is based on the number of pupils within the school who receive free school meals (P1-P3 free school meal entitlement aside). AS shared information of how some of the money has been spent, details of which are listed on the attached Report. AS was keen to stress that PEF money will be used to specifically target and close attainment gaps which are identified as poverty-related. Any ripple effect which benefits the wider school community will be a welcome bonus.</p>	-
2.7	<p>SNSA</p> <p>Scottish National Standardised Assessments will be carried out for P1 in May, P4 in March and P7 pupils in Oct/Nov. P7 results can be discussed at Parents Night in November and will aid teacher planning ahead of S1 Transition. Information on the assessments is available at https://standardisedassessment.gov.scot/parents-and-carers</p>	-
2.8	<p>Policy Update</p> <p>AS advised that the school will continue to develop and promote the Literacy and Numeracy strategy from last session and will continue to respond to the parental feedback on the school home-learning policy. In addition, the school will review its feedback strategy and will work to create an outdoor and play based strategy.</p>	-
2.9	<p>Communication Framework 2019-20</p> <p>A copy of the revised framework is attached to the Minutes.</p>	-
2.10	<p>Nursery Hours</p> <p>Nursery sessions have been extended in-line with new national policy, details of which are given on the attached Report. Additional staff have been added, as above, to support the existing staff. Working patterns of existing staff members have been altered to accommodate the extended sessions. CB noted that the Nursery environment and children continue to flourish through the changes and that the staff team are responding to the arising challenges with great enthusiasm.</p>	-
3	<p>ADDITIONAL HEAD TEACHER REPORTING</p> <p>Additional reports were issued to PC members for review in advance of the meeting and are attached to the Minutes for reference. They are also available on the school website https://stniniansprimary.westlothian.org.uk/article/15728/School-Documents</p> <p>Progress Report for Session 2018/19 – Standards & Quality Report</p> <p>AS summarised the self-evaluation results of the progress that the school made based on the improvement priorities they set themselves in the previous session. Those priorities were to build a culture of writing across the ELC and school, and to embed number talks from P1-7; to introduce targeted interventions to improve learner' experiences and close the attainment gap between the most and least disadvantaged children; to ensure all learners feel valued and supported through positive, trusting relations and growing self-confidence; to provide varied opportunities to develop and apply skills for learning, life and work; and finally the promotion of social justice and of serving the common good. On the whole the progress in both the school</p>	-

and the nursery was evaluated as being Very Good or Good across the range of quality indicators. AS was keen to stress that the school will continually strive to improve, which is why some of the results were 'only' marked as Good – there will always be room for improvement! She was also delighted to share the many achievements that the school made in the previous session, so many in fact that there was barely enough space to list them all on a single page.

School & Nursery Improvement Plan – SIP 2019/20

CR went on to outline the improvement plans that the school has made for the session ahead and noted the list of proposed actions that the staff team would work towards and measure their success against. The plan will be summarised in a parent and pupil friendly version and will be issued to families.

CR

4 ELECTION OF OFFICE BEARERS

New and returning Office Bearers were proposed and elected as follows:

Chair - Stuart Young-Murray

Vice Chair - Christine Dickson

Treasurer - Cheryl O'Sullivan

Secretary - Mandy Taylor

5 OTHER BUSINESS

SYM noted that the main business of the AGM had been concluded and that as it generally takes longer than standard meetings that no other points had been added to the Agenda. A few brief points were raised, with the middle two being earmarked as important points for consideration/discussion at the next meeting.

5.31 The School Bank West Lothian

AS made reference to a recent STV Appeal featuring The School Bank West Lothian and offered well deserved praise to 2 members of the Parent Council who established and volunteer with the much needed and valued service in our school and wider community, Collette Moran and Kristen Shemilt. AS added that they have informed her that The School Bank WL will be running a “Soctober” appeal and encouraged PC members to support the appeal and promote it amongst other families.

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5.1 Promotion of Parent Council

The group briefly discussed possible ways to raise awareness of the Parent Council and to encourage new members to attend meetings and/or become more involved. This is to be discussed further at the next meeting however a few initial ideas included:

- A leaflet to send out to parents/add to website, blog, etc advising the role of the PC and explaining the “who, what, when, where, why” details;
- A PC notice board in/around the school reception area (or other location) with info as per leaflet, and also some photographs/names of members to promote familiarity;
- Ask members for “representatives” within each year group who can become points of contact for other families. Representatives can bring those families' ideas/suggestions for fundraising, initiatives, etc, to the meetings on their behalf (if unable to attend for themselves). Issues regarding individual children and any complaints/concerns would be directed to the school.

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Members (including those unable to attend the AGM) were encouraged to think of additional ideas for discussion at the next meeting.

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5.3 Fundraising

The group discussed the need for more Fundraising events this session. It was felt that waiting two months until the next meeting would result in missed opportunities in the run up to Christmas. The next meeting will be earlier than usual to allow the group to discuss and plan events prior to the end of the year. Members are encouraged to think of additional ideas for the next meeting.

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5.4 Christmas Fair

AS noted that the Christmas Fair is planned for Thursday 5th December at 5.30-7.00pm. This will be an early evening event again as it proved to be a popular timeslot last year. This will be a school led event however AS asked for the support of PC members in manning some stalls.

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6 DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 22nd October 2019 at 6:30pm

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