

Saint Ninian's Primary School and Nursery Class

Acting Head Teacher: Mrs Ann Smith

Acting Depute Head Teacher: Mrs Claire Roy



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

Minutes of Parent Council Meeting

Date Tuesday 8th September 2020, 6.30pm

Attendees Mrs A. Smith, Mrs. C. Roy, Mrs C. Beattie, Stuart Young-Murray, Christine Dickson, Cheryl O'Sullivan, Mandy Taylor, Tricia Ledwidge, Ciera Venables, Marie Shanks, Louise Callaghan, Veronica Nichol, Rachel Bunting, Kirsten Shemilt, Lesley-Anne Riad, Lisa Grant, Pauline Ogunro, Pabby Johnston, Tina Melville, Lawrence Fitzpatrick

Apologies None

ITEM	DESCRIPTION	ACTION
1	WELCOME SYM welcomed everyone to the first PC meeting of the new session, particularly new parents who for were attending for the first time. Office bearers introduced themselves and TM led the group in an opening prayer.	-
2	HEAD TEACHERS REPORT The report was issued to PC members for review in advance of the meeting and is appended to the Minutes for reference. AS discussed the following points in greater detail:	
2.1	Full Pupil Return/Recovery Model AS noted her thanks to Mrs Roy for her early return to the school to prepare for the pupils returning. The school and WLC are satisfied with the arrangements which are in place for the staff and pupils. Whilst the Risk Assessment aims to minimise cross contamination between year groups within the school grounds and requires parents to remain outside them, AS noted that feedback had been received from families/carers regarding sibling egress from different gates, blockage of public footpaths and concerns over traffic safety during pick-up. AS has invited WLC H&S advisor's to the school for further assessment of pick-up arrangements and will inform the group of their feedback in due course. LC raised additional concerns regarding overflowing bins and dog waste on the grass areas in the pick-up areas. LF noted that he would have these matters attended to by WLC. LC also raised safety concerns for children due to parents/carers double parking in the car park adjacent to the Nursery entrance and parking on the hill adjacent to the entrance. Faded/missing line markings contribute towards inconsiderate parking. MT added that a large boulder sitting in the first parking bay further impacted on the parking situation. LF noted that he would have these matters addressed by WLC. AS advised that she would also include safety reminders in subsequent newsletters.	AS LF LF/ AS
2.2	Finance AS noted that the next expenditure priorities would be the redecoration of the Nursery and the implementation of the Outdoor Classroom. AS noted that the grass restoration at the front of the school was now to a good standard and had been approved by WLC. AS will raise a PIS form for the purchase of the Outdoor Classroom and will advise the delivery schedule in due course.	AS
2.3	School Attainment Picture AS advised that teachers are having learning conversations with all pupils to assess their learning post lockdown. HWB indicators are being used to track pupil welfare in line with WLC recovery policies. The balance between HWB focus and Literacy/Numeracy will be monitored and adjusted accordingly as pupil's learning recovers.	AS

- 2.4 **Sacramental Dates**
AS advised that Fr. Kenneth had confirmed the programme for Communion dates (noted in HT report). Confirmation dates for last year's P7 cohort are still to be announced. Due to the close proximity between pupils/Priest's during the sacrament of Reconciliation, Fr. Kenneth has opted to reschedule the dates for last year's P3 cohort into 2021 alongside the current P3 cohort. **AS**
- 2.5 **Parental Engagement**
AS noted that she was exploring the use of Skype Business to host an online parental drop-in session. The group welcomed this idea. **AS**
- 3 **COMMUNICATION FRAMEWORK**
The proposed framework was issued to PC members for review in advance of the meeting and is appended to the Minutes for reference. Paper copies of communication and face-to-face contact will be reduced during the current climate. Where parents/carers need to contact the class teacher **AS** reiterated that they should email/call the school office in the first instance and messages would be promptly forwarded to the class teacher for review/response. **KS** noted the importance of teacher/parent/carer engagement and asked whether it would be possible to communicate via Teams. **AS** noted that Teams (glow and email accounts) should be used by P4-7 pupils for home learning only and not as a means of communication between teacher/parents. **AS** noted that WLC had purchased a new online platform called SeeSaw which may be used for issuing/submitting P1-3 home learning. Home learning would not be introduced before the September mid-term break. **AS**
- 4 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 4.1 **School Uniform Suppliers**
CD advised that she had been in further contact with M&S. Lockdown had resulted in their school contract section having a backlog however they were due to hold a meeting the next day to review potential new school contacts and would update **CD** in due course. **CD** noted that she had received a sample of the yellow shirt and that it was the correct colour. She was also noted that the yellow shirts would be supplied in long sleeve only and that families would need to arrange alterations separately. Several members of the group agreed that this was still a reasonable option/alternative given the ongoing delivery issues with the current sole supplier. **CD** also noted that M&S can provide an embroidery service. Blazers would be required on the list of items available, should the school contract proceed. **CD**
SYM added that prices had been received from Lothian Embroidery, however given their inability to supply the yellow shirts it was deemed that this option would not be explored further at this time. For information, their prices are as follows:
Knitted V-neck jumper £14; Knitted Cardigan £15; Knitted Tank Top £13; Girls Knitted V-Neck Jumper £15.50; Reversible Jacket £20 -
- 4.2 **Fundraising/Christmas Cards & Gifts**
CD noted that she was awaiting delivery of the Christmas Cards sample pack. If completed cards are returned to the suppliers in October then the PC would be able to recoup the monies from the early return discount. **CD**
It was acknowledged that fundraising opportunities would be limited during the current climate, however some ideas were put forward. **C'OS** suggested an online raffle and **LC** suggested online bingo. **C'OS/LC ALL**
- 5 **OTHER BUSINESS**
- 5.1 **School Clothing Bank**
C'OS asked **KS** if the school clothing bank were accepting donations of second hand uniforms yet. **KS** advised that items can now be dropped off in the SCB office at Kirkton Campus. **KS** noted that there was additional demand for outdoor clothing due to increased outdoor learning. **KS** to share details of the SCB office with **AS** for inclusion in the newsletter. **KS**
- 5.2 **School Food Bank**
AS reiterated item 10 of the HT report, noting that the dress-down/bring a can day at the end of term would help to establish stock for the new school food bank venture. **AS** noted that Morrison's were extremely generous during lockdown and contributed many donations to help provide school families with food parcels. **AS**
AS added that Morrison's have also offered to donate items to help with fundraising. -
- 5.3 **Councillor Update**
LF advised that he had had a meeting with the Education Executive and that education dates for -

- the 20/21 and 21/22 sessions had been agreed. These will be published on the WLC website.
- LF** advised that WLC have agreed with the Scottish Govt. to provide 1000 hours of Early Learning & Childcare. It is hoped that this will be raised to 1140 hours later in the year, in line with the Govt. directive. -
- LF** advised that Section Order 31 had been agreed to provide free breakfasts and lunches for pupils in receipt of free school meals over the October, Christmas and February breaks. -
- LF** noted that Lothian Health have raised concerns over electrostatic cleaning in schools therefore WLC have reverted to two cleaning sessions each day. **LF** noted that as the purchased materials for electrostatic cleaning could no longer be used and additional standard cleaning materials had to be procured that WLC had asked the Scottish Govt. for financial assistance. -
- LF** noted his thanks to the Headteachers, Deputy Headteachers and Teachers throughout West Lothian for their efforts in helping the schools to reopen. -
- LF** concluded by sharing his thoughts with Leo Barker and his family. This was appreciated and reiterated by the group. -
- 5.4 **Nursery New Starts**
- RB** inquired about the situation with Nursery enrolments following the lockdown. **AS** confirmed that all children from the March enrolment are now in the Nursery. -
- 5.5 **PE Kit**
- RB** inquired whether P5 children should wear PE kits on both PE days. **CR** confirmed that all pupils should wear PE kits on the day they have PE with the PE teacher and should wear their uniform on the day they have PE with their class teacher. -
- 5.6 **Water Refills**
- MT** inquired if water bottles could be refilled earlier than mid-afternoon to save pupil's having to carry multiple bottles in their school bags. **AS** advised that this would not be possible as the PSW team do not have any spare time earlier. -
- 5.8 **Reading Books**
- MT** inquired if pupil's would be given reading books for home learning/parental engagement. **AS** advised that books weren't being sent home at the moment to minimise the risk of cross-contamination. This would continue to be monitored. **AS**
- 5.9 **PC Online Meetings**
- AS** noted that she would send details of Skype Business to SYM as a potential platform for future online PC meetings. **AS** will also forward guidance that is due to be shared by WLC on the format of online PC meetings. **AS**
- 6 **DATE OF NEXT MEETING**
- The next meeting is scheduled for Tuesday 27th October at 6:30pm. This meeting will be the AGM and will be held virtually. Meeting details will be issued in advance. **ALL**



St Ninian's Primary School and Nursery Class
Parent Council



Headteacher's Report
Sept 2020

Item	Subject	Points for Discussion	Action
1	School roll	<p>Current school roll is 248 10 class structure Our Nursery is now a 40/40 Nursery. We currently have 45 children enrolled but this growing quickly. 2 new EYPs have joined us Miss Ashley Mc Neil and Mr Scott Farmer. Mrs Audsley has extended her hours to 3 full days and Mrs Cains has now joined the Nursery team on a Thursday/Friday as well as her PSW in school. Mrs Claire Murray now also provides FT PSW support in the Nursery.</p>	
2	Staffing	<p>Classes confirmed: P1 Mrs Davenport P1/2 Mrs Currie P2/3 Mrs Kerr/Mrs Scott P3 Mrs Keegan (1 day Mrs Caskie) P4 Mrs Brown P4/5 Mrs Wassell (1 day Mrs Howley) P5 Miss Kelleher (1 day Mrs Roy) P6 Mrs Reeves P6/7 Miss Mc Cormack P7 Mrs Diamond WLC provided the school with a fully funded probationer this session which has kept Mrs Roy in her acting DHT post Mrs Docherty and Mrs Currie have now returned to us following parental bereavements in the summer. Mrs Purdie will not be our EO this session. We have now been re-allocated to Mrs Maureen McNaughton</p>	
3	Full Pupil return/ Recovery Model	<p>Mrs Roy and I returned to school w/c 3rd Aug to coordinate plans for a full return. Our Risk Assessment was checked and verified by a recent WLC QA visit. They were happy with the robust arrangements that were in place in the school and the mitigations that had been put in place. We also had a call from the H&S executive confirming and clarifying our arrangements. We have had some feedback from a parent about sibling arrangements and requests for siblings to come out of the same gates. Unfortunately our Risk assessment aims to minimise cross contamination between year groups and so this will not be possible at the moment. We have encouraged all P4-7 pupils to stride to a meeting point to liaise with their parent however we can also hold that child at the P4-7 gate until the parent arrives at that gate having collected the younger sibling if that is preferred. As I mentioned in the newsletter we also had some concerns from local residents about the markers on the walk way and our parents blocking the path during pick up and drop off. We will now remove the cones and ask parents to try to keep the pathways</p>	

		clear for other users. Another carer has raised concerns about pick up from the Nursery gate and that traffic is moving and that children are at risk. All children at this gate are being handed over to a parent to minimise this risk. I have invited our WLC H&S advisors to visit our school to further scrutinize our pick up arrangements.
4	Finance	<p>2 new Promethean boards were installed in P4/5 and P2/3 classrooms. These were financed by capital enhancement budget.</p> <p>A further Promethean board has been ordered for the P7 class from funds raised from school fair. It is hoped that this will be installed in Sept.</p> <p>From school fund we paid for an adjustable stand so that the promethean boards height in P2/3 can be adjusted to support learner and teacher accessibility.</p> <p>24 new netbooks (4 of which were financed from parent council) have also been ordered to support digital learning in the school.</p> <p>A big thank you to our parent council and our school community for helping to finance the above much needed items.</p>
5	Property	<p>Front grounds recovery work by the roof contractor's agent has taken place and has been verified as now being at an appropriate WL standard.</p> <p>Nursery toilets upgrade was completed to a very high standard and in a similar style to school toilets.</p> <p>Planned expenditure this session:</p> <p>Nursery decorated now that the toilets are successfully installed.</p> <p>Purchase an outdoor classroom</p> <p>Source a new infant reading resource</p> <p>We will continue to push for new upper school toilets and the second part of the roof to be completed next session to continue the refresh of our building.</p>
6	School Improvement Plan	<p>We are currently putting all our efforts in to school recovery at the moment and focusing on pupil HWB and the assessment of literacy and numeracy skills post lockdown.</p> <p>Our new SIP is almost complete and I will be able to share our proposed key priorities with you at our next meeting</p>
7	Self-Evaluation	We will be asking our P1 parents for feedback on our mostly virtual transition arrangements for this year and asking for feedback from parents on our virtual meet the teacher/meet the family session.
8	School Attainment Picture	<p>See Summary attached below.</p> <p>The snap shot shows a very healthy picture pre lockdown however our staff team are now working together to assess children in their learning post lock down so that we can plan our learning and teaching to meet the needs of all learners.</p>
8	School Camp	School Camp Money has now been refunded with 50% being paid by the Camp and 50% being paid by the insurance company.
9	Communication Framework	Please find attached a copy of our proposed school communication framework for the session. Your feedback would be welcome.
10	Food bank appeal	We would like to establish a foodbank within our school and would like to make the last day of term Friday 9th October a bring a can to school day. This will allow us to provide families with food immediately if needed.
11	Sacramental	First Communion dates are now agreed:

	Dates	Sunday 27 th Sept @ 2pm Saturday 3 rd Oct @12 noon - both will be held at St Andrews Church for our P4 children who are now in P5 from last session
12	Parental Engagement	63 families joined us for our virtual meet the family/teacher session last week. P4 & P4/5 sessions will be re-scheduled.
13	Pupil Leadership	Our New pupil leaders are as follows: Calder - Kate & Zuzanna Galloway - Emily & Levente Whithorn - Seamus & Hasan Glasserton - Cameron & Kasia We look forward to working with this highly motivated group.

	Roll	Reading	Writing	Listening & Talking	Literacy	Numeracy	Mathematics
2019/20 (P1 now our P2) All Learners	28	89.66%	96.55%	93.1%	86.21%	96.55%	93.1%
Quintile 1	2	100%	100%	100%	100%	100%	100%
2019/20 (P4 now our P5) All Learners	44	79.55%	79.55%	84.09%	79.55%	81.82%	81.82%
Quintile 1	11	81.82%	81.82%	81.82%	81.82%	90.91%	90.91%
2019/20 (P7 now S1) All Learners	44	86.36%	79.55%	95.45%	79.55%	79.55%	79.55%
Quintile 1	6	33.33%	33.33%	83.33%	33.33%	33.33%	33.33%



COMMUNICATION FRAMEWORK

Who	Method	Special Notes
Office Staff Mrs Findlay Mrs Vettese	<ul style="list-style-type: none"> • Annual Data Checks • EE2 forms • Groupcall • Telephone calls • Absence Line • Open Door 	<p>Please avoid coming into the office at the moment due to covid guidance. Please ring Mrs Findlay or Mrs Vettese for support and they will advise you.</p> <p>Please use the absence line if your child will be off. It is important to let us know the specific reason for absence at the moment particularly if its covid related symptoms.</p>
Teaching Staff	<ul style="list-style-type: none"> • Homework Letters/Menu • Face-to-face appointments • School App • Twitter • School Blog - weekly updates about class learning. • Nursery pupils have an Online learning Journal. • GLOW profiles will be used to share regular information about your child's progress in learning. 	<p>We recommend that all parents download the school app as this has all the communication tools in one place. Teachers might use the app to send messages with reminders of homelearning, dates and links to learning.</p> <p>Teachers will continue to write a class blog post at the end of every week to outline the class learning that has taken place. This will include a small selection of photographs. We would encourage parents to comment on the Blog posts regularly.</p> <p>Some teachers use Twitter to share learning with a wider audience.</p> <p>Parents can request an appointment with their child's teacher by e-mailing/phoning the school. Currently any consultation with parents will be done by phone.</p>
Headteacher / Depute Headteacher	<ul style="list-style-type: none"> • Welcome back letters • Annual School Calendar • Termly Dates • Regular Updates • Paper letters when required • School App • Twitter • E-mails • Telephone calls • Appointments • Open Door - when possible • School Website • HT Chats 	<p>Please choose your preferred method of communication to contact us. We will respond. The most important thing to stress is that we are here to help; whatever the issue.</p> <p>At the start of each school year paper copies of letters and calendars will be sent home with links to the school website, blog, app and Twitter.</p> <p>Updates will be e-mailed regularly with the latest school news. They will be posted on the website so that you can access them at any time too.</p> <p>Twitter is used to celebrate success and share updates.</p>