

3.3 **Headteacher Overview on School Business**

AS noted that her HT Report included all current updates on school business (see section 4)

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3.4 **Treasurers Report**

CO'S advised that a Financial Statement would be sent to MT for appendage to the Minutes. Broadly speaking, the financial update is as follows:

| | |
|----------------------|-----------|
| 2019 Opening Balance | £1,127.60 |
| Plus Income | £ 711.02 |
| Less Expenditure | £1,094.00 |
| 2020 Opening Balance | £ 744.62 |

CO'S

3.5 **Office Bearers Continuation of Service (2nd Year)**

SYM noted that he was happy to continue his role as Chair. CD noted that she was happy to continue her role as Vice Chair. CO'S noted that she was happy to continue her role as Treasurer. MT noted that she was happy to continue her role as Secretary.

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CO'S added that as this is her daughter's final year at St. Ninian's that it may be advisable for the PC to introduce a new Treasurer prior to the end of the current session (which would require an EGM with full notice period, as per standard AGM). Changing over signatories on the cheque book is a timely process which CO'S would not be able to oversee. As SYM is also in his final year with St. Ninian's, TM suggested that one of the other remaining office bearers becomes a signatory in his place so that they would already be an established signatory along with AS in the next session. CD agreed to become the third signatory along with AS and CO'S.

CO'S/CD

----- **AGM BUSINESS CONCLUDED** -----

4 **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:

4.1 **School Roll**

AS noted that the Nursery roll now stands at 61 children. This includes 26 AM children, 15 PM children and 20 2-full day children. AS commended the Nursery team for their high level of work to manage all of the new intakes and to evolve the structure of the Nursery, splitting the indoor/outdoor spaces and staffing into 2 cohorts per session. Whilst this is counter-intuitive from the previous free-flow Nursery ethos, it conforms to current Covid restrictions and would save half of the Nursery team and children from having to isolate should someone in the opposite cohort display symptoms or test positive with the Corona Virus.

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4.2 **Finance/Property**

AS noted that much of the recent expenditure was for on online resources, which was essential for classroom learning as well as for home learning should the school be closed for a second period of lockdown.

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AS noted that the redecoration of the Nursery had been completed and that the area looked fantastic. The school is hopeful that some of the £1800 cost would be reimbursed by WLC.

AS

4.3 **Self-Evaluation**

AS reminded members about the online survey for parental feedback regarding online resources and asked those who hadn't yet completed the survey to do so.

ALL

4.4 **Food Bank Appeal**

AS expressed a huge thank you to families who donated towards the school Food Bank. The amount of donations was quite overwhelming and has put the school in a strong position to support families whenever they may need help. Further donation days are being planned and will be aptly named 'Sharing Is Caring'. CD asked if donations will be termly. AS advised that this will be assessed once the current stock starts being distributed. AS added that the school were unable to accept Morrison's kind offer of a donation due to the current stock levels/storage capacity however she has advised them that she will be back in touch as stock levels deplete. AS offered her continued thanks to Morrison's for their ongoing support.

AS

4.5 **Parental Engagement/Parent's Nights**

AS noted that 81% of parents/families had booked appointments for Parent's Night. AS advised that rather than issuing a single link per class teacher, which could result in parent's/families overlapping each other in the online forum, that the school had decided to issue a separate link for each child. Whilst this has been more time consuming for school staff in preparing, it is felt that it will help the events to run more smoothly and will help to protect the privacy of those logging on to the system.

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4.6 **Road Markings Update**

AS made reference to the Safety Evaluation report which was prepared by Gordon Brown of WLC. AS advised that she had requested yellow lines on the hill across from the Nursery gate however as this is not WLC property it is not possible. All avenues have been exhausted with WLC regarding the carpark and surrounding roads, however AS will continue to include safety reminders in her HT Update and will ask families to be courteous towards other users during drop-off and pick-up.

AS

5 MATTERS ARISING FROM PREVIOUS MINUTES

5.1 School Uniform Suppliers

CD advised that she had received further information from M&S. M&S are keen to progress the contract with St. Ninian's, one of only 10 schools to be considered for the M&S School Contracts this year. New contracts aren't usually considered until January however M&S hope to establish their new contracts before the end of the year to alleviate any issues with meeting demand (given current supply chain/import issues due to Covid). Contracts had been issued for review however **CD** advised that they had been issued to reflect the English school timetable and that she was waiting on an update from their Legal Dept. to reflect the Scottish timetable. **AS** noted her concern with the 3-year duration of the Contracts, which she felt was too restrictive in the event that there were severe supply issues in the initial year. **CO'S** suggested that a 1-year trial period be sought in the first instance. **CD** advised that she had to confirm the final list of products required as part of the School Contract (bespoke items only, or including standard items) so that M&S could finalise their price list. **CD** noted that the school would only receive cash back on bespoke items. Cash back is paid to the school twice per year. The group agreed that only bespoke items (yellow shirts, embroidered knitwear, blazers, rain jackets and sports wear) should be added to the School Contract list. Standard items such as trousers, pinafores, skirts, etc. would be available on the general M&S website and in store, as they are currently. **CD** hopes to have the price list finalised by M&S in time for the next meeting. **AS** thanked **CD** for her work thus far in liaising with M&S.

CD

5.2 Fundraising/Christmas Cards

AS noted that completed Christmas Card packs were due to be returned to school by Tuesday 3rd November. **CD** noted that she would collect the packs on Wednesday 4th November. **AS** thanked **CD** for her help with arranging the cards, particularly as it is one of the few fundraising opportunities available for the school this session.

CD

6 OTHER/NEW BUSINESS

6.1 Christmas Toy Fund

CV suggested that the PC could support the school with a Toy collection, with the view that this could be used alongside the school food bank to give Christmas toys to low-income families in the school. **AS** expressed her thanks to **CV** for her suggestion, however she advised that it would not be possible for the PC to assist with a toy collection, or indeed the school food bank, due to parental access restrictions within the school (Covid) and confidentiality issues with school families. **AS** added that limited storage space would also have been an issue for any toy collections.

CD noted that the Lanthorn had added a post to their Facebook page to advise that they were now collecting new/unwrapped toys for families within the local community. Drop-off points and dates are noted on the post. **AS** to share details with families in the upcoming HT Update.

AS

CL also noted that the SVDP usually have a Christmas appeal for families within the local community. Once details are posted then any member of the group can share with **AS** for inclusion on the HT Update.

ALL

6.2 Dog Fouling

CD referred to a concern which had been raised at the previous meeting regarding dog fouling around the school perimeter. It was acknowledged that WLC had cleared the mess following the previous meeting however further concerns had been raised by several parents dropping off at/collecting from the P1/P3 gates. Parents/carers have emailed WLC direct regarding the continued amount of dog fouling along the path adjacent to Cedric Rise. **CD** reported that the Head of Council Operations had responded to their emails and that WLC were monitoring the situation. **CD** encouraged members to report the continued fouling to keep WLC aware of the ongoing situation.

ALL

6.3 Face Masks

ALM asked for the schools support in asking parents/carers to wear face masks during drop-off/collection times. **AS** noted that as this was not yet mandatory (at date of meeting) that she would only be able to add an advisory note to this weeks HT update. Should the Scottish Govt. make this mandatory then **AS** would circulate requirements to families via Groupcall and the subsequent HT Update.

AS

6.4 Term 2 Calendar

AS noted that the Term 2 Calendar would be issued to families at the end of the week along with the next HT Update. Sadly, many traditional events in the school calendar will be cancelled this year due to Covid safety measures, including the Nursery and P1/2 Nativities, the Pantomimes and the Cake & Carol family event. **AS** added that the school were still hoping to have Christmas parties for the children and that these would be based in each of the classrooms to maintain the established class bubbles.

AS

6.5 HT Updates

LC commented that some of the script fonts on the HT Update were difficult to read and asked for these to be changed. **AS** noted that she would change these on future updates.

AS

7 DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 1st December at 6:30pm. This meeting will be held virtually. Meeting details will be issued in advance.

ALL

TREASURER'S REPORT 2019/2020

Produced by Cheryl O'Sullivan

Summary

| | Comments | Total In | Total Out | Balance |
|------------|---------------------------------|----------|-----------|----------|
| 01/08/2019 | OPENING BALANCE FOR NEW SESSION | | | 1,127.60 |

| | Comments | Total In | Total Out | Balance |
|------------|------------------------------------------------------------------------------------|---------------|-----------------|---------------|
| | | | | 1,127.60 |
| 16/10/2019 | Rag Bag Collection (TBC from bank statement) | 74.80 | | |
| 10/02/2020 | CHQ 010424 for DJ | | 75.00 | |
| 28/02/2020 | Easy Fundraising | 20.22 | | |
| 09/03/2020 | Contribution towards School funds - Mrs Lisamaria Purdie | 20.00 | | |
| 09/03/2020 | Ladies Night Deposit | 596.00 | | |
| 23/06/2020 | St. Ninian's Primary School - Note Books (£254.75 *4) - CHQ 010426 | | 1,019.00 | |
| | | | | |
| | CURRENT BALANCE NOVEMBER 2020 | 711.02 | 1,094.00 | 744.62 |



St Ninian's Primary School and Nursery Class Parent Council



Headteacher's Report Oct 2020

| Item | Subject | Points for Discussion | Action |
|------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1 | School roll | Current school roll is 248 – Our Nursery numbers continue to rise and we have pupils in the morning and pupils in the afternoon. | |
| 2 | Staffing | No changes to structure already published but ongoing covid situation will continue to impact ongoing class coverage. | |
| 3 | Health and Safety | We continue to update our Risk Assessments as and when recommendations are made eg face mask coverage in communal areas and EYC bubbles. Traffic update: Please see separate Image to support this and final action point* | |
| 4 | Finance | <p>New Promethean boards now installed in P5 Classroom which was funded by School Fair. We now have new boards in P2/3 and P3 with adjustable heights to make them more accessible to pupils and a new board in P4/5.</p> <p>A big thank you to our parent council and our school community for helping to finance the above much needed items.</p> <p>Other recent expenditure included the renewal of online licences for the following websites. These provide interactive resources in school but will also provide much needed teaching materials if a class or school faces a period of isolation or lockdown : Connectus – School App £ 480/Sumdog £640/Tig Tag Junior (Science) £372/ IDL £238. We have also spent £ 1487 on upgrading our Sports equipment to ensure its safety and £ 811 from PEF budget to secure Count on us boards that P4/5 have been trialling successfully for us.</p> <p>The process of purchasing an outdoor classroom is underway but we must use WLC Quick quote system to obtain a variety of quotes before making the purchase due the value of the purchase – around £700</p> <p>We still have 24 new netbooks outstanding and have been informed that we will be granted a further 16 netbooks from funds provided by Scottish Govt to prevent digital exclusion. The number was determined by schools Free School Meal Entitlement</p> | |
| 5 | Property | Nursery was completely re-decorated last weekend and looks fantastic. 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. | |
| 6 | School Improvement Plan | Key Priorities will be shared for discussion and feedback at the next Meeting. | |
| 7 | Self-Evaluation | We will be asking our parents/carers to complete an online survey about digital learning to inform our improvement journey and our accreditation for the Digital Schools Award. Mrs Keegan is leading initiatives in this area and will be working with our Cluster lead Debbie Gibson. | |
| 8 | School Attainment Picture | Our recent E& E Meetings where we interrogate the attainment of individual learners have showed that the vast majority of learners have shown great resilience in their learning during lockdown and are continuing to make good progress across all areas to the curriculum. We will continue to push and challenge learners who need it and support those who require it. | |
| 8 | Personal Professional Learning | I am currently working towards the Into Headship qualification as part of my commitment to continued professional learning. This is a Masters Level qualification that is now a pre-requisite to permanent HT appointment. | |
| 9 | Refreshed PC Materials | Thank you to Tina Melville who updated and reviewed our PC code and Constitution when she was looking at St Margaret's in time for our AGM. | |
| 10 | Food bank appeal | The response to our foodbank appeal was quite overwhelming. The generosity of our families was really moving and puts us in a strong position to support any of our families | |

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|----|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | when they need it. Thank you! |
| 11 | Sacramental Programme | <p>We were so proud of our pupils who made their First Communion recently under challenging circumstances. We will hopefully be having First Reconciliation for pupils who missed it soon. This is likely to take place in school and we are awaiting the confirmation from Father Kenneth.</p> <p>New teaching resources and workbooks are now available from the Diocese and we would be aiming to use this years P3s for Reconciliation , P4s for Communion and P7s for Confirmation. We will update you on dates when we have them.</p> |
| 12 | Parental Engagement Parents Night | We have 60% of parents booked into our virtual parents night as of Wed 28/10. We unfortunately cannot take any other bookings as we need to generate codes and distribute them from our booking lists. |
| 13 | Road Markings Update | <p>Due to concerns raised by parents/carers. WLC H&S advisors observed our pick up arrangements and along with Councillor Fitzpatrick helped support our request to have school lines refreshed along the roadway outside. A summary of my meeting with Gordon Brown is outlined below:</p> <p>Further to our site meeting yesterday morning in relation to the parking problems that are experienced around the school caused by parents picking up children from the school.</p> <p>I have attached the road adoption plan which details the areas of responsibility for the roads and footways in the area surrounding the school.</p> <p>Orange road areas are the public road network and pink footways are the public footway network which are the responsibility of WLC Roads and Transportation. The dark purple car park is the responsibility of Education Services as is the light purple footpaths. The blue car park and green footpaths are maintained by West Lothian Council. The grey uncoloured areas are privately owned.</p> <p>From this information the adopted road network (orange road) ends at the south kerbline of the blue car park then the road becomes privately owned. I do not know who has the responsibility for this area. This would explain the poor condition of the road in this area and why there are large potholes and broken road surface at the turning end.</p> <p>Unfortunately due to this, I cannot carry out any works in this area such as repairing the potholes and installing new road markings such as a new School Keep Clear. Strictly speaking the existing School Keep Clear is partially on the private section of road and should not be marked in its current position, however as agreed I will arrange to have this marking refreshed. I will also arrange to have the boulder obstructing a car parking space in the blue car par area moved back into its original position.</p> <p>The installation of a formal pedestrian crossing on the adopted section of road would not meet the criteria for the installation of such a facility.</p> <p>Staggered pedestrian guardrail is generally installed on footways where there is a visibility issue with pedestrians entering the road to cross. This is not the issue at the steep footway from the pedestrian gate of the school as there is suitable visibility for pedestrians and vehicles to view each other and this small section of footway is also privately owned.</p> <p>I have investigated the accident record for Douglas Rise and in the last five year period (up to February 2020) there has been no injury accidents in Douglas Rise on the adopted road. There was one recorded serious injury accident in the blue car park which involved a vehicle reversing into a parking bay and colliding with a pedestrian. Although this was a serious accident in dark and foggy conditions, it occurred at 1730hrs which is not related to the school parking issues.</p> <p>Although the parking and movement of vehicles at the school peak times may cause</p> |

frustration caused by parents, owing to the above information, there is no other works that are justified at this time.

I trust this clarifies the outcome from our meeting and allows you to update colleagues and parent accordingly.

