

Parent Council AGM
Wednesday 6th September
Fossoway Primary School

Minutes

1. **Present:** Margaret Forster (MF), Lisa Brown (LB), Jim Pritchard (JP), Sadie Watson (SW), Christina Smith (Chair, CS), Lauren Bate (LB), Katherine Wallace (KW, Minutes), Susan Darby Russell (SDR), Adelaide Carlow (AC), Laura Smith (LS), Sheena Mitchell (SM), Rachel Charity (RC)
2. **Minutes of previous meeting, 17th May 2017.** Agreed as true record.
Proposed CS, Seconded LB
3. **Matters arising**
 - **Use of school field.** Two parents responded to the email asking for feedback: one suggesting matting/drainage to make the field less wet and for more play equipment on a 'safe' surface. Another supporting the discussion re more use of the school field. See Point 8 re Use of the School Field.
 - **Community council link: Relevant Issues.** Last meeting referred to a potential Park Run starting in Kinross Park, and more vehicle responsive road signs.
 - **Pipes & Drums.** This is still on the Cluster agenda, and Mrs. Forster and a Fossoway parent are continuing to pursue it. Regarding the Cluster, Kinross Primary have shown interest and contacted CS a few weeks ago for an update. Parent Council remain keen to pursue this opportunity.
4. **Elections for vacancies on council/Post holders**
All Members and Post Holders were thanked for their time and commitment. It was noted that the Parent Council is well supported and this is positive for the School.

Lauren Bate resigned due to moving house– the PC minutes thanks to LB..

Membership elected:

- Christina Smith, Chair. Proposed KW, Seconded SDR
- Sadie Watson, Vice Chair. Proposed CS, Seconded LS
- Katherine Wallace, Secretary. Proposed CS, seconded LS
- Susan Darby Russell, Finance. Proposed KW, seconded KW.
- Jim Pritchard. Proposed SDR, KW.
- Adelaide Carlow. Proposed LS, seconded SDR.
- Laura Smith. Proposed KW, seconded SW.
- Sheena Mitchell. Proposed CS, seconded AC.
- Rachael Charity. Proposed CS, seconded KW.

Discussion that it would be good to have more representation of P1/2, as all other classes are represented by these elected members.

Action: MF contact P1/2 parents to ask if anyone would be interested in coming forward for election onto the PC.

5. **Financial report**
See attached.
Approved. Proposed CS, Seconded KW.
[Since the meeting the uncleared bank balance has gone up to £2,142.2, including bank interest and remittance from Perth and Kinross for the PC Budget allocation funds 2017-18].
6. **PC funds – best use**

Ideas raised/ discussed included drainage & play equipment for field, matting trail around the field, contribution towards school trips, forest school, gym equipment for field, spare outdoor clothing, lighting for performances in the school hall, backing curtain & track for school hall performances.

Action: MF to further consider/ discuss with staff prior to next meeting, and MF to speak to the Head teacher at Cleish re the outdoor equipment they are considering.

Action: CS to research feasibility/ costs for matting trail around school.

7. HT input

See Attached.

Parent/ Carer parking in Bus zone/ on yellow zig zags. This is still happening which is dangerous when the bus needs to park – and takes staff away from other things to give additional supervision.

Action: PC members to talk to parent/ carers if they see this happening, and explain the problem.

Action: MF to consider this for poster competition along with Dog Fouling.

Dog fouling. This is still happening in the school field, which is unacceptable.

Action: MF to consider a poster competition by children with winning entries displayed around field.

Mobile phones in school.

Agreed statement: The Parent Council support Mrs. Forster in a ban of the use of mobile phones in school grounds by children. Phones brought to school should be handed into the office for the duration of the school day.

PC Support to school.

Action: PC members/ Parents/ Carers: contact school with suggested times if/ when they could go into School to assist with administrative jobs.

Action: MF to email the PC with jobs needed, and to let Parent Council know if/ when there are days they could assist in School after 5pm

8. A.O.C.B

Use of the School Field

MF re-iterated the School's commitment to increased use of the School Field, which is also a focus for staff at the moment, in terms of having more of the curriculum outdoors.

Key principles

Both the School and Parent Council are committed to more use of the field at breaktime.

Children returning from break dry, on time and ready to learn

Encouraging physical activity and outdoor play

Making the best use of the outdoor facilities we have

Keeping children safe

Giving children choice between the tarmac playground and field

Challenges

Staffing.

As a small school there is only one member of staff for half of lunch break.

It requires two staff in the playground to open the field – so one is in each area.

Clothing

Children are not bringing in outdoor clothing every day eg. wellies, old clothes, old trainers, plastic trousers, coat.

Children do not always remember/ take responsibility for changing into outdoor clothing.

Parents & children can feel it is pointless sending the outdoor clothing in, as it often isn't required.

Some families may not provide outdoor clothing for children.

Children loose clothing/ don't have it named.

There isn't much space to store additional clothing.

Clothing can be smelly/ wet and there aren't designated spaces to dry clothing.

Children need to remember to take wet clothing home for drying/ change over.

Time keeping and Behaviour

Children and one member of staff need to come in from the field a few minutes early in order to give time for wet clothes to be changed and put away.

Staff can feel frustrated that despite regular requests to children and families, outdoor clothing is not coming in regularly

Parents and children can feel despondant that the clothing is often going in but the field isn't open for the children to need/ use it.

It will take time for children, families and staff to bring about change. Behaviours such as children remembering to change of their own accord, and staff bringing wet children in 5 minutes early and opening the field every day take time to become habitual. Also, there may be issues that emerge and concerns from parents. However, there are other schools that are opening their grassed areas in this way, and there is commitment from the PC and School to understand and overcome emerging issues.

Preserving the field

If the field/ areas of the field are becoming 'mud baths' then we need to take into account preserving the field.

Moving forward: Actions

Aiming for daily use of the School Field for half lunch break – when two staff come out one is in the field

Trial a 'boundary' at the edge of the fort

X so the member of staff can be nearer the gate to remind children to change as appropriate

X to contain the space the member of staff is supervising

School field closed 5 minutes before end of lunch

X so the member of staff can take the children in to start changing their clothes

MF talk to the children about outdoor clothing

X old clothes/ old trainers or plastic trousers/ wellies required

PC draft email for parents re clothing and use of the field to send out around October break

PC review progress and challenges each meeting, for example

X whether more hooks/ racks needed for storing/ drying clothes

X whether more highly absorbent door mats needed

X children/ staff/ parent feedback

X whether parent help could be requested at lunchtimes to facilitate more use of the field

Date of next meeting: Wednesday 4th October

PC meeting dates for 2017/2018

4/10/17

13/12/17

7/2/17

16/5/17

Fossoway Primary School Parent Council

Financial statement 01/04/2016 – 31/03/2017

Expenditure

Date	Item	Cheque	Amount
14/06/2016	Forest School (Sail Forth: Neil Schofield)	000032	£280.69

Total expenditure **£280.69**

Income

Date	Item	Amount
29/06/2016	Bank account interest	£0.19
29/09/2016	Bank account interest	£0.16
29/12/2016	Bank account interest	£0.16
09/02/2017	Budget allocation PKC	£434.00
30/03/2017	Bank account interest	£0.18

Total Income **£434.69**

Opening Balance 01/04/2016	£1,543.00
Total expenditure	£280.69
Total income	£434.69
Net income / expenditure	£154.00
Closing balance 31/03/2017	£1,697.00

Fossoway Primary School Parents Council Treasurer: S. Russell

Date: 26/06/2017

HT input for PC 6.9.17

Staffing - we have appointed Tim Haines as P6/7 class teacher who will join us as soon as possible. We are still negotiating an official start date. We thank Mrs Paul for working with the class in the meantime. Mr Williamson will be working with P6/7 until Mr Haines joins us full time. Mrs Brown has been (and will continue to) work with the P6/7 teaching staff with planning, to ensure continued quality provision for the class. Former pupil Chloe Watt is volunteering on a Friday afternoon in class, to gain experience as she is interested in becoming a teacher.

We have an AST (area support teacher) shared between cluster schools to provide additionality and cover if necessary (with protocol in place for that). They are Kirsten Kinninmonth and Kirsty Barnacle. Mrs Barnacle is also our weekly RCCT teacher (covering non class contact time). Four class teachers are entitled to this. We also have Leigh Smith who is working as a pupil support assistant. Michelle Morton is our new admin assistant. All are settling in very well and becoming part of our Fossoway team.

We have a new QIO - Mark Neil who is replacing Mrs Dalziel. He has already visited the school.

Sports and clubs (lunch and extra-curricular) – I have been in discussion with Cath Devanny and Morna Hunter. Hopefully we will be able to provide a variety of clubs as well as the usual taster sessions, competition and festivals as last year. I have no information as yet as to the county sports. Cath is attempting to set up visits from high school pupils as well as after school clubs. Morna has offered to support us with a running lunch club for P5/6/7 and after school netball club for P5/6/7 3.15 – 4pm on Tuesdays. Coding Club – Mr Henry will lead. He has also introduced staff to coding during a collegiate session. Christina Smith will run an infant running club. Jane Wallace has offered to organise a bridge lunch club during winter terms.

Mobile phones in school – Several pupils have been and are regularly bringing mobile phones to school. This is not appropriate as we can contact any parents from our office. I understand that pupils may be going elsewhere rather than home at the end of the day but we need to set rules for pupil's phones. We cannot take responsibility for any loss or damage to phones while in school even when they are handed into the office.

Dogs in school field – there are still dogs being walked in the field. There is still dog fouling in the school grounds and field.

Assessment – The government have introduced standardised assessment into Scottish schools this year. When we have more details confirmed I will bring this information to the PC and also share with the whole parent body. We will no longer be carrying out InCAS as the standardised assessment will cover the same pupil cohort as we would have assessed. The PIPS will still be carried out in P1 at the beginning and end of the pupils first year.

Parking in Bus area - Cars are being parked in the area reserved for bus pupil transport. This is causing pupils and staff to walk across the car park area while cars are trying to leave and or drop off pupils in school grounds. It is unsafe. We have sent texts and included information in the newsletter but we are still having problems. We may need to ask Police Scotland for support.

PC input - From an enquiry of how the PC could further support the school I can only request support in classes and throughout school for short periods of time when necessary would be welcome. An inventory of who we can approach for specific jobs to support us e.g. joiners etc who can share their knowledge and also perhaps produce items for performances and outdoor learning. We also require help organising the resources for outdoor learning when we have them in school.