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| **Woodburn Primary School Parent Council**  **November Meeting** | |
| Date: | 7th November 2018 |
| Time: | 6:45pm |
| Location: | WPS Library |
| Present: | Jaclyn Morrant, Helen Laidlaw, Susan Wright, Scott Borthwick, Darren McConachie, Gillian O’Hara, Helen Gordon, Emma White, Ian McClanachan, Susan Welsh, Joanna Findlay, Elspeth McNeil, Hannah Clark, Elinor Fox, David Fox |



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| **Item** | **Agenda items** |  | |
| 1 | Welcome and Introductions |  | |
| 2 | Apologies | Laura Saunders, Gillian Taylor, Lynsey Renwick, Kirstie Cooper, Heather Lovatt, Oscar Gomez. | |
| 3 | Approve minutes of previous meeting | Approved by Susan Wright | |
| 4 | Parent Partnership Treasurer Report | Monster Mash - £752  Reducing cost of school day funding - £11,178  Allocated spending - £3260  Balance available - £3100  JM handed over 22 money envelopes of £50 per Primary Class and £100 each for Nursery AM & PM, this is money for teachers to buy extra bits and pieces throughout the year.  The meeting agreed to a sum of £300 for additional Kinder Boxes, Shelving and Labelling equipment for the Library. Miss Gordon to confirm what is required and will order from there. | |
| 5 | Head Teacher Report | Learning and Teaching:   * Currently have focus on ‘Feedback’ to improve outcomes for learners. Looked at good practice within school and beyond to create a created a school policy (to be circulated with minutes). * A further group of 5 teachers are about to complete the Outstanding Teacher Intervention Programme (OTI), this engages staff in three modules which look at a range of approaches. Staff are then videoed and coached. Teachers feel that the programme is improving their practice skills and feel that it is shifting their way of teaching. * As an Associated Schools Groups we have looked at expectations in Numeracy. * There has been a recent visit from colleagues in Norway, once again good feedback , very welcoming and ethos of the school applauded. Good practice in Learning and Teaching reported. The playground the only area where visitors thnk we could improve the experience for pupils. * ACTION: JF to speak with Debbie Lawson who has kindly volunteered to look into funding bids, quotes from companies and ideas of what can be done in the playground. Areas to look at are natural areas, sandpits, willow tunnels, imaginative play areas, and areas that the children can play and adapt to their play needs.   Primary 7 Completed two Science workshops – get Connected and Get Protected.  Other areas of development:   * Mr Borthwick in new role as a Nurture Teacher has 4 groups running per day. In addition to this Mr Borthwick is a trusted adult to many children in school and has a key patoral role. * Woodburn Toddlers has started, good for parents and toddlers as well as allowing the school to get to know families at an even earlier age. Headed up by Angela Welsh, runs on a Thursday 12.30am in term time. * Youth Worker and Early Years Homelink Worker supporting children and families in a variety of ways but key is tackling attendance. * The WPS Twitter account is showing more engagement with parents, the sharing learning through topics worked very well with parents sharing their children’s achievements. * Teams have taken part in various Active Schools initiatives with Swimming, Rugby and Hockey included. * There has been a renewed focus on Bug Busting – tackling headlice. Leaflet to come home. * There have been Shared Learning events for Primary 1 (Literacy and Numeracy), and the Nursery. The next Shared Learning is P1-7 with a Christmas focus – Friday 7th December. * Eco committee headed by Nadine Cosgrove and Vicki Ormisotn, with reps throughout the school has been launched. * The P3 Autumn Harvest Celebration was very well attended by parents/carers and was a lovely Assembly for the school, with the P3s performing over 3 occasions. * Nursery have started their weekly wellie walks. * A defibrillator has been provided and installed in the school, situated on the wall outside the office. This was kindly donated by the Jamie Skinner Foundation. * Forth 1 Christmas Choir, application sent in but unfortunately not successful this time around. * Thank you to the Parent Partnership who organised Monster Mash.   Upcoming Events   * Dyslexia Assembly take places on Friday 9th November with a dress down in blue day. * Parent/carer session to focus on vision, values and aims - 26th November. * Tour of the school – 30th November 9am all PP welcome. Email to those parents who have attended the last two meetings inviting parents to join a tour of the school, PP will email and gathering in RSVPs. | |
| 7 | Fundraising Report | **Monster Mash** Was a good night, good feedback from those that attended and the children all seemed to have a good time. In terms of organisation, money spent kept to a minimum, with homemade decorations and games. Enough Halloween games to keep children entertained. We used a new DJ and he was good with the kids and had lots of games for them to play.  DM raised the issue of ticketing and information, this has been taken on board and changes will be made for next year’s Monster Mash. With the increase in the school roll, the option of opening out to families may not be available and may just need to be for P1 to P7s to accommodate the numbers.  The PP has volunteered to run hour long Halloween parties for nursery children in the nursery however the care inspectorate not keen on celebrating Halloween for 3 and 4 year olds. Moving forward we will look at Eventbrite as an option for the buying of tickets and a final decision on Monster Mash and its parameters will be decided at the final PP meeting in June 2019.  **P1/2 Film Night** – Rearranged from September and taking place on Tuesday 13th November from 5.45pm.  **Christmas Fair** – Coming together nicely, we have a team of 8 parents working on the Christmas Fair. Lots of stalls, lots of raffle prizes and the Raffle ticket letter will be issued around the 15th November. The school choir will perform at 11am, with the switching on of the Christmas Lights at 11.10am with the choir finishing off with another couple of Christmas Carols.  **P7 Disco** - Wednesday 12th December. DJ booked just need to confirm the times. Once numbers and dietary requirements are known Pizzas will be ordered from Bonfire. HL to update the letter to be sent to the P7’s and will get this copied and to teachers by 16th November. | |
| 8 | Question Forum / A.O.B | **P7 End of year Trip**  This is on the agenda for the school. JF requested Mums of P7s contact her direct to let the school know of any additional planning over and above the trip arranged by the school. SW informed the meeting that the children make up the list of options for their trip and then vote on their preferred one, so the decision on what their trip entails is down to the children.  **Shared Learning**  DM highlighted that the shared learning dates and times have appeared to be on a Tuesday and Wednesday so far making it difficult to attend. JF informed the meeting that there is a great deal of planning goes onto the school year, to accommodate learning, part time teachers, job shares, training for staff, and school commitments. Once all this taken into consideration the days available for shared learning generally tend to fall on a Tuesday, Wednesday and Thursdays. Spread throughout the year they do try to ensure they don’t all fall on the same day of the week, JF will look at the dates planned for the rest of the year and look at making changes if possible. It was noted the next Shared Learning session is Friday 7th December (Christmas).  **PSA APP**  It was raised that the dates on the PSA APP are incorrect, JF has taken notes of the dates in question and will ensure the office update as soon as possible.  Pantomime Dates: 11th December for P4 to P7 & 12th December for P1 to P3  P1 Nativity: Friday 14th December, two shows.  **Text messaging**  Text messages cost 4p a text, however for the school the use of texting ensures that everyone gets the message instantly. The school had to consider that not all parents/carers have an email. JF informed the meeting that staff will be receiving training on the use of emails to all parents who have opted in, emails don’t have a charge to them so in the coming months as the software and training kicks in will be another form of communication for the school.  SW asked that the school look at only issuing a text message once to a parent and not by the number of children that they have at the school, would help with the costs of sending the texts.  **P7 Hoodies**  SW highlighted concerns over the quality of the P7 Hoodies as well as the poor customer service from Image Scotland she received when trying to sort out the quality issues. The school are looking into using a different company for school wear and JM has approached Borders Embroidery for quotes as well as gauging them as a company to deal with. This will be updated at the next meeting.  **Library Shelving**  HG informed the meeting that the Library through the constant use and the great number of books that it has is buckling in the shelving department. To help with the management of the library Mrs Kunz along with another parent voluntarily work in the Library, sorting, labelling, checking books. HG has P6 Librarians who also help with the upkeep of the library as well.  The non fiction book area needs more robust and adequate shelving, IM had a look at the existing shelving and very kindly offered to sort out the shelves and make them more fit for purpose. IM to liaise directly with HG with regards to getting this done.  The meeting also agreed to supply a sum of £300 for further Kinder Boxes and labelling equipment for the Library.  **Times tables**  LR requested a better understanding of the learning behind Times Tables, GO’H is leading Numeracy within the school and has groups of learners throughout the school and will look into reviewing their learning around times tables.  With the learning of times tables it is about the understanding of the multiplication, understanding how the multiplication looks as well as the quick recall of the answer. GO’H will review and feedback at the next meeting. | |
|  | **Details of next meeting** | **Wednesday 6 February 2019 6.45pm The Library.** | |
| Signed |  | Date |  |