

Comely Park Parent Council AGM - Meeting Minutes

Date: Thursday, 15th May 2025

Time: 7:00 PM

Location: Woodlands Games Hall and Microsoft Teams

Attendees:

- Chris McCreath (Chair)
- Koyejo Olugbile (Clerk)
- Rachel Travers
- Catherine Bradbrook
- Lauren O'Donnell
- Jamie Thomson (Deputy Head Teacher)
- Laura McLintock (Head Teacher)

Apologies:

- Natalie (Treasurer)

1. Chair's Welcome

Chris McCreath (Chair) welcomed all attendees to the Annual General Meeting (AGM). A brief round of introductions was made.

2. Minutes of the Previous AGM and Previous Meeting

- The minutes from the previous AGM, available on the school website, were noted.
- The minutes from the last Parent Council meeting were presented. No comments or corrections were raised.
- **Decision:** The minutes of the previous AGM and the last Parent Council meeting were approved without amendment.

3. Report on the Work of the Parent Council

Chris McCreath provided a summary of the Parent Council's activities over the past year, describing it as another period of positive engagement. He encouraged attendees to review the minutes from previous meetings on the website for a full overview.

4. Treasurer's Update

- Natalie (Treasurer) was unable to attend the meeting due to a work commitment in Aberdeen.

- She conveyed a message through the Chair that she has all the necessary information to finalise the accounts and will be submitting them within the next few weeks.
- It was noted that Natalie will be stepping down from her role as her child is in P7.

5. Election of Office Bearers

The council held elections for the upcoming year.

- **Chair:** Chris McCreath expressed his willingness to continue for another term. No other nominations were put forward.
- **Decision:** Chris McCreath was re-elected as Chair unopposed.
- **Clerk:** Koyejo Olugbile volunteered for the role of Clerk.
- **Decision:** Koyejo Olugbile was appointed as the new Clerk.
- **Treasurer:** No volunteers came forward for the Treasurer role.
- **Action:** Chris McCreath to put a call out on social media to find a volunteer for the Treasurer position. He will coordinate with the outgoing treasurer, Natalie, to ensure a smooth handover.

6. Woodlands Update

Chris McCreath shared a recent update from the Woodlands Trust regarding the Games Hall and outdoor pitch.

- **Outdoor Pitch:** The annual report from Woodlands states the outdoor pitch has reached the end of its lifespan, attributing the premature wear to "not getting correct use during school time."
- School staff strongly disputed this, pointing to their vigilance and suggesting external factors like unsupervised community use and damage to the running track are not the school's responsibility.
- The Trust has £32,000 in a pitch replacement fund. The total replacement cost is estimated to be around £250,000. They are awaiting the outcome of a funding application to the SFA Facilities Fund.
- **Maintenance Issues:** Several ongoing maintenance problems were raised by the school:
 - A burst hot water pipe that was not addressed for two days, potentially damaging the sprung floor.
 - A broken fire door, which is not unsafe but is not secure.
 - Ongoing issues with overflowing bins not being emptied correctly.
 - A general decline in the maintenance standards over the last 18 months, which were previously very positive.
- **Service Level Agreement (SLA):** Woodlands asked if the Parent Council had any proposed changes to the SLA. It was agreed that the council and school representatives should review the current SLA and attend the next Woodlands board meeting to discuss the ongoing issues.

- **Action:** Chris McCreath to circulate the SLA to the council members and arrange a meeting with the Woodlands board.

7. Head Teacher's Update & School Improvement Plan

Laura McLintock (Head Teacher) and Jamie Thomson (Deputy Head Teacher) presented the school's update, which incorporated the School Improvement Plan (SIP) for the next session.

New School Improvement Planning Process

- The school is adopting a new "Agile Leadership" model for the SIP, moving to a more concise, one-page plan hosted on a central portal.
- The plan is structured around three key pillars:
 1. Curriculum, Learning, Teaching, and Assessment
 2. Culture, Ethos, Relationships, Equality, and Inclusion
 3. Improving Outcomes

Pillar 1: Curriculum, Learning, Teaching, and Assessment

- **Reading:** The focus for the next year is to implement the newly developed core "non-negotiable" targets for reading from P1-P7, building on the success of a similar initiative for writing. A new standardised assessment for reading will also be introduced.
- **Reading for Enjoyment:** The school will continue its efforts with the "Reading Schools" programme. They have achieved the Bronze award and are submitting paperwork for the Silver award. They will plan to tackle the more demanding Gold award over a two-year period.
- **Collaboration:** A recent collaboration with neighbourhood schools (based on similar SIMD profiles) was highly successful, particularly in sharing best practices for challenging more able pupils. This model of working will continue.

Pillar 2: Culture, Ethos, Relationships, Equality, and Inclusion

- **Trauma-Informed Practice:** Following a new national requirement, all staff will receive training to become "trauma-informed." This will help in understanding and supporting children's behaviour, as well as fostering positive relationships with the wider school community.
- **Positive Behaviour & House System:** The school will review its positive behaviour strategy, including getting pupil feedback on current incentives and the house system.
- **Family Support:** The school aims to create a more user-friendly directory of support services available to families.
- **Communication:** A new communication tool, "BlueSky," will be launched as an authority-wide alternative to X (formerly Twitter). The school will determine how to use it effectively, likely as a text-only notice board, given ongoing security and privacy concerns.

- **Anti-Racism and Inclusion:** The school is actively working to decolonise the curriculum and embed anti-racist principles, aligned with the "Breaking the Mould" policy. This work is supported by a pupil-led Equality and Inclusion group and will be highlighted through focus weeks on diversity, global citizenship, and children's rights.

Pillar 3: Improving Outcomes

- **Mental Maths:** The school will focus on raising attainment in mental maths and agility, revisiting this area after having significantly updated the overall maths curriculum in recent years.

General Updates

- **Staffing:** The Head Teacher post is currently advertised, with interviews scheduled for June. The school faces significant staffing uncertainty for the next session, with only 11.4 of a required 18.5 FTE teaching staff confirmed to be returning, a situation affecting all schools in the authority due to a hold on permanent contracts.
- **Pupil Reports:** Report cards will be issued on the 13th of June.
- **Sports Day:** Nursery Sports Day is on 10th June, and the main school Sports Day is on 11th June.
- **Lollipop Lady:** Helen Allison, the school's lollipop lady, is retiring. The school will organise a collection for a farewell gift.

8. AOB (Any Other Business)

No other business was raised.

Summary of Action Points

1. **Chris McCreath:** To advertise the vacant Treasurer role on social media and liaise with Natalie for a handover.
2. **Chris McCreath:** Arrange for Parent Council/school representation at the next Woodlands board meeting to discuss maintenance and pitch replacement issues.