



Comely Park Nursery and Primary School Parent Council

Comely Park Primary School

Parent Council Meeting Minutes

Tuesday February 6th 2018

In attendance

Gail McEwan (Co-Chair)

Craig Clinton - Parent

Karen Kerr - Parent

Janine McGregor - Parent

Rachel Travers - Parent

Mairi Summers - Parent

Laura McClintock (Head Teacher)

Jaime Thompson (Principle Teacher)

Apologies From:

Mel Brookes (Co-chair), Colin Reekie (Treasurer), Lorna Cherrie (Parent)

Minutes of previous meeting were approved and seconded.

Treasurers Update Colin Reekie was not in attendance so Gail McEwan gave an update

The balance in the account is currently £800. Some of this money will be used to purchase the shields, have them engraved and to purchase 2 book tokens which will be given to the awardees of the Brogan Memorial Award . We will know the names of the successful winners after Dalguise which is w/c 16/4/18.

Head Teachers Report Staffing Update

Mrs Fraser (SLA) has officially left Comely Park Primary School after a 2 yr long term sickness absence . She has not retired. Ms McLintock recorded thanks to Mrs Fraser for her long service to CPS.

Mr James (Janitor) is now working his actual contracted hours 7.45am -3.45pm. Mr James has previously worked well over these hours. The cleaner(s) will lock up for after school lets.

Thanks were recorded to Mr James for working for so many weeks above and beyond scheduled hours.

Mrs Bankier is on a leave of absence due to a personal situation. Her classes are being covered by other members of Teaching Staff. This is being managed well by the Management Team and Teachers but is having a knock on effect . Mrs Bankiers class are being kept well informed of the situation and parents are being reassured that disruption to their children's learning is being minimised.

Music Teacher long term sickness absence: Children are entitled to ½ hr music every week, which the school are fulfilling to cover the absence. The impact is on the provision of non-contact hours for teaching staff. This is being managed in house but is significantly challenging for the Management Team and is putting extra demands on all school staff as they work together to provide non-contact hours.

New Early Years Officer Miss Kemp: Ms Stanners has left the school, she has had a baby and her contract with the school has ended. Miss Kemp now has taken the EYO position.

Mrs Wilson - end of La Jolie Ronde Class provision: Mrs Wilson is scaling back her involvement with La Jolie Ronde. There will no longer be classes in Comely Park Primary School, however classes are still available in the Camelon location. Recorded thanks to Mrs Wilson for her years of involvement with CPS.

Deputy Head Teacher vacancy: DHT post to be advertised after Easter (no date as yet)

Admin Staff: The Administration Assistant advert was put onto the Falkirk Council website. The school need two admin staff , both to work 20 hours each. The advert is for one additional member of the admin team.

Nursery Update Mr McGrath : Mr McGrath in in Nursery for both sessions on Wednesday and is seeing the majority of Nursery children in the course of his roster. He is proving very popular with children, staff and parents and is the only male staff member in Nursery in the cluster, which is to our benefit.

40:40 nursery Places-99 children: We have 40 spaces in the morning and 40 in the afternoon, but overall we have 99 children. This is achievable as some children have split placements. Nursery placement is now being administered centrally by Jennifer Marshall from Falkirk Council. Parents may not realise this as forms are still being handed in to the school, but work is being done to address this. Placements are still being managed to incorporate split placements with registered private Nurseries. Catchment area children are prioritised, with spaces being made to children outwith the catchment area as appropriate, in order to utilise all available spaces throughout Falkirk Council.

1140 Hours Expansion: This will create new challenges. Staff and MT are confident these can be met and targets reached. There will inevitably be a period of flux and “teething issues” but the school Management Team are confident that these can be kept to a minimum. By working closely with the Council and Early Years Provision all increased demands on CPS Nursery will be met. There are also implications for the Nursery building eg toilet provision etc. These are being investigated and innovative solutions sought.

School Improvement Planning: Inclusion and values. The school Children were consulted on what they want the wording of school vision and values to be. They have chosen the words;

Friendship

Respect

Trying your Best

“Learning takes you places”

Inclusion- children chose “friendship” as their preferred definition of this.

Ambition- children chose “trying your hardest” to define this

Nurture Base: “The Hive” was created in the school with PEF funding .

Pupil Equity Funding – see <https://education.gov.scot/parentzone/learning-in-scotland/Pupil%20Equity%20Funding> for more details on PEF.

The Hive was created to allow a quite space for children who need additional support and a relaxed environment. It will be fitted with kitchen equipment to allow simple cooking and baking skills to be learned and enjoyed by the children.

Literacy: Word aware staff training ongoing in partnership with Speech and Language Therapy colleagues (SALT)

Literacy Workshops: These have been held and were very well supported. Parent Workshops are planned and will be delivered in due course. These will include reading workshops (English as a second language) . Falkirk High School pupils may be involved as mentors in the English language to work with CPS pupils.

Numeracy : Conceptual development of numeracy SEAL (Stages of early arithmetic learning). Class workshops ongoing.

Structured Play P1: Being driven by Lisa McCabe. Very early stages but gathering momentum and proving a very exciting concept and staff are enthusiastic. Carol Smith is coming back and has been instrumental in this initiative and MT will keep PC informed as to unfolding developments.

Enrolment for P1 is complete

Educational Psychology Services Changes: We are now down to 4 Educational Psychology staff from 9.5. Educational Psychology staff no longer routinely attend TAC meetings. Length of time that has/is now elapsed/is elapsing between parents/carers signing consent for ED Psych involvement and actual contact is lengthening. There is also no routine classroom assessment since Mrs Hendry left. Falkirk Council are recruiting, and in the meantime a telephone service has been introduced.

These changes have meant that staff have had to answer the challenge of managing parents' expectations of the service and to reassure that these changes to service provision represent a change in response process and do not place children at any deliberate disadvantage.

In -Service Programme: was held at Langlees Primary for all staff in the Falkirk cluster

Sir John Jones, who is a motivational speaker for teachers spoke and was very well received.

"Resilience" Film was shown. Highlights the Impact of Adverse Childhood Experiences (ACE) on children and later in life in adults. A Team of American experts created this educational film.

US experts on ACE showing link to issues in adults to ACE issues – Divorce, neglect , abuse- enabling staff to recognise ACE and support pupils through such issues.

Pupil Equity Funding: Small Tests of Change may be looked at during the next In Service Day.

Enabling a plan for intervention and monitoring of impact on child/ren affected.

Partnership with Parents: Parent Appt. Booking System for parents night- goes live 18th February midnight- 28th February.

All appointments to be made through this system ONLY and reminders sent via email or text, as piloted last parents night with relative success. This system is designed to take the pressure off hard pressed office staff and to encourage parents/carers to make and keep appointments.

Under the trees: Outdoor learning ongoing and popular with staff and pupils alike. Children are loving it.

Coding Club: is for Senior Pupils and will resume in partnership with a parent and his work and key staff member

Football Club: Ongoing initiative in partnership with parents.

Vocabulary Workshop Nursery, P1 and 2: This prompted great feedback from parents

Curricular Evening : This will be held Wednesday 9th May

Maths Workshop for Parent/Carers: TBC

School Building/Grounds;

Intruder Alarm: The alarm has been going off up to 3 times per night. Currently the Head Teacher has to go to the school to reset it as there is no provision for this from Falkirk Council . Thankfully, the HT has not had a call yet to go to the school. Fault is being looked at.

Fire Alarm: has been serviced.

Pitch- litter: this is a big problem due to carelessness of individuals and not enough bin capacity during busy times of use. This will improve when Woodlands Community Sports occupy Woodlands Games Hall from 1/4/18 as they will have a team on site who will actively clean the facilities. A clothing grant is being sourced so children that can be active litter pickers but a Risk Assessment would be carried out beforehand.

Snow- Regarding the procedure for school closure, both complaints and compliments were given over this issue. The council will always endeavour to keep the school open, but the issue is that many staff live in outlying areas and they could not safely get to Falkirk.

Car Park – Specifically in relation to gritting of the school and car park during cold weather. Issues arose regarding accessing enough grit to keep the school and access paths clear and safe. This issue was raised with our local Councillor by the Parent Forum. The expected outcome is to get Falkirk Council to provide a grit bin on or near the Woodlands Games Hall carpark.

GO Kids: Go Kids have asked for permission to have a shed in school grounds for storage. HT/MT to liaise with GO Kids MC and agree a suitable site for this. **ACTION:MT/GO kids**

Gates: Locked over Christmas Holidays to secure new play equipment from possible vandalism. No complaints from public re not getting access through the school. The Parent Council are in favour of all gates being locked and no access given to the school ground outwith school grounds. This is to stop litter, in particular broken glass and dog fouling.

School Success: Very successful Strathcarron Fundraising by P7. They raised £1,000! Huge well done to the children as well as parents and teachers who supported them.

School App Launched: Uptake from a significant number of parents via download. This tool is proving very popular and useful to the Parent Forum.

Burns Supper : The Burns Supper as always was very well received.

Burns Poetry Recitals : The recitals were of a high standard.

Swimming success: Children throughout the school continue to be successful in competition. Further details in the school newsletter and on Twitter.

Scots Writing Award: attained

Outdoor Learning CitizenGroup: The group were filmed by CBBC for “Down on the Farm” programme, which the children really enjoyed!

Tesco Bags for Help Grant: Received. Information will be shared on social media and in school bags. Voting begins 1st March and ends 30th April. Possibility of a £4k grant for the school outdoor playground.

Forthcoming Events/activities:

Cluster Network hosted for Cluster February 6th at CPS

Parents Nights

Basketball events: There have been ongoing issues with transport and adults to accompany the children to these events which are being resolved.

No Pens Day! Thursday 8th Feb- Active learning day – no consumables. – will most likely be a half day.

Internet Safety Day: February 6th - sharing the learning Feb 16th.

Downs Syndrome Awareness Day March 23rd

Sponsored sports event Wed 28th March around Sports Relief (17th-23rd March) though purely for school funds

JASS and John Muir

Euro Quiz- defending our title! For P6 and P7 children

P5/6 Drama Club

Dalguise – 17- 20 April . Brogan Memorial Award is at JM Colley ready for engraving.

Action: Laura/Jaime to advise the winners of the Brogan Memorial Award on return from Dalguise.

Positive Behaviours Initiative: Mel Brookes, Mairi Summers and Lorna Cherrie

Mel, Mairi and Lorna will continue to engage with relevant organisations and individuals in order to work in partnership with the School Management Team to maintain and develop excellent positive behaviour initiatives at CPS. Its hoped that we can work closely with Falkirk High School with a view to adapting their Mentors in Violence Prevention programme for Primary School pupils. There is currently a lot of good work going on around positive behaviours in Comely Park Primary School and it is key that we work closely with the School Management Team on these issues.

Action: Mairi Summers

Woodlands Games Hall and Pitch: Gail McEwan

Progress is being made towards the handover of the Gameshall to Woodlands Community Sports on 1/4/18. We must ensure that the building is handed over to WCS in good condition. There are several red line items that will be fixed by FC before the building is handed over (including lighting, lift, fire doors) Mel is working hard to ensure insurance is in place and FC and FCT are working with us to ensure all H&S documentation, risk assessments and contractor data documentation is handed over to WCS. **ACTION: Gail McEwan. Action Complete – Games Hall handed over 31/03/18 and communicated over social media.**

School Uniform and lost property: Rachel Travers

Negotiations are underway with RGM regarding school uniform and a possible online ordering system. Discussions around school uniform provision that is best quality and affordability for parents. Input from PC is key to assuring this and feeding back helpful info to parents.

ACTION: Rachel Travers

School Grounds improvement: Gail McEwan

PC to continue to look at ways of improving the school playground and surrounding area including continuing dialogue re railings upkeep (painting will commence May 2018) and inclusion of greenspace into grounds (Tesco Bags for Help)

Andrea McFarlane will call the Community Payback scheme to request use of their discount with RJM Sports who stock the correct colour of paint. She will purchase paint and wire brushes for the CPS people to use from the school . They will fit the painting in when they have time, in between jobs outwith playtime and lunchtime.

ACTION:Gail McEwan will continue to update the PC and Parent Forum

AOB

Lost Property Strategy: Rachel Travers

Rachel is happy to continue with the task of managing the lost property and where possible reuniting it with its owners or recycling it. We will continue to use the Facebook Swap Shop Group dedicated to this purpose, and will make lost property available at parents night and similar events. Leftover lost property to be reused where possible, or recycled via clothing bins.

ACTION: Rachel Travers

Next Meeting Tuesday 1st May 2018

Venue: Woodlands Games Hall – upstairs meeting room