



Comely Park Nursery and Primary School Parent Council

Annual General Meeting

Tuesday 7 May 2019

Minutes

Attendees

Gail McEwan – Chair
Laura McLintock – Head Teacher
Jaime Thomson –Depute Head
Colin Reekie – Treasurer
Janine McGregor – Secretary (minutes)
Craig Clinton – Parent
Donna Blindell – Parent

Apologies

Susan Milner – PTA Chair and Parent
Rachel Travers – Parent

Minutes of meeting held on 26 February 2019

Minutes from previous meeting were approved with nothing outstanding.

Office Bearers

Colin agreed to remain the Treasurer and Janine, Secretary. Though Gail was happy to remain Chair she would prefer this to be a joint Chair role as she would only be at the school for another year. As no-one volunteered from those present, this would be communicated out to the parent forum.

Grants

Gail noted there were a couple of grants currently being applied for; the nursery had submitted one to the Howgate Community Grant for benches and Miss Moore was working on one through the Local Schools Nature Grants Programme (submitted ahead of 31st May deadline).

Gail has received a quote from SGS who installed the pitch and fence around the pitch. Cost is approx. £25k excluding outdoor learning space equipment. As previously minuted, this venture would see the school gain land from Falkirk Council at the pencils/turning head end of the school and more importantly , the opportunity to replace the low 1.2m fence height in that area with a higher 6ft fence, the same as the fence around the pitch. The low fence next to the public thoroughfare past this area has raised health and safety concerns and the Parent Council and school management team are very keen to install a new 6ft fence to increase security and safety of children. If this project is to be realised, Falkirk Council will have to work with the Parent Council to agree where the financing will come from and how the fence and land will be maintained. There is £3k in the Parent Council bank account, the remainder would need to be found elsewhere (further grants, Falkirk Council Safety budget, PTA funds all being considered).

Two actions were agreed:

1. Gail to arrange a meeting with Falkirk Council to discuss funding and maintenance options. Find out if the fence falls under their responsibility as we have a pupil safety issue.

Action: Gail to contact Falkirk Council

2. Link with the PTA to see if the outdoor learning proposal could be the main priority in terms of the next two years fundraising – possibly with a visible target sitting in the main reception (similar to the one Blue Peter use) along with the agreed plans and layout of the outdoor leaning area. School management happy for this to be a priority , however, there are many other areas that the PTA would not want to fall off of the priority list for funding e.g . transport to childrens events.

Action: Gail to link with PTA Chair

Depending on the above two actions, a school flyer could go out prior to end of 2018/19 session asking parental views on focusing on this as the main fundraiser to garner opinion. It was noted that many parents may feel securing the perimeter through improving the fence to be a Falkirk Council responsibility so having a clear steer from FC would be helpful ahead of any parental communication.

Woodlands Games Hall Update

Woodlands Community Sports, which is a partnership between CP Parent Council and Falkirk Foundation now has charitable status, allowing us to claw back VAT already paid, and use the money to continue to upgrade and maintain the facilities for the school and wider community. The boiler has been fixed and the roof repairs will conclude over the next couple of weeks.

Gail agreed to speak to WGH Manager Chris regarding the school having a dedicated cupboard for sports equipment.

Railings –1st Falkirk Scouts are keen to paint the railings in exchange for money to help them refurbish the toilets in their Scout Hall. Date tbc.

Head Teacher update

Staffing Update:

- Learning Support Teacher – Mrs Switzer – 2.5 days per week
- Early Years Officer/Peripatetic Early Years Officer – Mr Sweeney had now moved on replaced with Mrs Burden. Developments happening in all school nurseries with the re-structuring and re-modelling of delivery due to the potential move to being open during the summer holidays.
- Primary 1 – Mrs Pollock was leaving the school with Miss Lucas taking over w/c 14th May
- Allocation of probationers – pending

School Improvement Planning:

- IMPACT – evaluation of quality indicators ‘How Good Is Our School?’
 - Management and staff – developing pupils’ skills for learning, improving quality of teaching, improving our systems for planning, tracking and monitoring
 - Pupils – helping everyone in school feel included, giving pupils a bigger say in how we learn
 - Parents – helping everyone in school feel included, improving attainment in literacy and numeracy, helping learners develop skills in leadership and citizenship
 - Now undertaking a deep audit with staff using IMPACT
- School Improvement Plan 2018-19. Evaluation currently being undertaken: Literacy, Numeracy, Leadership (Play, STEM, 1+2 languages), behaviour (parent focus group – looking at traffic lights/golden time incentives), quality observations.
- School Improvement Plan 2019-2020 – based on robust self-evaluation of session 2018-19.
- Pupil Equity Funding - £20,000 (based on number of free school meals) but strict guidelines on how it has to be spent as it’s all about closing the attainment gap. It was noted by members that free school meals is not the only indicator/cause of attainment gap.
- The Hive –going well and fully utilised. Some of last year’s PEF money used to refurbish the room. Concerns have been raised by the PC that the Hive is

being seen as a reward for children with behavioural issues. HT explained rationale for long term use of this resource.

- Focus Group with EAL pupils – on-going
- Flooring in infant area- replaced

Partnership with Parents:

- School Uniform – Falkirk Foundation have proposed a new initiative which would see FF as a third supplier of school uniform to Comely Park. This would also allow CPPS and Falkirk Foundation to make a small income from sales to CP parents/carers. Further information will be supplied by Craig Campbell, CEO , FFC.
- P1 Daffodil tea was a great success
- Speech and Language workshops – staff were also being trained on Makaton
- Community cafe
- Sponsored bounce will run again in the nursery
- P1 induction
- Outdoor learning
- Parent Helpers
- Parent Talks in class

School Building/Grounds:

- Fence – discussion included in grant section above

School success:

- School concert
- Glee concert
- School trips (buses once again paid for by PTA)
- P1 staff presentations – these have been recognised as examples of good practice and will be shared across the authority
- Upcoming Euro Quiz final!
- Speech and Language partnership working
- Dalguise residential trip – another great success!
- Staff additional qualifications – undertaking further studies

AOCB

Brogan memorial shield – requires engraving with this year's male and female awardees along with a small personal shield each and a Waterstone's voucher each. Gail to be given names and Janine agreed to take shield to engravers.

Date of Next Meeting

Tuesday 3rd September 2019, 7pm, Woodlands Games Hall

Comely Park Parent Council Contact Details



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