



Woodburn Primary School Parent Council Committee meeting minutes	
Date:	21/9/2017
Time:	6:45pm
Location:	WPS Expressive Arts Room
Present:	Debbie Lawson, Hannah Clark, Laura Saunders, Gillian Taylor, Lyndsay Renwick, Jaclyn Marrant, Joanne Corris, Joanna Taylor, Susan Welsh, Laura Diamond, Binti Musa, Paula McPheators, Jody Wilson, John Myles, Claire Phillips, Heather Lovatt, Kay Smith, Andrea Cressey-Ruck, Abdul Khader Mohammed, Jennifer Balloch, Sarah Uwagbole, Solomon Uwagbole, Emilia Musheyi, Julie Candy



Item	Agenda items	Minute of discussion	Actions – Who and by when
1	Welcome from the chair		
2	Apologies	Kenny Clark, Susan Burrell, Helen Laidlaw, Gillian Gordon,	
3	Review of actions from previous meeting		
4	Approve minutes of previous meeting		
	<ul style="list-style-type: none"> <li>Chair Report</li> </ul>	See attached report	
	<ul style="list-style-type: none"> <li>Treasurer Report</li> </ul>	See attached report	
	<ul style="list-style-type: none"> <li>Head Teacher Report</li> </ul>	Joanna extended her thanks to the parents and discussed the importance of working in partnership with parents. Discussion about changing the name of Parent Council to “Parent Partnership”	
	<ul style="list-style-type: none"> <li></li> </ul>		

SQUIP and Improvement plan was handed out. It is a draft document and parents are encouraged to feedback if there is anything they think could be added or any comments that they have. The full document will be available on the website.

Key highlights from the previous session are shared in the document, namely partnership with parents, development of Rights Respecting schools, pupils being able to talk about their learning, links with international visitors, Read Write Inc in P3 and P4, Big Writing, Library improvements, SEAL maths, learning in a variety of contexts, use of Lucid Lass to build learners profile supporting the identification of dyslexia.

Joanna feels the staff have hit the ground running and feels that they have all benefited from the amount of time she was able to spend in the school before starting her post at Woodburn.

- Joanna has made sure that she is in and out of classes, nursery and family learning centre.

- Meet the staff event was well attended
- P1 shared start – almost 100% turn out
- P1s have settled and are in for full days
- Staffing – Scott Borthwick  
P4 Principle Teacher  
Sophie Taylor P2  
Emma Murdie P2  
Miss Bertram goes on Mat Leave in DEC  
Mr Buddingh's departure was discussed.

Posts have been advertised and recruitment has started as soon as possible

Music art and PE Specialist – each of the 19 classes has 50 min slots with 2 specialists. The school try to rotate this so that pupils have a combination of these specialists. Joanna asked that parents remember that even if they do not have a specialist, all pupils will experience these subjects.

Read Write Inc being implemented in P1 – all

members of staff including LAs are trained  
Timetables are in place for LAs and SLT have worked hard to make sure that they are with children and in classes for as much time as possible. They are taking groups and working with individuals. They are a very skilled group.

2 LAs are supporting breakfast club – Joanna would appreciate a discussion with parents who use breakfast club. All pupils will walk with high vis, a register will now be taken at the drop off point and pupil staff ratio will be looked at.

ASG meeting has taken place. SW has been working to extend the transition with the high school. They will continue with English, introduce Spanish and French and looking at other areas.

Met as ASG to discuss reading and this is being further discussed with staff in school to develop reading

environments. Some Pupil Equity Funding will go to this and children will be consulted

Nursery had “Bacon Butty and a Blether.” PEEP group is now running in nursery.

Pupil responsibility groups have been discussed. House Captains, JRSOs have been appointed.

Discussions around difficulties with P1-P7 and the high school finishing at the same time and this is something that is being looked at.

**Pupil Equity Funding (£138 000)**

- Youth worker 2
- Developing nurturing spaces in school
- Play therapy sessions
- Read Write Inc training for staff
- Learning assistant/Additional support for learning teacher

Outstanding Teacher Intervention

		<p>School are aiming to increase opportunities for parents and carers to come into school</p>	
	<ul style="list-style-type: none"> <li>Election of Office Bearers</li> </ul>	<p>Secretary Hannah Clark – seconded by Joanne Corris and Jaclyn Marrant</p> <p>Amy Stewart - seconded by Laura Diamond Jody Wilson</p> <p>Debbie Lawson – seconded by Jody Wilson Laura Diamond</p>	
	<ul style="list-style-type: none"> <li>Parent Forum Questions</li> </ul>		
	<ul style="list-style-type: none"> <li>Travel to school</li> </ul>	<p><b>Q</b> Midlothian trialling closing roads around the school. Concerns raised about traffic at Thorny Bank making it unsafe for those being dropped off at Sainsburys</p> <p><b>A</b> Joanna met with community policeman to discuss. Gillian Bathgate the travel coordinator will be invited to the next meeting to review the travel plan and this needs to be looked at. School is aware of issues further up the hill too. Plan to include the JRSOs with the aim to find more information before the next meeting.</p>	<p>Contact Margot Russel and Gillian Bathgate to invite to next meeting.</p>

		<p>Discussion about changing the school time to avoid the number of children leaving the area at the same time.</p> <p>Parents are encouraged to report any examples of dangerous driving or situations that could have resulted in danger.</p> <p>Discussion about lack of crossing patrol opposite the school campus – referred to the April minutes. High school pupils are crossing without waiting for the lights and this is encouraging younger children to do the same</p>	<p>Discuss further with Gillian Bathgate</p>
	<ul style="list-style-type: none"> <li>• P7 Camp</li> </ul>	<p>Joanna has been chasing – there has been a problem with the dates as the week that has been booked has the Monday Holiday. It cannot be moved and has been coordinated out with Woodburn. Current thinking is to go ahead with this week one day less. Discussion about pupils going anyway however there would be issues with staffing the Monday. The camp has said that they will do activities on the Friday which is not normally the case.</p> <p>Discussion about payment for camp – parents have asked again for a payment plan to start earlier.</p>	<p>Joanna to take this to ASG meeting.</p> <p>School to follow up with office</p>

	<ul style="list-style-type: none"> <li>• P5 Camp</li> </ul>	<p>It would be good to have a list of activities that are included in the price. School are looking at booking camp for P5 for next year. Parents indicated that communication is key.</p>	
	<ul style="list-style-type: none"> <li>• School App</li> </ul>	<p><b>Q</b> Some schools have an app where newsletters and information is shared quickly with parents.</p> <p><b>A</b> Midlothian is piloting a system where everything is going to be electronic – payments, letters, school lunches etc.</p>	Joanna can ask what the potential rollout for that
	<ul style="list-style-type: none"> <li>• Library</li> </ul>	<p>Congratulations was extended by the parents over the library and there is a real buzz about reading so parents are pleased.</p>	
	<ul style="list-style-type: none"> <li>• Lego Club</li> </ul>	<p>Could this be started? Joanna says that she has started this before in a previous school however the issue was getting lego. Suggestion from parents that PC fund this</p>	
	<ul style="list-style-type: none"> <li>• Publicity group</li> </ul>	<p>Discussion about raising the profile of the school especially with all of the international links etc. Laura Saunders said she would be interested in this.</p>	
	<ul style="list-style-type: none"> <li>• Volunteering</li> </ul>	<p><b>Q</b>If people have days to help through their work how do they go about organising this?</p> <p><b>A</b> Joanna says they are delighted to have volunteers in school, you just need to contact her and make</p>	

		sure that the school has enough notice to gather resources etc.	
	<ul style="list-style-type: none"> <li>Emotions Talks</li> </ul>	Positive feedback from one parent – school staff have all been trained and it is being used with some individuals however could this be rolled out?	School will discuss this further
	<ul style="list-style-type: none"> <li>Appearance of the school</li> </ul>	A parent commented on the fact that the outside of the school looks quite grubby. Suggestion that volunteers could take part in maintaining the outside of the school.	Playground and school exterior to be added to agenda for next meeting.
	<ul style="list-style-type: none"> <li>Arabic in school</li> </ul>	Scottish government have introduced 1+2 in Woodburn it is English, French then Spanish	
	<ul style="list-style-type: none"> <li>Teaching</li> </ul>	<p>Q Could there be a curriculum night where strategies could be shared for maths and literacy. It is hard to help children at home when they are struggling to explain how they are working out a calculation.</p> <p>Feedback on P1 shared start was that it was nice seeing the classroom again however it would be good to perhaps sit in on a lesson.</p>	
	<ul style="list-style-type: none"> <li>P7 Trip</li> </ul>	Children will be asked whether they want a party or a trip or both. Discussion about whether £500 can be guaranteed every year however this cannot be agreed now.	SW and JT to work with P7 Pupils

		<p><b>Every AGM there needs to be a vote to agree the provision of £500.</b></p> <p>Jaclyn Marrant and Lyndsay Renwick stated they were happy to run a parent group to work alongside the school to help organise this trip – School will work with pupils and will feedback at the next meeting</p>	
	<ul style="list-style-type: none"> <li>• P7 hoodies</li> </ul>	<p><b>Q</b>Where did the money come from to correct the mistake with the P7 hoodies and why was there a delay?</p> <p><b>A</b>The delay was due to illness at the printing company and the school has had to absorb the costs.</p>	
	<ul style="list-style-type: none"> <li>• Monster Mash</li> </ul>	Look into hiring the hall again at the campus.	HC to contact campus
11	Details of next meeting	Tuesday 3 <sup>rd</sup> October 2017 6:45pm: WPS – Creative Arts Room.	
Signed		Name of signatory	Date