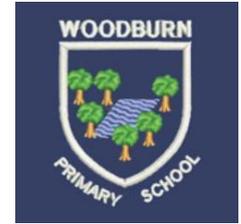


## Parent Partnership Meeting Minutes



Date: 11 September 2019  
 Time: 6.45pm  
 Location: Woodburn Primary School Library

### In Attendance

Beth Stevenson (Chair)	Hannah Clark	Katie Igoe	Scott Borthwick
Darren McConachie	Heather Lovatt	Laura Diamond	Steven Anderson
Debbie Hagger	Jaclyn Marrant	Marjory McClanachan	Susan Wright
Elinor Fox	Jen Faulds	Mary Stones	
Emma McQueenie	Joanna Findlay	Sarah Connor	
Emma White	Joanne Arneil	Sarah Scott	

Item	Discussion and Actions	Responsibility
1.0	<p><b>Welcome, Introduction and Apologies</b></p> <p>Beth Stevenson welcomed everyone to the meeting and introductions were made around the table.</p> <p>Apologies were received from Helen Laidlaw, Anna Kutrzepa, David Fox, Susan Welsh and Gillian Taylor.</p> <p>Joanna Findlay confirmed that the Principal Teachers would attend on a rota basis going forward so no apologies required.</p>	
2.0	<p><b>Approval of Previous Minutes (12 June 2019)</b></p> <p>Approved by Susan Wright, seconded by Elinor Fox.</p>	
3.0	<p><b>Head Teacher's Report</b></p> <p><u>Staffing Update</u> – Interviews will take place for the Acting PT post on Tuesday next week. The interviewees have experience of leading numeracy within a school which is something the school is keen to maintain.</p> <p>Interviews took place today for the various temporary Learning Assistant posts within the school and nursery. Ten applicants were interviewed from a pool of 80 applicants. Joanna is happy that there will be good appointments to all vacancies.</p> <p>It was Robbie Lockhart's last day on Friday and he will be a big miss to the school.</p> <p>Joanna advised that the school staff have been doing really well at ensuring cover for staff absences.</p> <p><u>School events</u> – There was a good turnout to the 'meet the staff' event last week, particularly in the lower primaries, although the upper primaries were also well attended.</p> <p>This week's Primary 1 shared learning event on Phonics was well attended.</p> <p>The NSPCC were in school this week as part of their 'Speak Out Stay Safe' campaign, helping children to understand about abuse in the home, school and the community, and how to seek help if they need it. They held an assembly for P1-3 and another for P4-7 before holding workshops for P6-7. This was well received by pupils. You can find out more about the campaign on their website: <a href="https://learning.nspcc.org.uk/services/speak-out-stay-safe/">https://learning.nspcc.org.uk/services/speak-out-stay-safe/</a></p>	

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4.0	<p>Primary 7 have been hearing their House Captain election speeches this week in advance of the election.</p> <p>Primary 6 pupils have started participating in a 6 week skiing block. Scott Borthwick advised that there are 47 pupils attending this year and they are off to a good start keen to make the most of the opportunity.</p> <p><u>Building Work</u> – Over the September weekend the plumbing in the multi-use room should be completed as well as the painting and moving of the boards in the internal street. This lays the groundwork for fitting furniture in the internal street and multi-use room which will take place over the October holidays along with the installation of the external door leading to the nursery playground from the part time nursery room.</p> <p><b>Parent Partnership Key Roles</b></p> <p>There was discussion about how the Parent Partnership can support the school in its work with pupils, represent the views of all parents, encourage links between the school, parents, pupils, pre-school groups and the wider community, report back to all parents in the school, and support the school and pupils during school inspections. This will evolve and be added to over time but the following actions were agreed as a starting point.</p> <p><u>Facebook groups/ parent representatives</u> - There are currently informal facebook groups for parents of children in nursery (am) and primaries 1-3. Elinor, Emma W, Laura and Heather are admins for three of the existing groups. The primary 1 group admins are not members of the parent partnership. Mary, Susan, Hannah and Debbie agreed to set up groups for P4-7 respectively.</p> <p><i>Post meeting note: Joanne will share information on P1 FB group and make herself known as member of parent partnership.</i></p> <p><u>Improving visibility</u> - Elinor and Joanne will draft a flier, in consultation with Joanna and the team, introducing the members of the parent partnership and assigning a name and face to each year group to increase visibility and encourage more engagement and participation. This will have details of relevant facebook groups and key people. It will go out to all parents/carers and will go on the school app and website.</p> <p><i>Post meeting note: Joanne will set up and manage a parent partnership Twitter account.</i></p> <p>Joanna has a Quality Assurance calendar which ties in to the school improvement plan. The upcoming areas where the school will be seeking a parental voice on what the school is doing and how we move forward are: Curriculum (October), Learning and Teaching (December) and Equity (January).</p> <p><u>Parent Consultations</u> – It was agreed that the Parent Partnership will have a stand in the Atrium/Dinner hall during the parent consultations and book fair next week. This is to try and engage with parents while they are in the school, let them know about the parent partnership, priorities for the year, and how they can help. It gives an opportunity to start a database of parents who are interested in getting involved, whether as part of a working group, on specific tasks or events, or just on an ad-hoc basis. It is essential that volunteers are contacted soon after this event to confirm that their interest has been noted and will be taken forward.</p> <p>Marjory and Sarah C will represent the parent partnership Tuesday 24 September and Elinor and Jaclyn on Wednesday 25 September. It's all hands on deck so any other volunteers also welcome!</p>	<p>Mary, Susan, Hannah, Debbie</p> <p>Joanne</p> <p>Elinor, Joanne</p> <p>Joanne</p> <p>Marjory, Sarah C, Elinor, Jaclyn,</p> <p>All</p>

Item	Discussion and Actions	Responsibility
	<p>Some suggested topics for parent involvement include; nurturing playground development and gardening, careers fair, sports teams, harvest of talents, after school clubs, school improvement plan. Joanna will identify the areas from the plan she would like parental feedback from and email to Elinor before the consultations. These will be included in the suggested topics to be displayed on stands along with info about parent partnership.</p>	Joanna
5.0	<p><b>School Improvement Plan</b></p> <p><u>Nurturing Playground Development</u> – Scott Borthwick confirmed that the Working Party Group are meeting tomorrow (12 September) and will be pulling together a questionnaire for playground development. The initial priority for the playground is overhauling the planters, weeding, digging out, adding a small amount of soil and turning it over. Evergreen plants are essential in addition to seasonal plants to ensure the planters stay attractive all year round. Donations and volunteers will be required to achieve this.</p> <p>Scott advised that he has a list of around 30 pupils in the school who are keen to be involved in this project and that this opportunity will also be opened out to the wider pupil/parent forum.</p> <p>Scott will feedback following the Working Party Group meeting</p> <p>Emma White circulated a number of playground painting ideas which could quickly brighten up the playground and make it more interesting for the children to play in. These were well received by the group.</p> <p>The discussion around playground development included a number of suggestions for moving forward.</p> <ol style="list-style-type: none"> <li>1. Whole school approach – parent partnership to invite parents and wider community to join pupils during school day to overhaul planters, etc. and to provide hot drinks, soup, etc. to volunteers. Once dates have been agreed, we will take this forward. We will also try to drum up interest from parent forum in the meantime.</li> <li>2. Links with high school, e.g. pupils looking to volunteer. Scott advised some pupils are coming over in the next couple of weeks. Joanne will email the high school to seek volunteers.</li> <li>3. Sponsorship for replacement bins (e.g. Bellway who are building more new houses nearby).</li> <li>4. Donation of loose parts, pallets, cable drums etc. (possibly Bellway again). Beth will contact Bellway about bins and loose parts.</li> <li>5. Invite Sainsbury's volunteers as they have offered previously. Joanna will contact Sainsbury's and report back.</li> <li>6. Invite local arts groups to help. Susan will contact Donna Strachan from Dalkeith Art Club and Marjory will contact Maria Campbell who is involved with Dalkeith Arts. Both are also Woodburn parents.</li> <li>7. Donation of bulbs/plants from stores or garden centres. Scott will confirm what is required following Working Party Group meeting and Joanne will contact Dobbies in the first instance to see if/what they can donate.</li> </ol> <p>The playground tidy for 21 September has been cancelled so we can make a clearer plan and reschedule. Scott will share any dates scheduled for weeding, etc. and we will seek volunteers from the parent forum to help.</p>	<p>Scott</p> <p>All</p> <p>Joanne</p> <p>Beth</p> <p>Joanna</p> <p>Susan, Marjory</p> <p>Scott, Joanne</p> <p>Scott, all</p>

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6.0	<p><b>Fundraising Plan</b></p> <p>Parent leads and volunteers were assigned to each fundraising event already in the calendar. Scott will get volunteers to be staff leads on these events and pass to Elinor. Elinor will update the list and share with the group.</p> <p>It was agreed that a Nursery summer ball would be added to the calendar for June. This would be for the whole nursery and will become an annual event. Jen Faulds will liaise with nursery staff to confirm a date for this.</p> <p>Susan confirmed that the hall and DJ have been booked for this year's Monster Mash event. The hall capacity is 300 and the school population including nursery is around 650. Tickets always sell out fast. After some discussion it was agreed that this year it will be a family event from nursery to primary 7, with a maximum of one adult per family. Tickets will be on a first come first serve basis. Elinor and Susan will work on the draft invitation and tickets to clarify the details. Susan is the lead parent for this event and is keen for as many volunteers as possible to help with decorations and to help on the night.</p> <p>Joanne will set up a what's app group for those interested in helping with the Christmas Fair plans and will co-ordinate that.</p>	<p>Scott, Elinor</p> <p>Jen</p> <p>Elinor, Susan</p> <p>All</p> <p>Joanne</p>
7.0	<p><b>Cost of the School Day</b></p> <p>The Scottish Government allocated these funds for the parent partnership to spend with the aim of reducing the cost of the school day for parents and carers. The challenge was to ensure the strict criteria was met while ensuring that the plans put in place were sustainable. The money was all spent and the parent partnership received positive feedback from Education Scotland on how it was spent. It included primary 1 bookbags, free fruit and snacks, uniforms, PE kits, trainers, camps, wellies and outdoor clothes. This was a one off project and there are no funds allocated for this year.</p>	
8.0	<p><b>Football/basketball strips – sponsorship</b></p> <p>Lisa Bertram is running a basketball club and aims to compete in events so would like to purchase team kit to be kept in school for events. It was agreed that Joanna will ask Lisa to price up what she needs and send this to the parent partnership for consideration/approval.</p>	<p>Joanna</p>
9.0	<p><b>Treasurer's Report</b></p> <p>No funds have been spent since the AGM two weeks ago. Joanne does not yet have access to the bank accounts in order to provide a treasurer's report. Once this has been resolved Joanne is keen to work with the group to set up a vision and plan for more targeted fundraising and allocation of funds based on specific events and priorities.</p> <p>It was agreed that the funds raised from the Monster Mash should be earmarked for I pads (SeeSaw) and the nurturing playground development. This will be put in the invitation letter.</p>	<p>Joanne</p> <p>Elinor, Susan</p>
10.0	<p><b>Matters Arising from Previous Minutes</b></p> <p>None</p>	
11.0	<p><b>Any Other Business</b></p> <p><u>Aldi – Kit for Schools Campaign</u> – Jaclyn and Joanne both put this idea forward.</p>	

Item	Discussion and Actions	Responsibility
	<p>For each £30 spent in Aldi, a team GB sticker is received which can then be handed in to school and added to a poster. Once the poster is complete it can be sent back to Aldi to receive sports kit and be in with a chance to win £20,000 for the school.</p> <p>Jen will check if the poster has been received and will contact Aldi if not. In the meantime she will ask Pam to put it on the school app asking parents to start collecting and handing in to school. A box will be added to reception for this. We will also all use our facebook groups and word of mouth to encourage everyone to start collecting.</p> <p><u>Early communication for events such as shared learning</u> - Emma White raised this on behalf of a parent, as there was not much notice for the recent shared learning event which makes it difficult for many parents to make arrangements to attend. Joanna acknowledges that there was not much notice on this occasion. Future dates should be in class newsletters and should also now be on the school app. She will try to ensure more notice is given in future.</p> <p><u>Schools Swimming Championship</u> – Elinor raised this on behalf of a parent who has been informed by her daughter’s swimming club that entries to the above are organised through schools rather than through clubs. She believes a team was entered by Woodburn last year but has had no information about it this year. Joanna confirmed that Debbie Lawson is happy to be the parent lead on this and the school are keen to enter a team if possible. Debbie has told Joanna she will be in touch once she has more information. Emma W will contact Debbie to see if there is any update.</p> <p><u>Tesco Tokens</u> – Steven raised the idea of applying to be featured as a community project in the local Tesco supermarket, where shoppers place blue tokens to the project they want to receive funding. This could be for the nurturing playground project. Emma W suggested we could also apply to Waitrose for their similar project. Hannah agreed to complete applications.</p> <p><u>Zebra crossing between Primary and Secondary schools</u> – this was recently burnt away but is still very much in use and being treated as a crossing by pedestrians who are used to it being there. Steven witnessed a near miss recently as a pupil was crossing and a car kept going. This is a real safety concern. Joanna will email Gillian Bathgate to advise her of this and report back.</p> <p><u>Use of corridor door for p2/3 entry exit</u> – this was raised at the AGM as there were 2 or 3 classes exiting through one door at the end of the school day which was a bit chaotic, and was exacerbated by the fence outside the door creating a bottle neck and lots of through traffic. Joanna advised that some p3 pupils are now coming out through the classrooms opposite and Elinor confirmed that it had improved and was now less chaotic. However, there is still a lot of through traffic. Joanna will take this forward to see if anything else can be done.</p>	<p>Jen, All</p> <p>Emma W</p> <p>Hannah</p> <p>Joanna</p> <p>Joanna</p>
12.0	<p><b>Dates of Future Meetings</b></p> <p>It was agreed to rotate the day of the week that parent partnership meetings are held in order to make it more accessible to all. Elinor will update the schedule of meetings and circulate with the minutes.</p> <p>Next meeting: Thursday 24 October 2019 at 6.45pm in the library.</p>	<p>Elinor</p>