

## **Minutes of Gorebridge Primary Parent Council Meeting: Wednesday 25<sup>th</sup> September 2019**

### **Gorebridge Primary School Community Room: 6.30pm**

Present: Carey Fairgrieve, Janis Harvey, Janine Kettrick, Carrie Campbell, Seonaid Barker, Debbie Denver, Victoria Edmond, Steven Wood, Suzanne Telford, Paula Hartley.

Apologies: Lynne Roy, Erin & Neil Whyte

#### **1. Welcome, Introductions and tea/coffee**

New members welcomed and brief overview of PTA/Parent Council provided.

Minutes of previous AGM meeting (April) were circulated prior to meeting and agreed as accurate record.

#### **2. Reappointment of posts for 2019/20 & review constitution**

The Parent Council Constitution was circulated prior to meeting and no points were raised.

The office bearers for 2019/20 were agreed as listed below, with the school year of their Gorebridge Primary children in brackets:

- Chair – Carey Fairgrieve (P6)
- Vice Chair – Debbie Denver (P7)
- Secretary – Lynne Roy (P4 and P7)
- Treasurer – Janis Harvey (P7)

Members:

- Steve Woods (school representative at Parent Council)
- Julie Binnie (school representative at PTA)
- Victoria Edmond (P7)
- Carrie Campbell (P6) – independent accounts examiner
- Janine Kettrick (P5)
- Seonaid Barker (P1, P4)
- Paula Hartley (P1)
- Suzanne Telford (P1, P4)
- Erin & Neil Whyte (P1 and Nursery)

#### **3. Treasurers update since April 2019 – Janis Harvey**

##### **PTA**

- Recent income – summer fair June 2019 raised £877. Matched giving £1000 in July 2019 from Bank of Scotland for staff volunteering hours and matched giving for summer fair.
- Recent expenditure – school invoice June 2019 for P7 autograph books, Ballet visit, football strips, active schools and a donation to the nursery.

##### **Cost of the school day fund**

- Fund of £8943 awarded in May 2018. Funding successfully spent to nil balance.

##### **Treasurers Account**

- The adjusted bank balance, taking the above into account gives a current balance of approximately £6600, all of which is available to PTA.
- Books submitted for examination July 2019 – complete with no issues.

#### **4. AGM & OSCR Trustees report – Carey Fairgrieve**

The 2018/19 term continued with a stable Parent Council and PTA membership with all members being re-elected in their previous posts. We completed our third OSCR charity return for SCO45853 and renewed our lottery licence and our Extended Liability Insurance through Scottish Parent Teacher Council.

We continued to spend our Cost of the School Day grant of £8,943, completing all spending on the ideas suggested and voted for by the parent forum and pupils. The grant was spent in accordance with the grant terms by 31<sup>st</sup> March 2019 and the evaluation forms submitted to Midlothian Council.

We delivered:

- A Welly Store supplying wellies for outdoor play etc to be kept in school and loaned out as required for wet breaks and school camps.
- A Shoe Library storage facility within the school - staff and parents can take and donate children's shoes (indoor shoes, trainers, school shoes, boots, football boots and trainers).
- A box of crafts for project work – One box was provided for each year and included materials to assist pupils and their carers to complete projects.
- Cooking equipment and funding for learning assistants to complete the Royal Environmental Health Institute of Scotland Elementary Food Hygiene Course. Now qualified, they are delivering cooking lessons across the school. We also investigated what further cooking equipment is required to facilitate more cooking in the school.
- Cooking lessons with school pupils with a qualified nutritionist.
- Funded in full the P1-7 visiting panto and the nursery trip to Purves Puppets.
- Fun events for all pupils – nursery to P7, four Free Fun Friday sessions – two for upper and two for lower school with cooked lunch. Nursery music sessions were held, and food was provided.

We have continued to support the school on an ongoing basis including review of the School Improvement Plan and Standards and Quality Report.

We have had another successful year with a Halloween Disco, Valentines Disco and the Summer Fair with a further expansion on last year's free events for the pupils. We also provided support to the school Christmas Fair, including a Santa's grotto.

We provided a comprehensive list of free and low cost activities available for children locally during the summer holidays and this was distributed to all parents/carers via email.

Throughout course of the year the PTA funded numerous activities and supplied equipment to support the educational objectives of the school. Our main expense this school year was to bring Immersive Experiences Planetarium to the school – an interactive dome where each school class had a session in the dome. We also funded:

- New school sports kits for all years.
- Craft aprons.
- P1 trip to Scottish Ballet.

- P1-3 Active School cost.
- Nursery graduation gifts.
- School Christmas trees and decorations.
- Healthy snacks and water for the school sports day
- P7 leaver's BBQ.

Looking ahead to next year, we have already booked our annual PTA events, and these have been shared on the school calendar. We continue to update the Facebook page and are hoping to spend more time this academic year on policies and find replacement members for posts – Chair, Vice Chair and Treasurer which will become vacant next year.

**Actions:**

- **Carey to review and adjust renewal date as currently falls too close to the Summer Fair.**
- **Seonaid to provide return for Raffle to enable return to be completed and license to be renewed for another year**

**5. Head Teachers Update – Steve Woods**

**6. School Improvement Plan, Standard & Quality Report - Steve Woods**

The School Improvement Plan was presented at high-level and a number of areas were discussed in more detail.

There were four priorities identified in the 2018/19 plan and there has been some progress in each area:

- **Priority 1 *Raising Attainment and achievement in Literacy and numeracy***
  - Literacy
    - Accelerated reader has continued to be embedded and developed from P3 – P7.
    - Big Writing has been developed across the school.
    - Fresh Start groups have consistently been carried out.
    - All of the above to be continued and further developed.
  - Numeracy
    - Progress in Numeracy has been rigorously tracked across the session.
    - Intervention via SPRING groups to support those not making expected progress.
    - Basic Maths Facts has been further developed with progress and engagement monitored.
    - All teaching staff have been trained in SEAL (Stages of Early Arithmetical Learning).
    - Numeracy and Maths planning has been improved in quality and is consistently used by all staff across the school.
    - All of the above to be continued and further developed.
- **Priority 2 *Improving curriculum and learning, teaching and assessment : Improving digital learning***
  - Self-evaluation on digital learning complete
  - A Digital Learning Strategy has been developed for Gorebridge Primary including staff development and the creation of a Digital Learning Council.
  - Established and ongoing collaboration with Newbattle Digital Centre of Excellence and Edinburgh University.

- There are a number of plans for the future, including a visit to a school who have achieved the Digital Schools Award, rolling out more use of digital technologies for all classes including internet safety, creation of links with the world of work and continuing to develop the Digital Technologies Learners Council.
- **Priority 3 *Improve Health and Wellbeing for staff, pupils and parents***
  - Continued development of the nurture base 'The Den' - mainly accessed by P1-4 children. Impact of the Den (nurture) and Lifeskills:
    - 17 children have successfully graduated from the Den, returning to class full time this session.
    - 9 children have accessed the drop in service which has allowed these learners to get support to ensure they are ready to learn.
    - 20 children have also accessed life skills.
  - Existing approaches to behaviour have been reviewed, informed by professional learning. Staff are developing strategies and using interventions to improve behaviour of our learners across the school.
  - Next steps centre around addressing behaviour and relationships.
- **Priority 4 *Closing the attainment gap between the most and least disadvantaged children (Project Equity)***
  - Gorebridge Primary School is part of the Newbattle Learning Community Partnership and through this had access to a range of services to support to children and families.
  - Regular Early Intervention and Prevention meetings have been held.
  - Learners and families have been able to access a range of therapeutic services through the Empowering Families Project.
  - The Home School Practitioner has continued to provide support and intervention to families within school, home and community. One initiative was the walking bus and this has resulted in an overall attendance improvement of 50% for the 15 children who participated.
  - Many plans in place for developing these services in the coming months.

Excellent Gorebridge Teacher – this concept is being developed. Four main areas have been selected and working groups established for each to come up with appropriate action plans throughout 2019/20. Each group will produce an A4 guideline which will be tested on learners before full implementation:

- **Differentiation** (i.e. personalising learning in the classroom in order to accommodate all abilities).
- **Learning intentions and success criteria** (i.e. helping learners understand what they are being taught, what they can expect to learn and how this can be measured).
- **Feedback**
- **Self-assessment** (help learners direct what to learn next, where gaps are and what to focus on).
- Tracking and monitoring is being developed through regular attainment meetings, and the gathering and arranging of data.
- Library Group – it has been decided that children can “buy” books with merit cards (i.e. they exchange their merit card from a selection of books).

### **Vision**

The school is looking at its vision and values as well as the curriculum. It is still a work-in-progress and family input would be welcomed. Discussion was had regarding how this would best be achieved and it was decided postcards will be sent home and prizes will be given on completion.

Any children who do not manage to complete a postcard at home will have the opportunity to do so at school.

**Actions:**

- All: The walking bus needs volunteers. Learning Assistants are currently running this but volunteers would be preferred. Poster created. School to publish and PC/PTA to share.
- Carey: Breakfast is provided following walking bus. PEF funding paying for this at the moment, future funding source to be determined. PTA to agree if this is something they would cover.
- Carey, Debbie and Victoria: confirm best approach for postcards (wording, prizes etc.) and confirm if makes sense to have a stall at parents' evening too.
- Steve to send the reports to Carey to circulate for comments for Monday morning and she will collate and pass to Steve for inclusion in the final plans.
- Steve to arrange for external assessors (possibly within Newbattle Cluster) to review plans before implementation.

**7. Review of PTA activity and minutes**

- Next event will be the Halloween Disco on Wednesday 30<sup>th</sup> October. There was realisation that this clashes with an opening evening at Newbattle High School for P7s and their parents/carers. This will result in P7s not being able to attend but also result in a number of the usual PTA helpers not being available.
- Rather than a Christmas pantomime this year, the PTA will pay for two Christmas or sing-a-long films to be shown (at a cost of £200 rather than £400 for the panto).

**8. AOB**

- Gorebridge Primary's Got Talent – Seonaid proposed this and Steve Wood confirmed he has experience and thinks it will work well in the school.

**Actions:**

- Seonaid and Steve: Plan Gorebridge Primary's Got Talent!