



MINUTES

Avoch Primary School Parent Council

Monday 12 November 2018 | 6.30PM

1. In Attendance & Apologies

Kate Lackie (Chair): Julie Davidson (Secretary): Joanna (Asia) Kucharczyk (Treasurer): Carlyne Wilson: Phoebe Dickinson: Inga Ballantyne: Iona McMillan: Lorna Sim (Head Teacher) Julie Dinwoodie (Depute Head Teacher)

No apologies received

2. Review of last meeting's minutes and update on action

Previous minutes were adjusted slightly and so the new minutes were circulated and approved.

Action Points:

No further information on new cashless payment system.

Bikeability: only one volunteer came forward so cannot progress with it. Velocity Cafe have been contacted to see if they would be able to help deliver the training, awaiting reply.

3. Head Teacher's Report

"Quality Assurance visit

This was a three day, 9 person visit which was extremely busy. However, the outcome was very positive and they remarked that our self-evaluation was spot on, that is – we knew what was good and what we had planned to work on next. I am unable to give you the full report as yet as it is only in draft form. I am meeting with them at the end of the month and should have a final copy just after. I can however share some of the key points and in particular those which refer to parents, noting of course they may look slightly different in the final report.

1. Self evaluation:

Strengths:

- Parents feel that communication from the school is very good and that they are encouraged to give their views by all staff.
- Surveys have been used with parents and children to gauge the views of these groups to the school.
- Steps have been taken to involve staff, partners, learners and parents in self-evaluation processes and this involvement has contributed to the agreed actions in the School Improvement Plan.

Next steps: develop even more ways to involve pupils, parents and other partners in self-evaluation activities leading to the identification of improvement priorities.

Continued over...

2. Leadership of change

Strengths:

- Senior leaders promote an aspirational vision in terms of learners' skills development, attainment and achievement. The school's vision statement is well known across the school and ELC setting community and is visible in many places around the school and ELC setting.
- Staff at all levels are very alert to the specific circumstances of the school community and are aware of the possible implications for learning.

- Staff are committed to shared educational values and professional standards and this leads to a consistency across the school in terms of ethos. Social justice and equality lie at the heart of the agreed vision and values.

Next steps: further clarifying leadership opportunities for staff, pupils and partners in the school community to support improvement activity in the school.

3. The Curriculum

Strengths:

- The curriculum framework is underpinned by strong, nurturing relationships in both the school and ELC setting.
- Where appropriate the curriculum is varied where a child's specific learning needs require an adjusted curriculum.
- Partners contribute in important ways to curriculum delivery.

Next steps: further opportunities could be developed in the Primary School to enhance personalisation and choice across the curriculum.

4. Learning, Teaching and Assessment

Strengths:

- Strong, positive relationships between teachers and learners were evident in all of the classrooms visited and in the ELC setting. As a result children are well disposed towards their work and their conduct was calm and focused.
- The school has worked at helping pupils to understand their own learning, and to be able to speak about it. The use of question fans is helping with this process and is a creative approach to encouraging children to talk about their learning.
- Parents told us that they feel well informed about their children's progress.
- The physical environment in the school is well used, despite the pressure of numbers, to provide spaces for learning.
- Parents of school and ELC setting children told us that they enjoyed their classroom experiences and feel that teachers and Early Years Professionals know their children well.

Next steps: it is recommended that staff work together with children and their families to agree a sense of what constitutes an effective lesson in Avoch Primary. This will help children to be able to talk about their experience in the classroom.

5. Partnerships

Strengths:

- Parents and all other partners feel that communication with the school is open and effective, and that it is very easy to engage with SMT and other staff in the School and ELC setting.
- The SMT are committed to increasing parental engagement in their children's learning, for example through the Maths HW Club and Maths drop-in session in the school and through the stay, play and learn sessions in the ELC setting.
- Parents and members of the community share information about their jobs and life experiences which develop the children's understanding of the skills required for learning, life and work. This has benefited children in the school and in the ELC setting.
- Visits within the community enable children to become familiar with their local surroundings.
- Partners deliver aspects of the curriculum in discussion with class teachers.

Next Steps: continue with planned work to use an online tool to facilitate family engagement with children's learning in the school and ELC setting.

6. Health and Well Being

Strengths:

- Learners, parents and carers, staff and partners feel that they are treated with respect and in a fair and just manner, resulting in a strong shared sense of community.

- The school is committed to working with children and families to help children develop resilience and coping strategies.
- All children feel included and involved in the life of the school and ELC setting.
- There are a number of health and wellbeing initiatives under way in the school, including the Schools Nutrition Action Group, Fruity Friday, ECO work and the High 5 programme. Parents spoke positively about Health Week.
- The school complies and actively engages with statutory requirements and codes of practice regarding wellbeing, equality and inclusion.
- The outdoor environment surrounding the school provides many opportunities for children to learn, play and exercise. Children know how to use this space and feel safe there.

Next steps: Careful consideration, involving the whole school community, should be given to the means by which improved outcomes in wellbeing, equality and inclusion can be evidenced.

Raising Attainment and achievement

Strengths:

- Attainment in P1, 4 and 7 is ahead of Highland and national averages.
- Children in the ELC setting are making good progress in various aspects of Literacy and Numeracy, including talking and listening.
- Children are very appreciative of the opportunities made available to them by staff and other volunteers to allow them access wider achievements.

Next Steps: Continue to develop, in collaboration with staff, approaches to tracking attainment and achievement.”

Mrs L Sim Nov 2018

The Parent Council will get a copy of the full report when it's available and an abbreviated version will be available to all.

The Parent Council congratulated Mrs Sim, Mrs Dinwoodie and all the staff on what is a fantastic report and account of the school and all it achieves.

4. Treasurer's Report

Asia shared her Report and noted that the new format of Disco is going well. Decision to be made at some

| AVOCH PARENT COUNCIL | | TREASURER REPORT | | 12-Nov-18 |
|---------------------------------------|----------------|------------------|----------------|-------------------|
| Opening balance as at 1 August 2018 | | | | £5,495.42 |
| Income | | | | |
| Disco 11/10 | | £456.20 | | |
| Giving Machine | | £45.32 | £501.52 | Income total |
| Expenditure | | | | |
| Presents for support Staff (June) | | £25.50 | | |
| Disco DJ | | £90.00 | | |
| Disco Supplies | | £83.49 | £198.99 | Expenditure total |
| Closing balance as at 25 October 2018 | | | | <u>£5,797.95</u> |
| DISCO 11/10/18 | | | | |
| N- P3 | 84 | | | |
| P4-P7 | 68 | | | |
| TOTAL | 152 | | | |
| PROFIT | £282.71 | | | |
| DISCO PROFIT | | | | |
| 2016/2017 | 2017/2018 | 2018/2019 | | |
| Oct-16 | £271.38 | Oct-17 | £423.42 | Oct-18 |
| Mar-17 | £218.14 | Mar-18 | £296.42 | £282.71 |
| Jul-17 | £337.13 | Jun-18 | £204.06 | |
| TOTAL | £826.65 | | £923.90 | |

point as to how much of the current funds will be transferred to the Playground Equipment fund.

5. Play Equipment Project update & School Fence signage

Inga updated the PC with progress to date: Wickstead (play equipment company) visited the school and looked at the playground along with members of the Pupil Council and Muriel our Janitor. The Pupil Council devised a shortlist of equipment and a poster has been made up displaying pictures of these different bit of equipment. Every class will vote, with each pupil getting 5 votes. All Staff and the Parent Council will also get to vote and it's hoped there will also be a display at the Parents Evenings next week to allow parents to make their vote. Once votes are counted, the 10 pieces of equipment with the most votes will be shortlisted and we'll get a quote from Wickstead.

Inga has started the Grant Application.

The Men's Shed have already spoken to School and are keen to have links/help the school and have already started some projects (painting of storage container, planters, repairs in the Woodland Trail). They are also keen to be involved in the Playground Project if possible/appropriate.

Plan is to hold a specific fundraising event for the playground equipment, then after that have a community day/work party.

Other ideas were discussed for specific fund-raising for Playground equipment.

Thanks given to Inga for all her work to date.

Actions:

Lorna & Julie DW to see if display board can be found for use at the Parents evening and other future events at school.

Inga to make display of poster and vote sheet for Parents Evenings on Tuesday & Thursday next week.

Asia to check the PC bank account and see if any Playground monies can be kept separate from the main account or whether we need to open a new account solely for the Playground Funds.

Iona & Kate to arrange Wine fundraiser before Christmas

School Fence Signage: Idea raised to have “Avoch Primary” on the new fence (like Munloch Primary) in brightly coloured letters. Apart from looking lovely, it’s hoped it may also help reduce car speeds as they enter the village. Lorna & Julie DW were in full agreement with this idea and are keen for it be a simple, effective, brightly coloured font/design. There is the potential for the Men’s Shed to make these letters (also involving school and children). Kate advised that Avoch Community Council have already offered to contribute towards the purchase cost of materials.

Actions:

Inga will speak to the Men’s Shed about this and keep school informed.

6. Christmas Fayre - Friday 7th December

It was agreed that all the Parent Council profits from this years Christmas Fayre will go solely to the Playground Equipment Fund.

It was agreed the Parent Council Stalls at the Fayre will be: 2nd hand book stall, Jars, Raffle, Teas & Home Baking. Volunteers needed please to help on the day and donations of filled jars and home baking. Kate, Caroline & Phoebe are all able to help on the day but more volunteers needed.

Actions:

Kate - order Raffle Tickets asap, speak to businesses in Avoch for Raffle Prizes. Kate to do adverts for jars, baking and volunteers.

Iona - purchase (through the Giving Machine) the main prize for the Raffle (Fitbit).

Inga - speak to businesses in Fortrose for Raffle Prizes

Phoebe to speak to businesses in Rosemarkie for raffle prizes.

Carolyn to speak to other companies

Julie D - printed envelopes for the Raffle Prizes (please let Julie know of prizes)

7. Disco

Asia is looking for help to organise and run the Disco’s: Iona and Kate offered help. Thanks given to Asia for continuing to make all the other arrangements.

Reminder to parents to give their children water bottles when going to the Disco so we don’t have to use plastic cups.

Next disco 14th Feb, we’re looking for ideas for additional fundraising opportunities within the Disco’s: ideas suggested: aloe vera gel with face glitter; Glo sticks & face paint moustaches. Looking for ideas of games that can be played (that don’t involve running around).

New arrangements: Parents will be asked to sign the children in (to have a clipboard going down the queue to limit wait times as much as possible). We’ll need the child’s name & name of adult who will be collecting them. Entry will be in the main school door but at the end of the Disco all children to exit via fire door.

Discussion surrounding how it can be safely managed to ensure we know that all children have been collected safely, looking for parents help with this: please come up to the Fire Door (don't ask children to walk down to the carpark themselves) and ask for children by name. Children will line up in the hall until the adult collecting them arrives.

Actions:

Iona to make arrangements/pleas for help in getting enough parents to supervise the disco's, and *Kate* will arrange for children to do posters in after school club.

Asia to purchase Glo-sticks

Carolyn to purchase aloe vera gel, face glitter, brushes & ? face paint or pencil for moustaches.

8. Lost Property

A parent was amazed at the volume of lost property when she was in school looking for an item her child had lost and asked if there was a way it could be managed. Lorna told us that every week the Janitor, pupils and PSA's look through the lost property and return all named items in school but the main problem is the large volume of un-named items.

Uniform for recycling: Inga has room to store if required.

It's hoped to have a Uniform recycling table at all school events. The recycled uniforms will remain free but others have also suggested they would like to make a donation, so there will be an honesty box, with all proceeds going to the Playground Fund.

It was also suggested that someone take a photo of "big" lost property items like jackets and put a photo of these on the Parents of Avoch Primary Facebook page...? **Who will action this.**

9. School Capacity

Discussion around the new houses being built in the area (40 houses x3 - Rosemarkie, Avoch x2). School Roll currently 278 + 45 nursery. 29 P7's leaving, approx 40 coming in. Authorities very aware of school roll numbers.

10. Chrome Books

School staff will receive training on 22nd January. No date given to School as yet for roll out. The plan is that all P6 & 7 will get their Chromebook home with them. P1-5 children will have 1 Chromebook for every 5 children and they will remain in school. Lorna waiting for more information and will disseminate as soon as she had it. Likely to be term 3 or term 4 before the Chromebooks are handed out. IT work continues to be done within the School.

11. AOB

Parent Council to invite Jennifer Barclay to PC meetings as it was felt she may be able to advise re: sources of funding/support.

Display by the Parent Council at the Parents Evening: playground project, wine fundraiser, jars for xmas Fayre **Action: Kate**

Highland Parent Council Partnership Conference, this Saturday, 17th Nov, 9.30am-4pm...if anyone would like to go you must register: <https://www.eventbrite.co.uk/e/highland-parent-council-conference-2018-registration-49599489408> The morning session will include speakers from the Highland Council and

organisations like [respectme](#), [The National Parent Forum for Scotland](#), other third sector organisations, and High Life Highland Community Learning and Development and there will be a series of workshops the afternoon .

Julie Dinwoodie leaves on 23rd November to take up the Head Teacher post in Cromarty Primary School. Lorna advised that Julie's vacancy is not currently being advertised because of Council budget, all vacancies within education are currently being "held". This will have a huge impact on Lorna and the school: Julie's teaching time is covered but none of the management time is. Lorna is currently discussing the situation with her Managers and will keep us advised.

On behalf of the Parent Council Kate offered Julie our heartfelt thanks for all she has done for Avoch Primary and our children. She has been a brilliant teacher and Depute Head and we will miss her greatly, our loss is Cromarty's gain. We are delighted for Julie personally with this promotion and hope she will keep in touch.

Next Meeting

Will need an informal meeting re: Christmas Fayre *Action: Kate to arrange*

Next meeting: Thursday 10th or 17th January (tbc) at 6.30pm (to coincide with Jaffa Club to see if any more people attend). ALL parents/carers welcome