



**Date:** Wednesday 18 November 2015

**Place:** Hillhead Primary School

**PC Attendees:** Gillian Anderson, Simona Manca, Keith Thomson, Sandra Huettenbuegel, Naoimh Fleming, Amanda Buchanan, Ana Langer, Fionnuala Featherstone, Andrea Fisher, Anne Hanson, Kirsty Matheson, Colin Tsang, Athole McLauchlan.

Francis Donaghy, Andrew Robson

**Parent Attendees:** N/A

**Apologies:** Ruth Downes, Julia Boswell, Emma Benzie, Katie Nicoll, Zoe Higgins, Astrid Azurdia, Margaret M, Fiona Stuart, Kiki Kobatake, Susie Haigh, Emma Grehan, Fardos Mohsin.

## **AGENDA**

1. Welcome and apologies
2. Update on PC meeting dates for coming year
3. International Night Update
4. Update on School Disco
5. Event planning
6. Action areas
  - Update on traffic
  - Update on Social action
  - Easy Fundraising;
  - Cards/bags fundraiser
  - After school care
  - Autism Awareness Week 2016 (March 14-18)
7. Outdoor sessions update
  - Options for grants to pay Andrea/extend what can be offered
  - Outdoor equipment
8. Spending of PC fundraised funds
  - Update on meeting with Pupil Council
  - Mail to Forum
9. Update on grant for outdoor classroom, March 2016

- 10. Communication
- 11. Uniform Storage and Sales Update
- 12. Feedback on P7 transition and homework
- 13. Head Teacher's update
- 14. AOB

**MINUTES**

**1. Welcome and apologies**

Gillian welcomed all present and all PC members introduced themselves. Apologies were made.

**2. Update on PC meeting dates for coming year**

January meeting will be held in the morning to allow those PC members who cannot make the evening meetings to participate. It has been agreed that two meetings per term can be too many (and low attendance proves it). Therefore from now on there will be one meeting per term and extra meetings can be added if necessary. The decision of having fewer meetings implies that sub-groups will work together on specific events. There was some discussion regarding daytime versus evening meetings. It was agreed that there has to be a mix to suit all attendees. As the last 2 meetings have been in the evening, the next one will be a daytime meeting. A Doodle poll will be set up to finalise date options for January and dates will be circulated to all parents.

Decisions/Actions	Person to Act
Set up Doodle poll, with January dates and circulate to all parents. Email with decision of having fewer meetings to go with Doodle Poll.	Simona Manca

**3. International Night Update**

International Night will take place on the 3<sup>rd</sup> of December. Astrid Azurdia is leading on this event and other PC members are coordinating parts of it (Raffle, Rice Challenge, etc). Subgroups are meeting weekly to ensure another successful night.

**4. Update on School Disco**

Amanda Buchanan is leading the School Disco, which will take place on the 10<sup>th</sup> of March 2016. It was agreed that the School Disco will be again only for P5/P6. The DJ and the room have not been booked yet. The cost for the DJ will be £120. The room has not been booked yet, Amanda is looking at the forms for Public Liability

Insurance. Francis offered to book the room through the school office so to make the process easier. The issue of liability led to talk about SPTC membership. It was not clear whether Membership had been renewed and PC has to decide whether to renew it or not. It was also suggested that Ruth be contacted to check if the PC have maintained membership of SPCT. Andrea agreed to check this with Ruth.

The logistics of the event have been discussed and Amanda asked for a different exit strategy from last year's one. Having a list for all the classes will help with tickets and exit. A room will be used as cloak room. The School Disco might be slightly more expensive this year but juice/food sale and tickets will cover its cost. This event is not a fundraising event.

Decisions/Actions	Person to Act
Find a better exit strategy. Book room and DJ. Define details. Create a sub-group that will work on this event.	Amanda
Check with Ruth re: membership of SPCT	Andrea

## 5. Event planning

- Burns Night: It was proposed at last meeting to also have a Burns Night/Kids Ceilidh event. Athole offered to lead the event organisation. The Year of Food and Drink Grant could be used (if we decide to apply for it) for this event.

Decisions/Actions	Person to Act
Check out feasibility of organising Burns Night/ Kids Ceilidh event. Grant application to be made. Liaise with Francis re: funding	Athole
Detailed information about event and grant to be sent to Athole	Gillian

- Spring Fair: More leaders are needed for the Spring Fair and different groups working on different aspects.

Decisions/Actions	Person to Act
Email PC and Forum, after International Night to create a committee that will work at the event.	Simona

- Fairtrade Cafè: At last meeting there were no volunteers to run the Fairtrade Cafè, but it is felt that this is a nice initiative and should be

carried on. Francis said that the Fairtrade Committee of the school (teachers and pupils) could/should get involved. Francis will advise Gillian/Simona of any Fairtrade events being undertaken by the pupil committee. The discussion of the Fairtrade café will be raised again at next meeting which will be daytime and we might be able to find PC or Parents Forum members happy to lead it.

<b>Decisions/Actions</b>	<b>Person to Act</b>
Advise Gillian/ Simona of school led Fairtrade events	<b>Francis</b>
Run Fairtrade Café (monthly/termly) Discuss at next meeting.	<b>Simona and Gillian</b>

## 6. Action areas

- Update on Traffic: There will be a meeting with Local Councillors and Police on the 27<sup>th</sup> of November. Sandra, Ruth, Francis, Margaret, Gillian and Eric (one of the residents) will attend. It was suggested that Emma Grehan be contacted for involvement as she is both a PC member and a resident in the area. Ruth wrote to the council regarding this and had liaised with Martha Wardrop, which led to the meeting being arranged. Francis said that an inspector was coming to check the situation at the school on Friday (19<sup>th</sup> of November) and that there will be checks to see if the Haddington project could work for Hillhead Primary. Some road works are also due to start on the 30<sup>th</sup> of November reducing the space on Otago Street.
- Ruth had pushed for the “double double” yellow lines but those would require the presence of traffic wardens. The Haddington scheme seems, therefore, the best solution at the moment. The road layout allows for its implementation. Adjustment will need to be in place for residents and/or kids with disabilities, but this is something that can be easily arranged.
- Another issue raised re traffic, is the absence of a lollipop man. Francis said he contacted Cordia and will contact them again to find someone to cover for Arthur (the current lollipop man who’s off). Several letters have been sent to GCC for this and other issues with traffic on University Avenue, some parents expressed the feeling that the school has been neglected with regard to road safety en route to school

<b>Decisions/Actions</b>	<b>Person to Act</b>
Meet with dedicated team (Martin McElroy, Land and Environment services, Inspector Stewart Contact Cordia for Lollipop Man Emma Grehan to be contacted re: involvement	<b>Ruth, Gillian, Sandra, Margaret, Francis</b>  <b>Gillian</b>

- Update on Social Action: The Rice Challenge appeal is starting and will be presented at the International Night. Francis said 180kg of rice have been bought. PC agreed on selling the rice at £3 per kilo, and to add the £0.30 extra per kilo to the PC school fund. PC agreed on paying the rice in advance. **Foodbank Donations**, it was agreed on continuing with the Foodbank donations (having 2 per term) and to organise one before Christmas with donations to be given to Maryhill Foodbank/Night Shelter (possibly the week between the 7<sup>th</sup> and the 11<sup>th</sup> of December). The PC agreed that the donations to foodbanks should have both a local and international reach. An email asking for help in running the Foodbanks collection will be sent out after the International night. **Shoebox initiative**, it was agreed that this could be carried out after Christmas and kids can be asked to give toys. P6 are also doing the **Rucksack collection**.

Decisions/Actions	Person to Act
Foodbank and Shoebox initiative to go on	Ruth and Kirsty
Email/ text to go out re: foodbank collection after International Night	Simona/ Gillian

- EasyFundraising: It was agreed that we need to advertise/push a bit more for parents to use Easyfundraising though Facebook, Fliers, emails, text, especially now that people will start buying Christmas presents. Fliers should be printed for International night

Decisions/Actions	Person to Act
Push for Easyfundraising, email office about text/fliers	Simona

- Cards/Bags Fundraiser: Zoe and Julia will try to get some samples for bags. They advised on having only a few patterns that we can sell for more than one year. During the meeting it was noted though that people might not be keen on buying bags/cards unless they come from their kids or their kids class. More information is needed.

Decisions/Actions	Person to Act
Get and provide more info on the Bags fundraiser and update PC	Zoe and Julia

- After School Care Provision: PC have received several emails from parents who are seriously affected by the lack in after school care. A questionnaire will be drawn up and sent out in school bags before the Christmas holidays.

Decisions/Actions	Person to Act
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- Autism Awareness Week: Fionnuala spoke about different things that could be done for the Autism Awareness Week (or even month), such as a Blue day (something like the pyjama days when kids are asked to come wearing their pyjamas, in this case they'll be asked to wear something blue (or purple). More information should be sent out, we could post pictures online and run different projects. It was agreed that we should email the wider Parents forum to find out what type of information they'd like to receive on an information leaflet on Autism and/or other needs. Fionnuala and Andrew Robson will meet to discuss the above-mentioned things and how to make the Autism awareness part of the school year. Andrew suggested that another important thing is to take the lead from kids. Andrea proposed to support kids with Autism spectrum also through outdoor activities. The creation of a sensory space has been discussed and Andrew said that the school is buying a projector that can be used in the sensory space. It is felt that different groups would benefit from the use of such a space. It was also suggested that discussion on Autism can be a part of the Health and Wellbeing program.

Decisions/Actions	Person to Act
Send out more information. Organise Forum Organise Autism Awareness week/month	Fionnuala, Andrew Robson.

## 7. Outdoor sessions update

- Options for grants to pay Andrea/extend what can be offered: Francis is gathering some info on Funding from Visiting Artist and said he will fill the application form. Once a funding option is identified, and the mechanism of how it works is understood, we can apply for it. Simona Manca said that one of the parents offered to fund or partly fund Andrea's activity through her company (an environmental consultancy). We could also look at grants that fund projects that provide a benefit for minorities/disabled kids.

Decisions/Actions	Person to Act
Look/apply for grant Liaise with third parties	Francis Donaghy Simona to put in touch parent with Andrew Robson

- Outdoor equipment: Andrea said that they'd like to purchase 33 backpack + 1 for the teacher, with equipment for outdoor learning. Andrea has already searched for the best places where to buy all these things and provided the PC with cost form different things. PC agreed on buying the outdoor equipment proposed by Andrea. This

equipment will be used by the teachers who want to take their classes either out in the school grounds or to the park.

Decisions/Actions	Person to Act
Buy outdoor equipment	Andrea

#### 8. Spending of PC fundraised funds

- Update on Meeting with Pupils Council: PC member are still to meet with Pupil Council, meeting will take place on 19<sup>th</sup> of November and it will be attended by Keith Thomson, Andrea Fisher, Ana Langer, Simona Manca and by Mr Robson. PC agreed on buying art trolleys and backpacks. An email will be circulated to the wider PC after the meeting with Pupils.

Decisions/Actions	Person to Act
Meeting with Pupils Council Email to PC	Andrea, Keith, Simona, Ana Simona

#### 9. Update on grant for outdoor classroom

We need to find out when and how much David McEwan and GCC are keen to add to our grant. The works done in the playground and in the courtyard are good but more needs to be done. A second sheltered area is needed and the current shelter needs to be improved. It is necessary to get in touch with GCC and get them to finish the work they started. A solution for more sitting spaces (needed) when it has been raining in the morning seems to be the use of mats that are currently available in the school.

It was also noted that the outdoor grant has to be used by March 31<sup>st</sup> 2016. Gillian will check with Katie what the position is with David McEwan, and if she has contacted him.

Decisions/Actions	Person to Act
Contact GCC/D McEwan and receive update on situation	Gillian and Katie Nicoll

#### 10. Communication

There is a need for better communication, and although sending letters home in the schoolbags is the only way to reach every family in the school, it is felt that a stronger presence on our Facebook page and the use of texts can help.

Decisions/Actions	Person to Act
Improve communication	Simona, Margaret

## 11. Uniform storage and sales update

In addition to the requirements for storage for uniforms, Andrea mentioned that we need volunteers that sort through the outdoor gear once a week. Too much time is wasted looking for the right jacket/trousers. There are a few boxes in the social space where things are kept and it would probably take no more than 10/15 minutes to sort them.

The issue about lost property and the possibility of sending a text when things are lost has been mentioned.

<b>Decisions/Actions</b>	<b>Person to Act</b>
Find volunteers to sort outdoor stuff. Email parent Forum	<b>Simona</b>

## 12. Feedback on P7s transition and Homework

Parents of children moving to Secondary school have showed their concern for such a particular phase in their kids life. The school, said Mr Robson, is working to help with this transition. There will be visits to the P7s from pupils who are now in S1, teachers from Hillhead High School will come and teach some of ours so to give a “taster session” of what to expect in secondary school. Info will be sent out to P7s parents in the future to make them aware of the range of initiatives that the school is taking in order to help with the transition. Parents of kids in Secondary school are welcome to help with this transition too.

As for homework, the school will work on and send out a questionnaire about homework, but it is quite likely that the responses are going to be quite diverse and it can be hard to identify a single better way of dealing with the issue. Francis reminded that there is a part on homework policy in the school handbook.

<b>Decisions/Actions</b>	<b>Person to Act</b>
Inform parents about transition initiatives Write and send questionnaire about homework	<b>Francis Donaghy</b>

## 13. Head teacher's update

Francis updated the PC on three main points:

1) The number of EAL teachers has dramatically decreased (from 2.2 to 0.4) putting an enormous pressure on the school. The absence of EAL teachers affects not only the kids whose first language is not English but also the rest of the pupils. Andrew Robson will be attending a meeting with GCC soon, but things will not change before January in any case.



2) The school had a couple of basketball players from the Harlem globetrotters (Zeus McClurkin and Bucket Blakes) who came to discuss bullying and to spread an antibullying message. Their presence has been much appreciated and they delivered a very powerful message. The kids were delighted.

3) The school is planning on offering a presentation on the Improvement/Attainment Challenge as established by the Scottish Government. This new framework will have an impact on teaching and learning and will involve national assessment in P1, P4 and P7.

#### 14. AOB

Some parents have asked for more language teaching in school across all years. Simona Manca said there is a possibility to get a teacher of Italian through some funding by the Italian Consulate/Ministry of Foreign Affairs.

Another issue raised is that of the poor quality/quantity of food provided by Cordia and also the fact that often the food that is said to be in school on their website, is not actually on for lunch, and this results in kids not eating.

<b>Decisions/Actions</b>	<b>Person to Act</b>
Language teaching: Contact Italian Consulate Meet Cordia Manager and discuss the issue	<b>Simona Manca in liaison with Francis Donaghy Gillian, to email for interested parents from PC</b>