



Date: Friday 22 January 2016

Place: Hillhead Primary School

PC Attendees: Gillian Anderson, Simona Manca, Keith Thomson, Sandra Huettenbuegel, Naoimh Fleming, Amanda Buchanan, Ruth Downes, Julia Boswell, Andrea Fisher, Astrid Azurdia, Emma Benzie, Kiki Kobatake.

Francis Donaghy

Parent Attendees: Judith Bateman, Sukai Qiu

Apologies: Ana Langer , Katie Nicoll, Zoe Higgins, Margaret M., Fiona Stuart, Susie Haigh, Emma Grehan, Fardos Mohsin, Anne Hanson, Kirsty Matheson, Colin Tsang, Athole McLauchlan.

AGENDA

1. Welcome and apologies
2. Accuracy of minutes
3. Date for next term PC meeting (and potential extra meetings for specific events)
4. Uniform Storage/Tidy Up and Sales Update
5. International Night Feedback
6. Update on School Disco
7. Event planning
 - Fairtrade Café
 - Burns Night/Ceilidh
 - Gibson Street Gala
 - Spring Fair
8. Action areas
 - Update on traffic
 - Update on Social action
 - Cards/bags fundraiser
 - After school care survey results
 - Autism Awareness Week 2016 (March 14-18)
 - CORDIA and lunch issues
9. Update on outdoor classroom, March 2016
10. Potential Foreign Language Teaching
11. Head Teacher's update

12. AOB

MINUTES

1. Welcome and apologies

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

2. Accuracy of minutes

Gillian asked all PC members if they were happy with the past meeting minutes or if they had anything to add/amend. PC members were happy with the minutes as they are. At every new meeting PC members will be asked about the accuracy of the past meeting minutes.

3. Date for next term (and potential extra meetings for specific events/issues)

Next PC meeting will be held mid May and will take place in the evening. It was again clarified that, since some PC representatives can only participate in the morning and some others only in the evening, we will alternate between morning and evening meetings to allow all of the PC representatives to participate.

Decisions/Actions	Person to Act
Decide a date for mid May	Gillian, Simona and Keith to agree on a few dates and Simona to send Doodle Poll

4. Uniform storage/Tidy Up and Sales Update

Kiki, who is kindly in charge of the second hand uniforms sale, said that it would be good to have another sale quite soon, probably just after the school break in February. The sale could take place both in the morning and in the afternoon (around drop off and pick up time). Kiki would like to find out which space can be used (new GP room?) and will provide us with more details as soon as she finds out. Kiki will need some helpers to organise the stalls and the sale, some of the uniforms that are still in the school after the lost property has been in display for parents to check (and an email/letter has been sent) will be part of the sale, but Kiki will need helpers to sort through all the stuff.

Francis Donaghy said that another issue with all these uniforms is how to prevent the build up. Can part of the money raised with the sale go towards a fund to buy sharpie pens that can be given to parents to write their kids names on the labels? In this way it will be easier for school staff to reunite the lost pieces of clothing with their owners.

A cupboard will be used to store the uniforms.

Sandra suggested that maybe teachers could always prompt the kids when leaving/changing clothes to double check if they have everything and if they are picking up their own clothes or somebody else's ones.

Kiki will also be in touch with Border Embroideries re the quality of the uniforms.

Decisions/Actions	Person to Act
Decide a specific day/time for the second hand uniform sale.	Kiki
Sharpie Pens Provision	Keith
Email Parent forum looking for helpers.	Simona
Liaise with BE re Uniform quality	Kiki

5. International Night Feedback

Astrid said that the feedback she has received has been lovely and positive. It has been stressed though that this year there was a lot less food than in the past years. There might be different reasons for this, it has been agreed that probably next year it would be better to highlight that who gets a ticket needs to bring some food along. Another reason might be that there were many children performing (more than last year), or also that the date for the International night clashed with that of Kelvin Park Early Years' Christmas Fair. It was agreed that in the future we will try to avoid having important events on the same day.

The Raffle has been really successful and there are still prizes to be collected, It has been decided that the staff at school will purchase new tickets and they will get the prizes. Sandra suggested some ways to improve the Raffle stall to make it easier for people to claim their prizes. Maybe also another location for the stall itself could improve things.

All the performances were highly appreciated; a focus on greater cultural diversity at the next evening was also raised.

It was also suggested that we should maybe try to have a grand finale. All in all the International Night has been really successful and £1,200 have been raised, £600 of which will go to Save the Children.

Decisions/Actions	Person to Act
Send payment to Save the Children	Keith

6. Update on School Disco

The School Disco will take place on the 10th of March. The Halls and the DJ have already been booked. Amanda wondered if as organiser of the event she needs a PVG or if, since it's a one off it is not needed. If the school has a policy for this type of events, risk assessment in place and a policy on how to minimise risk, that will already work as best practice. The school used last year, and is planning to use again, an incident book.

This year it would be useful to have a list of helpers (10/15 people) in advance. It would be good to have a good number of dads. There will be a policy of "no mobile phones allowed" to prevent anyone from posting pictures on social media, etc.

It has also been agreed that it would be quite useful to have a copy of the list with the kids names for every class so that their names can be ticked off when they arrive.

It has also been agreed that this year the price for a ticket will be £2, and the ticket will include a free drink (in this way it will be also easier to figure out how much juice is needed and there will be less money handling). This year there will also need to be more glow sticks. It has been discussed that it is also necessary try to stop people arriving a lot earlier than expected. The DJ will start at 6.30 and the preparation for the school disco will start at 6.

Decisions/Actions	Person to Act
Email parent forum asking for helpers (especially dads)	Gillian/Simona
Send all necessary information for the email to Simona	Amanda

7. Event Planning

- **Fairtrade Café:** The school Fairtrade Committee is going to launch the return of the Fairtrade Café during the Fairtrade Fortnight (29th of February - 13th of March). There will be a range of different activities. The Fairtrade committee of the school is happy to launch the café and to then have someone else from the PC or any other parent running it once per term. An email will be sent to the Parent Forum asking for help and Francis will provide information regarding dates and times. The first Café will take place during the fortnight and then there will be one per term. The café is not only a good way to support Fairtrade but also a good social occasion.

Decisions/Actions	Person to Act
Email parent Forum	Gillian
Provide dates/times	Francis Donaghy

- **Burns Night/Ceilidh:** Unfortunately Athole did not have the time to organise and lead these events this year. He has proposed instead to apply to have an author coming to school via The Scottish Book Trust. The school already

works with Scottish Book Trust. Gillian will advise Athole that this is already something the school links with.

Decisions/Actions	Person to Act
Email Athole with information about school involvement in Scottish Book Trust	Gillian

- Gibson Street Gala: Eric Kay has sent an email to the Parent Council inviting us to attend a meeting for the Gibson Street Gala. Julia lead on this event last year, but she cannot this year, therefore we need to find someone else. It is felt that it is better for the school and the PC to be involved in the same measure we were involve last year (i.e with an art competition) rather than having all the school and school ground used. Thistle gallery is happy to cooperate again with Hillhead on the art competition. We should also set clear boundaries regarding PC involvement during the first meeting. Gillian will email the PC and will look for a person who can lead on this (Niamh offered to help if no one else can) and who can meet Andrew Robson ASAP to discuss the art competition and anything else that needs to be done. Emma Grehan name has been mentioned since she lives in the area.

Decisions/Actions	Person to Act
Contact PC and find a leading person	Gillian
Contact Andrew Robson and be in touch with Eric Kay	Emma Grehan

- Spring Fair: An email needs to be sent out to get a closing date and a person to lead. Last year Ruth and Susie were the Coordinators and there were 4/5 leaders for specific things. This worked very well so we should probably follow last year pattern. Two dates have been chosen as preferable (20th and 21st of May) and a discussion about having the Spring fair on a Friday instead of a Saturday has followed. Before we decide it is advisable to double check let and janitorial costs both for the evening and for the Saturday.
- An email will be sent put soon asking for parents to help and lead on some activities/aspect of the Fair.

Decisions/Actions	Person to Act
Find out about costs	Keith
Send an email to the forum looking for leaders/helpers (as soon as we have a date)	Simona

8. Action areas

- Update on traffic

Ruth had a meeting in December with people from Land services and they didn't seem to think painting again the yellow lines would be of any help. At the moment the Hillhead area is under review for traffic issues therefore no decision can be

made at the moment. There were two meetings involving the school, PC, police, LES, GOW committee and Councillors. Some of the information provided was contradictory. It was also agreed that a meeting of all the stakeholders would be more preferable. Michael Brady had agreed to look into what is now known as the Edinburgh scheme (road closure at drop off and pick up.). Francis has been in touch with Michael Brady who said that a one way system would be in place as of 1st of January to ease things, but as of now there is no one way system.

Councillors will be asked to attend the meeting with Glasgow Police and Land Services. Hillhead could become a pilot scheme in Glasgow.

Decisions/Actions	Person to Act
Email all stakeholders involved in the traffic issue to agree on a meeting day	Gillian

- Update on social Action

The clothes/food collected before Christmas went to NightShelter and Trussell Trust Foodbank. We are still waiting to find out about Maryhill foodbank to decide who will be collecting for next term.

Ruth is trying to find some information on Schools are Sanctuaries.

Decisions/Actions	Person to Act
Follow up on Maryhill situation	Gillian
Provide info about Schools are Sanctuaries	Ruth

- Bags Fundraiser

Julia brought along two of the bags with the templates we could use and of different quality (hence different price). It is felt that we still need to agree on which year/s can do the bags, if we should get every kid to draw something or do a competition. How many bags we would actually need and have to buy.

It has been decided that since this is a fundraiser we should maybe email the parent forum investigating for interest. It was said that we should maybe give up this idea for this year, but Andrea kindly offered to investigate because she thinks it's something that can be done.

Decisions/Actions	Person to Act
Investigate and draft an email to send to the forum	Andrea
Send an email checking for real interest	Simona

- Afterschool Care Survey Results: Gillian is looking at all the forms returned (over 190). The most obvious result is that there is not enough afterschool care. Gillian provided some figures: A preliminary analysis of around a third of the questionnaires shows a requirement for 25 full time places. The majority of the questionnaires state a need for some or more after school care. There were

also numerous mentions of people who have been on the waiting list for up to 4 years. It is felt that we should probably contact Frank MacAveety and Education services about the issue of afterschool care.

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Decisions/Actions	Person to Act
Finish a review of the forms and provide final figures;	Gillian
Produce analysis and write to Education Services and Council leader to raise the issue	Gillian

• Autism Awareness week 2016 (March 14-18)

Fionnuala is leading on this action and she was not at the meeting, therefore there was no update.

• CORDIA and lunch issues

Simona, Astrid, Fardos, Sandra, and Kathy (Athole's partner) will meet with CORDIA's manager or one of its representatives. Francis will help us in setting a date and the subgroup should meet before the meeting with CORDIA to agree on some specific issues.

Decisions/Actions	Person to Act
Email CORDIA for meeting	Francis
Email and gather subgroup	Simona

9. Update on outdoor classroom (March 2016)

David McEwan agreed on topping up our grant and gave £5,500 in addition to the £5,000 we have. Katie Nicoll has sourced the most suitable structure with seats and windows so that it can be used also in adverse weather. It should be in place around the end of February.

10. Potential foreign language teaching

Simona has been liaising with the Italian Consulate in Edinburgh and its School office in London and, together with Francis Donaghy we will meet the School officer of the consulate to then fill all the necessary forms to request a teacher of Italian for the school with the support of the Italian Consulate. New meeting will take place in February.

11. Headteacher's Update

- The heating system of the school went down, and the boilers are beyond repair and they will be replaced for a total cost of £60,000. The school did not have to close because the issue has been dealt with promptly but the boilers are still being replaced.

- There is a citywide dispute between the Janitors and GCC re payment for some specific tasks (those defined “dirty tasks”, such as spillage, litter picking etc.) The janitors who are part of Unison will implement the “Working to Rule” scheme which means that if they do not reach an agreement with the Council they will not do any of the jobs they are not specifically paid for. Hillhead has one janitor who is a member of Unison. The situation is still unfolding but it may be that there is further escalation to a strike.
- School enrolment: there are, at the moment 72 kids enrolled for P1 and 18 placing requests. The school has still to hear from GCC about the cap.
- Outdoor education: Francis Donaghy and Susan Thomson are applying for Funding from Community Action in order to get some funding to be able to pay Andrea. Meanwhile, Kirsty McArthur and her Environmental Consultancy company have offered to fund some of the works that need to be done on the “forest” and other areas of the playground.

12. AOB

The PC has received a couple of emails raising different issues. One was about bullying in the school grounds and Francis confirmed that the policy is currently being reviewed and the outcome of this will be shared with the parent council. Any individual concerns should be shared with Francis.

Another email asked about asthma and how this is dealt with in school. Francis, confirmed that the school will take advice on this issue and that they will keep updating parents on it.

Sandra participated at a meeting organised by SPTC on anti-bullying policy called Respect Me, and she brought some of the posters and the leaflets she has been given, so that they can be put on the walls of the school. The school’s anti-bullying policy can be found on the schools website. A wider Glasgow policy has been sent by Kathryn Farrow and we’ll be sending it to parents.

A new email needs to be sent to find helpers to sort wetsuits.

The equipment Andrea has ordered has arrived.

The PC meeting finished at 11.45 am, Gillian thanked everyone for taking part.