

## Mosshead Primary Parent Council – 20<sup>th</sup> Oct 2020 – [APPROVED] Meeting Minutes

**Attendees:** Shashi Ramachandra (SR), Susan Yeoman (SY), Ruairidh Dunford (RD), Angela Straine (AS), Claire McGrouther (CM), Janice Paterson (JP), Alison Ward (AW), Rhona Mason (RM), Jo McQuarrie (JM), Scott Reardon (SC), Jennifer Phillip (JP), Sacha Moonsammy (SM)

**Apologies:** Ashling Anderson (AA), Emma Finlayson (EF)

### Previous Open Actions & follow ups:

- Approved minutes – Filing/Circulation/Website addition SR **[COMPLETE]**
- Notice Board Progress RM **[ONGOING]**
- Infant Playground State follow up AW **[ONGOING]**
- Xmas Concert attendance issue – raise with parent body ALL **[COMPLETE]**
- School website update – email fix, members list etc., SR / RM / SY **[ONGOING]**
- Careers Fair – Document share / Progress AA **[ONGOING]**

### Carry Forward Actions from Previous Meeting

- New Development Planning Participation CM/SC **[ONGOING]**
- Catchment Area catch-up with SY / Write to Councillor AW **[ONGOING]**
- Constitution – rework & circulation RD, JM, AW **[ONGOING]**

### Current Meeting Minutes:

<u>Agenda Item</u>	<u>Action(s) &amp; Assignee(s)</u>	<u>Date</u>
1. Welcome	<ul style="list-style-type: none"><li>• RD started the meeting proceedings with a general welcome to all members attending. Emma (new parent interested in joining PC) &amp; Ahsling sent their apologies for not being able to attend the meeting.</li></ul>	20.10.2020
2. Last Meeting Minutes	<p>Previous minutes approved with no further amendments.</p> <p>Previous ongoing actions were reviewed as well. Details below:</p> <ul style="list-style-type: none"><li>• Notice board repair is ongoing so <b>SR</b> to keep it open. <b>SC</b> has volunteered to help out putting this up.</li><li>• <b>SY</b> provided an update on Infant playground. Issues have resurfaced. This will be re-tarmac'ed. SY is following up on this.</li><li>• <b>RM</b> will follow up with SY on adding members list to the school website</li><li>• Possibility of an online careers fair was discussed, <b>SM</b> &amp; <b>SC</b> have volunteered to pair up with <b>JM</b> &amp; <b>AW</b> to take this further.</li><li>• New development planning – Green belt new document released no current plans. <b>SC</b> &amp;</li></ul>	20.10.2020

	<p><b>CM</b> Agree to keep this item open and keep an eye on this.</p> <ul style="list-style-type: none"> <li>• <b>AW</b> gave an update on Catchment Area that there are currently no plans to reconsider this. Keep this item open to see if we need to follow up any further.</li> <li>• <b>RD</b> detailed the constitution document updates, to be shared for review and feedback.</li> </ul> <p>Followup(s) listed under actions below.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>SR</b> to send approved minutes / file them on MPCC google drive / liaise with <b>SY</b> for addition on website.</li> <li>• <b>RM/SY</b> to follow up on notice board actions with <b>SC</b>.</li> <li>• <b>RM</b> will follow up with <b>SY</b> on adding members list to the school website</li> <li>• <b>SR</b> to send constitution amendments for review &amp; feedback.</li> </ul>	
3. PC Members Items	<p><b>Chair(s) for 2021/22</b></p> <p>RD, JM &amp; AW have all expressed their wish to step down as Chairs effective June next year. In order to ensure continuity it was agreed to look for (a) new members to cover all year groups (b) existing PC member(s) who would like to take up the chair(s) role so that they can shadow before the existing chairs step down.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>AW</b> to draft a note requesting new members from the wider Parent body along with information links on the Parent Council roles / responsibilities, constitution etc.,</li> </ul>	20.10.2020
4. HT Report	<b>Staffing Update</b>	20.10.2020

	<p><b>SY</b> confirmed Ms Kate Turnbolls Appointment as DHT. Kate was successful at the interviews amongst many strong candidates. Many thanks to <b>SC</b> for helping with the interview process.</p> <p>Mrs Janice McFarlane will be retiring at Christmas.</p> <p>Kate's previous Post will be advertised.</p> <p>Mrs Maxwells Maternity Cover role has got a good mix of applicants and should be filled comfortably.</p> <p><b>Parent Reporting</b></p> <p>Due to meeting restrictions Pupil reports will be written up and sent to parents (3 times a year – Dec/Jan, Mar/Apr, June). This will cover Literacy, Numeracy, Health &amp; Well Being &amp; General Feedback. Any parent wishing to discuss the report further would have to go through the usual school contact policy.</p> <p>Written reports are as per EDC guidelines &amp; this was discussed and agreed at the EDC Parent forum involving representations from Parents, HT's and QIO etc., This is due to complications around setting up online meetings, Telephone calls etc.,</p> <p>For any pupils needing catchup due to lockdown, targeted work is being issued.</p> <p><b>Digital Update</b></p> <p>Work is underway on providing recorded sessions via teams covering new learning around Literacy, Numeracy in case there are any school / class closures. These mechanisms are already being used to support pupils self isolating at the moment. In the event of school closures online learning will be activated to cover Literacy, Numeracy &amp; Optional Tasks taking up a couple of hours/day.</p> <p>Digital surveys were completed &amp; any online learning digital equipment needed are being sourced for families needing them.</p> <p>P1's online learning profiles are being piloted.</p> <p>Class Dojos will be replaced with Seesaw going forward. This is a EDC wide activity. No dates set on the cutover to the new tool yet. Trainings are underway.</p>	
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5. AOCB	<ul style="list-style-type: none"> <li>• P7 Ardmay activity replacement – options are being considered. <b>SY</b> provided an update that This will provisionally be planned for 1<sup>st</sup> week of June, likely to involve day trips if restrictions continue until then.</li> <li>• <b>JM</b> proposed looking at sending out a survey to get people's positive experiences around home learning which could be collated &amp; shared with the wider parent community. <b>SR</b> to create a google form for this.</li> <li>• <b>SR</b> volunteered to represent MPPC at the EDC parent forum now that JM will be looking to step down. <b>JM</b> to get SR added to respective mailing lists.</li> </ul>	20.10.2020
6. Next Meeting Items	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	
7. Dates	<p><b>Future MPPC Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• 24<sup>th</sup> Nov 2020</li> <li>• Rest TBC</li> </ul> <p><b>Future EDC Parent Forum Dates</b></p> <ul style="list-style-type: none"> <li>• TBC</li> </ul> <p><b>Future PTA Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• TBC</li> </ul>	