

## Mosshead Primary Parent Council – 19<sup>th</sup> Jan 2021 – [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), Ashling Anderson (AA), Karen Oppo (KO), Zsuzsa Haag (ZH), Marion Hynd (MH), Gordon Hynd (GH)

**Apologies:** Emma Finlayson (EF)

### Previous Open Actions & follow ups:

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|----------------------------------------------------------|------------------------|
| • Approved minutes – Filing/Circulation/Website addition | SR <b>[COMPLETE]</b>   |
| • Constitution Amendments Circulation                    | SR <b>[COMPLETE]</b>   |
| • Home Learning Survey                                   | JM <b>[COMPLETE]</b>   |
| • New Member email with PC info                          | AW <b>[ONGOING]</b>    |
| • EDC Parent Forum Rep – Email Addition                  | JM/SR <b>[ONGOING]</b> |

### Carry Forward Actions from Previous Meeting

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|---------------------------------------------------------|--------------------------------|
| • Notice Board setup                                    | RM <b>[COMPLETE]</b>           |
| • School website update – email fix, members list etc., | SR / RM / SY <b>[COMPLETE]</b> |
| • Constitution – rework & circulation                   | RD, JM, AW <b>[COMPLETE]</b>   |
| • Infant Playground State follow up                     | SY/AW <b>[ONGOING]</b>         |
| • Careers Fair – Document share / Progress              | JM/AW <b>[ONGOING]</b>         |
| • New Development Planning Participation                | CM/SC <b>[ONGOING]</b>         |
| • Catchment Area catch-up with SY / Write to Councillor | AW <b>[ONGOING]</b>            |

### 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 welcome &amp; Introductions. We had additional participants in Karen – EDC QIO, Zsuzsa &amp; Marion &amp; Gordon.</li> </ul>	19.01.2021
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><b>SY</b> is following up on Infant playground, delays due to lockdowns, agreed to keep it open.</li> <li>Careers Fair item is still open, will be discussed at the next meeting - <b>JM</b></li> <li>New development planning – No further updates on this. Agree to keep this item open and keep an eye on this - <b>CM</b></li> <li>Catchment Area –Keep this item open to see if we need to follow up any further - <b>AW</b></li> </ul>	19.01.2021

	<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> </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 2021. 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. <b>No volunteers so far.</b></p> <p><b>P7 Transition</b></p> <p>AW raised P7 parents queries around transition to Bearsden Academy &amp; home work. SY provided an update that there has been one virtual meeting with secondary school &amp; more are possible. Homeworks will not be added in for now considering the full time online learning taking place. Parents looking for additional work can use family learning activities.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>SY</b> to contact Bearsden Academy on their current plans and send out communication on any updates.</li> </ul> <p><b>Parents Evening – Parent body feedback</b></p> <p>PC members provided feedback from their year groups, whilst there is some disappointment around individual face to face time with teachers, given the circumstances we are in the limits around what can be done or not done is understood.</p> <p>Overall consensus is communication around these should be better around guidelines from the council and PC's limited role in changing course around these items.</p> <p>Following on from this it was agreed to form a subgroup who could discuss and come up with suggestions around improving PC visibility, various forms of communication to reach out to broader parent body etc., <b>CM, AA, SC, MH</b> have volunteered for this.</p> <p>Actions:</p>	19.01.2021

	<ul style="list-style-type: none"><li>• Subgroup (<b>CM, AA, SC, MH</b>) to come with recommendations on improving communication at the next meeting.</li></ul> <p><b>Facebook Page for PC</b></p> <p><b>MH</b> provided a overview of the benefits of having a FB page for PC and added it could be a complement to existing modes of communication. However points were raised around not all parents being on FB, moderation &amp; volunteers to manage this. It was agreed to roll this into the broader communication topic above and the sub group will look into this item as well.</p> <p><b>EDC PC Q&amp;A Session</b></p> <p><b>JP</b> provided a quick overview on the session, the topics discussed broadly align with the kind of work we are pursuing as part of PC – FB groups, sub committees to tackle issues etc., No actions from this.</p> <p><b>Parent Questionnaire</b></p> <p><b>JM / RD</b> have sent out a questionnaire to parent body on ‘what worked well on home learning’. Lots of useful inputs, this will be collated and circulated to the parent body. <b>SY</b> is also sending out additional support materials on a periodic basis.</p> <p>Actions :</p> <ul style="list-style-type: none"><li>• <b>JM</b> to collate and send out the feedback via the school.</li></ul> <p><b>Kudos Board</b></p> <p>Virtual message board to show appreciation to staff, costs \$20, easy to manage and distribute. Agreement to procure this from PTA funds, <b>SR</b> volunteered to setup/administer this.</p> <p>Actions:</p> <ul style="list-style-type: none"><li>• <b>SR</b> to setup the board. <b>SY</b> to send out communications inviting the parent body to add comments. <b>SR</b> will then work with <b>SY</b> on collation/further distribution.</li></ul> <p><b>Term PC meeting dates</b></p> <p>Dates agreed:</p> <ul style="list-style-type: none"><li>• 23<sup>rd</sup> March 2021</li><li>• 18<sup>th</sup> May 2021</li></ul>	
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4. HT Report	<p><b>Online Learning</b></p> <p><b>SY</b> shared guidance from Education Scotland, EDC which form the basis of online learning work being managed by the school. SY also shared parent feedback from the recent survey and overall the feedback is quite positive with most parents in agreement on the online learning workload. This will be shared to the wider parent body.</p> <p>Whilst it is not possible to take into account every comment as individual circumstances vary the school is trying to strike a good balance to get the most out of home learning.</p> <p>If individuals have issues, additional support from school is being facilitated via Mrs Governo (P1 – P3), Miss Turnbull (P4 – P7) &amp; Miss Smyth (P4 – P7) or Susan (P1 – P7)</p>	19.01.2021
5. AOCB	<ul style="list-style-type: none"> <li>• <b>See Saw</b> – <b>SY</b> updated that the setup will take time and has been slow due to lockdown, will be used as announcements only for now. It will slowly be used inline with class dojo.</li> </ul>	19.01.2021
6. Next Meeting Items	<ul style="list-style-type: none"> <li>• Careers Fair Update – <b>JM</b></li> <li>• Communications working group update – <b>CM, AA, SC, MH</b></li> </ul>	
7. Dates	<p><b>Future MPPC Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• 23<sup>rd</sup> March 2021</li> <li>• 18<sup>th</sup> May 2021</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>	