

## Mosshead Primary Parent Council – 28th Sep 2021 – [APPROVED] Meeting Minutes

**Attendees:** Shashi Ramachandra (SR), Susan Yeoman (SY), Janice Paterson (JP), Jennifer Phillip (JP), Zsuzsa Haag (ZH), Marion Hynd (MH), Emma Finlayson (EF), Grant Mcarry (GM), Sacha Moonsammy (SM), Laura Beard (LB), Rhona Mason (RM), Felicity Watson (FW)

**P1 Invitees:** Laura Finnie, Katie Brown, Michelle Primrose, Anthony Lucas, Debbie Thomson, Alisa Walker, Kirsty Tolmie

**Apologies:** Angela Straine (AS), Ashling Anderson (AA)

### Previous Open Actions & follow ups:

- Approved minutes – Filing/Circulation/Website addition SR/SY [**COMPLETE**]
- Update mailing lists, contacts, passwords to reflect people moves SR [**COMPLETE**]
- Write back to Councillor Cummings on catchment area SR [**COMPLETE**]
- Careers fair Materials handover JM [**COMPLETE**]
- Comms Sub Group – refine approach based on feedback CM/AA/SC/MH [**ONGOING**]
- Constitution review – working group feedback ZH/CM/EF [**ONGOING**]
- Infant Playground resurfacing SY [**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>• <b>SM</b> as acting chair started the meeting proceedings with welcome &amp; Introductions. We had guest participants from P1 as listed above.</li> </ul>	28.09.2021
2. Last Meeting Minutes	<p>Previous minutes approved with no further amendments.</p> <p>Previous ongoing actions were reviewed as well. pertinent details below:</p> <ul style="list-style-type: none"> <li>• <b>SY</b> informed the infant playground resurfacing works were not completed over summer as previously planned. This will now be carried out over October holidays failing which it might get moved to 2022 Easter break. As of now there is no further action required from the PC, SY will communicate back to the group if we need to get involved.</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> </ul>	28.09.2021

3. EDC Parent Forum Update	<p><b>SR</b> provided an update on the meeting, key items listed below:</p> <ul style="list-style-type: none"><li>• Greg Bremner is now the Chief Education Officer, He is currently putting together a new enhanced education leadership structure for EDC. He thanked Jackie Mcdonald for her work over the years &amp; wished her a happy retirement. Kate Ferguson will be the national forum rep from EDC.</li><li>• Covid Update / Recovery planning – Digital learning guidance updated in line with Scottish govt guidance. Good progress in putting protocols around risk assesments, outbreak management etc., Digital learning will continue to be a focus area post covid and firm plans in place to avoid disruption in case the situation changes.</li><li>• Digital School Reports – Following consultations and agreement with unions phone based progress update will be provided this year.</li><li>• Mental Health Strategy was discussed with resources being allocated around counselling, trainings, youth development etc.,</li><li>• COP 26 was discussed – Various EDC themed events are being run with involvement from P6 – S3 pupils. On the final day, 12<sup>th</sup> Nov there will be a online pupil conference held.</li><li>• Overview of possible topics for this year along with meeting dates (listed below) were discussed.</li><li>• Meeting materials will be circulated in the due course to attendees.</li></ul> <p>Actions:</p> <ul style="list-style-type: none"><li>• <b>SR</b> to forward any further materials received from the forum to PC members.</li></ul>	

<p>4. PC Members Items</p>	<p><b>Communications Subgroup Update</b></p> <p><b>MH</b> informed the subgroup plan to meet over the next few weeks and an update will follow at the next PC meeting.</p> <p><b>Constitution Subgroup Update</b></p> <p><b>ZH</b> informed the subgroup is currently reviewing / collating feedback from other schools, plan to meet over the October holidays to discuss proposals and an update will follow at the next PC meeting.</p> <p><b>New Members &amp; Chair(s) for 2021/22</b></p> <ul style="list-style-type: none"> <li>• <b>SM</b> has agreed to be Chairperson and will be supported by <b>Felicity Watson</b> (FW) as Vicechair. Their roles were approved at the meeting by a voice vote.</li> <li>• <b>AS</b> is no longer able to continue due to child care commitments on Tuesdays. <b>Laura Finnie</b> (LF) will represent P5 going forward as she also has a child in P5.</li> <li>• From the P1 reps who attended <b>Katie Brown</b> (KB) and <b>Michelle Primrose</b> (MP) will be formal reps with voting rights. All other attendees are keen to be involved so will be kept on the mailing lists.</li> </ul> <p>Below is the updated list of this years group representation on PC membership/roles:</p> <p>Katie / Michelle – P1  Emma / Grant – P2  Sacha (chair) / Zsuzsa – P3  Marion/Felicity (vice chair) – P4  Laura F/Angela – P5  Laura B/Shashi (secretary/clerk) – P6  Jen / Rhona – P7</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>SR</b> to update mailing lists to reflect above, provide passwords to chair / vice chair for group email access and create an additional mailing list for parents from P1 / P4 who are keen to be involved going forward.</li> <li>• <b>SY</b> to send a group call email to the wider parent body detailing the new PC members list and website resources to get more details on the functioning, contact details of PC.</li> </ul>	<p>28.09.2021</p>
<p>5. HT Report</p>	<p><b>Restrictions Update</b></p>	<p>28.09.2021</p>

- Staff have to still socially distance from pupils where possible and must 2m distance from one another.
- Pupils can mix but we have kept this mainly across the stage but allowed committees/ buddies/ monitors/ etc.
- Classes will not mix with others if there is an outbreak in any particular class – more than 1 pupil with PCR diagnosis of Covid.
- Still require staggered starts/ breaks/ etc to enable hand washing.
- Staff can remove masks when speaking at 2m distance from pupils but must wear at all other times.
- Full curriculum is back in place with some adaptations such as outdoor PE, weather permitting and use of hall/outdoors for music and drama as GP room is isolation room.
- No visitors yet allowed in schools without a detailed risk assessment e.g. school photographs.
- Waiting on Scottish Government advice to see if any changes following Oct break.
- Despite the restrictions classes are all settled in well and most areas of school life are getting back to 'normal' as best we can. We will continue to engage in interesting experiences for the pupils in different ways e.g. virtual climate change workshops, Maths week, etc.

#### **Reporting to Parents**

- Phone calls Sept→Oct for all children p1-7 in replace of planned parents' nights in school. Report cards before Easter as usual. (Hopefully) parents' evening appointments in May 2022, if not phone calls will be made.
- Seesaw will be used as a tool to inform parents about learning and show samples of this on an ongoing basis.

#### **Sponsorship/ Fundraising**

- Beatson Walk raised £2337. Staff 10k walk raised £4375 for Cancer Research.
- School Fund has dropped massively over the past 18 months as we haven't been able to fundraise in the same way. We have planned a school sponsored event (assault course) for school funds on 29<sup>th</sup> October. Sponsor forms will be sent to families this week.

#### **School Improvement**

- **STEM** – Climate Action Week has taken place. Children very knowledgeable. COP 26 project for P6 and P7.

	<ul style="list-style-type: none"> <li>• <b>Rights Respecting Schools</b> - Well on track to achieve Bronze Level Rights Respecting Schools (would expect to have this complete by Feb 2022 at latest and started on Silver).</li> <li>• <b>Reducing the gender gap in Reading and Writing</b> - Reviewing 'Reading Schools' accreditation award and will collect evidence for this over the year as this fits well with our SIP -. This award celebrates schools who encourage and support reading for pleasure and any work done towards this will benefit both boys and girls.</li> </ul>	
6. AOCB	<ul style="list-style-type: none"> <li>• All PC reps gave consent to use their names on meeting minutes, website to comply with <b>GDPR rules</b>.</li> <li>• Query raised around school uniform quality, stock levels &amp; possibility of sourcing a new supplier. This will be added as a future agenda item.</li> <li>• Query raised around Tempest Photography costs and if an alternate supplier could be sourced. <b>SY</b> explained that this is EDC wide as the vendors need to pass covid risk assessments etc., but this could be looked at later in the academic year once covid situation improves with a proper consultation with the wider parent body.</li> </ul> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>SY</b> to take this meeting minutes as formal consent for GDPR for use of names on minutes, website.</li> </ul>	28.09.2021
7. Next Meeting Items	<ul style="list-style-type: none"> <li>• Communications working group update – <b>CM, AA, SC, MH</b></li> <li>• Working group update on Constitution – <b>ZH, CM, EF</b></li> <li>• Careers Fair – <b>SY</b></li> <li>• School Uniforms</li> </ul>	
8. Dates	<p><b>Future MPPC Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• 30 Nov 2021</li> <li>• 25 Jan 2022</li> <li>• 29 Mar 2022</li> <li>• 31 May 2022</li> </ul> <p><b>Future EDC Parent Forum Dates</b></p> <ul style="list-style-type: none"> <li>• 23 Nov 2021</li> <li>• 22 Mar 2022</li> <li>• 24 May 2022</li> </ul> <p><b>Future PTA Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• TBC</li> </ul>	