

**Mosshead Primary Parent Council AGM  
Tuesday, 15 November 2022 - 7pm**

**MEETING MINUTES**

**1. Welcome and Apologies - SM**

PC Members present: Sacha Moonsammy (SM), Susan Yeoman (SY), Felicity Watson (FW), Katie Brown (KB), Anita Eley (AE), Zsuzsa Haag (ZH), Emma Finlayson (EF), Laura Finnie (LF), Marion Hynd (MH), Fiona Gold (FG)

Additional attendees: Claire McGrouther (CM), Andrea Wieler Goodbrand (AW), Kirsten Flynn (KF)

Apologies: Shashi Ramachandra (SR)

**2. P1 representatives – SM**

- **AW** and **KF** have formally requested to join the PC as P1 reps. **SM** accepted, seconded by **FW**.
- **AW** is now rep for P1A and **KF** for P1B.

**Actions:**        **SY** to update website with P1 reps

**3. Previous meeting minutes - SM**

Approved

**Actions:**        **SY** to update website

**4. Head Teacher's report - SY**

- Between 28 November – 2 December 2022 school is going to undergo an EDC Quality Review
- This is a mini-inspection before a full government HMIE inspection
- Inspections usually take place every 7 years.
- The school's last inspection was in 2010 (delay probably due to covid)
- Inspection will consider implementation of school policies, attainment, Pupil Equity Spending etc Will consult staff, partner organisations, parents and pupils. Will include class visits, with the aim of seeing "pupils' learning, not teachers' teaching"
- Some parents have been asked to take part in Focus Group discussions
- Pupil involvement from P1, P4 and P7 as those are the key attainment stages
- School has had to submit a self-evaluation, where they have rated themselves "Very Good", as there is always room for improvement. This self-evaluation is based on various questionnaires and activities with pupils over the past few years.
- SY is going to send the parent body full information on the inspection as well as a questionnaire.

**Actions:** SY to upload presentation on Quality Review and Self Evaluation on the school website

## 5. Active Schools update - KB

- Plans are in place for activities for P2-7, with some items needing confirmed for the 2<sup>nd</sup> and 3<sup>rd</sup> term

**Mosshead Primary Extra Curricular Clubs Plan for after school 2022-23**

Days	September – December	January to March	April - June
Monday	<b>Minifit – P4</b> Teacher Volunteer – E. Gibney Parent Volunteers – Katie Oman, Maria Fletcher, and Vicky Yoshi  <b>Choir – P7</b> F. Gold and S. Carlyle (CT volunteers)	<b>Minifit – P3</b> Parent Volunteers – Katie Oman, Maria Fletcher, and Vicky Yoshi  <b>Choir – P7</b> F. Gold and S. Carlyle (CT volunteers)	<b>Touch Rugby P7 - tbc</b>
Tuesday	<b>Netball P7</b> K. Strain and C. de Sadeleer (CT volunteers) Oct-Nov – 8 weeks  <b>Forest Schools P2</b> Stuart McFarlane (paid FS leader) Sept-Nov	<b>Netball P7 – K. Strain, C. de Sadeleer</b> - cont to Feb wkend.  <b>Feb – Easter – basketball P7? tbc</b>  <b>Forest Schools P2</b> Stuart McFarlane (paid FS leader) Feb-Mar	<b>Forest Schools P1</b> Stuart McFarlane (paid FS leader) Apr-June (Mondays and Tuesdays)  <b>Athletics/ Tennis?</b>
Wednesday	<b>Basketball - P5</b> Jonathan (Active Schools volunteer) Sept-Nov  <b>Embroidery Club (crossstitch) – P6</b> (lunchtimes) Parent Volunteer Eulalia Pereira	<b>Basketball – P6</b> Jonathan (Active Schools volunteer) Jan-March  <b>Embroidery Club (cross stitch) – P6</b> (lunchtimes) Parent Volunteer Eulalia Pereira	<b>Basketball – P4? tbc</b> Jonathan (Active Schools volunteer)
Thursday	<b>SFA Football P6</b> Emma (SFA paid coach) Sept-Nov  <b>Literacy Club – P7/ P6</b> led by P7 pupils/ supported by L. Munn, SLA	<b>SFA Football P6</b> Emma (SFA paid coach) Jan-Mar  <b>Art Club P5</b> Liz Barcoe (CT volunteer)	<b>SFA Football P6</b> Emma (SFA paid coach) Apr-June
Friday	<b>Dance – P3</b> Hannah Mackenzie - S6 volunteer Oct-Dec	<b>Junior Jog - P4</b> R. Clark/ T. Tees (CT volunteers)  <b>Feb-Easter - Dance - P5? tbc</b>	<b>Hockey? tbc</b>

Active Schools looking at options for Touch Rugby (P7?)/Hockey (P5?)/ Athletics/ Tennis – what terms? Days/dates? Stages?  
 Due to high numbers of applicants it is often necessary to run a club for the same year group over 2 terms.

- A few non-sport activities are also on the programme, which is great as these do not require the hall, but it would be great to have more, to run in parallel with sport activities.
- Would be nice to have more activities for youngeryear-groups.
- Suggestion to capitalise on the UCI World Cycling Championships taking place in 2023. KB has contacted EDC / EDLC to ask what opportunities there might be. PC could consider organising family cycle days etc which would fit in well with the Health priority that is set out in next year's school improvement plan

**Actions:** ALL REPS to encourage parent volunteers to lead a club (sport or otherwise)

## 6. PC Meeting Structure – AE, FW, ZH

- Initial draft presented by working group for discussion and views
- Idea presented to introduce call for items 3 weeks before, with deadline 2 weeks before meeting. Suggestion to use a logbook system for items that can be answered by the school without needing to go on the PC agenda
- Proposal for recurring items to be logged, however not readdressed in the same academic year, unless 3 reps request it
- DRAFT timeline discussed:

	-3 weeks	-2 weeks	-1 week	meeting
Clerk	call for agenda items to PC reps	Proposed agenda items collated and circulated to all PC	Agenda and completed logbook circulated to PC	draft minutes circulated
Parent body	agenda items proposed		reps consult parent body for views on agenda items	
Reps	Reps prompt parent body		3 reps can request items to be moved from logbook to agenda	
Head teacher		HT responds to items considered not needing put on agenda, via logbook		minutes and logbook added to website

- Discussion raised concern as to the additional workload needed to maintain the logbook (especially in the absence of a Clerk) and for the school to respond to the questions.
- SY also indicated that it is easier for the school to respond to e-mailed sporadic questions (which they aim to respond to within 24h) rather than a concentrated work such as the logbook
- Agreement that parent body needs to formalise their requests to the PC, via the central e-mail (though they can include their rep)
- Request for better indication/guidelines as to what falls in the remit of the PC, so that reps can guide parents accordingly, either to e-mail the school or the PC
- Suggestion to cap PC meetings at 1 hour. Handling of any unaddressed items to be considered
- Time limit for each item would be welcome
- Suggestion to consider PC aims at future meetings to ensure PC is fulfilling them and to see if more could be done

#### **Agreement to implement for next meeting:**

- call for items 3 weeks before meeting
- deadline for items 2 weeks before meeting
- agenda items have to be e-mailed to [mossheadparentcouncil@gmail.com](mailto:mossheadparentcouncil@gmail.com) (not all the PC)
- agenda items have to have complete description to be able to gather wider views on the subject
- agenda items circulated to all PC between 1 and 2 weeks before meeting
- for general questions from the parent body, reps will encourage parents to e-mail the school directly on [office@mosshead.e-dunbarton.sch.uk](mailto:office@mosshead.e-dunbarton.sch.uk)

#### **Actions:**

- **SY** to check version of Constitution on website
- **AE, FW, ZH** to consider guidelines for reps on PC remit, time limits and come back with proposal
- **ALL REPS** to direct parents to relevant e-mail addresses for agenda items / questions

#### **7. Condition of pavement surface and grassy area in front of school – ZH**

- Concern raised regarding uneven, muddy pavement at school crossing and the water-logged state of the grassy area in the front of the school
- Request raised for PC to lobby with school/EDC for improvement works
- SY informed that these areas are not on school grounds and therefore PC/parents have best chance to contact their Councillor directly
- Suggestion to refer to health and safety concerns, as well as accessibility requirements

#### **Actions:**

- **AW, SM, KF** to contact local councillor on behalf of PC, during surgery hours and via e-mail.
- **ALL REPS** to contact and ask parents to contact local councillor directly. (NB: indicate name, address and postcode at the very top of e-mails, as the first thing they check is if we are constituents)

#### 8. PC Clerk role – **SM/SY**

- No one has come forward for the role of Clerk, in spite of two e-mails from the school
- This is a paid role (£8/hour)
- Consideration that verbatim minutes are not required, however concern raised that minutes have to be meaningful enough for people to grasp proceeding even if they had not attended the meeting.
- Idea that some PC work has to be more formal. There might be possibility for less formal communication via FB group or other
- Suggestion that meeting could be recorded via MS TEAMS, if IT restrictions allow for it. Perhaps automatic transcription solution could be used.

#### Actions:

- **ALL REPS** to ask parent body for a clerk and highlight dire need
- **CM** to report back with ideas for informal communication solutions after Communication sub-group meeting
- **SY** to look into possibility of recording meetings via MS TEAMS

#### 9. Swimming lessons – **SM**

- Question raised at last meeting, but no formal decision made. SY had given financial considerations.
- Agreement that facilitating swimming lessons was not practical during school hours, but EDLC are currently offering free swimming to children that people can take advantage of.
- Item closed

#### 10. NEXT MEETING

- Next meeting set for **31 January 2023**
- Call for agenda items to go out 10 January 2023
- Agenda items to be submitted by 17 January 2023 be e-mailed to [mossheadparentcouncil@gmail.com](mailto:mossheadparentcouncil@gmail.com)