

Mosshead Primary Parent Council
Tuesday, 31 January 2023 - 7pm

[DRAFT] MEETING MINUTES

1. Welcome and Apologies - SM

PC Members present: Sacha Moonsammy (SM), Susan Yeoman (SY), Anita Eley (AE), Emma Finlayson (EF), Laura Finnie (LF), Kirsten Flynn (KF), Fiona Gold (FG), Zsuzsa Haag (ZH), Marion Hynd (MH), Katie Oman (KO), Michelle Primrose (MP), Laura Quinlivan (LQ), Shashi Ramachandra (SR), Felicity Watson (FW), Andrea Wieler Goodbrand (AWG).

Additional attendees: Claire McGrouther (CM), Carolynne Watson (CW), Clerk.

Apologies: N/A

2. Previous meeting minutes - SM

Approved.

Actions: SY to update website.

Matters Arising – SM

Website Updates:

SY confirmed the website has been updated with details of the new P1 reps. Approved minutes have also been filed, circulated and added to the website. On the Quality Review and Self Evaluation, SY noted that the size of this document prohibits publication on the website in the usual way, however a Word version will be uploaded. On the Constitution version on the school website, SY reported that this has now been tidied and fixed.

Parent Council meeting structure and guidelines:

ZH reported on the Parent Council meeting structure and guidelines following the initial draft presented to the PC at the November 2022 meeting. Following discussion at the November meeting which considered the Parent Council meeting structure, working practices and the role of the Parent Council in representing the parent body, the working group comprising ZH, AE and FW proposed a set of revisions to the existing Guide to the Parent Council to address the discussion points. The PC discussed:

- The importance of ensuring the PC is welcoming and approachable for the parent body;
- The process by which the parent body can raise an issue with the PC;
- The process by which agenda items are determined (including topics which may have previously been discussed at PC, or submitted for consideration by PC after discussion with the school);

-The role of PC reps in liaising with the classes they represent, encouraging effective communication and pro-active sharing of ideas and suggestions as well as supporting parents in raising issues with the PC;

-A revised timeline for agenda planning, and the role of the Chair and Clerk in developing the final agenda.

Actions: **ZH** to update the Guide to the Parent Council to reflect the discussion points and agreement as above, and this will be completed ahead of the next meeting in March. Once complete, **SY** to add the finalised document to the website and issue the list of Parent Council reps along with details of routes to contact reps.

Pavement/grass area condition:

Due to technical issues, full discussion on this item will roll forward to the next PC meeting in March, however **AWG** reported one Councillor she has approached on the issue has indicated he will meet with her to discuss in more detail.

Actions: SM/ CW to table for March 2023 agenda.

Informal Comms solutions:

CM reported on the use of the Facebook page, including posting summary version of meeting minutes and promotion of Newsletters. Comments are monitored and responded to as required, and the PC is striving for openness and effective communication with the parent body in the use of Facebook. **SY** noted that the new Newsletter will be ready by Friday, 3 February.

Recording of meetings:

SY has contacted the local authority for clarification on the position with recording of PC meetings via Teams, and confirmed that whilst school staff are not permitted to record meetings, there are no restrictions on parent members setting up a recording.

Actions: SM/ CW to consider for March 2023 meeting.

3. Head Teacher's report - SY

- The school underwent an EDC Quality Review and Self Evaluation at the end of November 2022, and although a formal report has yet to be produced, **SY** was able to report on the key findings which have been fed back to her;
- The school received positive feedback in several of the areas of focus, including:
- **Leadership:** At all levels within the school structure;
- **Health & wellbeing:** with reference to the SHANARRI wellbeing indicators, clubs offered, outdoor opportunities;
- **Attainment and achievement:** at all levels within the school;
- **Dedicated and professional leadership:** with an ethos of working together;
- **Behaviour, kindness and confidence of pupils:** with a climate of mutual respect.

- Moving forward, a small number of areas were highlighted for further development:
- **School values** to become part of the language of the classroom; developing this alongside the school's focus on rights, which is currently in progress;
- Development of a **whole-school approach to play, enquiry-based and outdoor learning**, with an action on this to be added to the School Improvement Plan for 2023/24;
- Further development to take place around **co-creation of learning intentions and success criteria**, and getting children more involved in this;
- **Differentiation and challenge**, and allowing pupils to lead their own learning where possible.
- **SY** reported that overall the school is very pleased with the report, and are looking forward to receiving the formal report.

4. PC Members' items

- **P7- End of term plans:**

LQ asked if plans are in place for P7 end of term activities. **SY** confirmed there are no plans as yet, and planning will be done in consultation with P7. Last year, the P7s were offered a budget and were asked to make suggestions for an end of term activity, with the children asked to vote on a selection of final options around Easter-time. **SY** and **FG** anticipate the process will be the same this year.

- **Regular AIMS discussion (focus on AIM 1 'To work in full partnership with the school to create a welcoming school which is inclusive for all parents.')**:

Due to time constraints, rolled forward to March 2023 meeting.

Actions: SM/ CW to table AIMS discussion for March 2023 agenda.

5. Next meeting items

As above, items on the pavement/grass area condition and the AIMS discussion will be added to the agenda for the March meeting.

6. AOCB

Face to face meetings:

AE proposed a future meeting of the PC be held in person, and noted that while Teams is useful, there is value in offering some meetings on a face to face basis. **KO** suggested that it may be useful to schedule in-person meetings around the time of year when new reps join, and **LF** suggested there may be value in holding a social event to allow members to meet in person and get to know each other. **SM** noted that she understands the views of PC members on this, although noted that for some members and for her personally, a face to face meeting would not be possible due to work commitments. With that in mind, any arrangements for an in-person meeting would need to take into account the need for a quorum and Chairing arrangements. There may be potential for hybrid meetings in the future. **SY** suggested this be

added to the agenda for the first meeting in the new academic year in September to consider the possibility of a face to face meeting, or a more social session to meet and welcome new PC members.

Attendance:

The PC noted that a small number of parents who had observed meetings or received paperwork in the past have not attended the last 3 PC meetings, and the PC agreed to remove these from the PC distribution list.

7. Next Meeting:

- Next meeting set for **28 March 2023**.
- Call for agenda items to go out 7 March 2023.
- Agenda items to be submitted by 14 March 2023 be e-mailed to mossheadparentcouncil@gmail.com