

## Mosshead Primary Parent Council – 26th Mar 2019 – [DRAFT] Meeting Minutes

**Attendees:** Simon Johnson (SJ), Jo McQuarrie (JM), Julie Kelly (JK), Shashi Ramachandra (SR), Susan Yeoman (SY), Ruairidh Dunford (RD), Janice Paterson (JP), Claire McGrouther (CM), Jennifer Phillip (JP), Alison Ward (AW), Scott Reardon (SC)

**Additional Attendees:** Scottish Police Rep Mark Jackson, Michael Anderson for STEM fair

**Apologies:** Rhona Mason (RM), Angela Straine (AS), Ashling Anderson (AA), David Lockington (DL)

### Previous Open Actions & follow ups:

- Approved Minutes – Filing /Circulation – SR **[COMPLETE]**
- JP/SC – Addition to mailing list - SR **[COMPLETE]**
- Afterschool club – School access clarification – SY **[COMPLETE]**
- Parents email on social media concerns to SY – JM **[COMPLETE]**
- Meeting minutes – website addition – SY/SR **[COMPLETE]**
- Training Materials for Chair/Vice Chair – JM **[ONGOING]**
- Chair/Vice Chair Appointments – SJ **[ONGOING]**
- Science Fair Setup – JM **[ONGOING]**
- Parental Engagement Strategy working group setup – SJ/SY **[ONGOING]**

### Current Meeting Minutes:

<u>Agenda Item</u>	<u>Action(s) &amp; Assignee(s)</u>	<u>Date</u>
1. Welcome & Introductions	MPPC members introduced themselves to Scott, Michael and Scottish Police Rep Mark Jackson	26.03.19
2. Police Visit on Vandalism	<p>Mark gave an overview of the school perimeter visit, damage assessment, talk with students, problem areas and suggestions. Below were some of the recommendations provided.</p> <ul style="list-style-type: none"><li>• Fencing damaged at the back (woodland path) – recommend fixing</li><li>• Spiky plants / defensive shrubbery-recommendation</li><li>• Lighting – LED (motion activated), considerate positioning</li><li>• CCTV – may need modernising, specific cameras in problem areas,</li><li>• Secure bins – as they are set fire all the time</li><li>• Forensic marking / signage – select a DNA (Deterrent)</li><li>• Council/Police Patrols around school during holidays</li><li>• School leaflet drops</li><li>• Raising awareness</li><li>• Sound deterrent</li><li>• On identification - Counsel, advice to parents</li></ul>	26.03.19

	<ul style="list-style-type: none"> <li>• Locking Gates</li> </ul> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>Mark</b> to summarise and send a note to PC for follow up with council</li> </ul>	
3. Last Meeting Minutes	<p>Previous minutes approved with no further amendments.</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 SY for addition on website</li> </ul>	26.03.19
4. PC Members Items	<p><b>Science Fair</b></p> <p>Planning ongoing - Advertised, handful of parent volunteers so far, AW reaching out to Bearsden Academy, ideas such as coding club presentation etc., being discussed.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>JM</b> and sub group to finalise plan and present it at next meeting.</li> </ul> <p><b>Chair / Vice Chair Positions</b></p> <p>Appointment confirmation not due until 1<sup>st</sup> meeting of next term (Sep 2019). RD is happy to step up as Vice Chair, Angela Cramb (former PTA chair) may be interested in the Chair role.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>RD</b> to reach out to Angela and see if she would be willing to take up the chair position.</li> </ul> <p><b>Parent Forum Updates</b></p> <p>Only item of note is request for catering services rep from each school to aid in vendor selection /menu</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>SY</b> to clarify requirement for mosshead to be represented in school meals program</li> </ul>	26.03.19

5. HT Report	<p><b>Digital School / Cyber Resilience &amp; Internet Safety Awards - Feedback</b></p> <p>SY covered feedback on digital schools award, cyber resilience &amp; Internet safety award, (first school in Scotland) digital policy and parent concerns. Responses to parental concerns provided and no further follow up questions raised.</p> <p><b>How good is our School – Self Evaluation</b></p> <p>Due to time restrictions this couldn't be covered. Agreement to file these documents online and collect individual feedback by 3<sup>rd</sup> week of April to be provided to SY.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>SR</b> to file the key QIs and response sheet on to google drive and send out the links for Parent Council members to provide feedback online.</li> </ul> <p><b>Uniforms</b></p> <p>Tesco ordering system in place. Survey completed with parents on P7 Changes.</p> <p><b>Parental Engagement Strategy</b></p> <p>This needs to be progressed further.</p> <p><b>Actions :</b></p> <ul style="list-style-type: none"> <li>• <b>SJ</b> to circulate parental engagement strategy doc received from SY.</li> </ul>	26.03.19
6. AOCB	<p><b>New Development Behind School</b></p> <p>Local Development Planning for school backside, council would like to engage with school parent body.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>CM</b> to draft a letter to be sent to parent body from PC to form a group to be involved in the engagement process.</li> </ul>	26.03.19
7. Next Meeting Items	<ul style="list-style-type: none"> <li>• Self Evaluation on How Good is Our School</li> <li>• Parent Engagement Strategy MPPC Feedback</li> <li>• School Improvement Plan</li> <li>• Science Fair</li> </ul>	26.03.19

8. Dates	<p><b>Future MPPC Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• 28<sup>th</sup> May 2019</li> </ul> <p><b>Future EDC Parent Forum Dates</b></p> <ul style="list-style-type: none"> <li>• 20<sup>th</sup> May 2019</li> </ul> <p><b>Future PTA Meeting Dates</b>          Agreements for 1st Tuesday every month (except December or if holidays in the way)</p> <ul style="list-style-type: none"> <li>• 30th Apr 2019 – AGM</li> <li>• 4th Jun 2019</li> </ul>	
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