

## Mosshead Primary Parent Council – 26<sup>th</sup> Nov 2019 – [APPROVED] Meeting Minutes

**Attendees:** Jo McQuarrie (JM), Shashi Ramachandra (SR), Susan Yeoman (SY), Ruairidh Dunford (RD), Jennifer Phillip (JP), Angela Straine (AS), Claire McGrouther (CM), Scott Reardon (SC), Jennifer Hunter (JH), Fathima Halai (FH)

**Apologies:** Janice Paterson (JP), Alison Ward (AW), Rhona Mason (RM), Ashling Anderson (AA), David Lockington (DL)

### Previous Open Actions & follow ups:

- Approved Minutes – Filing / Circulation / Website Addition – SR **[COMPLETE]**
- SJ Resignation Filing / Email A/c Password Update and Contacts Clean-up – SR **[COMPLETE]**
- Email School on Expenses - AW **[COMPLETE]**
- Email Constitution link, Vandalism Report – SR **[COMPLETE]**
- Add Councillor, EDC Contacts, Setup Mailing Lists – SR **[COMPLETE]**
- Room Booking for 2019/20 Meetings – SY **[COMPLETE]**
- Email Parental Engagement Strategy Doc – SY **[COMPLETE]**
- Share attainment advisor presentation slides and summary – JM **[COMPLETE]**
- Notice Board Updates – RM **[COMPLETE]**
- HGIOS Survey / PC Chair Questionnaire – JM **[COMPLETE]**
- Uniform Quality Concerns – JM **[COMPLETE]**
- New Development Planning Participation – CM/SC **[ONGOING]**

### Current Meeting Minutes:

<u>Agenda Item</u>	<u>Action(s) &amp; Assignee(s)</u>	<u>Date</u>
1. Welcome	<p>MPPC members introduced themselves to new joinees Fathima &amp; Jen who attended their first meeting. Fathima and Jen are happy to continue being parent council members.</p> <p>Action:</p> <ul style="list-style-type: none"><li>• <b>SR</b> to add them to Contacts &amp; Mailing List.</li></ul>	26.11.19
2. Last Meeting Minutes	<p>Previous minutes approved with no further amendments. Previous ongoing actions were reviewed as well.</p> <ul style="list-style-type: none"><li>• Notice board repair/quotation work is ongoing so <b>SR</b> to keep it open.</li><li>• <b>SR</b> sought clarification as to who will be the council liaison as we had previously documented in error that this would be <b>DL</b>. As the co-chair responsible for communications, it was decided that this responsibility would fall under <b>AW</b>.</li><li>• <b>SC/JM</b> provided an update on the new development – upshot is status quo as affected houses have been rejected permission for now. Schools/PC will stay involved.</li></ul>	26.11.19

	<p><b>SY</b> raised a point that if the school strength declines below 350 then we risk losing a Deputy head teacher so MPPC needs to investigate option(s) to extend catchment area to help retain strength.</p> <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> <li>• <b>AW</b> to speak to <b>SY</b> on the catchment area and write to Councillor Cummins re: this.</li> </ul>	
3. Parent Forum Update	<p><b>JM</b> provided an update on the recent parent forum meeting - focus on Admissions policy, Concerns around Bearsden Academy overfill based on forecast, formal procedures to help catch fraudulent (short term renting), distance, will report back again</p> <p><b>JM</b> also requested <b>SR</b> to attend the next parent forum meeting in March 2020</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>SR</b> to cover next parent council meeting in March 2020 and report back on this</li> </ul>	26.11.19
4. Parent Council Open Evening (AGM)	<p><b>SR</b> raised the need for an AGM to approve amendments to the constitution post review being planned this year. <b>RD</b> will liaise with PTA and get a joint session organized for April 2020. Chairs will pull together a revised constitution and share with MPPC. Which will then be discussed and agreed in our March meeting prior to AGM in April.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>RD</b> to bring the AGM issue up in the next PTA meeting and agree a date in April.</li> <li>• <b>RD / JM / AW</b> to work on the revised constitution and circulate to MPPC members for review.</li> </ul>	

5. PC Members Items	<p><b>School house names rethink</b></p> <p>A parent has written to MPPC suggesting the school rethink the house names to be more inclusive. <b>SY</b> will take this to the pupil council and get their inputs on this.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• <b>SR</b> to respond back to the parent with update</li> <li>• <b>SY</b> to raise this with pupil council</li> </ul> <p><b>Pitch Report - Next Steps</b></p> <p>Letter prepared by <b>DL</b> was discussed however it was agreed to keep it on hold as this is already being acted upon by the council and contractors are visiting the school to review/fix this. <b>SY</b> will advise if we need to follow up any further.</p> <p><b>Council Communications Ownership</b></p> <p><b>AW</b> will be responsible for council communications from MPPC going forward</p> <p><b>Breakfast Club</b></p> <p><b>AS</b> raised this issue if there are any options to run breakfast clubs in the school as this would help out working parents. <b>SY</b> provided an update that this has previously been discussed Clubs are run by private providers, after school affects extra-curricular activities, reduces chance of private applications due to space issues.</p> <p>Actions :</p> <ul style="list-style-type: none"> <li>• <b>AS</b> to feed this back to parents who had raised this query</li> </ul> <p><b>Budget Committee Update</b></p> <p><b>AW</b> from MPPC is on the committee nothing significant to report. Rolling spend on track. <b>SY</b> to report going forward if there are important updates.</p> <p><b>Parental Engagement Strategy</b></p> <p>This was skipped due to time constraints will be picked up in future meeting</p>	26.11.19
6. HT Report	<p><b>Working on Vision / Values / Aims</b></p> <ul style="list-style-type: none"> <li>• Reviewed &amp; agreed core <b>Values</b> (Kindness, Friendship, Respect &amp; Honesty) at the meeting</li> <li>• <b>Vision</b> statement discussed and agreed, will be discussed further with pupil council</li> </ul>	26.11.19

	<ul style="list-style-type: none"> <li>• <b>Aims</b> taken from CfE refreshed curriculum discussed and few amendments incorporated : Respect / Happy.</li> </ul>	
7. AOCB	<ul style="list-style-type: none"> <li>• <b>CM</b> enquired about school building grade / Code, she will reach out to Council Estates Department on this</li> <li>• Careers Fair – Friday 5<sup>th</sup> June provisional date with literacy theme this year. <b>JH</b> and <b>FH</b> would like to get involved in this. <b>JM</b> will keep them in loop</li> </ul>	26.11.19
8. Next Meeting Items	<ul style="list-style-type: none"> <li>• Parent Engagement Strategy</li> </ul>	
9. Dates	<p><b>Future MPPC Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• 14<sup>th</sup> Jan 2020</li> <li>• 24<sup>th</sup> Mar 2020</li> <li>• AGM – PTA/MPPC Combined – 28<sup>th</sup> Apr 2020 (TBC)</li> <li>• 26<sup>th</sup> May 2020</li> </ul> <p><b>Future EDC Parent Forum Dates</b></p> <ul style="list-style-type: none"> <li>• 16<sup>th</sup> Mar 2020</li> <li>• 18<sup>th</sup> May 2020</li> </ul> <p><b>Future PTA Meeting Dates</b></p> <ul style="list-style-type: none"> <li>• 7<sup>th</sup> Jan 2020</li> <li>• 4<sup>th</sup> Feb 2020</li> <li>• 3<sup>rd</sup> Mar 2020</li> <li>• 2<sup>nd</sup> Jun 2020</li> </ul>	