

WEST LINTON PRIMARY SCHOOL PARENTS' COUNCIL

Minutes of a meeting held on Tuesday 27 November 2007

Present: John Barrie, Glenda Barton, Emil Berthelsen, Sally Bowie, Moira Brown, Katrina Culshaw, Cathy Grant, Calum Greenhow, Mary Gunn, Margaret Hogg, Gail Jackson, Gerry McLachlan, Michael Pryor (Chair), Laura Robertson, Jane Quinn, Claire Shaw, Chris Tate, Sheila Warren, Steven Whalley.

In attendance: Hilary Elliott, Denise Halcrow (Clerk).

Apologies: Tom Davidson, Alastair Young.

1 Minutes of the last meeting held on 16 October 2007 were agreed.

2 Matters Arising

- I. Clerk to the Parent Council (PC) – the PC welcomed Denise Halcrow to the meeting. Denise has kindly agreed to act as our Clerk.
- II. Support Staff member - Moira Brown was welcomed to the meeting as the third staff member.
- III. Additional Needs Assistant time – Mrs Elliott has identified 10 hours more would make a significant difference, in addition to current temporary 3.5 hours. Claire to draft letter to SBC in support of this request.
- IV. Photo of PC – to be taken at next meeting by Mrs Elliott.
- V. Robinsland Planning Brief – Michael had written to SBC stressing that the main focus should be on building the new school and access before any further housing.

4 Role of Class Representatives

Michael considered that class reps should be the point of contact for parents. Mrs Elliott wishes parents to speak to her first about specific issues for their child, but acknowledged that a few may find it hard to do so. Chris felt some may wish to remain anonymous or may be expressing a general concern and that class reps could direct parents either to speak to the head teacher or to raise matter with PC. Class reps should be able to provide accurate information for parents. It was agreed that a draft code of practice be drawn up by Glenda and John with reference to Sheila for presentation at the next meeting.

5 Feedback from SBC Parent's Council event on 17 November

Michael reported that this was well organised and attended by about 100 delegates. West Linton School seemed to be well ahead of others in formation of PC. A 2 hour interview-training session for parents involved in the appointment of head teachers and deputies was requested, and Michael, Steven and Laura will attend next February. Other items included the extension of free school meals for P1-3 and Public Liability Insurance to cover PTA events (which will save the PTA £100 per annum).

6 SBC Consultations

Michael gave notice of 4 forthcoming SBC consultations – Asymmetric School Day; Changes to School Holidays; Transforming Childrens’ Services; and Parental Involvement Strategy.

7 PC familiarisation with policies in operation in the school

Each of the next few PC meetings will address one or two areas of school policy to allow members to familiarise themselves with these key issues. Mrs Elliott distributed handouts for members to study outlining school policies on child protection, admissions and anti-bullying and spoke to them briefly, with opportunity for further discussion at the next meeting. PC members are to suggest further policy areas to be covered at future meetings, to be identified to Mrs Elliott at least two weeks before the next meeting to allow preparation time.

8 School Centenary 2009

Ian Reid (WLPS parent) has spoken with Sheila, and it was agreed that a PC sub-group could be set up to work with members of the Community Council to make plans to celebrate the school’s centenary. Calum Greenhow will coordinate for the PC with Ian.

9 PTA Update

Sally reported that a review of the PTA Constitution had been completed and would be emailed round the PC. It was agreed that the PTA and PC should have a joint AGM and that this would be held in October before the holiday break. PTA funds stood at £2400 on 12 November with more raised since then. This will be used by the school for computer refurbishment, the school travel fund and to pay a visiting theatre group. The main fundraising event, the Christmas Bazaar, was taking place on 1 December and Sally thanked PC members who had offered to help.

10 Parent Forum Suggestion Areas

Michael will send this round again for members to consider. It will be higher on the agenda for the next meeting to ensure progress is made on it.

11 Head Teacher’s Report

Mrs Elliott informed the PC of the General Teaching Council for Scotland’s Consultation, a Draft Code of Professionalism and Conduct for members to comment on by 30 November. Staffing – Mrs Julie Marie and Mrs Sheila Horrocks have been appointed as Additional Needs Assistants - awaiting disclosure checks. The P7 teacher vacancy has been advertised with interviews scheduled before Christmas. It is hoped that the new appointment will be able to start as soon as possible after Christmas with short term supply in place until then. Mrs Elliott informed the PC that management procedures are in place to support the class and monitor curriculum progress. She reiterated that whilst she recognised the situation was causing anxiety to parents, such situations arise regularly each year in schools throughout the authority.

12 Any Other Business

Michael established that there would not be any other business – future items should be put on the agenda 2 weeks in advance of meetings.

13 Dates of next meetings

Monday 28 January

Tuesday 18 March

Meeting closed at 9.30pm