

# WEST LINTON PRIMARY SCHOOL PARENTS' COUNCIL

Minutes of a meeting held on Monday 28 January 2008

Present: John Barrie, Glenda Barton, Emil Berthelsen, Moira Brown, Katrina Culshaw, Tom Davidson  
Cathy Grant, Calum Greenhow, Mary Gunn, Margaret Hogg, Gail Jackson, Michael Pryor (Chair), Laura  
Robertson, Claire Shaw, Chris Tate, Alastair Young, Steven Whalley.

In attendance: Hilary Elliott, Edna Dickinson (Learning Support Teacher), Denise Halcrow (Clerk).

Apologies: Sally Bowie, Gerry McLachlan, Jane Quinn, Sheila Warren.

## **1 Minutes of the last meeting held on 27 November 2007 were agreed.**

In future draft minutes will be circulated via email for feedback from PC members in advance of the next meeting. Tom Davidson will check with the Community Council if they can be displayed on their notice board at the post office. It was established that the minutes must be accessible to all parents and should also be posted on the school page of the village web site via Steve Douglas.

## **2 Matters Arising**

- I. Additional Needs Assistant hours - Claire has sent off a letter and will email it to Chris who will send it round PC members.
- II. School Centenary – Calum has spoken to Ian Reid and others with a view to setting up a working group involving a range of people from the community, including past pupils. He will put a notice in the Peeblesshire News and a poster in the post office window seeking members.

## **3 Parent Forum Suggestion Areas**

The list compiled at the meeting on 16 October (following responses to a questionnaire to all parents) was reviewed and consolidated.

### **#1 Action on Taking New School Forward**

Mrs Elliott stated that completion was expected to be June 2012 which is some time away. However, acquisition of the land which has been formally zoned for the building has not yet taken place. It was agreed to invite Councillor Catriona Bhatia, SBC Convenor of Education to a future PC meeting.

Tommy offered to act as liaison between PC and the Community Council.

### **#2 Exploring Extra Curricular Activities.**

These were defined as enhancements to the normal curriculum rather than activities that go on within the school buildings outwith school hours organised by other parties. Mrs Elliot stated that an update on these activities used to form part of the Head Teacher's Report. It was agreed that future head teacher reports should cover this area.

### **#3 Allocation of Composite Classes.**

This was a subject on the agenda for discussion at the PC meeting but was not completed. It should be included in the next meeting agenda.

#### #4 Exploring Opportunities for Provision of Music and Language Teaching

This is an area that the PC would like to address in future meetings.

#### #5 Role in Agreeing How Sex Education is Taught

After some discussion and briefing from Mrs Elliott it was understood that this was a statutory requirement for the school and not a subject for PC review. Parents however do have the right to withdraw their child from Sex Education lessons if so wished. This should be communicated to members of the Parent Forum if the subject arises.

#### #6 More Involvement in Development of PLP

Since the introduction of the PC there has been no further development of the PLPs and there is no plan to change or update the format within the next 6-months. A review of the current procedures will be undertaken in May/June with a sample of the pupil/parent population. This could be a topic for review in 6-12 months.

#### #7 Improvement in School Environment

Mrs Elliott can allocate some funds towards minor repairs, matters concerning Health & Safety and changes in décor. No major refurbishment is likely to take place due to the plans for the new school.

#### #8 Development of a School Website

This is a topic that some of the teaching staff are looking at. There is some information about the school and the PC on the village web-site but it was agreed that additional school information such as individual policies should not be added to the web-site due to the challenges in keeping a site up to date.

#### #9 Promote Best Practice and Ensure Quality in Teaching and Educate Parents

This was discussed with a view to up-skill members of the PC. This should be a topic for discussion and possibly for a briefing from SBC (Helen Ross?)

#### #10 Support for Boys in School

There were some discussions of what might be the background to this topic. Mrs Elliott affirmed the challenge that faces primary school education in recruiting male teachers. This should be a topic for discussion in the longer term.

#### #11 Anti-Bullying Policy Development

This should be a topic for discussion in session 2008-2009.

#### #12 Support the School in Obtaining Additional Needs

This is in progress and a letter has been sent from the PC to SBC.

#### #13 Role in Improvement in IT Provision

The PTA has taken an active role in fund raising for additional IT equipment.

#### #14 Boys and Girls Line Up

This provided some discussion as to whether this was a positive policy or whether there would be benefits if it were changed. It should be a topic for discussion in the longer term.

#### **4 Update on Teaching Staff Arrangements**

Mrs Elliott reported that Mrs Meah started teaching P7 today, with a temporary contract until the end of June.

Mrs Dundas goes on maternity leave at the beginning of March and Mrs Scott at the end of March. Adverts for temporary replacement teachers are to be posted at the beginning of February with a closing date of 18 February. Interviews would probably take place 2-3 weeks later. Mrs Elliott explained that this process cannot be advanced any faster and a supply teacher would probably be needed for the P3 class before Easter.

Members of the PC expressed dissatisfaction with the delay in this procedure and the resulting need for supply teachers, and it was decided to invite a speaker from SBC to address this issue.

#### **5 SBC Consultations**

Michael has emailed drafts on proposed changes to the school week and school holidays round. Michael, Katrina and Margaret will get together to ensure that the whole Parent Forum receive the information and have the opportunity to respond. It should be raised at the Parents' Evenings in February.

#### **6 PC Familiarisation with Policies in operation in the school – Children with Additional Needs**

Mrs Elliott introduced Mrs Edna Dickinson, who outlined her work as Learning Support Teacher for Children with Additional Needs and the policies and procedures in place within SBC and within the school.

Mrs Elliott gave the assurance that if there were significant cause for concern the parents would be informed by the class teacher. Margaret emphasised the need for good communication between the various professionals and the parents at all stages. Laura commented that she appreciates the introduction of homework diaries which she considers to be a valuable source of information.

#### **7 Next Meeting**

Tuesday 18 March at 7.15pm. It was mentioned that the agenda for the next meeting should be shorter so that the target 2 hours time schedule can be met.

Agenda items to include allocation of children to composite classes and playground supervision and the role of class representatives – report from working group