

## **MINUTES**

### **Milton Primary School – Parent Council**

**Monday 16<sup>th</sup> May 2022**

#### **In Attendance**

Sandra Gardiner (Chair SG)	Jill Pate (Vice-Chair JP)	Michelle Wailes (Treasurer MW)
Lorna James (LJ)	Jaclyn Bunten (JB)	Gillian Prentice (GP)
Lee Munogee (LM)	Alan Russell (AR) – SLC	Jenny Manson (JM)
Annie Watson (AW)	Alison Shaw (AS)	Clare Hislop (CH)
Kyra Martin Burera (KMB)	Janet Graham (JG)	Judith Clarke (JC)
Vicki Brennan (VB)	Ken Neilson (KN)	Marla Clarke (MC)

#### **1. Apologies**

Hazel McShane, Sarah Allison, Cllr. Mark Horsham, Mary Brownlie

Quorum - Yes

#### **2. Approval of Previous Minutes** – adopted by Jill Pate, seconded by Marla Clark

#### **3. Head Teacher Update (see Appendix)**

- Absence/attendance policy:
  - Concerns were expressed regarding the graphic/emojis/colour-coding used in the communications issued in March. Concerns were also noted that letters were passed to children directly - not in sealed envelopes - and the adverse effect that had on some of the children.
  - LJ explained that for many, this was a one-off communication at the launch of policy and emphasised the importance of the relationship between the school and the parents/carers regarding this policy. (See appendix for further information on when such communications would normally be sent).
  - LJ noted that the lack of sealed envelopes was an oversight.
  - LJ noted that the Headteacher has some discretion regarding what is recorded as “authorised” vs “unauthorised” absences.
  - AR highlighted that COVID absences counted as “authorised”.
  - AR will escalate feedback regarding the graphic.
- Enrollment: SG or MW will do a short presentation about the Parent Council at the Rising 5s.
- PEF allocation will mostly be spent on staff.
- The school will be looking for parent helpers (e.g., for paired reading) from August – more information to come in June newsletter). They are also hoping to get high school students to come to help (e.g., 1pm Friday).
- MC volunteered to help with Athletics and Cross Country going forward. LJ noted that often it is the cost of buses that is prohibitive so may need to be selective regarding activities offered.

- National parent involvement and census survey: link on school website (will be added to PTA Facebook page too).
- JM asked how the final decision not to run a Lockerbie trip for current P7 had been reached. JB confirmed that unfortunately, once such activities were allowed from an insurance perspective, the school was not able to act quickly enough to secure space.

#### **4. Financial Report**

- Current account balance is £3,873.92. Little movement since the last meeting (other than the £500 donation to P6 Sports Committee for sports equipment). Other income from Rag bag.
- Expecting £500 from Virgin Money - will be transferred to school account once received.
- Parent Council and school to consider available grants (e.g., Loaningdale) for specific spend (e.g., transport to sports events).
- There will be a request for Education City license renewal in the new school year
- Agreed in principle that Parent Council would contribute to pupils going to Motherwell Panto in November/December (small contribution from parents/carers)

#### **5. Fundraising**

- LJ confirmed future events e.g., disco, Christmas Fayre can be held in school again
- Halloween disco will be October Thursday 27<sup>th</sup> – let to be arranged
- Christmas Fayre will be Friday 2<sup>nd</sup> December
- We will likely do Christmas Cards again (normally around October week)
- Other suggestions for later in the school year - Race Night (Spring), Car Boot Sale (Summer)
- VB will look into Tesco rota for fundraising bag-pack

#### **6. Highland Games 18<sup>th</sup> June**

- Posting will be made on Facebook page with reminder of date/theme (Encanto) and asking for people to sign up (children are parent/carers responsibility)
- Possible "sign-up" table outside school on a Friday
- Trailer secured for float. Flower-making sessions will be advertised on Facebook
- Reminder to be included in June newsletter
- AS will let Highland Games Committee know numbers the week before the event

#### **7. AOCB**

- P7 leavers gifts: As in prior years, Parent Council will buy a scientific calculator for each p7 pupil. JP to order 26 calculators
- P7 leavers event: agreed to fund up to £10/head against receipts (as in prior years) on the basis that the event will be available to the whole class
- Any donations of books and board games would be welcomed by the school

Dates of future meetings (all Monday 7pm)

AGM: 19<sup>th</sup> September, 7<sup>th</sup> November, 6<sup>th</sup> February, 15<sup>th</sup> May

May be additional ad hoc meetings arranged for specific events



**Parent Council 16/5/22**

**Head Teacher's Report**

**Absence/Attendance Policy**

- This is an authority-led policy and a focus in all SLC schools, not just a Milton-led policy. Grateful to Alan Russell who is Manager of Pupil Support and is directly involved in the fourth stage of the policy to try and help encourage families who have been absent from education for a sustained period of time. I will talk through Milton data and then hand over to Alan to talk from an authority level perspective.
- Early intervention with regard to attendance - some areas of need very clear, some require further analysis - roll out of this was delayed due to pandemic and any absences related to isolation or covid absences continue to be taken into account.
- Milton attendance figure are analysed every month and letters will be given where required, including letters acknowledging improvements where families are engaging with us and we are working together to try and maintain a high level of attendance each week. As a school, we are also committed to support families in accessing a curriculum where long-term absences are unavoidable e.g., hospital stays.
- All families were given breakdown of attendance for the first roll-out month of this policy but would not normally have this unless attendance was below authority given %.
- Attendance figures (without identifying any families) have been printed and show a breakdown of our attendance figures from Aug '21 – May '22. The majority continue to be in the top two attendance % brackets but there has been a noticeable number of unauthorised absences including families taking holidays outwith term time (not as a result of job holiday restrictions i.e. police, prison etc).
- Our data tells us that, 79.4% are in the categories where no further action would be required and attendance is of a good level. 15.1% (25 pupils) are in the concerning category, 3.1% (5 pupils) are in the risk of underachievement category and 2.4% (4 pupils) are in the severe risk of underachievement category. The overall data is still a drop in attendance levels previous years and there is obviously a story behind each of these but it is our job to highlight and support families to ensure equity, inclusion and attainment.

**Enrolment/Classes**

- All new Primary 1 families joining in August have been contacted and our rising 5s days will go ahead as normal with a parental meeting on the final day when pupils have lunch with their buddy. In the past, we managed one meeting where Sandra came along to discuss the role of Parent Council. Tuesday 21<sup>st</sup> June 11.40
- Deferral and placing requests decisions have still to take place. Currently we have 27 P1s coming in.

- Due to high number of enrolments our class configuration is going to be; P1, P1/2, P2/3, P4, P5, P6, P7
- Staffing is still being finalised at present, hope to share this as soon as we can.
- As always this is subject to change even over the Summer holidays.

#### **Thank you from the Primary 6 Sports Committee**

- Thank you from our Primary 6 Sports committee for the generous donation of £500 to help top up our PE resources.
- Active Sports have been running a lunch club with students and have commented on the good range of resources and we also have another school coming to see what we have as they have PE equipment and resources as their priority for Pupil Equity Fund (PEF) spending next session.
- Pupil thank you letter to Parent Council.

#### **PEF Allocation/Participatory Budget**

- Our allocation is £21,600 – This is lower than our previous allocation and this is going to be the same amount for the next four years. This was based on the pupil census survey.
- It was raised at a meeting that some school allocations did not fully represent the demographic and level of need but this came from Government not SLC.
- There will again be a 5% participatory budget taken from this amount which pupils and parents/carers would be involved in spending.

#### **Queen's Platinum Jubilee**

- Afternoon tea/picnic. Themed lunch in canteen and then children will bake their own fairy cake, make a sandwich and top hat treat. Games and activities outside and opportunity to use full grass areas around the grounds as carpark gates will be closed until 2.30
- Lots of art activities going on in and around the school. Keep an eye on the café windows. Gallery using fence outside for community to enjoy. Various bunting, decorations and goodies for the children.

#### **Lockdown P7 return**

- We were able to organise an informal return visit for our P7 class of 2020. It was lovely to catch up with the former pupils and they also had a chance for snack, slides show of photos and an opportunity to catch up with all staff and also their P1 buddies from 2020.
- The most common things they heard on the visit was how unbelievably tall they all were and how they thought everything in school was so unbelievably small. It was lovely to get the chance to catch up with them and hear their news.

### **School Trips 2022**

- All classes now have a trip booked for the final term. A few classes have opted to stay within the local village which ties in nicely with class topics and helps to keep costs down for families.

### **Parent Helpers**

- We will be asking to have parent helpers back in the new session in August primarily to help with paired reading activities.

### **School Improvement Priorities 2022/23**

- Emotion Works – Health and Wellbeing
- Relationships, Sexual Health and Parenthood Education – new resource from Scottish Government 2019. We will have a working party of parent, health colleagues and staff to ensure programme content is age and stage appropriate. Open evening delivered by Jude Irwin who is the Sexual Health Training and Education Manager from the Health Promotion and Sexual Health Team at Law House.
- Number Talks – encouraging mathematical thinking and reasoning. Mental Input at the start of Numeracy sessions. Process and Product
- Spelling – sideways move from Active Literacy. Data telling us that active Literacy is working especially within reading (looking at raw data just now coming in from assessments). Spelling chronological ages could be improved. Common theme across learning community and will be a focus for next session.
- Parent Contributions/suggestions – graffiti board task.

### **Parent Involvement and Engagement Survey**

- Purpose - an insight into the National Parental Involvement and Engagement Census planned for 2022.
- The survey aims to collect Parental Involvement and Engagement data by providing a set of questions that all authorities will be invited to ask in their respective areas. This in time, will give us some baseline and comparable data to be used across Scotland and at a local authority level to effect improvements and build on best practice.

### **Parent Council Meetings/Parental Input - Afterschool Clubs**

- Graffiti Board activity– kinds of after-school clubs provided in the past and anything different that we could facilitate in Milton in the new session.