**Milton Primary School Parent Council**

**Meeting Minutes - Monday 12th November 2018**

In Attendance: Sandra Gardiner (chair), Judith Clarke (secretary), Mrs L Munogee, Colin Bates, Hazel McShane, Mrs L James, Mrs J Bunten, Mrs G Prentice, Mrs Y Cherry, Mrs A Kerr, Kenny Shaw, Marguerite Schinkel, Sarah Allison.

Apologies: None

1. Agreement of previous minutes:
Adopted by – Sarah Allison
Seconded by – Judith Clarke
2. Correspondence: None
3. Headteacher’s Report
Mrs James intimated the following:
	1. School twitter account is now up and running. The account is to be used to share information, no messages will be replied to. Mrs James and Mrs Prentice have access to the account. Where the school do not recognise the Twitter username (profile can not be seen), access will not be granted until username is confirmed to school. Most letters regarding the use of photos not returned, assumption is that if access was granted in the ICT letter photos can be used on the twitter account.
	2. The PEF (Pupil Equity Fund) is April to April. School has to feedback on how it was spent to directly benefit the PEF pupils. The school was allowed to carry forward the previous year's underspend but any underspend this year will be lost. The school are aiming to make sure that the full fund is spent. The spends for this year's fund included 'catch up numeracy'. The PEF allocation method may be changing, currently calculated on applications for free lunches so does not capture all that qualify.
	3. WiFi signal strength issues are causing problems using the chrome books. Help is being sought to try and improve.
4. School Improvement Plan

The improvement plan was circulated prior to the meeting to allow time for discussion.

* In the plan it is highlighted that there is a need to increase parental involvement. Survey monkey may to be used to help connect with parents along with Twitter, email and links on the website. Mrs James mentioned that committee afternoons would be a good time for parental visits as the children are very engaged.
* Reference in the Standards & Quality Report to Boxhall was discussed - it is linked to assessing health and wellbeing of the pupils.
* Literacy is a focus in the plan, writing needs to be tackled further. Reading has seen an improvement. Numeracy Resources will be looked at in the 2019/20 plan. Options include more active resources & a move away from textbooks. TJ complements current textbook resources. M.A.L.T. assessment would allow for a baseline.
* For differentiation, chilli challenges are used for a writing task, planning sheets for different levels (high, medium and mild levels of guidance and support on the worksheet depending on child requirements). Most resource given for the lower group. SWOT (strengths, weaknesses, opportunities and threats) analysis done and the school would like to revisit.
* SMART (specific, measurable, achievable, realistic and timely) targets are being given with some generic and some chosen. The targets can cover literacy, numeracy, health and wellbeing. The targets are discussed with pupils and must be linked to practices and be achievable. They have been in place since September so kids have need further time to digest fully. P1-5 targets are set and are generic as well as some personal. P6 & P7 have personal targets. The generic targets are short term (weekly) and personal targets are longer term. They can include health and wellbeing outside of school.
1. Uniform update

Gaynor Smith has been in contact with Tesco and has been told the problems with the school's symbol embroidery have been resolved.

1. Fundraising/donation days

Discussion around a desire for more planning in how the charity/school fundraising days are placed throughout the year. The school will provide a timescale (hopefully per term) for events to provide parents enough notice. Lorna James provided information about how the money covers costs for different events not covered by the school funds or the PTA fundraising. A business breakfast is being planned by the school. Local businesses will be invited in to chat and enable connections between the businesses and the school.

1. AOCB
2. Dates of Next Meetings

Monday 18th February 2019
Monday 13th May 2019