**St. John’s Primary School Parent Council**

**Minutes of AGM and Meeting held on Monday 14th September 2020 (Online via Zoom)**

**Present**

Karen Smith (Chair), Emma Smith (Treasurer), Joanne Carroll (Web Secretary), Alan Adamson,Lisa Connelly, Correne Fulton, Samantha Galbraith, Lynne Parker, Jennifer Scott (DHT), James O’Donnelly (DHT), Alison Hope (Headteacher)

**Apologies received**

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| **#Agenda Item** | **Notes** | **Action** | |
| 1 | **Welcome and Apologies**    Mrs Hope thanked everything for joining our first online meeting. Karen welcomed all to the AGM.  SMT will investigate MS Teams access issues for non-school attendees. | Mr O’Donnelly | |
| 2 | **Minutes of Previous Meeting and Matters Arising**    The minutes of the previous meeting on 09th March 2020 were approved. |  | |
| 3 | **Election of Office Bearers**  Jennifer Scott was agreed by all into the position of Vice Chair.  Lisa Connelly was agreed by all into the position of Secretary.  Joanne Carroll was agreed by all into the position of Chairperson. | |  | |
| 4 | **Headteacher Update (wording of this section provided by Mrs Hope)**    It has been a very different end to session 19-20 with lots of changes on returning to school.  We have met with Support Services to develop risk assessments and safe systems of work for children, staff and visiting services to our school.  As the first few weeks have progressed, we have refined how we are working with the children and will continue to update our procedures.  We are continually thinking of new ways to do things to allow some normalcy to the school day.  **To keep children and staff safe:**  · Children playing and working in same groups of children  · Staggered start and finish times  · One way system for entering school grounds  · Increased handwashing and sanitising throughout the day  · Staff wearing masks in busy areas and corridors  · Designated places for children to eat remaining in the same groupings  · PE outdoors  · Increased time for outdoor learning  · Lots of ventilation in classrooms  · Outdoor toys allocated to each group  · Specialists visiting school only allowed to work with up to two children in parent’s room  · Teacher non class contact time provided each fortnight  **To help with communication:**  · Google classroom- children/staff being trained on how to use  · Homework and outline for weeks classwork will be on Google classroom  · P1 initial phone calls started for children and moving onto P2 this week.  · Phone consultations at agreed time with parents/carers instead of face to face meetings for parent consultations  · Interim written report to let parents know how children are settling into school and new routines- sent out week beginning 30 September  · Online assemblies each Friday  · ASN teachers emailing parents weekly  · Twitter for photographs, school app for messages, google classroom for individuals  **Curriculum:**  · All children have completed literacy and numeracy assessments  · Teachers are working with children to identify gaps in learning, where children need challenged and are now starting some individual programmes of study  · Our focus is literacy, numeracy, health and wellbeing  · Rainbow Room was open to any pupil who wanted to visit for first three weeks of term. Every child in mainstream from P2-P6 will get three sessions between now and Christmas  · We hope to be able to increase the curriculum to include a multi-disciplinary topic in the near future, following guidance from SLC and Scottish Government.  · Following current guidelines there are no after school events so as a staff we have started to plan an alternative Christmas to include fun, learning and share with parents.  · There are no support groups running currently, as children cannot be taken out of their class groups to join with another group. Support is being targeted in classes instead.  · Trips and residential outings are not allowed. The final £50 deposit, which was outstanding, from last session’s residential trip has been refunded to the school today and the office staff are sending cheques to reimburse parents.    **Staffing:**  Mrs Murray and Mrs Irvine who work in the school office are planning to retire in December.  To help with transition Mrs Wyper will be joining our office team to shadow until December and will start fulltime in January.  Mrs Jenkins who works with Room 10 children is also planning to retire in December.  Mr Murphy has reduced his working days to Mon- Wed.  Mr Mullen, Mrs Allison, Mrs Gaffney are absent.  We are waiting for two new members of staff to start once their disclosure checks have been confirmed. | |  | |

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| 5 | **Social Media Presence**    JC raised recent queries from parent Facebook page:  Will all pupils be given Google Classroom accounts? Mrs Hope confirmed Google Classroom will be used by all primary classes including P1. Account set up is still ongoing for some primary classes.  Can more information please be shared with parents regarding the usage/purpose of the Rainbow Room. Mrs Hope will provide further information on the school app.  Hamilton Grammar Parent Council have made contact to find out if St John’s would like to take part in a joint initiative/campaign to promote safe parking/road safety at drop off/pick up times due to unacceptable levels of congestion. Mrs Prentice advised St John’s have a Road Safety Committee and the Senior Management Team agreed to a joint campaign. | .  **Action:**  Mrs Hope to post info re Rainbow Room.  **Action:**  JC to advise HGS Parent Council. |
| 6 | **Financial Update**  Emma advised that the Parent Council ba  nk account had a balance of £1997.35  Mrs Hope advised that the Literacy Jolly Phonics licenses had expired some time ago and the school would like to continue using this. The Parent Council offered to fund and agreed a cheque for £480 will be issued to school to cover the license costs.  Emma advised previous Secretary cheque signatory to be removed as no longer in role/at St John’s and new Secretary to be added.  Mr O’Donnelly added that iPad insurance renewal is due around 2021. Mr O’Donnelly to confirm the cost.  Emma mentioned the use of the online literacy app - Epic Reading which was used by some classes during lockdown. Positive feedback received from the children. Mrs Hope will find out subscription costs for the Parent Council to consider funding. | **Action:**  Emma to raise cheque  **Action:**  Emma to arrange change of signatory.  **Action:**  Mrs Hope to find out the cost of the Epic Reading subscription.  **Action:**  Mr O’Donnelly to confirm I’Pad insurance renewal cost. |
| 7 | **Events Programme 2020/21**  Mrs Hope advised due to current COVID19 restrictions that it would not be possible for many, if not most of the usual fundraising activities to go ahead at least between now and January. Discussions are ongoing within the school regarding how/what activities such as the Carol Concert, Christmas Items for sale, School Photographs etc can be adapted in order for them to take place in some form.  New fundraising ideas suggested and discussed. Alan Adamson, Samantha Galbraith and Jennifer Scott will engage with the school to explore the idea of a school wish/gift list for parents/carers to donate to/purchase items for the school. Jennifer Scott agreed to lead the coordination of this. Agreed if going ahead would be ideal to have in place for Christmas time.  Fundraising and funding options for a large item was discussed. Book Week/DressUp An outdoor shelter or classroom space would be very useful particularly given the current situation as children would benefit hugely. Mrs Hope will revisit potential funding sources. Also suggested that the Parent Council do a targeted fundraising drive for specific items or towards an outdoor shelter. All agreed this is a good idea. To be discuss further at the next meeting.  Parent Pay was suggested as a method for fundraising donations to be made. Mr O’Donnelly to look into this. | **Action:**  Alan/Jennifer/Samantha to liaise with the school to explore the gift/wish list further.  **Action:**  Mr O’Donnelly to look into using Parent Pay to collect fundraising donations. |
| 8 | **Date of Next Meeting**  The next Parent Council meeting will be 9th November 2020. | **Action:**  Mrs Hope to set up next meeting via Mrs Teams |
| 9 | **Any Other Business**  No other business discussed. |  |