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

**Minutes**

**Monday 18th January 2021**

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| **Item** | **Topic** | **Discussion** | **Action** |
| **1.** | **Welcome and Apologies** | Attendees: J Carroll, E Smith, A Adamson, C Fulton, J Scott, L Connolly, Mrs Hope, Mrs Prentice, Mr O’Donnelly, Mrs Prentice |  |
| **2.** | **Minutes of Previous Meeting and Matters Arising** | Minutes approved. |  |
| **3.** | **Headteacher Update****Provided by Mrs Hope** | **Online learning offer**It is a very different start to 2021 for all schools.We have now begun our home learning programme, which we hope to continue to develop as time goes on.We have published our video conferencing and home learning policy on the school website to support all stakeholders.As a Senior Leadership Team we are working with all staff to ensure consistency and high standards across all 14 classes.The home learning offer differs dependant on the stage and department in the school but all classes have minimum requirements, which we are monitoring.Each class has a daily register and check in. 2 literacy and numeracy tasks as well as a health and wellbeing activity.We have designed our day to try to ensure that children and staff are not in front of a screen all day.Google Meets have been very effective in engaging and teaching children. Our engagement statistics are high, averaging from 67- 97% each day.Children who are struggling to engage online are being supported by issuing paper copies of work.There are a small number of key worker’s children in the building and a staff rota has been implemented to allow support staff and teaching staff to work with children in school and to continue to reduce the risks to themselves and others. Children in school are continuing to access the same online programme of work as those at home.**Access to IT devices**The school had 15 chromebooks from SLC, which were given to children who had no device prior to lockdown. School did an audit of those who did not engage with Google Classroom and the reasons why and then allocated the devices on loan.Since January we have received a further 9 requests for chromebooks and we have applied to SLC for more devices. We have 13 chromebooks in school but are using them for the children in school to access online learning. We purchased 6 cameras with microphones last week as a trial- this would allow us to lend out more of the chromebooks as required.**Staffing**Mrs Murray, Irvine and Jenkins are enjoying their retirement and we have a new team in our school office- Mrs F Wylie, Team Leader and Mrs H Wyper, clerical lead.We are delighted that both have been able to join us and enjoyed a transition period prior to the Christmas holidays to ensure continuity.We have a number of staff absent long term currently:Mrs Allison.Mrs Cunningham.Mrs Baker is returning on a phased return until the end of January.Mrs Gaffney has completed her phased return and is available to support children in school.Two new support staff have been offered full time positions in St John’s and we are waiting for their checks to be confirmed- with a proposed start date of the middle of February.**Playground Toys**The Parent Council initiative to raise funds to purchase new toys/ sports equipment raised £678.50.This money is in the school fund and will be spent as soon as school returns.**Sport Safe Inspection**Our sports equipment was inspected last week and the climbing frame failed the safety checks due to the ropes being frayed. There are 3 ropes which must be replaced at a cost of £100 each.We plan to have this work done when school reopens. |  |
| **4.**  | **Home Learning** | 9-14 Key Worker children in school per day during lockdown with no indication of going back to a Hub setting. Mrs Hope explained that teachers and support staff are on a rota of when they are required to be in school.There have been a few enquiries about how to access Google Classrooms from parents.The 3 o’clock deadline for work to be completed was raised. A number of pupils were worried that they were submitting work late. Mrs Hope reassured parents that this was a safety net built in for feedback. If feedback wasn’t given for work submitted that day then it would alert a teacher that feedback was still to be given the next day. Parents and pupils shouldn’t worry about the deadline as it was okay to submit work anytime.Consistency across the school over how many live lessons each class was receiving was raised. Mrs Hope expected the live lessons to increase across the school as staff grew in confidence. Participation of pupils and levels of interaction within the live lessons would be monitored informally. Pupils who were shy or lacking confidence might be encouraged by using the chat function. | **Mr O’Donnelly to share a quick tips help sheet.** |
| **5.** | **Social Media Presence** | Links from the school website were shared on the Facebook page.  |  |
| **6.** | **Finance Update** | E Smith told the group that the current balance was under £1400.Easyfundraising made £62.We are making a £500 contribution to the school fund.We are paying £480 for the ParentApp.Mrs Hope also mentioned the climbing frame in the gym hall has frayed ropes that need fixed before the children can use it again. She has estimated this might cost over £300. Funds will be used from the Parent Council to cover this.  |  |
| **7.** | **Events Programme** | Christmas Wish List - J Carroll thanked A Adamson, J Scott and S Galbraith for their efforts with the Christmas wish list. It was a great success raising £678.50. |  |
| **8.** | **Date of Next Meeting** | Monday 15th March 2021Postponed to 29th March 2021 |  |
| **9.** | **Any Other Business** | After the meeting, it was decided to send flowers to the three members of staff who were retiring.  |  |