

Location: LOW PORT PRIMARY SCHOOL: PARENT COUNCIL
Time: Wednesday 27th April 2016 7:00 – 8:45pm at Low Port Primary School

Attendees:

PC Members

- Jeremy Fuller – Chair
- Jennifer Ovenstone-O'Donnell – Secretary
- Alice Buckley
- Andy McGowan
- Judith Paley
- Susan Saunders

Co-Opted Members

- Stephen Blake – St Michaels
- Jane Livingston – Head Teacher
- Elizabeth Ramsay – Acting Principal Teacher
- Tom Kerr – Provost

Guests

- Michael Davis – West Lothian Council (Education Services)
- Phyllis Wood – West Lothian Council (Quality Improvement Manager - Education Services)

Unable to attend:

- Carla Bisht
- Rebecca Holmes
- Richard Payne
- Fiona Maxwell
- Susan Johnston – Class Teacher
- Lynne Lamont – Trust Fund Treasurer
- Tom Conn – Councillor
- Lauren Smith – Class Teacher

1. Welcome – (7:00, 5 mins)

2. West Lothian Council representative to talk about CEM (Centre for Evaluation and Monitoring) -
Primes: Michael Davis and Phyllis Wood (7:05, 25 mins)

Context: Michael Davis and Phyllis Wood will come along to talk about what Education Services do with CEM data.

Discussion: WLC started using CEM in 2012. CEM testing is currently ongoing. CEM results data provides scores around “age equivalency”, which is a perceived age ranking of ability in the area being tested. Multiple years of CEM data now allow WLC to do year on year progress tracking. The data should align with Teacher expectations, if any surprises occur these are investigated by the Teacher.

The new [National Improvement Framework](#) – will be setting the direction for future primary school testing, with a move to standardised tests at the request of the Scottish Government. The actual test format has yet to be defined, it might be CEM or it might be something else. It was noted however that many primary schools in Scotland were already using CEM.

It was highlighted that the target of testing from a WLC perspective was to achieve intelligent data gathering with a face; to narrow the attainment gap and identify where intervention was required, based

on individual needs. Data from testing was not focused on creating performance league tables for schools.

It was noted that some children were anxious about the CEM testing process. This was to be avoided as the data was not used to create groups or cause children any undue pressure going in.

Outcome: Michael and Phyllis were thanked for taking the time to present the information and answer questions. It was noted that the timing of CEM results means that the most appropriate time for incorporating the feedback of CEM related findings to parents, is at the autumn Parent-Teacher evening.

3. Minutes of previous meeting and matter arising: 04 November 2015 – (7:30, 5 mins)

AREA FOR ACTION	RESPONSIBLE PERSON	Outcome
Groupcall mail to be prepared and distributed to Parent Forum highlighting the broad issues relating to provision of after school care at Low Port.	Jeremy Fuller	Done
Out of School Club (OoSC) have also offered to prepare a Groupcall mail providing information on the situation from their perspective	OoSC	Done
Arrange for a representative from WLC to attend the next Parent Council meeting to talk about CEM and quality assurance.	Mrs Livingston	Done
Draft a proposal to refine the composite class report. Suggest guidance on its use and distribution.	Rebecca Holmes	Address as agenda item 7

4. Head Teacher update – Mrs Livingston (7:35, 15 mins)

See Annex A for Head Teacher report

It was asked how many pupils the school has this year and the projected figures for next year. This year the school has 203 pupils, of which 25 will leave and 23 new pupils are expected to start next year.

5. Discussion on Education Scotland's visit - Prime: Mrs Livingston (7:50, 15 mins)

Context: Education Scotland will be visiting Low Port on the 25th and 26th of April to undertake an evaluation of the school. This item will provide an opportunity to present any early feedback and have a general discussion about how the visit went. As the Education Scotland visit will only conclude the day before the meeting, there may be limited feedback. If this is the case, this agenda item will be carried over to the next meeting.

Discussion: Mrs Livingston indicated that there had been good and constructive feedback from the Education Scotland visit.

Outcome: A letter from Education Scotland about their findings will be sent to parents in the coming weeks.

6. Update on after school care provision at Low Port – Prime: Jeremy Fuller (8:05, 5 mins)

Context: An email was sent out to the Parents and Carers just before the Easter holidays advising about the current over demand for places at Out of School Club. The item is a placeholder to check if there has been any developments.

Issue 1) Update from Low Port Out of School Club LPOOSC.

An update was communicated to the Parent Council from LPOOSC, indicating that now that the waiting list has been frozen, it seems to have been generally accepted by parents. Every effort is being made to move waiting families up the list and this has been helped by some of the P7s moving on. Spaces have been allocated for next term. OOSC are continues to look into options and will advise if our situation changes.

Outcome: Wait for further updates form LPOOSC

Issue 2) It was suggested that a letter be sent to West Lothian Council to ask what their plans are for future provision of out of school care and early years at Low Port Primary School. This is in respect to the Children and Young People's (Scotland) Act 2014, which creates a responsibility for the Council to consult every two years with those requiring early years services and childcare and publish a plan outlining the steps they are going to take based on the outcomes of the consultation.

Discussion: Tom Kerr was able to advise that a new nursery is in the process of being built on the site of the old cricket club pavilion, which has recently been taken down.

Outcome: There was general agreement that this was a good idea and Jeremy will work with the parent, who made the proposal, to follow up on this suggestion.

Issue 3) It was noticed that nothing has been circulated outside the school regarding place limitations at LPOOSC – it was suggested that it would be beneficial for parents of younger children to also be aware of the situation - perhaps a letter sent to feeder nurseries for distribution to parents? It has been observed that there is an expectation among many parents that after school care has greater availability than is the case.

Outcome: Suggest to LPOOSC that it might be appreciated by new parents to Low Port if they were provided with realistic expectations regarding after school care availability. This might be achieved through communicating with Linlithgow nursery schools. One idea was the potential distribution of a notice that could be displayed on local nursery information boards. Jeremy will contact LPOOSC with this suggestion.

7. Composite class structure sub-team wrap up (III)– Prime: Anyone with input (8:10, 10 mins)

Context: Placeholder in case there is further contribution on this topic.

Discussion: No input at this meeting.

8. PTA update – Prime: Rebecca Holmes (8:20, 5 mins)

Context: Update on PTA activities.

Discussion: Rebecca was unable to attend the meeting, however provided the following PTA update by email:

- Fundraising for the climbing frame continues. We expect to be 'there' after the disco in June - which will be a nice positive way to finish the year.
- We have the movie night coming up on the 6th May
- And we have the fair coming up on the 21st May. We're looking for helpers for this event if anyone has a small amount of time to spare, or can do some baking.
- We've the disco in June.
- And we're preparing a P1 parents social gathering on day one of P1.

9. Rose Garden Development – Primes: Alice Buckley, Tom Conn, Tom Kerr (8:25, 5 mins)

Context: A check to see if there is any further updates of the redevelopment of the Rose Garden.

Discussion/Outcome: Tom Kerr provided an update on the development regarding the Rose Garden. Planning permission has been granted. The contract is due to be awarded in May, after a tender process. All going well, work on the Rose Garden will occur as soon as the school breaks up for the summer holidays. It was noted that because the grounds of Low Port are a historic site, it was expected that an archaeological inspection of the site would occur, which may affect the schedule.

10. Volunteers needed to attend next regional PC meeting – Prime: Jeremy Fuller (8:30, 2 mins)

Context: Parent Council Representatives Forum is taking place at St Kentigern's Academy on Wednesday 4th May 2016 between 7pm and 9pm. Discuss representation from Low Port Parent Council.

Discussion/Outcome: Richard has volunteered to attend.

11. School Grounds update – Prime anyone with any information (8:32, 3 mins)

Context: Update on activities related to the school grounds.

Discussion: Playground update – installation of the [Kompan – Bloqxs](#) could go ahead, in principle, during the summer holidays this is dependent on timing of funds availability and any historic site investigations that may be required. It is believed that Kompan Bloqxs have been seen in Livingston, we are currently trying to track down the location, please let us know if you find them. Even better, send a photo.

Outcome: As a way of reaching the target for funding earlier, and therefore increasing the probability of installation during the summer holidays, it was suggested that maybe the PTA could consider early sale of June Disco tickets. It was agreed by the PC that the PTA have done an amazing job in raising so much money so quickly and the Parent Council would like to add their thanks to everyone who has been involved.

12. Any other Business (8:35, 10mins)

Context: There was a request to publish the dates for school sports day further in advance to allow parents to plan time-off.

Discussion: A limiting factor in knowing the date is that approval of Historic Scotland and risk assessment needs to occur before the dates can be provided. This year's process for arranging the school's sports day was started in February.

Outcome: Date of school sports day this year is 12th or 19th May – weather dependent. The point about early communication of the dates was noted.

Next meeting date: The PC/PTA AGM in late August or early September. A provisional date of Wednesday 31st August has been suggested, however this is not fixed yet and other parties need to be consulted first.

AREA FOR ACTION	RESPONSIBLE PERSON
Provide information at the next suitable Parent council procedures relating to quality assurance and self-evaluation.	Mrs Livingston
Follow up on the suggestion to send a letter to WLC regarding provision of early years services.	Jeremy Fuller
Provide an action plan for greater consultation with Parents and the Children at Low Port (e.g. Pupil Council).	Jeremy Fuller

Annex A:

HT Report for Parent Council 27th April 2016

Staffing

PT [Principal Teacher] post is now live, as is Clerical post. We are hoping to interview in May for both. This would impact on our staffing for next session.

Mr McRae starts paternity leave on Friday, if not before. Cover is by a supply teacher, Mrs Ramsay and myself.

Education Scotland Visit Update

HMIe Inspectors visited the school on Monday and Tuesday, talking with pupils, parents and staff about progress made and visiting classes to observe learning. I would like to thank the parents and carers who gave up their time to talk with our visitors and share their views. This was much appreciated. A letter from Education Scotland will be shared with all families in due course outlining their findings.

Class Structure Update for 2017

At this point in time, it is looking likely that there will be 8 classes next session as follows:-

P1

P2

P3

2 P4 classes

P5

P6

P7

Staffing is not likely to be confirmed until much later.

The new intake list was issued this week and we have already contacted Nurseries with the key dates for our granted applicants. The new intake meeting is on Tuesday 17th May.

Planning day/Improvement Plan

On the In Service day, staff will be working on our next improvement plan. Pupils will be involved on Friday 6th. We are inviting in parents and carers on Friday 13th between 11-12 to review and contribute to our priorities for next session, our self-evaluation statement and update the curriculum rationale.

Online payments pilot

This has been a long process from the initial discussion I had with the Council back in 2014. There has been much discussion and training for this to be put in place and we are hoping for a high uptake. The office team are doing their best to support families to make this transition easier.

Suggestion for future meeting

I would like to have a slightly longer time slot at a future meeting early next session to share with Parent Council the procedures that we use in school to ensure that there is robust and rigorous quality assurance and self-evaluation across the school. If there are other aspects of school processes that you would like me to share please let me know.