

LOW PORT PRIMARY SCHOOL

PARENT COUNCIL MINUTES

held Wednesday 31st August 2016

Post AGM Minutes

PC Members

Jeremy Fuller – Chair
Jennifer Ovenstone-O'Donnell – Secretary
Richard Payne
Alice Buckley
Andrew Macintyre – Trust Fund Treasurer
Douglas Maxwell
Judith Paley
Rebecca Holmes – PTA Chair
Kelly Robertson
Susan Saunders

Co-Opted Members

Jane Livingston – Head Teacher
Lauren Smith – Class Teacher
Tom Kerr – Provost (AGM session prior to meeting)
Tom Conn – Councillor (AGM session prior to meeting)
Stephen Blake – St Michael's

Unable to attend

Susan Saunders
Alice Buckley
Fiona Maxwell
Stephen Blake – St Michael's

1. Welcome

Jeremy welcomed everyone to the first Parent Council meeting of the new school year.

1. Mrs Livingston let the group know that Mrs Johnston would be stepping down from the Parent Council and Miss Smith would be taking her place.
2. Jeremy expressed his thanks for the contribution which Mrs Johnston provided to the Parent Council over the years, and thanked Miss Smith for her continued participation in the group.

2. Class Advocates for 2016/17

It was proposed that the scheme of having Advocates for lower, middle and upper year groups would be continued.

1. There was a motion for the following advocates:
P1-2: Susan Saunders
P3-4: Kelly Robertson & Jeremy Fuller
P5-7: Alice Buckley, Judith Paley & Richard Payne
2. Jeremy would work with PC members to come up with the best fit for PC membership.

3. Education Scotland

There had been a good report for the school.

1. Jeremy will represent the Parent Council at a presentation of the Education Scotland report to West Lothian Council (WLC) in mid-September. This marked the end of the Education Scotland evaluation process.

2. The next school evaluation will be the VSE (Validated Self Evaluation) led by WLC. This normally occurs every 3 years. However, it was possible to request a VSE at any time.
3. This year LPPS will be doing a thematic review with the Schools Cluster, to which it belongs. This is when there is a focus on a particular area of the curriculum.

4. Quality Assurance

Mrs Livingston volunteered to arrange for an explanation of the qualitative process at the next Parent Council meeting. This is how the school evaluates and plans for improvement.

5. OOSC (Out Of School Club) Follow Up

The situation in the OOSC was very different now compared to earlier this year. A key development had been the re-evaluation of space used by the OOSC.

1. The space was the same, however permission had been granted to take an additional 8 children. This brought the total of children who could be accommodated by the OOSC to 48. Combined with other factors such as, not all those who were on the waiting list ultimately came to the school, meant that the waiting list issue had been largely resolved.
2. The Head of Outdoor Education, Paul Stark, had inquired about what provision the OOSC needed. This was part of a follow up to a letter the Parent Council sent to WLC in May. Jeremy had been in discussion with the OOSC committee.
3. The plan was now to inform WLC that, due to changes in circumstance, additional accommodation for OOSC was no longer being sought at the Low Port Centre.
4. It was noted that the Council was not under a statutory obligation to provide a facility for after school care. However, West Lothian council still had a mandate to survey the requirements for out of school care.
5. An issue was noted that the waiting list last year had been opaque and parents had been unsure as to where they were on the list.

6. Parent Council Engagement with the Pupil Council

It was noted that there was no engagement with the Pupil Council in the last session. Engaging with the Pupil Council would be an objective this year.

1. The best way to set up engagement with Pupil Council was with Mr McRae, who would be running it this session as a Vertical Learning Group.
2. The Pupil Council had been involved in the School Improvement Plan. They had hosted an event last year for Parents and Carers to share information, which, unfortunately, was not very well attended.

7. School Grounds Update

The pitch was in good shape, as was the 'willow hut'. However, the eco greenhouse needed a "get well" plan.

1. This could be a restoration and proactive use of the site, or a plan to clear it. Night visitors had made a mess of it. This was a recurring problem.
2. The eco-greenhouse was not part of the PPP contract. Hence volunteers would be sought to help action the future plan.
3. It was noted that the event that led to the creation of the eco-green house was a great demonstration of children and the school parent/carer community working together. Regardless of what happened next, it could be regarded as a success.

4. It was agreed that children should be consulted about the future of the eco-greenhouse via the Eco-Committee Vertical Learning Group. Miss Smith would seek this input.
5. It was suggested that children could potentially be involved with some maintenance activities and continue to use the green house. Alternatively, they could be involved in recycling the bottles and preparing the canes for reuse, should a decision be taken to clear the site.
6. The removal of the 4 main support posts would be the most challenging aspect of any site clearance activity.
7. Progress on this issue would be discussed at the next PC meeting.

8. GroupMail

1. There was a reminder that the primary contact as found on pupil information forms goes to a national database while the secondary contact/parent is listed as an emergency contact. This means that only one parent is able to receive information by GroupCall.
2. This limitation was highlighted in a Parent Council meeting approximately a year ago, following engagement with WLC about the limitation. There is no sign of a long term fix, even though it is a known issue. Jeremy expressed his frustration with the situation given the communication barrier it creates. Jeremy acknowledged the fault does not lie with the school, but with the Education Authority/Scottish Government, who lacked the motivation to address the problem.

9. Other items

Mrs Livingston has been made aware of a proposal to introduce staff and visitor parking permits for parking around the Low Port Centre, as a way of monitoring parking usage.

10. Date for Next Meeting: Wednesday 2nd November, 7:00-8:45pm in the GP room.

AREA FOR ACTION	RESPONSIBLE PERSON
Provide information about procedures relating to quality assurance and self-evaluation.	Mrs Livingston
Talk to Mr McRae about arranging collaboration and/or a meeting between the Pupil Council and the Parent Council.	Mrs Livingston/ Jeremy Fuller
Consult the Eco-committee about the future of the eco-greenhouse	Miss Smith
Investigate follow up action on the GroupCall limitation of only one email address per child.	Jeremy Fuller