



HERMITAGE PRIMARY PARENT COUNCIL

ANNUAL GENERAL MEETING MINUTES **WED 19 JUN 2019 (7.15PM)** **MUSIC & DRAMA ROOM, HERMITAGE PRIMARY SCHOOL**

1. WELCOME/APOLOGIES

Meeting opened by Rhona Black, Chair

Present:

Rhona Black (RB)
Tamara Brown-Milberg (TBM)
Claire Walker (CW)
May Hadi (MH)
Lara McVeigh
Angela Fleming (AF)
Ross McArthur
Kirsty Eastman
Donna Hicks
Pamela & Sandy Pettit
Aileen Dickinson
Liz Grant
Emma Wilson (EW)
Jillian Clapham
Debbie Dennett
Mel Harvey
Anna Blackshaw
Kirsteen Hutcheson
Carol Ormiston
Emma Henderson
Claire Wright

Mrs Davis (ED) & Mrs McMurdo

Apologies: Anne-Marie Graepel

2. MARCH PC MEETING MINUTES APPROVED

3. CHAIR'S ANNUAL REPORT by Rhona Black

- Looking back over the year with thankfulness; PC is a part of school life. Thanks to Mrs Davis for making parents feel valued and able to engage in school life in a way that's rewarding and helpful.
- We have held successful events; Halloween, Christmas, Easter & Summer Fairs.
- We tackled the issue of Lollipop/Safety Patrol using a survey, letters/meetings with the council etc.



HERMITAGE PRIMARY PARENT COUNCIL

- School's openness in handling of PC finances has been appreciated. We now have accountability and school has provided detailed spreadsheets showing how PC money is being spent.
- There has been progress in lots of other areas which parents have felt.
- Connect – Scottish PTA – has produced the PC health check (traffic light system) – we have been working on this during the year and almost everything is now in Green, and the new committee can hopefully continue the good work.
- Thank you to fellow committee members. Proud of what we've achieved and the funds we've raised and working together.
- The true purpose of a PC is to form partnership with school. There are 285 families at Hermitage Primary School and we hope that the new committee will continue this partnership. The new committee will come with their own skills and experiences to make a great partnership with school.

4. TREASURER'S ANNUAL REPORT by Lara McVeigh

- Unfortunately due to the timing of the AGM less than a week after the summer fair it is impossible to give an annual report, and we are still awaiting all expenses to be handed in. Accounts will be completed over the summer and independently checked to be presented at the next PC meeting in August.
- The current PC bank balance is £10,149.84. Overall, Mrs Davis has requested less PC money this academic year than was donated to the school last academic year. Going forward PC expects that Mrs Davis will have plenty of ideas for next year's funding.
- Last week £2000 was donated to school (£1000 from PC bank account and £1000 from Lottery account). School has provided spreadsheet showing how this money will be spent.
- This term the P2 cake sale raised around £200, the P1 cake sale at the summer fair raised £147.36.
- RB thanked Lara.

5. HEAD TEACHER'S REPORT by Elspeth Davis

Thank you to Rhona and Committee for an incredibly supportive year. It's quite hard to believe that we're almost at the end of my first year here. The speed in which I feel I have got to know you all, the amount of work we have packed into the twelve months and the passion and loyalty I already feel for every single person associated with this school community makes it seem like so much longer than my start in August! So much of this has been possible through the partnerships we have been building together; the Parent Council tirelessly working on our behalf in your own voluntary time. It is very much appreciated and we couldn't be the successful school we are without that hard work, willingness, commitment and skill-set.

The money we receive from the LA continues to reduce due to the squeeze on all public services. It's not just in monetary terms but also in resourcing – none of us living within A&B can have failed to notice the Service Choices Councillors had to address in order to balance their budget.



HERMITAGE PRIMARY PARENT COUNCIL

Staffing numbers this session were retained for 15 classes and we were fully staffed all year. This coming session we are running with 15 classes. The retiral of one long-standing teacher alongside a member of staff returning from Mat leave on a part-time contract has created a full time vacancy. We are currently recruiting for this and will fill the post by the end of term.

Many of you will know about the **PUPIL EQUITY FUNDING** allocated directly from The Scot Govt to schools to support attainment raising in literacy, numeracy and health and wellbeing amongst our most disadvantaged pupils. The amount allocated to each school was based directly on the SIMD profile of pupils in attendance. Some schools received vast amounts, some none at all and others like us a little bit! Our allocation for 2018-19 was £46, 440, which was allocated for spends prior to my appointment.

These PEF funds have been used to train two staff members in **Therapeutic Play**. They are now qualified to a First level and have been offering this as a supportive targeted intervention within school over the past two years of funding.

Two staff members have also been employed as Principal Teachers to take forward aspects of Literacy and Numeracy through the school.

We have also used PEF monies to purchase **Accelerated Reading**, for the whole of P4-7 which is being used to raise attainment for all pupils in these classes from prior learning. Extensive work has taken place alongside that this year to ensure teaching staff have responsibility for its effective use and scrutiny as the resource has previously been used at Hermitage in a different way.

Additional Literacy resources have been purchased to augment the new library books and novels supplied so generously by the HPPC.

It's an exceptionally challenging time within education management so the financial support of the HPPC continues to be vital for the school to continue to provide the opportunities we do for our children.

The **LA Education Vision and Strategy paper – Our Children, Their Future** sets out the 6 key drivers which Argyll and Bute use to form the basis of our work with young people:

- Raising Attainment for all
- Using performance information to secure improvement for children and young people
- Ensuring children have the best start in life and are ready to succeed
- Equipping young people to secure and sustain positive destinations and success in life
- Ensuring high quality partnership working and community engagement
- Strengthening leadership at all levels

All of this comes under the three values of:

- **AMBITION**
- **EXCELLENCE**
- **EQUALITY**

I know that all we do as a **school demonstrates this Authority vision and strategy** – we're certainly ambitious, we achieve excellent standards across the board and every person within in school community should be treated with respect and equity. Moving forward as a school under my new



HERMITAGE PRIMARY PARENT COUNCIL

leadership much has already been done to ensure we operate in this way and much will continue to be done to make further improvements.

In this past year– we had another tremendous year of achievement for the school. We saw pupils recognised in a wide variety of areas across the curriculum and in areas of wider achievement (sport, music, technology etc)

- **Football: Winners – Ardencaple Cup and Christian Aid**
- **Athletics: 4x X country Relay Golds! X-Country P6/7 ??Bronze 4x 100m (G), Gold 4x100m (B), Gold 60m (B), Gold 600m (G), Gold and Silver 600m (B), Golds Standing Long Jump (G and B), Cluster Jubilee Cup (P7 Mixed 4x4 Relay)**
- **Music: First place, Primary School Wind Bands @ Glasgow Music Festival**
- **Writing: Gold Intermediate Writing Rotary Competition**
- **Bulbs: Bronze medals in P4 and P5 sections**
- **2nd place in P7 Rotary General Knowledge**
- **1st place LA winners P6 Euroquiz**
- **2nd place National winners P6 Euroquiz**

On a daily basis, across the school any visitor will see pupils engaged in doing their very best to extend and develop their skills – not just in academic learning but in critically important meta skills of self management, social intelligence and innovation.

This is indicative of the attitude that prevails at all levels in the school. We strive to do the very best we can do – pupils, staff, parents – and this ‘Be the best you Can be’ slogan that we’re adopting is the attitude that is encouraged at all times. Pupils are given a wealth of as wide a range of opportunities that we can offer and are encouraged to work hard, sometimes independently, often together, to set realistic but challenging targets and to persevere as they work towards them – supported by caring staff and parents.

Anyone coming into school can see children engaged and enjoying learning, operating within a community where respect, care and nurture need to be at our beating heart. The **quality of staff** here at Hermitage was highlighted by so many as a strong feature of our quality and success within the recent Parental Feedback survey.

Next year we will review the **VALUES**, which the school is based upon. They were a shared agreement made a couple of years ago but it’s an important time to review them with a new group of parents and children and a new leader in the school taking things forward. Work will begin in earnest with the children in school at Assemblies and in Class Groups and we’ll be consulting with families and the wider community through the coming year as we continue to reflect together on how we shape our school and I lead future development within it.

Parental feedback continues to evidence real pride and satisfaction our parent body has in the school as we work towards the same goals. Last session we expanded how we consult by asking for specific feedback in a number of areas at each of our events for Parents and we also introduced Discussion Forums with the Parent Council and offered a whole school survey to ascertain parental opinion. Working with the Discussion Forums was great way to get discussion going and expanded the shorter responses that a survey is designed to give. This is certainly something which we aim to develop further into next session. We also worked with children at all stages in the same way using specific focus questions to get them thinking. These consultations enabled us to see what you, as



HERMITAGE PRIMARY PARENT COUNCIL

parents view as strengths and the areas where we can make further improvements. It helps shape our future steps and will greatly influence where we go and how we move forward. I am in the process of completing the legislative documents required annually for all schools – Standards and Quality and Improvement Plans. When they are complete they will be published on the website, giving all of you the opportunity to see the results of this work. We intend to continue to build on this great start we have made in evaluating together.

Our Reporting processes have changed considerably over the years – keeping you informed as much as we can about your child’s development and progress. The feedback and current good practice, encourages more regular, focussed feedback and dialogue with parents and many have commented positively on this reporting process, valuing the more regular summaries of learning and the detail of progress in targets and work being undertaken within class in the diary pages. Others wish a little more detail on assessment and how we make these judgements, so, new this year were our **Curriculum booklets** which give detail on the national criteria we measure the pupils against at each level of learning within core subjects. Further signposts are given within the booklet to take parents to information on the benchmark frameworks we use in planning learning at each stage and the SALs for other subject areas.

The First Minister continues to place enormous importance on closing the attainment gap and raise attainment in schools still further. I am very pleased to report that **attainment remains high** at Hermitage Primary with most pupils attaining their expected Levels – and beyond - within given frameworks.

We continued to use the recently developed **Scottish National Standardised Assessments in P1, P4 and P7** to assess the levels that those children have achieved. These are standardised assessments across the whole country and all schools and classes at these stages are expected to participate. This gives us further evidence for the high attainment we have here at HPS and work alongside the many, many other assessment strategies staff use to make professional judgements around attainment of levels.

This doesn’t make us complacent though as we continue to strive and “Be the Best We Can Be” to make the very best we can for your children now and in their future. Working together in partnership raises the quality of all we do for the children at Hermitage Primary and also gives parents a greater involvement and understanding of us as a school. HPPC members and the whole Parent Forum are vital for future development as a school.

It has been a real privilege to work alongside the Committee this year; to see the power of work put in to establish a tight and cohesive structure that co-exists with the school and to share in moving so many areas from ‘red’ and ‘amber’ within the PC audit tool to ‘green’.

This coming year we continue to focus on the **Raising Attainment** – further developing work within **Literacy (Reading and Writing)** and taking forward improvements in Maths and Numeracy using Local Authority progressions within planning and assessments enabling us to create richer learning experiences for pupils. We’ll roll out **Number Talks** across the school– strategies to develop mental calculation agility.

Work is also planned for the **Transitions in Maths at 2nd level** as we work together with cluster and secondary colleagues to prepare all HALCO pupils for the end of their P7 year. This will ensure a greater capacity for pupils to work seamlessly through at their individual levels at Secondary.



HERMITAGE PRIMARY PARENT COUNCIL

We continue to look to create more challenge opportunities for more able pupils and will work to provide more opportunities for pupils to work together in creative, collaborative tasks, using skills such as thinking, problem-solving, technology, presentation, cooperative – to attain a highly successful outcomes.

Working in this way also develops Leadership skills within our children as they make choices in their learning, leading and deciding with us how they progress.

Assessment and Reporting remains on our agenda as staff work to extend our moderation work across schools within the cluster to ensure our standards are shared standards within attainment at each class and level; broadening our work to include the **SNSA** and **holistic assessments** periodically through the year. (Grouping together a number of skills across lit or numeracy within a new context to assess deeper learning)

We keep working on health and wellbeing to ensure children are safe, happy, nurtured and informed. Seeking creative ways to engage children in this area, we'll further develop nurturing approaches through outdoor learning, expanding the work we can do through Forest Schools developing confidence, resilience, enquiry-based learning and so much more!

I have no doubt that our success is also due, in part, to the funds that HPPC raise and make available for our spending to enrich and develop learning experiences for our pupils. Regular reporting at Committee meetings and details of planned / requested spends help keep transparent the use of HPPC monies and at the start of the new session I will make available to the new Committee this **breakdown of how we spent the HPPC monies** last year; it also gives you as parents a good idea of the relative costs associated with our provision. Specifically we were able to augment **Language and Literacy resources**, open our newly **refurbished and stocked Library**, provide **Christmas parties and treats**, **Health Week**, totally revamp **Sports Day** with its associated resources, gift **Book Bags** to new entrants and **leaving presents to P7s** alongside their **Leavers Ceilidh** next week and arrange for a large number of **visitors, events and excursions**.

As Rhona reported, the variety of events put on by last year's committee was tremendous and no doubt contribute to the uptake and success of them – which meant a huge amount of monies raised to enrich our pupils. A major part of that fundraising this year was the success of the **SCHOOL FAIRS** at Christmas, Easter and Summer and the ever-popular monthly Class Bake Sales. I recognise the enormous effort that is required in so many areas to make these the successful events they were and my sincere thanks go to the Committee but **particularly to Angela and the Fundraising team** for providing these tremendous **SCHOOL and COMMUNITY** events. The HPPC Committee have had a bumper year of events and fundraising. With these funds we will be able to provide at the level we have been afforded over recent years.

Plans for the session ahead include some additional spending on books to further **augment our AR library**. We are looking to funds for **PE equipment** and to support the development of our **Gardening spaces** and **Outdoor learning provision** resources. Our **AV systems within classes and technology devices** are also getting rather aged – with constant daily use – and these will need refurbished over the years ahead. We'll also need to continue to use the funds for the **traditional theatre groups, storytellers, STEM activities, Health Week provision and awards and prizes**.



HERMITAGE PRIMARY PARENT COUNCIL

I'm sure the new incoming Committee will have lots of fresh and new ideas for fundraising and we look forward to sharing the fun in those. I also look forward to working together to continue to engage more parents in working with us on all aspects of our partnership – where together with the committee and the wider Parent Forum (body of others) we can continue to develop and improve our school in conjunction with you all, for the benefit of our children.

Thank you all for your support in another highly successful year.

6. PUPIL COUNCIL REPORT by Georgia Dennett & Mya Dickinson

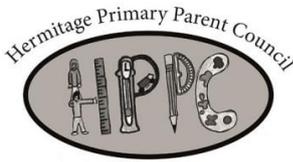
- Harvest festival and collecting and taking donations (which filled 3 cars!) to the Helensburgh Foodbank.
- Voted for book lucky dip. Old books were sorted into stages. Encouraged reading and recycling.
- Xmas jumper and movie day raised over £950 for charity.
- The pupil council were told about the possible cuts to the lollipop/safety patrol. This was discussed in a pupil council meeting and they surveyed school children and 2 members went with RB, Chair of PC to a meeting with Councillor Lorna Douglas.
- Crazy Hair Casual Clothes and red noses sold/painted raised £389.96 for Comic Relief.
- Final event of the year 'Hermie's Got Talent' is coming soon. Auditions have been carried out and acts chosen. It's a free event with a suggested donation for Cancer Research & SPCA.
- Nice to know we've made a difference!
- RB thanked the pupils for their report.

7. MATTERS ARISING FROM LAST MEETING

- **Dog Fouling outside school** – ED has spoken to the CORE committee and this issue will be discussed in the coming school year to see what steps can be taken to try to improve this problem.
- **Annexe** – Still no official word from A&B council. Mr Tracey (BT) continues to report any vandalism to the council. ED has met with the Education Support Officer and reported concerns officially. It is something that can be considered to be taken on by the new PC going forward as this issue has been a problem for a long time.

8. VOTING ON PROPOSED CHANGES TO CONSTITUTION:

- Change to wording to appointment of office bearers, intending to limit number of years office bearers can serve to 2-3 years. Discussion of wording as it wasn't absolutely clear – the following wording was agreed:
'All office bearers should be current parents who have had a child at Hermitage Primary School for a minimum of one year. Although elected



HERMITAGE PRIMARY PARENT COUNCIL

annually, office bearers may serve for a two year term and be eligible for re-appointment or re-election for one further year only for a maximum of three consecutive years.'

RB proposed the amendment, MH, AF & CW seconded.

Approved.

- Increase in the number of PC members from 20 to 25. RB proposed and EW seconded. TBM abstained.

Approved.

- Retiring of PC members if they miss 3 meetings. Wording changed to: 'A voting member of the parent council failing to attend three meetings may be deemed to have retired from the parent council.'

RB proposed. AF seconded.

Approved.

9. RESIGNATION OF CURRENT PARENT COUNCIL

- All PC members resigned. AF (fundraising co-ordinator) thanked everyone for their help over the year.

10. APPOINTMENT OR ELECTION OF NEW PARENT COUNCIL

- Nomination forms collated and sorted by Rhona Black & May Hadi.
- Nominations received for Fundraising Co-ordinator and Parent Rep Co-ordinator. No nominations received for Chair, Treasurer or Secretary which are the 3 minimum/required roles for a Parent Council. RB explained therefore that the PC would have to 'go on ice' until these roles can be filled.
- RB welcomed Claire Wright as the new Fundraising Co-ordinator and Liz Grant as the new Parent Year Rep Co-ordinator.

END OF AGM. GENERAL PC MEETING TO COMMENCE FOLLOWING SHORT BREAK.

GENERAL PC MEETING MINUTES

Meeting opened by RB.

- Debbie Dennett volunteered to take over the running of the 100/Lottery Club.
- RB asked if anybody wanted to step forward to take on the roles of Chair, Treasurer and Secretary. Kirsty Eastman volunteered for Secretary role.



HERMITAGE PRIMARY PARENT COUNCIL

- PC and ED will make it known to the parent forum and going forward anyone interested in the vacant roles should speak to ED directly.
- OFFICE BEARERS (pending appointment of Chair & Treasurer):

Kirsty Eastman – Secretary

Liz Grant – Parent Year Rep Co-ordinator

Claire Wright – Fundraising Co-ordinator

- NON OFFICE BEARER PC VOTING MEMBERS confirmed:

Rhona Black

Anna Blackshaw

Tamara Brown-Milberg

Jillian Clapham

Deborah Dennett

Aileen Dickinson

Angela Fleming

Mel Harvey

May Hadi

Emma Henderson

Donna Hicks

Kirsteen Hutcheson

Carol Ormiston

Laurie Macdonald

Claire Walker

Emma Wilson

CLOSE OF MEETING