



HERMITAGE PRIMARY PARENT COUNCIL

ORDINARY MEETING
WED 13 JUNE 2018 (7.15PM)
STAFF ROOM, HERMITAGE PRIMARY SCHOOL

1. WELCOME/APOLOGIES

Present:

Tamara Brown-Milberg (TBM)
Angela Fleming (AF)
Rhona Black (RB)
May Hadi (MH)
Lara McVeigh (LM)
Ross McArthur (RM)
Emma Wilson (EW)
Claire Walker (CW)
Louise Touber (TB)

Mrs Jackson
Mrs McMurdo

Apologies: Carl Dixon, Melanie Hanvey, Gillian Syme, Gillian Simpson, Carol Ormiston, Claire Fang,

Meeting opened by Vice-Chair, Tamara Brown-Milberg

2. PREVIOUS MINUTES

They had just been emailed and brought to the meeting. No changes requested but if anyone read the minutes and would like a change, to email MH in the coming days.

3. MATTERS ARISING FROM LAST MEETING

- **Provisional dates for HPPC events and meetings for 2018/2019**
HPPC met at PJs and decided provisional dates for events and meetings for the next academic year. Mrs Jackson will handover these provisional dates on a calendar to the new head teacher at her upcoming handover with Mrs Davis. TBM pointed out the dates in August that are the most urgent to be confirmed, including the AGM which will take place earlier than usual, at the end of August.
****Mrs Jackson to ask the new head teacher and let us know.****

4. HEAD TEACHER'S REPORT

- School will send out final newsletter of the year soon.
- Sporting achievements: Badminton girls won against Dumbarton and got 3rd place in National finals. The football team won the Christian Aid Cup (CAC), the athletics team medalled in every event and the netball team won 3rd place in the CAC. There were 4 teams in the recent cross-country event and the 3 of the teams won 1st places. Well done to all the children!



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- A new improvement plan will be prepared for next session – to be written by Mrs Jackson and the deputies. These will include new developments in PE and Literacy and Numeracy developments will continue. These will embed the Philosophy for Children and Better Movers Thinkers and restorative training and there could be a role for training of parents in this.
- The school is going to go for Gold Level in Rights Respecting Schools.
- Outdoor education will be a new target for next year once the park is open.
- Mrs Jackson to hand over with Mrs Davis on Monday 18th June.
- Stats for numeracy and literacy consistently over 90% and the school is doing very well.
- Classes and staffing for next year are almost all sorted. 22nd June will be the childrens' moving on afternoon where they will meet their next teacher where possible.
- Mrs Ann Miller (an experienced infant teacher) will be starting a permanent post in August.
- Mrs Davis-Scott will become permanent at Christmas and will work alongside the other P1 teachers, Mrs Hardy and Mrs McMurdo.
- Miss Critchley will stay on a temporary post next year.
- The probationer who was meant to start in August had a change of circumstances and the school have lost that staffing allowance, meaning there was now a 0.44 vacancy which the school have found a way of dealing with.
- Open afternoon coming up – P7 running a café
- CW asked about the advertiser not printing the P7 class photo this year. Mrs Jackson explained that there was a miscommunication between the advertiser and school and the advertiser hadn't arranged to come and take a photo as they usually do. PC suggested the school could perhaps ask the advertiser to put a p7 photo in an article covering the valedictory ball?
- Mrs Jackson thanked the Parent Council for a good year and hard work we had put in.

5. PARENT COUNCIL REPORT

CHAIR'S REPORT (READ OUT BY MAY HADI)

- *'Well I would like to start off with thanking you all for all your effort at the spring fair It did amazing. We have now appointment the new head Teacher which I'm sure your all aware so will he looking forward to seeing her ideas and how she wants the PC involved within the school. As it out last meeting before the holidays I would like to wish a find fairwell to Mrs Jackson and to thank you for all your work for not just the school but for the Helensburgh Community. So everyone is aware I will not be standing again for chair next year due to a change in work circumstances I shall be around but I can't guarantee how much. So thank you all for making me feel welcome this year. That's it from me.'*



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VICE CHAIR'S REPORT (TAMARA BROWN-MILBERG)

- COMMUNICATIONS The last Monthly Round Up went out this week.
- NEWSLETTER One is being prepared to go in the brown envelopes for August. It will also include a slip to join mailing list and constitutional amendments/ PC member nominations...
- CAKE SALES On May 23rd – P2s raised £173.20 at their Cake Sale after Sports Day. The last Cake Sale this year will be the P1s. They will be hosting theirs on Friday, June 15th.
- FACEBOOK We now have 326 Likes and 324 followers.
- LOTTERY UPDATE Finances are still being sorted. Expenses so far of £38.97 (envelopes and stamps) and the way forward to be decided by the new committee after they're elected.

FUNDRAISING CO-ORDINATOR'S REPORT (ANGELA FLEMING)

- Thank you to everyone who made the Spring Fair a successful event.
- The P7s showed amazing initiative and were a credit to the school.
- Thank you to Babcock and other businesses who donated. We are in the process of writing to thank these businesses personally.
- Any feedback regarding the fair would be accepted and should be directed to Angela Fleming.
- Thank you to the parents who helped with the BBQ.
- The past year has been busy and successful
- Thank you to all parents, pupils and staff who have helped at events.
- It been a fantastic year personally, and I am exploring the creation of a fundraising subcommittee for the next year.
- Finally thank you to Mrs Jackson.

FINANCIAL REPORT (LARA MCVEIGH)

- LM presented the HPPC Financial Report to 13th June 2018 showing detailed information of all money into and out of HPPC Bank account.
- Over £2500 was raised at the Spring Fair which brings the total raised by HPPC in 2017/2018 to over £8000 prior to the final (P1) cake sale.

PARENT REP CO-ORDINATOR REPORT (RHONA BLACK)

- It has been a good year for the class reps who have got to know each other and some of whom have been able to support the school.
- We plan for the role to remain intact for next year but it will be for the new committee to take the role forward.
- At the AGM every member of the committee will step down and if they wish be nominated for re-election.



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- RB went on a Parent Council Regional Day organised by Argyll & Bute Education Dept on parental engagement, as TBM and CD could not attend. RB handed out a summary of what was covered on the day (below). This information will be given to the new committee to take forward next year.
- Finally RB mentioned that Argyll & Bute council is looking for a Parent Council rep to be part of a national group of Parent Council members who will meet up once or twice a year.

Summary of Argyll & Bute Parent Council Regional Day

- 19 Parent Council's represented
- 22 Reps
- 4 sessions. Speakers: Argyll & Bute Local Authority, Connect, National Parent Forum of Scotland, Education Scotland (HMle)

Connect (formerly Scottish Parent Teacher Council):

- National organization; website & telephone support free of charge; membership available.
- Overall approach was to support PCs in not being "legacy" driven. Committed to helping PCs understand their capacity to shape their own way forward constructively alongside expectations for parental engagement.
- Provided a wealth of handouts/pamphlets, which it would be useful for next year's committee to review. Perhaps particularly the "Health Check" documents which help focus the PCs approach to building more collaboration with the school beyond fundraising.

National Parent Forum Scotland: "Parents are Teachers greatest allies".

- Conducted a review to consider the available evidence on the impact of the Scottish Schools Parental Involvement Act (2006) across Scotland. The Review "considers the effectiveness of the Parent Council role, the progress made by local authorities and the extent to which parents are informed and involved in their child's school and education."
- Particular attention drawn to page 29: HGIOS4 and its use as a quality indicator to support staff working in partnership with parents and families.
- Also page 55: Key Recommendations.
- Proposed changes to strengthen the 2006 Act are highlighted on pages 68 & 69.
- Final document due on Scottish Gov website end of June.

Education Scotland (HMle):

- LA inspected two years ago, needed improvement. Education Scotland working with LA; weekly phone calls to discuss progress and support. Quality assurance procedures have v much improved and challenge against NIF (National Improvement Framework) good.



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- *Several A&B 'Summarised inspection findings' from this past year were made available. Cardross helpful to read.*

Argyll & Bute: *"Parents underpin the entire strategy".*

- *"Our Children, Their Future": Six key objectives outlined in vision, strategy & delivering document.*
- *Draft Parental Engagement Strategy 2018 based on the national framework.*
- *Timescales:*
 - *September 2018 PES made available to all parents and school staff*
 - *December 2018 strategy to be discussed at PC meetings & action taken to implement key objectives*
 - *March 2019 all schools asked to audit & evaluate existing engagement with parents & PC's, and provision of support for family learning*

June 2019 all schools to develop their own Parental Engagement and Home Learning Strategy.

6. PROVISIONAL PLAN FOR FORTHCOMING YEAR & AGM

- *MH outlined the recommendations from the recent pre-meeting discussion on 11th June 2018 at Commodore Coffee Shop, as follows:*

1. 'Spring Fair Wash up

- *Some reflections on how to handle the Spring Fair differently next year in terms of how to encourage more parents to volunteer at events.*
- *About 20 -25 adults helped on the day (thanks to everyone who did) but it would be easier and more enjoyable if the number was a bit higher.*
- *Discussed ideas for how to increase the number of parents coming forward, but difficult to really know how to turn the tide.*
- *Ideas include:*
 - 1. Asking class reps to find a few parents from each year.*
 - 2. Using xpressions or some other method (possibly HPPC website) to create a rota for the events/stalls and parents can pick and choose time/stalls that suit them.*
 - 3. Ask for help with specific jobs/times rather than just asking for help.*
 - 4. Dividing up the events/work/stalls at PC meetings – each person asked to take ownership of a stall.*
 - 5. Better PR next year: presence at Sep parent information evening, parents evenings, box in the office, shelf for PC stuff/publications/PC library.*

2. Inveraray Update by RB (covered earlier in the meeting)



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3. Discussion on tweaking a few roles on the committee to share jobs round a bit differently.

- *Main recommendation is to create 2 new roles – a deputy fundraising co-ordinator to help the fundraising co-ordinator, and a lottery operator to operate properly the new revamped lottery. We have written a document detailing the specific roles duties of each role which is available on request and will be made public on the website.*
- *We recommend that next year's AGM takes place slightly earlier in the academic year (end of August) to help move things forward more quickly and give enough time to settle before the first event.*
- *We also recommend that anyone who wishes to be considered for an office bearer post hand in their nomination form by the day before the AGM as well as attending the AGM. Anyone who wishes to be a voting member but not an office bearer can come on the night. Descriptions of the duties of different roles will go on the HPPC website.*
- *Notices regarding the above will be sent out by a combination of the noticeboard outside school, facebook, email, xpressions app, HPPC website & newsletter to try to pick up as many parents as possible.*

4. Minor changes to constitution which will be the subject of a vote at the AGM:

We recommend that we increase the number of PC voting members to 20. Furthermore we propose to add a clause to the constitution to the effect that all Parent Council voting members are expected to attend all the PC meetings, of which there are 5 throughout the year; dates of these meetings are publicised early on in the year.

7. GDPR (TBM)

- GDPR is effective 25th May 2018.
- It affects HPPC because of the volunteer register and also communications with those volunteers and with 15 parent council voting members.
- The proposed policy was circulated at the meeting.
- All parents currently on the mailing list have consented.
- All details are kept on a separate 'cloud', not on personal accounts.
- All those with PC mailing info on their personal accounts must delete all records.
- Annual personal data agreement is necessary.
- Amendments to the proposed policy were agreed.
- To be fully agreed by HPPC at the August AGM and be made operational.

COMMUNICATIONS PLAN (TBM)



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- Also proposed and will be taken to the AGM and proposed for adoption.

8. ANY OTHER BUSINESS

- Well done to the office bearers for the moves forward in structure of PC General Meetings, establishing effective communication with parents and the great fundraising

9. DATE OF NEXT MEETING: AGM August 2018 TBC

CLOSE OF MEETING