

HERMITAGE PRIMARY PARENT COUNCIL

GENERAL PC MEETING, WED 3RD OCTOBER 2018 STAFF ROOM, HERMITAGE PRIMARY SCHOOL MINUTES

Present:

Rhona Black
Tamara Brown-Milberg
Lara McVeigh
Angela Fleming
May Hadi
Claire Walker
Shona Hamilton
Paula McIntosh
Debbie Dennett
Anne-Marie Graepel
Donna Hicks
Ross McArthur
Emma Wilson
Angie Trail
Aiste Gvildyte
Laura Buchanan
Mrs Davis
Mr Mulvenna

Apologies: Liz Grant, Erin Lewis, Emma Henderson, Helen Taylor, Claire Wright

1. MEETING OPENED BY CHAIR, RHONA BLACK

- Welcome everybody and thank you for attending.

2. MINUTES FROM LAST PC MEETING APPROVED

3. CHAIR REPORT by Rhona Black (RB)

- National Parent Forum for Scotland are looking for a rep from the Argyll & Bute area. RB handed out a summary in this regard, which will also go on to the HPPC website.
- Argyll & Bute's new parental involvement strategy isn't available yet as the Education Officer's post is currently vacant. This has been delayed until November. The new strategy includes key objectives about schools and parents working together in partnership. RB and Elspeth are planning to work together to develop our own strategy at Hermitage.
- Health Check – this is a working document for discussion. We don't expect everything in the red to be rectified immediately but just guidance to see if we can improve. Being on the committee is not our only job/responsibility.
- TBM & RB met with Elspeth to go over the agenda prior to this meeting.



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- RB offered to take any questions/comments about the PC health check. There were no queries.
- We will update progress with that at the next meeting.
- School matters, education and money are sections of the health check that we hope to focus on improving.

PARENT YEAR REP CO-ORDINATOR REPORT by Claire Walker (CW)

- It's been a positive couple of months.
- Managed to help school with providing parent helpers for school trips.
- Positive meeting with Elspeth about parental involvement in school.
- Year group coffee meetings have been a suggestion.
- Any questions or suggestions please direct to CW.
- PVG Checks – CW described the guidance and issues around volunteers having PVG checks which cost £59 each. Elspeth explained school trips are not a regularised unsupervised activity and explained circumstances in which a PVG would be required eg. Help with accelerated reading.
- Paula McIntosh asked how parents are allocated to help on school trips. CW and Elspeth explained the parent rep system.
- Still short on one P6 rep – Anne-Marie to ask around.

TREASURER REPORT by Lara McVeigh (LM)

- LM handed out a report of HPPC finances as of 3rd October 2018.
- LM explained the shortcomings in the Money section of the PC health check and that previously HPPC has not been told how the money HPPC has raised has been spent and that HPPC is working with school to improve this.
- LM outlined the points of improvement she intends to work on with the school.

FUNDRAISING CO-ORDINATOR REPORT by Angela Fleming (AF)

- Costume sale was very successful and had lots of volunteers on the day!
- Next costume sale in a few days. Looking for volunteers for that from 2.50pm.
- Received a suggestion for a Christmas jumper sale, perhaps before the school's planned Christmas jumper day.
- AF has set up a fundraising group and a dedicated email address for that. The group has 13 current members including AF and Jillian Clapham (vice fundraising co-ordinator).
- Recently held 2 fundraising meetings, one at PJs and one at Commodore. The evening meetings have not been well attended so we have decided not to hold any more evening fundraising meetings but will continue with the morning meetings at PJs.
- AF read out her summary of feedback from those 2 fundraising meetings.
- Halloween and Bag Pack in Co-op are the next events.

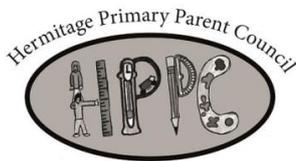


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- Discussed different Halloween options at recent meetings and have decided to go ahead with discos but they will make it brighter and quieter for younger children and parents can stay if they wish.
- AF will be sending out a list of jobs before half term.
- More volunteers are always welcome.
- Some suggestions of having alcoholic drinks at PC events. AF went through the difficulties with having alcoholic drinks available at PC events at school. However we could consider an evening at Logie Baird in Jan/February.
- AF to research scratch cards and promise auction as fundraising ideas.
- Bonfire night event suggestion discussed – can be considered for next year but we need to be mindful of the Round Table event and the fact it's close to Halloween event.
- Pupil v Staff football match idea discussed. Discussed how this could be made into a fundraiser.
- Sponsorship events discussed – Elspeth not keen to hold sponsorship events as it can create division amongst the children.
- Christmas event discussed briefly including confirmation of current £15 stall price. Any pupils who would like to have a stall to sell their own items will get a reduced price of £10.

VICE CHAIR REPORT by Tamara Brown-Milberg (TBM)

- Monthly round-up will now go out at the end of the month.
- HPPC's Facebook page has 342 likes
- HPPC facebook events pages have been created for the 25 events HPPC has so far got scheduled for this year!
- A disclaimer has been added to HPPC facebook page that we can not promote individual children's events.
- HPPC's mailing list is now complete with passwords to access it. 122 names and emails on the list which can only be accessed by TBM, AF and CW for PC purposes. These can only be kept for 1 year under GDPR.
- Noticeboard has been updated.
- The HPPC board at the Parent Info evening was successful and we received a suggestion to do the same at parents' evenings. This will require HPPC volunteers to give more of their time, on parents' evenings. This was discussed and it was agreed that we can not do this at the moment as we are mindful of overworking the PC volunteers who are already doing so much. We could consider putting the HPPC board display in place at parents' evening without it being 'manned'.
- Gavin McPherson is still helping with the HPPC website which we are grateful for.
- Cake sales continue to thrive. The next one is Friday 9th Nov (P5).
- The Lottery/100 club – has been 'resting' for a while. A volunteer has come forward to run it and there will be a meeting in this regard at the end of October.



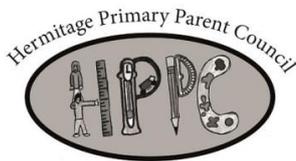
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4. HEAD TEACHER REPORT by Elspeth Davis (ED)

- It has been a busy term with getting to know school, children, staff and parents.
- Visited classes and had one to one meetings with all staff.
- There have been some changes already, including:
 - a. Cultural
 - b. Assemblies – more engaging and inclusive.
 - c. Introduction of more music eg Harvest celebrations
 - d. Helping to free teachers from the bureaucracy of paperwork so they are more free to teach and think creatively
 - e. Successful Meet the Teacher event in September and the feedback from this was very good
 - f. Introducing more outdoor learning and Eco learning

Staff and school development

- Recent visit from QIM which was helpful.
- Currently 380 pupils on the roll.
- There will be some changes to the office staff following half term.
- One new classroom assistant will be appointed.
- One teacher will be off on maternity leave after half term and a new teacher has been appointed (Mrs Freda Mucklow) who will share the working week with Miss Darcy who the children already know.
- SLT meetings – worked with staff to look more critically at self-evaluation across the range of HMI quality indicators. This is serving to identify the focus of development work as a school. (see below)
- WTA – we now have a clear improvement framework for the year ahead:
 1. Literacy – P1 and P2 taking part in a literacy pilot. This includes the introduction of play based learning. There will be changes to the way accelerated reading is used and the school will hold an information meeting/workshop for parents in this regard. Training for this for staff in October INSET to ensure staff have responsibility for the resource and the potential it has to raise attainment in reading. There will still be a role for parent helpers, albeit in a slightly different 'shape'.
 2. Homework – Staff have already worked to look at homework expectations across the school. We would like to hold a working group of parents for feedback regarding homework.
 3. L & T:
 - creativity and leadership
 - connecting learning across subjects
 - pedagogy (Shirley Clarke)
 4. P4C
 5. Outdoor learning
 6. Tracking & Assessment will continue to be carried out using current processes – planned for and reported on by teachers and shared with SLT. Regular Class



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Reviews to plot the progress for individual learners, SLT sharing observed teaching sessions with staff and monitoring of work produced by the learners. This will be set within an open culture and this will be values based.

7. Communications –there will be a newsletter/bulletin after half term, and the Twitter feed will go live after half term. Staff will also update the school's website.

Highlights & Improvements

- P6 had a trip to Parliament which they enjoyed.
- P2 went to Briarlands Farm.
- Pupil Council have been elected and they organised the harvest festival.
- House Captains were elected. They held a mascot competition and Saturn won the most house points in September and received extra playtime as a result.
- The school's football team won the Ardencaple Cup.
- P7 attended a Transition event at the Academy – Smoke Free Me
- P6 & P3 have given wonderful assemblies.
- P6 have had swimming lessons.
- Gardening club has held sales and curriculum involvement.
- Harvest festival has been organised; we are collecting donations for the food bank and holding a community tea.

5. MATTERS ARISING FROM LAST MEETING

- Nothing outstanding from the last meeting.

6. ANY OTHER BUSINESS

- Anne-Marie Graepel (AMG) brought information regarding Children's Book Award. This is run by a charity and it encourages children to read and vote/review the best books from a list of 15 new, interesting and enjoyable books. It is open until January. Opportunity for parents to contribute money towards it/ outside sponsorship.

AMG to liaise with ED to progress the idea.

7. DATE OF NEXT MEETING

Next General PC Meeting: 16 January 7.15pm Staff Room

CLOSE OF MEETING