

King's Park Parent Council Meeting - Minutes

Date: Wednesday 20th September 2017

Time: 7.00pm

Place: King's Park Primary School, Senior Building (Door A)

Agenda Item	Update
Welcome	JC welcomed everyone to the first meeting of the new school year.
Previous Actions	All actions were discussed and confirmed as complete.
PTA Update	<p>No one from PTA was able to attend the meeting. Updates from attendees were:</p> <p>All fund raising will be targeted at the provision of more playground equipment, activities etc. AL also confirmed that the Council is looking at ways to remove the 'bumps' from the back playground.</p> <p>The PTA will be arranging a Christmas Fayre this year.</p> <p>PB mentioned that Dalkeith HS has been granted £1500 from Tesco. ZO confirmed that Tesco had visited this school recently and one of the teachers was exploring how KPS could source funding in a similar way.</p> <p>ZO will be attending the next PTA meeting.</p>
Health & Wellbeing Update	<p>AL informed us that Jamie Dougall is setting up a gardening club and will be looking for parent volunteers. A letter will be issued about this soon.</p> <p>JC confirmed that the Parent Council sub-group activities will be pulled in with the activity that's being led by Jamie and the pupil Health and Wellbeing group. Any requests for support or updates etc will be shared when required.</p> <p>All attendees agreed that any ideas that are generated outside this activity should be pursued with the school as and when they arise.</p>
Communications Update	<p>PB confirmed that the new 'School Pigeon' App will be ready for full roll-out to new P1 parents by the end of October. It's currently available via Apple, and will soon be available on Android too. Further development on the website will be progressed to allow for the school to have control over the admin of the App.</p> <p>He went on to inform us that the app had been introduced to new P1 parents at the recent Curriculum Evening.</p> <p>AL confirmed that the school will fund the App and is able to do so as a result of the savings that this method of communication will generate. PB confirmed that the roll-out will be to P1 for the moment and the App will be further developed to accommodate other year groups.</p> <p>PB confirmed that KPS will be the first to trial the App in the hope that this will pave the way for further roll-outs across Midlothian.</p> <p>Finally, it was confirmed that the Twitter feeds will continue to show on the KPS Facebook page, which is monitored by the PTA and Parent Council (not the school).</p>
Parental Engagement Update	<p>AL informed the group that schools across the region are being asked to explore how current methods of engagement (referred to as reporting) are received by parents and carers. She explained that she would like to use the current school year to gather and analyse feedback, with a view to identifying improvements to be introduced for the next school year.</p> <p>The group agreed that Parent Council would support this activity and ensure that views from the entire Parent Forum were captured.</p>

	<p>A discussion followed, where we explored different ways to gather feedback and AL shared a document that provided guidance on what types of engagement would be considered 'reporting'. The following decisions were supported by all attendees:</p> <ul style="list-style-type: none"> • A simple and quick questionnaire will be built on Survey Monkey • The survey can be shared with parents via Facebook, immediately before the November Parent Evenings • Parent volunteers will attend both Parent Evenings and approach those in attendance to promote the survey and offer the chance to complete it there and then • Results to be discussed at the next Parent Council meeting <p>JP and RP took an action to arrange a follow-up meeting where the questionnaire will be drafted and shared for feedback. (AL will gather staff input to support this)</p>
AOB	JC confirmed the next meeting will be held on 15 th November 2017

Actions:

Action Reference	Action	Owner	Date Raised	Review Date
2009-001	Arrange parent meeting to draft engagement survey	Jillian Phair Robbie Pearson	20/09/17	15/11/17
2009-002	Share staff feedback re engagement/reporting with JP	Arlene Limerick	20/09/17	15/11/17
2009-003	Update School Website with Parent Council meeting dates	Phil Bowen	20/09/17	15/11/17

Decisions:

Decision	Date
Parental engagement - survey monkey to be used to gather feedback for baseline on engagement/reporting methods	20/09/17
Parental engagement - survey to be issued in advance of November Parents' Evening and followed up in person at both Parents' Evenings	20/09/17

Decisions:

Decision	Date
Going Paperless: 'General' communications to be sent by email, added to bag drop, link to bag drop shared via the App and copies posted on all 3 noticeboards	14/06/17
Going Paperless: Any communication that includes a 'return slip' will be sent by paper	14/06/17
Going Paperless: New P1 parents will be informed of communication methods via a welcome letter, which will be issued after the start of term	14/06/17
Going Paperless: Any leaflets that are handed in to the Office (from external organisations etc) will be handed out as paper. The Office will encourage the organisations to email in PDF versions in the future, which can then be shared by email, bag drop etc	14/06/17
Going Paperless: Noticeboards will be updated by parents (ad-hoc activity where parent will liaise with the Office)	14/06/17
Going Paperless: A banner will be added to the website to inform parents, who are signing up to Mail Chimp, that communications will be restricted to P1, therefore other relevant communications for other years will still be issued by paper	14/06/17
Going Paperless: Text messages will only be used in emergencies	14/06/17
Going Paperless: The cost for the App will be £1.50 and will be paid for by parents (to be reviewed as part of the pilot)	14/06/17
Going Paperless: Parents Evening/Curriculum Evening to be used to follow-up with parents re registering their email addresses. Parent helpers to be utilised for this	14/06/17