

## King's Park Parent Council Meeting - Minutes

**Date:** Wednesday 13<sup>th</sup> June 2018

**Time:** 7.00pm

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

| Agenda Item                                      | Update   |
|--|--|
| Welcome  | John welcomed everyone to the meeting, with particular mention to Laurinda in her first meeting as the new HT!   |
| Previous Actions                                 | Jill updated everyone on the previous actions.   |
| This year's achievements and plans for next year | <p>John highlighted some particular achievements from the last year:</p> <ul style="list-style-type: none"> <li>▪ The introduction, successful roll-out of School Pigeon and the time and money savings that have been achieved so far</li> <li>▪ Parental Engagement Survey (online and F2F) – 244 responses! Which will shape next year's improvement plan</li> <li>▪ Supporting the successful recruitment for the new HT, including shaping the questions and representing the Parent Forum in the interviews</li> </ul> <p>John confirmed that he and Jillian would be stepping down and confirmed that Aibohe would take on the Chair role, supported by Laura and Karlyn covering the secretary duties.</p> <p>Laura suggested using Facebook to share the PCs achievements, with a view to generating more awareness and interest in the Parent Council. Aoi bhe also confirmed that she had been speaking with the Connect rep on the same topic.</p>   |
| PTA Update                                       | <p>John provided an update on behalf of the PTA:</p> <p>The AGM was held on 12/06/18. During the meeting it was confirmed that Mary will step down from her role as Chair and that there has been a number of volunteers for the key positions required for the coming year.</p> <p>There is c£1100 in the 100 Club and c£11000 in the main account. The Summer Fair raised c£3200.</p> <p>PTA Funds have helped with new football strips, financial support for ski racing team, P1 bags, P1/P2 Santa gifts and P7 Leaver gifts. Also supported a number of subscriptions and the purchase of playground equipment.</p>   |
| School Update                                    | <p>Laurinda confirmed that activity has been focused on reviewing the Standards and Quality report, which supports the creation of the new Improvement Plan. She confirmed that Arlene had written the S&amp;Q report, with Laurinda responsible for the Improvement Plan.</p> <p>Some of the information contained within the Standards and Quality report is:</p> <p>Attainment data for P1, P4 &amp; P7 (exceeds local and national from previous years) -<br/>           Reading: 90%, 85% and 88%<br/>           Writing: 88%, 77% and 86%<br/>           Numeracy: 81%, 97% and 79%</p> <p>Laurinda confirmed she is anticipating gaining access to a tool from Education Scotland, which will allow schools to compare against similar schools across the country.</p> <p>She confirmed that the focus for SLT will be a tracker, which will hold data for every child throughout their time at KPS. This could be used to shape discussion at parent evenings, consultations etc. but will not be shared in that format.</p> |

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|     | <p>There was discussion about the need for improvements on how a child's progress, needs etc. are communicated in a timely manner via parent/teacher engagement and end of year reports.</p> <p>Laurinda introduced her draft of the Improvement Plan, which has been based on the Standards &amp; Quality report, visits/observations as well as 121s with staff. Themes that will be explored over the course of the year are likely to be:</p> <ol style="list-style-type: none"> <li>1. Developing a sense of community within the School – being sure of the KPS identity, e.g. how do we get the whole school together regularly? Looking at making links in the community via an interschool project, involving parents, relatives etc. and how this can be shared with parents in an informal and engaging way. What can be done to make the front entrance more welcoming?</li> <li>2. Reporting – Midlothian has now moved to 3 consultations throughout the year so that the end of year report is reduced. Laurinda has been speaking to staff to ensure that opportunities throughout the year are available to engage with staff to discuss progress, strengths and development areas etc. Also looking to use IT to share updates with Parents (See Saw is being used by Tynewater P.S), Open mornings and afternoons, using 1 jotter for all activities so that there's a single record to review progress, coffee mornings to meet the SLT. Ideas were discussed around how these sorts of things could be communicated, e.g. via a regular, informal blog</li> <li>3. Raising attainment and achievement – focus on consistency with the delivery of the curriculum for excellence (the 'what'), focus on learning and teaching, e.g. Visible learning (the 'how') including a robust monitoring and sampling process. Universal support for all children and how support can be targeted to support any identified issues with attainment. Planning formats for individual children with specific needs.</li> <li>4. Ensure learners are included and engaged in the life of the school to address barriers to learning, including supporting staff with specific training and development. Looking at setting up a 'nurture' room, equipped with everything that will support children with emotional needs</li> </ol> <p>Laurinda acknowledged the year ahead will be challenging but exciting</p> <p>Karlyn asked how the Pupil Equity Funding money was spent – Laurinda confirmed that additional members of staff were funded, it allowed Deputes out of class to complete additional support, it subsidised school trips etc. She also confirmed that the funding should be ideally used to equip the school for the future and anything it delivers needs to be sustainable.</p> <p>Laurinda confirmed that she hopes that the Parent Council will support in delivering the Improvement plan through engaging with the wider Parent Forum and sharing messages in a positive way. All agreed that this would be a good challenge to be involved in.</p> |
| AOB | <p>Mrs Kerr is retiring at the end of term and Mary McLeod wondered if her role will be filled by another music teacher or a general post. This is yet to be confirmed but it will not be filled specifically with a music specialist, although options to ensure the music activities that she was previously involved in will be continued.</p> <p>John wished Laurinda and her team good luck in taking plans forward. All agreed that a good working partnership will be continued and used to drive things forward.</p>  |

Actions:

| Action Reference | Action   | Owner           | Date Raised | Review Date  | Date Closed |
|------------------|--|-----------------|-------------|--------------|-------------|
| 2103-001         | Engage with KPS to arrange visits and engagement with P6/P7 pupils in workshops on the 'cost of the school day'<br>06/06 - Postponed - C/F   | Laurinda Renton | 21/03/18    | Next Meeting |             |
| 2103-002         | Advise Phil what August in-service day would be best to plan the School Pigeon training<br>13/06 - to be re-arranged for a twilight session  | Laurinda Renton | 21/03/18    | Next Meeting |             |
| 2103-003         | Phil to investigate adding an RSS feed to the KPS website<br>13/06 - website has been updated - CLOSED   | Phil Bowen      | 21/03/18    | 13/06/18     | 13/06/18    |
| 2103-004         | Take the idea for the Improvement Plan (consistency in news updates) to the May in-service planning day<br>13/06 - will be picked up in August as part of Improvement Plan                                   | Arlene Limerick | 21/03/18    | 13/06/18     | 13/06/18    |
| 2103-007         | Share the draft relationships and Behaviours' policy at the next meeting<br>13/06 - draft has just been shared with staff and will be reviewed with Laurinda for inclusion in the Improvement Plan - C/F     | Laurinda Renton | 21/03/18    | Next Meeting |             |
| 2103-008         | Raise concerns about cigarette littering outside the school with the Community Police Officers<br>13/06 - to be reviewed as part of Improvement Plan, with potential involvement with Pupil Council - CLOSED | Arlene Limerick | 21/03/18    | 13/06/18     | 13/06/18    |
| 1306-001         | Share Parent Council achievements via Facebook   | Laura Cockram   | 13/06/18    | Next Meeting |             |

Decisions:

| Decision  | Date     |
|---|----------|
| Aoibhe O'Callaghan confirmed as Chair                                       | 13/06/18 |
| Karlyn Durrant and Laura Cockram confirmed to take up the role of Secretary | 13/06/18 |