**Carntyne Primary School**

**Parent Council Meeting Minutes – Annual General Meeting**

**Wednesday 19th September 6.30pm**

**St Enoch’s Hogganfield Church.**

**PRESENT:** Natalie Morgan (Acting Chair), Michelle Dunn, Perrine Redon, Lesley Anne, Heather Usher, Mrs Galbraith (DHT), Jo Church (HT), Gemma McGrattan (minutes), Paul Storrie, Pauline Storrie, Louise Corner (former chair)

**APOLOGIES:**

Vicky Drummond, Linda Drummond, Gillian Doody, Elaine the Minister.

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| **Item No** | **Discussion** | **Action** |
| **1.** | **Welcome and Introductions**  Natalie welcomes all to the AGM. |  |
| **2.** | **Constitution**  JC spoke through the constitution; this can be made available from the school office.  LC asked JC if she knows if our annual Local Authority funds have been paid or given to the council? JC is not aware of payment or a letter of confirmation yet. Louise will check this out.  No concerns were raised with the constitution; this will remain as it stands. | Minutes of future meetings will be available on the school website and/or social media platforms via JC and Pauline. |
| **3.** | **Election of Members**  Welcoming Michelle Dunn and Heather Usher as new members.  This brings our membership to our max of 12.  Linda and Mrs Galbraith are co-opted members. Louise will continue as a co-opted member.  **Election of Office Bearers**  Role of Chair expressions of interest: Natalie Morgan has volunteered to be Chair. All agreed.  Lesley has volunteered to be Vice Chair, All agreed.  Vicky Drummond took on role of Treasurer last year so would continue as her 2nd year as per the constitution.  Clarification of the Secretary role from JC that it is to contact external authorities/ send correspondence etc Michelle Dunn has volunteered to take up this role. All agreed.  All roles are now filled.  No one in particular is taking on role of clerk, all agreed to take turns doing minutes instead. Volunteer required at each meeting.  Idea muted that we could spend some of our funds on a notebook style laptop suitable for typing minutes etc. Agreement round the table.  JC has suggested setting up a parent council email address. | Natalie on behalf of the PC will ask Elaine the minister if she is happy to continue as an invited member of the community to attend relevant meetings or parts of meetings, this allow a space for a third co-opted member and may allow the minister to run the church bible study more easily.  Natalie will look into buying some form of notebook laptop with parent council funds for the next meeting.  Michelle will send dates of future meetings out once she has an email list of all members. |
| **4.** | **New Build Update**  Phase 1 is still on track and we are due to have keys handed over on the 19th October. This means City Building will become responsible for the property.  JC states the visiting artist doing the mosaic will be arriving after the handover date. BAM have refused to allow access for the artists to measure up for the bespoke piece of artwork, this must wait until after handover.  JC states the move dates are week following the October holiday.  The move and disruption is causing distress to some young people. Ear protectors have been ordered for some young people.  Natalie has asked if the PC will have any storage room in the new building? JC states she doesn’t think so, there is a concern over lack of storage. The school will most likely have to buy some additional storage to meet the school demands.  During the exceptional closure days – parent council will be welcome to come in to view the school. There will be access to booking meeting rooms in the new build but no specific storage in the new build for parent council.  Natalie has offered to temporarily store some of the PC resources in her garage until we find a storage solution is found.  JC has stated that she has offered local schools in the community spare furniture that are to be uplifted.  Electrical equipment cannot be reused and taken to the new school so for example the sound system that we fundraised for will be getting re-deployed elsewhere by the council however we will get a new one in the new building.  Phase 2 will start 31st Oct and demolition of the old building will commence. This could last until the beginning of May  JC mentioned some issues have been: Our boiler house has been flooded with sewage on a number of occasions. BAM constructions have stated that they are sorting the problems.  Cordia services including breakfast club will operate as normal in the new building.  The Press Packers pupils, part of the enterprise group working with BAM should be getting a chance to go over to see the new school with hard hats and wellie boots, JC is putting pressure on BAM to allow this to go ahead as they have not allowed access so far.  Playground space is very limited in the new building during phase 2 – Children will not be allowed to play at the front door where the new paving stones are.  There will not be enough space for parents to be in the playground along with the children. It is expected parents will have to drop their children at the gate of the school. There will be two entrance points. Discussion about allowing P1,2,3 to wait in the hall in the morning and teachers can pick children up from there.  There will be an open day in November for parents to visit the new building.  Natalie suggested that could we pay outside agencies such as PEEK to come in and have organized play sessions with the children for intervals and lunch times.  JC states we will have to stagger playtimes and lunch times as there is not enough space for all children to play at the same time during phase 2.  Discussion about disruption that major points of demolition will have on the atmosphere, teaching and learning for young people. Could we look at trips out or support from Support staff to put on structured play to reduce impact on children. JC states that we have Support Staffing reductions, which may mean this is difficult to achieve. Miss Good will not be back, Miss Begg has resigned. Miss McGinley has health issues and will be off for surgery at some point in the near future for a minimum of 3 months. Mrs Robb and Mrs Scally are the only two members of support staff left available.  JC has put PEF money aside to have two full time members of support staff in, however there has been difficulties in getting staff from the authority to cover this.  Discussion round the table about what the PC could do to push for this. The PC feel there are members of the community who have expressed an interest in working with the school. JC states that we have to take on staff from the pool of interviewees from the Glasgow recruitment pool. The PC are unhappy with this and ask JC why she cannot directly advertise for support staff to work in our named school.  GMcG attended a meeting in St Andrews this afternoon where Maureen McKenna Director of Education presented and during this presentation she recognised that HTs say it is a priority for HTs to recruit their own staff. Discussion round the table agreed that Carntyne primary deserves to have the best support staff for the school community directly chosen by the management team of the school. All feel it would be more effective to have support staff who want to work in our named school.  The HT informs the PC that she has put PEF money aside for additional support staff and would welcome the opportunity to appoint her own support staff through national advert to us as a named school.  Michelle stated her own child and many others have additional needs and she feels these needs are not being properly met due to a lack of support staff, and highlights we are supposed to be an inclusive school.  Discussion that we have a large proportion of pupils who are ASN, around 50%. We are an inclusive school and we support this, however discussion that we lack the sufficient support staff to best meet everybody’s needs to the best standard possible.  There was concern discussed by all that when we have to split interval and lunch times in the new build, this may be an issue due to lack of support staff.  In the mean time while we are short of Support Staff Ideas discussed included:   * Kelvin College youth workers gaining placement and work experience could assist. * Smithycroft Sports Leaders or work experience students could assist. * We could organize another trip during major points of demolition to the Ruchazie Soccer World.   JC states the Staff car park will be along Warriston Cresc, near the main entrance so would be unsuitable for children to play at.  Louise has asked will we have a defibulator in our new school. JC will ask Cheryl about this and reply at our next meeting.  Discussion round the table that we should introduce a soft shoe policy as is used in many other primary schools, like gym shoes. Pupils will have shoeboxes and a peg at their classroom. Discussion that pupils would be able to change at the cloakroom. JC said this would mean Breakfast club pupils may need to change into indoor shoes once in the building before entering breakfast club. This will be up for further discussion once we have access to the new building. | The PC will have to clear out the parent’s room. Suggested this is done during exception closure days or before.  The afterschool care need to move some of their resources out of the parents room too.  Discussion that Michelle or Lesley on behalf of the parent council could write a letter to Colin Crawford about recruitment of support staff directly to the school as a named school and appointed by the HT. Michelle states she can speak to Mary Arthur in HR/recruitment about this issue too.  JC will ask Cheryl about a defibulator and reply at our next meeting. |
| **5.** | **Facebook Questions**  Pauline raised the Facebook questions:  There was a question on FB about where the pupils will enter and  Will there be a buzzer entry?  JC states that she will find out next week, we don’t have full access at the moment to know for sure.  Will Breakfast club be running straight away?  JC – Yes, Breakfast Club will come in the main entrance. There will be lots of staff there from early to direct children and parents where to go.  More clarification will come nearer the time.  JC states that P1-3 will most likely have to come into the school building in the morning due to lack of safe outdoor space and P4-7 would remain outside in the designated playground areas. A letter confirming all procedures will come out nearer the time. JC states until we physically get into the school building she can’t confirm.  Discussion round the table that there will not be enough room for parents in the playground area due to the reduced space during demolition. Point raised that many other schools including nearby St Thomas’ have a no parent playground where pupils are dropped off at the gate, agreement round the table that this would be the best and safest way forward moving into the new building.  Pauline asks can we as the PC reply to questions directly on FB? JC states that if a question is asked to the PC then it should be the PC that replies. She is happy to continue taking questions via the facebook page via parent council meetings and we can disseminate the information. If any significant matters are raised the HT will letter parents with a response. | JC to ask the school clerical worker will send Pauline any information of events to post on the facebook page including clubs etc. so that she can keep parents informed about all activities. |
| **6.** | **Meet The Teacher**  Discussion on some the issues parents had about the experience.  G.McG felt like despite the hard work of all teachers and pupil guides put in, many parents found the experience a negative one, finding the session a stressful and chaotic one.  GMcG raised a concern that there was not enough space in classrooms to continue with a carousel type lesson and that pupils were becoming distracted and at points poorly behaved due to the disruption. GMcG stated a number of parents voiced concern on the day. She raised the idea that it would be a better idea if teachers explained their plans and target for the year and inform parents what they could do to support the in-class learning through the year. Lesley and Paul agreed that there was little positives coming out of the day and there was agreement round the table that the experience was a chaotic and negative one. All agreed the teachers put a lot of effort in and had extremely difficult circumstances to deal with, having so many adults in the room and directing a lesson to pupils. Discussion round the table that most parents were waiting for some sort of presentation or direction to parents from the teacher and confused why this didn’t happen. Discussion that this type of Meet the Parents event has gone on for years now and isn’t working. GMcG states that perhaps the current condition of the building/corridors and with boxes and bags everywhere added to the feeling of chaos.  Suggestions discussed for future events – a presentation from teachers on plans for teaching and learning for the year ahead. What are the main goals for the year. Natalie stated that she enjoys seeing her child’s learning space in the classroom. All agreed this is a valuable part of the day. Discussion and suggestion that combining the both, part presentation with a short view of the classroom so pupils can show parents their group and room would be valuable.  JC states that some parents in the past have asked to see lessons. General discussion round the table is that this is not helpful and would prefer a presentation from teachers to explain the learning.  Point was raised about having it after the school day, however JC states that the working time agreement is set in stone for the staff and there is not available after school hours for this session. Discussion that this could be considered for next session. Concern raised that having an afterschool event may not attract large numbers of parents. General agreement that parents would prefer this. JC will take all our concerns back to staff in the school. | JC will feedback the PC comments to staff and states this will definitely change for next year. The school will review the Meet the Teacher experience. |
| **7.** | **Janitors House**  Russell Robertson Councillor replied on email that the house is still on the market however once the boundary line is re-drawn does this mean we may lose playground space. | JC will take the email to Cheryl Breen and speak to her about our concerns. We would contest any land being taken away. We would still want the building to remain part of Carntyne Primary school. |
| **8.** | **AOCB**   1. Road Safety outside the school building continues to be a huge concern. Some parents are dropping children off on the road. Lesley Anne has asked land and environmental services Charlie Nicholson for raised crossing points, who states that there has to be evidence of accidents before safe crossing points can be installed. Land services have also said services are stretched already. 2. JC suggests that Fri 26th October pupils have a Halloween fancy dress day and day of activities. All agreed. 3. Michelle suggests do you want volunteers to show parents around on the open day. JC said this would be good. 4. Date of Next Meeting 24th October 2018 | Lesley will make more contact with Charlie Nicholson to raise this point of safe crossing areas again. |