



SIMPSON PRIMARY SCHOOL & NURSERY PARENT COUNCIL

Name of Meeting	Simpson Primary Parent Council	Date of Meeting:	30 Sept 2021
Present:	Sam Skinner (Chair), Jo Alexander (Vice Chair), Jordana MacDonald (Events Coordinator), Nicola Ferris (Head Teacher), Harry Cartmill (Councilor), Mrs. Dandie, Ms. Plenderlith, Mr. Weir, Catherine McCartney, Lynne Buckner, Patsy Thomas, Robyn McCarroll, Victoria Nairn, Nicola Gillian, Jude McKay, Monica Seivwright, Lisa-Anne Black, Colin Napier, Kirsteen Steven, Ruth Harley, Emma Scott, Rose McDermott		
Apologies:	Iram Asim (Treasurer), Carol Fawkes (Deput Head Teacher), Debbie McComb, Fiona Byron, Lianne Docherty, Silvia Small, Helen Payne		
Agenda:	<ol style="list-style-type: none"> 1. Welcome, Introduction & Apologies 2. Head Teacher Update 3. Update from Chair 4. AOB 		
Agenda No	Agenda Item	Actions Required	By Whom & Target Date
1	Sam Skinner welcomed everyone to the meeting. Apologies were noted.		
2	<p><u>Head Teacher Update</u></p> <p>Ms. Ferris advised that the update was largely the same as the update provided at the meeting in August.</p> <p>Ms. Ferris advised that the staffing position for the school is currently challenging as they are experiencing a high level of absence, this is partly attributed to the current self isolation guidance.</p> <p>Ms. Ferris advised that Mrs. Rendle is due to return from secondment however she has been successful in an application for a new post as Depute Head Teacher for development and numeracy in Broxburn/Inveralmond and will be taking up the post for a 1 year secondment.</p> <p>Ms. Ferris advised that an advert for a Pupil Support Worker vacancy has now gone live on My Job Scotland. and the hope is that these will be filled in the near future.</p> <p>Ms. Ferris advised that the work will commence on building the</p>		

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Outdoor Classroom next week and that the Outdoor Shelter for Nursery will be built during the school holiday week.

Ms. Ferris advised that the Fundraising day for MacMillan was a great success and thanked all for their donations. Ms. Ferris also thanked the Parent Council for the use of PayPal to facilitate cashless donations. The total raised is still to be confirmed.

Ms. Ferris reminded the group that Teacher Presentations had now been issued via the school blog along with the P1 Phonics workshop.

Update from Chair

Sam Skinner thanked all members for their ongoing contributions to the Parent Council.

Office Bearers - It was noted that the new Office Bearers are as follows:

- Chair – Sam Skinner
- Vice Chair – Jo Alexander
- Treasurer – Iram Asim
- Events Coordinator – Jordana MacDonald

Sam asked each new Office Bearer to introduce themselves to the group.

It was noted that there are a number of positions still vacant which the Parent Council will look to fill in the coming weeks.

Constitution - Sam advised that it is an annual requirement to review the Parent Council Constitution and that this will be carried out in due course.

Parent Survey - Sam advised that the Parent Council will be issuing a Parent Survey to determine the goals for the Parent Council for this year. Sam asked for all to complete and support engagement of the survey.

Halloween - Sam advised that Lorna Brown is organising the WesterInch Halloween Treasure Hunt again this year after a very successful event in 2020. Lorna will be fundraising for the Parent Council by way of donation on the night. It was noted that the PayPal will be used for cashless donations.

Sam advised that Ms. Ferris has agreed to a Non Uniform Day on 29th October to raise funds for the Parent Council. Children will be invited to dress up or down for a donation and the Parent Council will arrange a quiz or class activity to complete on the day.

Christmas – It was noted that the position of Christmas Coordinator is still vacant. It was advised that due to the ongoing uncertainty around COVID restrictions and the extensive planning that is required, it is not possible to hold a traditional Christmas Fayre

	<p>within the school this year. Alternatives will be considered.</p> <p>Newlands - It was noted that the position of Newlands Coordinator is still vacant.</p> <p>Fundraising and Social Committee – It was noted that the positions of Christmas and Newlands Coordinators were still vacant. These posts have a lot of tasks and responsibilities due to the size of the events. Sam proposed that a Fundraising and Social Committee is created to take on these events and spread the load amongst a number of people. The committee would be responsible for Christmas and Newlands as well as all fundraising and events throughout the year. Attendees were all in agreement with Emma Scott, Nicola Gillian, Lisa-Anne Black, Victoria Nairn and Jude McKay all volunteering to be part of the group. Sam advised that a Terms of Reference would be drafted and issued for the group which would be headed up by the Events Coordinator.</p> <p>Voting Members - It was noted that a representative for P6 is still required. Sam clarified the role of voting members and encouraged members to see themselves as more than just a vote at a meeting. The Parent Council encourages voting members to be the voice of their year group and encourage communication between the parent group and the Parent Council. Sam encouraged voting members to come forward if they see any general issues within their year groups that the Parent Council need to be aware of.</p> <p>Dates of Meetings - Sam advised that the next meeting will be in November with the date to be confirmed once Ms. Ferris has had confirmation from lets. It is expected that committee meetings will take place as follows once confirmation has been received from Ms. Ferris:</p> <p>4th November 20th January 28th April 14th June</p>	<p>Terms of Reference to be created for Fundraising Committee</p>	<p>Sam Skinner</p>
<p>4</p>	<p>AOB</p> <p>There was discussion around the possibility of a Simpson Primary 'App' to allow all information and data to be accessed by parents from a single point. Ms. Ferris advised this type of app exists however the cost is usually by roll number, as the school has a high number of pupils there is likely to be a higher cost involved.</p> <p>There was discussion around the space constraints of the school due to the high number of pupils and how best to address this going forward. Jo Alexander asked Mr. Cartmill if this is something the council can assist with. Mr. Cartmill advised that he would need the council/parents from the school to write to him before he will take further.</p> <p>Jordana MacDonald advised that there did not seem to have been an HMIE Inspection of the school in a number of years and asked if</p>		

	<p>Ms. Ferris was aware of any impending inspection. Ms. Ferris advised that she was not aware of any inspection however noted that it had been a number of years since the school has been inspected. It was noted that Inspectors can attend at any time and there are a number of areas that may be identified on a report.</p> <p>Patsy Thomas asked if it was the intention for P1 photos to be taken this year. It was noted that Mr. Weir had been taking P1 class photos during the Pandemic and that there are no photographers available from The Courier to facilitate P1 Photos. Ms. Ferris advised that there may be capacity for a member of staff to take P1 Photos this year. Ms. Ferris will confirm.</p> <p>It was noted that the school intends to facilitate individual school photos this year and dates are to be confirmed in due course. It was noted that there was a request for alternative backgrounds for the photos as they were unsuitable for the school colours in 2019. Ms. Ferris advised that backgrounds can be discussed with Tempest once dates have been confirmed.</p> <p>Sam Skinner thanked everyone for attending and closed the meeting.</p>	<p>Confirm whether P1 photos can be taken by a staff member.</p> <p>Discuss photo background with Tempest.</p>	<p>Ms. Ferris</p> <p>Ms. Ferris</p>
<p>Date of Next Meeting</p>	<p>Next meeting provisionally set for 4th November 2021, this will be at 18:30 if in person or 20:00 virtually. Location and time to be confirmed.</p>		