



## SIMPSON PRIMARY SCHOOL & NURSERY CLASS

Name of Meeting	Simpson Primary Parent Council AGM	Date of Meeting:	30 August 2020
Present:	Lynne Buckner (Chair), Nicola Ferris (Head Teacher), Harry Cartmill (Councillor) Ruth Harley (Secretary), Kelly Plenderleith (Principal Teacher), Carol Fawkes (Depute Head Teacher), Fiona Byron, Alison McDermott, Lianne Docherty, Patsy Thomas, Silvia Small, Helen Payne, Debbie McComb, Robyn McCarroll, Jennifer Jack, Monica Ugalde, Victoria Nairn, Fiona Carruthers, Jen Dunne, Kaye Down		
Apologies:	Isla Bowden (Vice Chair), Donna Leslie (Treasurer), Kirsteen Steven, Jude MacKay		
Agenda:	<ol style="list-style-type: none"> <li>1. Welcome, Introduction &amp; Apologies</li> <li>2. Head Teacher Report</li> <li>3. Finance Report</li> <li>4. Chair Report</li> <li>5. Election of Office Bearers</li> <li>6. AOB</li> </ol>		
Agenda No	Agenda Item	Actions Required	By Whom & Target Date
	Lynne Buckner welcomed everyone to the meeting. Apologies were noted.		
	<p><b><u>Head Teacher Report</u></b></p> <p>Lynne noted that it would be a condensed meeting due to the time constraint with the zoom period. Lynne handed over to Ms Ferris for the</p>		

Head Teacher report.

Miss Ferris noted that it would be a quick snapshot as the main task in hand is the election of the new office bearers.

Miss Ferris thanked the Parent Council members for all their efforts and work in keeping the link with the school community particularly in what has been a very difficult time for all.

Miss Ferris noted that there had been 104 P1s which is a slightly higher intake than last year showing the school's continual growth. Miss Ferris added that the P1s have settled in really well.

### **Staffing Update**

Ms Ferris highlighted the staffing news:

- Ms McQuarrie, Ms L McGregor, Ms Clark, Ms Paradise and Ms MacCallum all welcomed new babies
- Leavers – Ms Blyth, Ms Thomas and Mr Paterson
- New staff – Ms Parlett, Ms Sage, Ms Hiddleston
- Ms Rendle has returned from a 2 year secondment
- Mrs A McGregor and Mrs McKenzie will be returning from maternity leave to school before Christmas
- Ms Knowles is now Ms Laidlaw

### **Outdoor Classroom**

Ms Ferris advised that the site survey will be taking place on 14/09 thereafter the school will be able to finalise plans and work on the installation date.

### **Standard Quality & Improvement Plan**

Ms Ferris noted the quality and improvement plan will be highlighted in the

forthcoming school newsletter, but just to note the continuation of the health & well-being focus and also the main priorities for the school for 2021/22:

- Continuing with the outdoor learning profile encouraging active play and positive relationships
- Raising attainment levels – focus on assessment and moderation
- Refreshing numeracy & Literacy curriculum
- Closing the gap – Literacy focus from P3, P4 & P6, Numeracy focus from P4-6
- Increasing pupil participation and engagement for identified pupils
- Review of Interdisciplinary learning (IDL) to embed Developing the Young Workforce, STEM and Digital Technologies across the school

Ms Ferris noted there had been some interruptions with the progression of activities due to the pandemic.

### **Finance Report**

Lynne noted the figures from the Treasurer Report:

- Bank Balance - £3,323.27 of which £2,149.00 belongs to Bathgate Procession leaving = **£1,174.27**
- Monies received since previous meeting:
  - £15.68 from Easyfundraising
  - £85.55 from Rock Donations
  - Payments made since last meeting:-
  - £500 from Yearbooks

Lynne noted that the Parent Council receive some funding in each quarter from Easyfundraising and encouraged all to sign up for this (for instance when purchasing from Amazon via Easyfundraising). Lynne advised the accounts will be signed off by external accountant, Kevin Gallacher.

### **Chair Report**

Lynne noted it had been a very tough year for the Parent Council when it has been very restricted with covid; with the last visit in school being on 19 March 2020 when parent volunteers were making the home learning packs. Lynne noted she would give a quick run through on events:

- Lynne advised that following last year's AGM, a survey had gone out to all parents/carers which resulted in the creation of a PC FAQ document. This document along with all other PC documents (including previous minutes, agendas, summary sheet of where money has been spent) is now all available to all on the school website.
- Xmas cards – Lynne thanked Jude Mackay who was responsible for the xmas cards
- Cookies – Lynne noted and thanked Sam Skinner who raised funds for the Parent Council from her sale of cookies
- Tea Towels for P1s – Lynne thanked Helen Gallacher for her work with the teal towel project
- P7 Yearbooks & Hoodies – Lynne noted and thanked Kirsty Morrice and Karen Reid who ran the project this year. Lynne advised that all P7s get a year book from the Parent Council and that the funding for this had to be increased from £400 to £500 (the hoodie purchase is at the discretion of the parent/carer) – needs to remain at this going forward.
- Outdoor Classroom – Lynne noted that the Parent Council were delighted to have successfully voted on and contribute £2,000 towards the classroom. Lynne added that this will be a great resource for the playground giving the kids an additional place to go to.
- Nursery – Lynne advised that £600 was received by the nursery and a play den/pod was purchased along with some Emotion works tools.
- Painted rock fundraiser – Lynne noted the rocks have to be permanently placed around the outdoor classroom and added that there hadn't been a great uptake on this.

Lynne noted some of the items discussed with the school:

- Photographs, office opening hours, enquiry response times, well-being, contingency plans, improvement plans, recovery plans, food banks, outdoor classroom, Paypal, football, Christmas jumpers, dress down days, parking, PE kit, twitter, funding applications, parents night, school catchment, P1 transition and of course COVID.

### **Open Actions**

Lynne advised for the new school year details of any open actions will be handed over to the new team. Lynne added that a full handover will happen with a transition of information.

### **Xmas Cards, Tea Towels, P7 Yearbooks & Hoodies**

Xmas cards- Monica Ugalde advised that she would help with the christmas cards. Lynne noted that we have the application in from School Printing and would need to respond to this shortly. Monica asked whether there would be a Christmas fair this year. Lynne commented that it is difficult to know at the current time.

Tea Towels – Helen Gallacher will be doing the tea towels

P7 Yearbooks & Hoodies – Robyn McCaroll, Debbie McComb & Patsy Thomas will be looking after this.

### **Election of Office Bearers**

Harry Cartmill confirmed the open roles: -

- Chair
- Vice Chair
- Secretary
- Treasurer
- Events co-ordinator

	<ul style="list-style-type: none"> <li>- Xmas co-ordinator</li> <li>- Bathgate Procession co-ordinator</li> </ul> <p>and asked for nominations.</p> <p>Voting members were confirmed:</p> <p>Nursery – Jude McKay &amp; Victoria Nairn  P1 – Lianne Docherty &amp; Monica Ugalde  P2 – Fiona Byron &amp; Jennifer Jack  P3 – Jen Dunne &amp; Silvia Small  P4 – Debbie McComb &amp; Catherine McCartney  P5 – Kirsteen Steven &amp; Alison McDermott  P6 – Lynne Buckner  P7 – Patsy Thomas &amp; Robyn McCarroll</p>		
	<p><b>AOB</b></p> <p>Next meeting <b><u>Thursday 30<sup>th</sup> September – time tbc</u></b>  (with 2<sup>nd</sup> one being held week beginning 17 January and third one week beginning 25 April).</p> <p>Lynne noted thanks to the PC team and those who have volunteered and thanked all the parents and families who have engaged with the Parent Council. Lynne also thanked the school for continuing to support and engage with the children.</p> <p>Miss Ferris noted she would do a group call with the available role bearer positions.</p>		

**Agendum**

Following the AGM, the following new role bearers were appointed:

Chair – Sam Skinner

e Chair – Jo Alexander  
asurer – Iram Asim  
nts – Jordana McDonald

retary – to be appointed  
istmas – to be appointed  
ngate Procession – to be appointed\*

ase note the storage container key with the float material is with the school office