



 Bathgate Early Years Centre

Parent Council Meeting Thursday 8th November 2018

**Attendees:**

**Parents / Non-Staff:** Gillian Sandland, Kay Taylor, Audrey Templeton, Laura Marshall, Gillian Greenwell, Marion Courtney, Jennifer Strang, Liz Notman, Ros Milligan, Helen Stirling, Clare Dignall, Beth MacKinnon, Janice Earl-Summers, Marion McCallum, Dawn Roden, Kirsteen Sullivan, Harry Cartmill, Claire Swan, Dorthe Davidson

**Staff:** Samantha Wilkins, Claire Bett, Kevin McCabe, Katy Leamy.

**Apologies:** Margaret Johns, Paula Diment, Karen Smillie, Emma Reid, Leigh Maybury, Alison Currie, Jean Stewart, Lorna Lang, Amanda Drinkwater.

1. **Approval of Previous minutes and update on actions:**
* Actions:
1. Grant Moffat now has the password to update the parent council pages online.
2. Float sub-committee to be amended to include Janice Earl-Summers.
3. Dorthe Davidson contacted Mr Graeme Malcolm, West Lothian Council, Roads & Transportation Services to show Parent Council support of a proposal for a mandatory 20mph limit on Torphichen Street, enforceable by law. Letter sent 10th September, no response to date.

**Additional action:** Councillor Harry Cartmill also sent a letter with no response. Harry Cartmill to follow up.

* Minutes approved.
1. **Head Teachers report**:

Mrs Johns was taken ill at short notice and as such a full report will be issued via email.

1. **School communication strategy** is in development. Updates include:
	1. website is now live https://balbardieprimary.westlothian.org.uk/ with a shared campus page
	2. weekly bulletin issued via email
	3. Twitter is set up and more communications are switching to this method of communication

 **Action:** Investigate possibility of issuing weekly bulletin on a Friday afternoon **Kevin McCabe**

**Action:** Consider a shared Communications forum with representation form all campuses within Communication strategy **Kevin McCabe**

1. **Building update/builder vetting**
	1. Update is that the main contract work will be completed in 2 weeks and then on to electronics. As a result, will be completed in time for the Christmas Fayre.

 **Action:** Confirm whether all builders on site have been vetted for working with children **Kevin McCabe**

1. **Playground winter readiness**
	1. Playground meeting refer to follow on email for update.
2. **Survey monkey result**
	1. Mrs Johns consulted with parents in respect of a parent free playground via survey monkey. The results were mainly favourable. As a result **with effect from 19th November there will be no parents in playground in the mornings** and parents will be notified via letter and bulletin.
	2. It was noted that parents with a purpose will be admitted into the playground before school.

**Action**: issue a report summarising responses in Head teachers report. **Mrs Johns**

**Action**: School to communicate via letter bulletin, and Group call and advise parents to ready their children for the change. **Mrs Johns / Comms forum**

**Action**: Teachers to monitor younger children and provide support during early stages where necessary.

**Action**: Consider strategy for first transition into P1. **Mrs Johns**

1. **Behaviour champion review**
	1. A new 3 step process is being trialled with students, versus the previous 5 step process, based on Paul Dix Behaviour Management principles and focusses on positive behaviours and role modelling. There is no longer reflection time and teacher’s choice.
	2. It has received positive feedback from the children.
	3. There was discussion around the culture it could create, devaluing the achievements of individuals when everyone receives constant recognition. Recognition needs to be:
		* + Something to strive for.
			+ Not just academic
			+ Consistent throughout the year and not just at the end of the year

 It was acknowledged that the program is under trial and these points will be considered.

**Action**: School to communicate what the strategy is and steps involved. **Margaret Johns**

**Action**: School to review after a period and communicate results post consultation with pupils. **Margaret Johns**

1. **Feedback re parent night booking system & change in assembly times.**
	1. Booking system well received but in some instances parents with siblings at the school were unable to book multiple appointments

**Action**: School to raise issues with provider and feedback **Kevin McCabe**

* 1. Change in assembly time well received and positive remarks on content.
1. **Involve parents in classroom observations**
	1. refer to follow on email for update
	2. Noted that the pupil council is working well
2. **Green Flag Eco Charter**
	1. refer to follow on email for full update
	2. **Uniform recycle**

 **Action**: Locate missing uniforms **Dawn Roden**

 **Action**: Consider system for issuing uniforms **Dawn Roden**

N.B. Uniforms to be made available at Christmas fayre (if located)

 **Action**: End of term uniform recycle event and P1 information evening would be useful. **Mrs Johns**

 **Action:** to confirm if space available in unit for shelving to hold uniforms **Dawn Roden**

 **Action:** to relocate bikeability bikes to purpose built shed **Dorthe Davidson**

1. **Pencil memorial garden** Used for lunchtime book clubs

**Action:** Investigate possibility of timetable for lunchtime bookings allocating a day per class. **Mrs White**

**Action:** Possibility of being used under Eco groups banner. **Mrs Johns**

1. **Sports day review**

Discussed the approach to sports day where in previous year there were insufficient medals and some children who won races received no prizes.

**Action:** Investigate possibility of replacing medals with house points as a cheaper alternative to buying more prizes **Mrs Johns**

**Action:** defer to pupil Council for feedback on how they want to be rewarded **Mrs Johns**

**Action:** consider sponsorship funding **Fundraising committee**

1. **Parent Forum update.**
2. **Learning Together**  - parent engagement / involvement

Leads for West Lothian are Lisa Marie Purdie and Greg Welsh, who are currently gathering data to identify strengths and weaknesses due December 2018 and propose to use a RAG status to develop a plan for roll out in March 2019. Dawn Roden is assisting WLC with this review.

**Action:** Distribute documentation to Parent Council **Dawn Roden**

1. **New information portal**

Portal to access all our children’s information - from nursery to High School, currently piloted in Linlithgow

Await WLC feedback/rollout

1. **Attainment**

West Lothian previously ranked at 19/32 moved to 3/32 for S5 attainment.

**Action:** Confirm if these are 2014 stats **Kirsteen Sullivan**

Further discussion around the timing of P7 results for standardised assessments in literacy and numeracy and if they would be made available to parents. In particular, whether the objective of the assessment is to inform the school or children. Primary School results will be available in December.

Kevin McCabe confirmed :

* 1. The tests are part of a suite of assessments which holistically assess a child’s development and should not be taken in isolation as an indicator of performance.
	2. Will be made available to parents but need to be requested by contacting the school directly rather than published by the school.
1. **Instrumental Music Service**

Following the introduction of charging for the service (£354), numbers subscribing have dropped. As a result, **free taster sessions up to 1st December** are being offered to encourage pupils to sign up to the service. Review of the service will take place in December.

1. **Bathgate West: Appearance of entrance & Buggy Park.**
2. **Appearance of the entrance and grounds.** Marion Courtney raised the following issues:
	1. Issues with litter and ongoing maintenance and whether dedicated janitorial services, Discussion around volunteering options such as : Big Dig, Green Gym, Tesco bag for Life, Corporate Community Investment days / team building days

**Action:** consider volunteering options as a means of improving general appearance and facilities **Parents & BWN staff**

**Action:** provide contacts for Tesco **Claire Swan** and Green Gym **Dawn Roden**,

**Action:** Consider ongoing maintenance support plan and proposal **Kevin McCabe**

* 1. Aged debris within the ground of Bathgate West which is potentially hazardous. There is a combination of old garden waste and old signs / building materials and other waste which have clearly been there for some time., particularly around the portakabin areas.

**Action**: Nursery to request uplift as standard from janitorial services. **Bathgate West staff**

**Action**: to view the debris and assess whether janitorial services are required as a priority **Harry Cartmill**

1. **Lack of shelter for buggy’s** given no room in the nursery entrance and no covered area during bad weather

 **Action:** to confirm if there is funding available from winter ready programme. **Kevin McCabe**

1. **Bathgate Early Years** Clare Dignall raised the following issues**:**
2. **Parents parking in BEYC grounds**
	1. St Mary’s teacher’s car park and the nursery car park are a shared facility. There are ongoing issues where parents are using the car park irresponsibly, creating hazardous conditions for staff and pupils and generating safety concerns.
	2. When confronted by staff, parents have responded aggressively and demonised staff.
	3. BEYC are looking for support from the school and Parent Council to address the issues.
	4. Barriers are not an option because access is required for emergency vehicles.

 There was discussion around sending emails to parents, options for policing the car park during road safety week. Sending emails and including a section on the newsletter. Councillor Cartmill also mentioned that the inclusion of 40 additional parking spaces in the new LIDL may ease the issue.

**Action:** identify how the school and police can support during road safety week. **Kevin McCabe**

1. **Hazardous crossing at Bathgate Primary Care Centre.**

Due to ongoing issues with double parked cars the crossing at the health centre / doctors surgery car park has become extremely hazardous for parents before and after school.

**Action:** Nursery to email the council but no response. Follow up on email **BEYC**

**Action:** Look at how this can be policed during road safety week **Kevin McCabe & BEYC**

**Action:** Identify and assist with opportunities to tackle this using council services e.g. signs etc. **Councillor Harry Cartmill**

 **Action:** Contact the Health centre for support **Councillor Harry Cartmill**

1. **Treasurer report.**
2. **Pie, Peas and Bingo night generated £1,162** of funds, contributing to a total of £**6,956.53 in the Parent Council bank account plus £1500** ring fenced for the float.
3. **Macmillan Coffee morning -** no communication of the total raised by school.

**Action:** Include in email covering HT report Macmillan Coffee morning proceeds **Margaret Johns**

**Action:** Consult with Pupil Council on how they would like to spend this in relation to playground toys (wet and Dry) **Margaret Johns**

**Action:** Develop a plan on how the money will be spent so that the fundraisers children can benefit **Parent Council with support from staff**

 **Action:** Publish proceeds from fundraisers on the web site and in newsletters giving parents visibility. **Communication Forum**

 **Action:** fundraiser feedback from the nurseries to encourage transparency of fundraising and what the money is spent on. **BEYC and BWN**

1. **Online banking signatories –** currently need 2 or 3 signatories to distribute funds, however, online banking only requires 1. **Parent council voted unanimously to give Kay Taylor authorised signatory rights for online banking transactions.**
2. **Subgroup updates:**
3. **Fundraising**
4. **Bingo night** was covered under treasury report and confirmed will schedule for same time following year.
5. **Xmas Fayre 24th Nov, see** attachment for update. Volunteers confirmed. Pricing agreed as follows:
	1. Selfie station to be located in dinner hall and pricing confirmed at 50p per selfie,
	2. Santa’s grotto pricing confirmed at £3.50,
	3. Hot dogs £2, and
	4. Xmas beverage £1

**Action:** Bring a table if required **Vendors**

**Action:** Class Enterprise competition for points re highest sales **Margaret Johns**

**Action:** Short term storage to be identified for week preceding fayre **Margaret Johns**

**Action:** Donations required for used toys, books and DVD’s to be handed into school office from 19th Nov **All**

**Action:** Volunteers for fayre set up on 23rd Nov required **all**

1. **Date for Valentine’s Disco**

**Action:** Investigate availability of hall in week commencing 11th Februaryand subsequently date for disco **Claire Swan / Kevin McCabe.**

1. Kirsteen Sullivan proposed a Summer activity linked to the Great Get Together, https://www.greatgettogether.org/

The Great Get Together is a celebration of the fact that we have more in common, inspired by the murdered MP Jo Cox, potentially a family BBQ.

**Action:** Dates to be identified May **Fundraising Committee.**

1. **Float**
2. **Float confirmed as Coco**

 **Action:** Fundraising movie night near Christmas **Margaret Johns**

**Action:** Competition open to all classes for design of float. **Margaret Johns**

1. **Parent engagement**

 **Action:** Confirm strategy for parental engagement **Margaret Johns**

 **Action:** Schedule dates for the Friday group for engagement **Mrs Gray and Kevin McCabe**

1. **AOB**
2. Congratulations to Bathgate Early Years on their Keep Scotland Beautiful grant
3. **Action:** Confirm that the Daily mile [https://thedailymile.co.uk/ ] is on the school agenda and that school will be participating**. Kevin McCabe**
4. **Gillian Greenwell** raised concerns on behalf of P7 parents on
5. Class sizes and questioned how many pupils were in P7b and was it over the classroom limit. Katy Leamy confirmed that the class was at capacity with 32 children but not over, as 1 pupil was transferred to allow the integration of ARB pupil.
6. Further concerns were raised and noted that the class were disadvantaged due to staff turnover in the prior year and on their second teacher this year.

**Next Parent council meeting on Thursday 17th January 2019 - 7pm to 9pm**