**Balbardie PS, Bathgate West Nursery & Bathgate Early Years Parent Council Meeting**

**17th January 2019**

**Attendees:**

**Parents / Non-Staff:** Gillian Greenwell, Leigh Maybury, Alison Currie, Marion Courtney, Jennifer Strang, Liz Notman, Audrey Templeton, Kay Taylor, Ros Milligan, Helen Stirling, Clare Dignall, Harry Cartmill, Janice Earl-Summers, Dawn Roden, Dorthe Davidson

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

**Apologies:** Claire Swan, Taylor Anne Kelly, Laura Marshall, Karen Smillie, Carol Moffat and Paula Diment

Members stepping down: Lorna Lang, Emma Reid and Jean Stewart

1. **Approval of Previous minutes and update on actions:**
2. Previous minutes will now also be added to the school website - **Dorthe** to email details to **Margaret Johns** who will liaise with Grant Moffat.
3. School comms strategy: website and Twitter now working well. Appeal to all Parent Council members to encourage other parents to use these resources.
4. After a few difficulties experienced previously with multiple bookings - the Parents Night booking system is going to be reviewed before the next meeting. **Margaret Johns**
5. Sports Day Review: this is ongoing. **Margaret Johns**
6. Attainment in S5: The timescale for these stats (West Lothian previously ranked at 19/32 moved to 3/32 for S5 attainment. These stats were checked by Kirsteen Sullivan and the timescale confirmed as 2014-2018.
7. Instrumental Music Tuition fees: Councillor Harry Cartmill explained that charges have been frozen at £354, but there will be no scrapping of charges.
8. Nursery updates:
   1. Tommy Reynolds has checked Bathgate West for possible placement of buggy park. Now need to identify costs. Margaret Johns explained that this may not come from Winter Ready budget, but that Bathgate West may have available budget.
   2. Councillor Harry Cartmill has also visited Bathgate West to see the problem of debris in the nursery grounds. Margaret Johns is in discussion with Tommy Reynolds and the Janitorial Supervisor for Bathgate to discuss the issue of janitorial support. Ongoing. **Margaret Johns.**
   3. Bathgate West and Parental fundraising: discussion ongoing.
   4. Bathgate Early Years: Clare Dignall reported that there is around a 70 percent reduction in parent/carer parking on nursery grounds since the introduction of the new banners.
9. May Fundraising: Dates under discussion. See minutes to follow. **Fundraising Committee**

* Minutes approved.

1. **Head Teacher’s report:**
2. **Playground Winter Ready Update:**  Margaret Johns has been assured that Balbardie is on the rota for playground gritting and for creation of one safe route into school in adverse weather conditions. Points to note:
   1. Margaret Johns does feel that the playground sometimes needs more attention than is available (and has gritted it herself on occasion).
   2. Resurfacing is not going to happen.

**Action:** Playground winter readiness should stay as an agenda item. **Margaret Johns**

1. **Playground Improvement Update:** 
   1. Margaret Johns is setting up a pupil committee to feed into this process.
   2. Margaret Johns hopes that she will have an action plan and be purchasing permanent and strong playground additions by the summer holidays.
   3. There was discussion around a shorter term ‘toybox’ solution to address frustrations at the lengthiness of the improvement process, though Margaret Johns has reservations about whether this is the right answer.

**Action:** Action plan and purchasing by summer holidays. **Margaret Johns**

1. **Parent-free playground**
   1. Adoption has been smoother than expected. Margaret Johns notes that the playgrounds feel much safer in the mornings now, as the playground supervisors have a better view of the children. Car parking at the rear is also improved.
   2. P4 will stay in the back playground for the time being.
   3. Some parents voiced concerns that parking at the back is still bad at pick up in the afternoons.

**Action:** As the parent-free playground is a pilot scheme only, another Survey Monkey vote will take place at the end of January. **Margaret Johns**

1. **Balbardie Primary School attainment**
   1. Margaret Johns wishes to cover this in detail at the next Parent Council Meeting – action – **Dorthe** to add as main HT agenda point for next meeting.
2. **Parent Helper PVGs**
   1. All parent/carer helpers should now be PVG checked.
   2. Margaret Johns would like to create a bank of helpers with current West Lothian Council PVG’s that can be drawn upon for school trips and school events. The school will pay for the PVG’s – communication will be going out to parents soon to ask for volunteers.
   3. It was noted that the Float Committee is in a unique position and may not need such clearance as parents bring their own children to help at these meetings.

**Action:** Parents who have a current PVG may help at the Valentine’s Disco.

**Action:** School to confirm whether the DJ is PVG checked. \*\*Post meeting note – Mrs White has confirmed the DJ has a PVG\*\*

**Action:** PVG application forms may be collected from the school office.

1. **Primary 6 show** 
   1. Margaret Johns confirmed that this is going ahead.
   2. An overview of current performances was given: P1 and P2 now both do the Nativity, P3 and P4 will do a Mothers’ Day production around Easter, while P5, P6 and P7 will do a summer production, with P5 and P7 playing supporting roles to P6.
   3. Oscars and Prom for P7 will also go ahead.
   4. There was discussion at this point at moving ‘movie night’ to The Regal in future, and Ros Milligan pointed out that the new manager of the Regal would be very keen to create a closer relationship with the school community. Possibly considering using The Regal for school pantomime venue again. **Margaret Johns** to look into.
2. **Diary dates**
   1. Learning Rounds Training is available on 26th, 27th and 28th February – 6 parents per day is needed for the observations. Information from learning Rounds is used for staff self-evaluation.

**Action:** Parents/carers who wish to do the training should contact the school.

**3) School Communications**

* 1. Dorthe: Website, Twitter and blog all now up and running and gaining followers and activity.
  2. Groupcalls working well and now include payment reminders.
  3. Staff communications across all campuses using Glow has been greatly improved, providing better support for all staff. This forum even includes pupils, such as the Heads of House.
  4. Some parents noted a disparity between blog provision across some classes. Could all teacher provide blogs, and could they be tagged/labelled with the relevant class name so that parents can use the search facility?

**Action:** Could all year reps encourage parents to use the website, Twitter and blog.

**4) Bike Training in Spring**

* 1. Balbardie is looking to introduce a new Bike Training System called iBike which is run by Sustrans. This includes a whole package of Bikeability and after school clubs. Adoption of this system is in progress.
  2. Audit for P5 to P7 has been done.
  3. Bikeability will be delivered in the summer term as part of iBike. The link to the scheme will be provided in the next newsletter.
  4. There was discussion around bike-lending scheme as Margaret Johns has experience of this working very well at her previous school.
  5. Councillor Harry Cartmill volunteered to be a bike training helper.

**5) Broken locks on toilets**

* 1. Clare Dignall expressed a concern that many of the locks are broken in the girls toilets.
  2. Margaret Johns has checked and confirmed this is the case in both the girls’ and boys toilets.

**Action:** School to replace locks as appropriate.

**5) Bathgate Early Years Wrigley Litter Less Campaign**

* 1. Clare Dignall confirmed that the launch for this will take place on 21st January and that BEYC would very much like some representation from BBPS.

**Action:** Representatives from BBPS to attend BEYC’s litter pick as appropriate.

**6) Treasurer’s Report**

* 1. The Christmas Fayre generated £456.40 of funds.
  2. At the Christmas Fayre, the Float Committee raised £1038.98.
  3. The children Christmas Fayre class totals have not been finalised.
  4. Dress down Day so far this year has been banked for school funds.
  5. There was much discussion around whether Dress Down Day could be made payable online by BACS. (Not possible through iPayImpact).

**Action:** School and Parent Council to publish amounts raised from fundraisers and school funds on the web site.

**Action:** Consider whether are benefits in applying for charitable status so that all payments can be maximised, or at least facilitating online payments.

**7) Subgroup Updates**

1. **Fundraising**
   1. The Christmas Fayre was a success, but we could have raised more funds if we had a raffle and tombola.
   2. Loss made on Santa’s Grotto as gifts as they were more expensive than ticket prices. A lot of stock left over for later use.
   3. Valentine’s Disco confirmed as Monday 11th February, with ticket price of £1.50 to include juice and crisps. There will be drinking water available too. Glow items will be on sale from the school office – not for sale on the night. Information letter to go to parents as soon as possible asking for PVG checked parent helpers.
   4. There was a lengthy discussion about whether there should also be a tombola at 50p per go where children can win prizes, to use leftover stock from the Santa’s Grotto.
   5. It was suggested that Balbardie could instead take a children’s tombola stand at the Gala day street fair. Councillor Harry Cartmill said that procession committee would be delighted if this were to happen.
   6. After lengthy discussion it was decided that, rather than fundraising at the Valentine’s Disco, it would be more beneficial to have a presence at the Gala Day street fair, and also to have a Spring/Summer Fayre in May. Date to be confirmed.
2. **Float**
3. The design competition winning entries have been compiled into one design.
4. Work commences Wednesday 13th February at the school from 6-9pm.
5. Details will be in the next newsletter.
6. The Float Committee will be informally allowed to use the dining area as a breakout area for children, and the senior school ‘chillout’ area for papier mâché work.
7. **Parent engagement**
   1. Diary dates for the Parent Engagement meetings: 18th January, 15th March, 10th May 9am to 10am.
   2. It is hoped that the school uniform swap event will go ahead again.
   3. No Learning Together updates available.

**8. AOB**

1. Dorthe asked if the no-parking poster (children on zig zag lines) could be put up on the front and back playground railings.
2. This generated concern that parking at pick up is still a worsening issue. Margaret Johns assured that the school is working hard to address drop off, and then would move on to sorting pick up.
3. Appeal made to Parent Council to ask if one representative could attend P1 information evening – Date to be confirmed – Dorthe and a few parent engagement parents will attend.
4. Best wishes and support to Bathgate Academy, who are about to undergo inspection.

**Action:** Margaret Johns confirmed she would get some of the no-parking posters put up. **Margaret Johns**

**Action:** Parent Council representative to attend P1 information evening.

**Next Parent Council Meeting Thursday 21st March 7pm to 9pm.**