



# Portlethen Parent Partnership Meeting Minutes

<b>VENUE:</b>	Staff Room, Portlethen Primary School		
<b>TIME:</b>	6.30pm	<b>DATE:</b>	21 June 2017
<b>ATTENDEES:</b>	<p>Ian Bruce (Chair), Terri Taylor (Secretary), Nicola Brownie (Treasurer), Parents – Heather McAlpine, Lisa Melvin, Nicola Garrett, Debbie Taylo, Carol Anne Arundel, Angie Cowie and Steph Goeorge</p> <p>Teaching staff: Sandra McKechnie (Head), Laura Watson (Depute Head), Douglas Bruce (Depute Head), Hannah Polson (Teacher) and Steph Moir (Teacher)</p>		
<b>APOLOGIES:</b>	Councillor Alison Evison, Debbie Mann (Vice Chair), Anne Higston, Emma Harvey, Heather Thomson and Heather Hawcutt		

		<b>ACTION</b>	<b>DUE BY</b>
<b>1</b>	<p>Actions carried forward from 30 May 2017:</p> <p>No actions carried forward.</p>		
<b>2</b>	<p><b>Matters arising:</b></p> <p><u>PPP Looking Forward to 2017/2018</u></p> <p>IB noted that this was the last meeting of the session and he'd like to look to next year and moving the group forward. Last month was a breath of fresh air with so many new faces and there was good discussion. Next year we don't have a Vice-Chair as Debbie Mann will no longer have children attending the school. Terri Taylor will also be resigning as Secretary. All were asked to think if they would be prepared to assist. If we don't have parent volunteers then the group won't be able to continue.</p> <p>There was a good transition session for the nursery pupils and the parents were invited to attend the meeting.</p> <p>It was agreed that for next session the meetings would continue on a different day rotation.</p> <p><u>School Vandalism</u></p> <p>Vandalism was beginning to be under control until this evening when there were children hitting the bike shed with their fists. The children weren't known and when identified were 2 second year</p>		



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	<p>pupils from Newtonhill. Police action was noted to the children who left the school grounds.</p> <p>IB had reverted to the police and received a reply from the Inspector for the area. The email was read out in the meeting. It was agreed that as things had quietened down and should there be instances over the summer holidays we would make contact with the school liaison officer. The CCTV cameras have been assessed and the school has been promised new cameras installation date is to be confirmed.</p> <p><u>School Building Improvements</u></p> <p>CCTV discussed above. Mrs McKechine received a note this week that there will be an asbestos check to be carried out in the summer holidays to proceed with the new disabled toilet. There will be a walk around the school in the summer to assess other improvements.</p> <p>Mrs McKechnie was requested to obtain dates when the fill in of the soil area in the playground would occur.</p> <p><u>Parking Around School</u></p> <p>Discussion took place regarding the speed of parents driving on Hillside Terrace and blocking of paths. Ian Bruce to raise at the PDCC meeting to raise awareness and request action such as 20 mile per hour speed limit / yellow lines / speed bumps. Ian will also ask for the markings on the road on Cookston Road to be re-done as they are not visible where they are currently located. Laura Watson to discuss with safe routes to school the possibility of using footprints to show walking routes.</p> <p><u>Homework Study</u></p> <p>Hannah Polson and 2 colleagues have undertaken a Homework Review. A survey was issued in December to parents. Feedback from the survey, staff and pupils has been collated and homework plans for the children next year has been drawn up. A framework was handed out showing expectations and what homework will look like. There are different grids to show progression as children move through school. The frameworks will be made available on the website. Feedback from the PP was positive.</p>	<p>SM</p> <p>IB LW</p>	



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3	<p><b><u>Headteacher Update</u></b></p> <p>Mrs McKechnie updated on the following:</p> <ul style="list-style-type: none"> <li>- Book creator will be used as the reporting mechanism which is online. It will be shared with parents via the children's GLOW accounts. Children will have log in GLOW details that can be accessed via the internet. Children will log in for parents to view the reports which will include sound bites from the children and their comments along with teacher comments. Parents will receive 2 electronic reports a year instead of one hard copy report. Parents will be notified via GroupCall that a report is ready for viewing. First reports will be short and issued in November (content to be agreed). The second report later in the year will be fuller. Additionally some homework may be set via GLOW.</li> <li>- Achieved Level 2 Rights Respecting School Award which will be presented after the summer holidays. We are the 15<sup>th</sup> school in Aberdeenshire to receive the award.</li> <li>- The school is submitting for Total Communication Bronze Award. This celebrates PPS as a nurturing and autistic friendly school.</li> <li>- Feedback on sports day was fantastic, well organised and well laid out.</li> <li>- School show for P7 this week, it has been well organised and the children have risen to the challenge.</li> <li>- Children have met their new teachers, some are on enhanced transitions. On the last few days of term the teachers will move to their new class rooms and set up. This will allow children to familiarise themselves prior to the move and those with enhanced transitions will have information on their teachers to remind them of who they will be.</li> <li>- There will be eight P7 awards handed out at the end of term service which will become part of PPS tradition.</li> <li>- Emerging Literacy course training will take place tomorrow. PPS has 3 slots for attendance.</li> <li>- Fully staffed for August return. 170 hours per week of PSA hours have been awarded (an increase of 11 hours).</li> <li>- Miss Polson will be leaving to teach in Abu Dhabi (we will miss you Miss Polson – good luck!).</li> </ul>		



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	<ul style="list-style-type: none"> <li>- Staff training – Makaton for all staff and CALM training (handling children correctly if there are physical outbursts) for PSAs. Training to occur at PPS. PECs training for non-verbal training to take place end of first week of new term.</li> <li>- School website has been reviewed by the Primary 6s. Suggestions for improvement have been received and Mrs Cowan has taken responsibility for moving it forward.</li> <li>- Since attendance has been monitored there has been improvement with numbers reducing from 20 pupils to 9. The number of late entries is also reduced.</li> <li>- School identity – the last term has seen increased awareness in the school identity and vast improvement with vision, values and aims. The gym and school uniforms continue to be a problem and uncoordinated. Discussion took place on logo t-shirts for gym use. Mrs McKechnie to contact ASDA to request purple gingham dresses be stocked.</li> </ul>	SM	
4	<p><b><u>Pupil Council</u></b></p> <p>Final meeting to be held next week. No further update.</p>		
5	<p><b><u>Project Update</u></b></p> <p><u>Playground Improvements</u></p> <p>Slip n Slide day on Sunday. Plans are well underway and hope for a good turnout. This will be the final PIP fundraising event.</p> <p>Payment has been made for timber for the front of the school for planters.</p> <p>There is just under £12,000 in the PIP account.</p> <p>£150 refunded from FilmBank as PIP are no longer running movie nights and this was a deposited amount required to allow license purchase.</p> <p><u>Fundraising / Grant Updates</u></p> <p>Once fundraising is complete there will be an application submitted to Awards for All where we hope to achieve funding of £10,000.</p>		



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		<b>ACTION</b>	<b>DUE BY</b>
<b>6</b>	<p><b><u>Treasurers Update</u></b></p> <p>£325 for the PPP account.</p>		
<b>7</b>	<p><b><u>AOB</u></b></p> <p>Query was raised on why there are so many composite classes. The philosophy was to share the need for those with additional support needs. Class numbers are smaller, 22 / 23.</p> <p>Composite classes will be varied, can be easier moderated to ensure each child is being challenged to the best of their ability.</p> <p>Discussion on reconfiguration of classes. There would need to be a reduction of 7 children for classes to be reconfigured. Mrs McKechnie is monitoring and has been requested to advise the PP if there will be a need to reconfigure.</p> <p>Meeting concluded at 8.30pm.</p> <p>Next meeting will be on Monday 28 August 2017 at 6.30pm in the Staff Room and will be the AGM meeting.</p>		