



# Portlethen Parent Partnership Meeting Minutes

<b>VENUE:</b>	Staff Room, Portlethen Primary School		
<b>TIME:</b>	6.30pm	<b>DATE:</b>	30 May 2017
<b>ATTENDEES:</b>	<p>Ian Bruce (Chair), Nicola Brownie (Treasurer), Jenni Middleton, Angie Cowie, Heather McAlpine, Debbie Taylor, Emma Harvey, Steph George, Anne Higston, Claudia Duminicel and Heather Hawcutt</p> <p>Teaching staff: Sandra McKechnie (Head Teacher), Laura Watson (Depute Head), Douglas Bruce (Depute Head), Hannah Polson (Teacher) and Steph Moir (Teacher)</p>		
<b>APOLOGIES:</b>	Debbie Mann (Vice Chair), Terri Taylor (Secretary), Carol-Anne Arundel		

		<b>ACTION</b>	<b>DUE BY</b>
<b>1</b>	Minute review and actions carried forward from April 2017: No minute were available as Debbie had not forwarded them.		
<b>2</b>	<p><b>Matters arising:</b></p> <p><u>School Vandalism</u></p> <p>IB had sent a letter to Police Scotland – Inspector McDerment – but had received no response. A copy of the letter was circulated. No contact had been made by the police to Portlethen Primary, Academy or CLD team regarding this. IB was going to contact police again saying this is unsatisfactory. IB shared that PDCC are going to put a letter to Aberdeenshire Council regarding improving CCTV at the school to try and assist. It was agreed current CCTV quality is very poor. It was also agreed that if another incident occurs SM would look to take a group of pupils to the Academy to try and get the message across of the harm being caused.</p> <p><u>School Building Improvements</u></p> <p>IB had sent a letter to local councilor, Cllr Alison Evison, about improving facilities referencing comments she made on Facebook. Craig Clement (Head of Resourcing) had commented in response to the letter to say that minor improvements had already been made and that more information is to follow. IB is to invite Craig Clement to a PPP meeting to discuss the improvements needed but will keep in touch with SM as to any further communications she may receive before the next meeting. SM updated the group on planned improvements. Plans to change the gym cupboard and cloakroom into a new cloakroom and disabled toilet area. New blinds and sensory panels in the gym. Possible improvement to P1/Nursery wing but nothing until 2018/19. Property to look at new blinds and skylight repairs.</p>	<b>IB</b>	<b>May 17</b>



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		<b>ACTION</b>	<b>DUE BY</b>
	<p><u>Pupil Equity Fund / Emerging Literacy</u></p> <p>SM advised we got £18000 from this fund which is based on number of free school meals claimed. New reading scheme will be purchased. PPS to be part of a pilot scheme for emerging literacy from August in the nursery concentrating on speech and phonics to identify need for early interventions. Money from fund also going towards training staff on 'Numercon' to and resource for number talks to improve mental maths. This will be in place for the start of the next session.</p> <p><u>Nursery Pilot</u></p> <p>SM advised we have applied to be part of a pilot for extending the nursery to fall in line with increased entitlement from 2020. This would see staff work 8am-6pm and provide more flexibility for parents. More specific details will be shared if we are accepted to the scheme.</p> <p><u>Transition</u></p> <p>SM advised pupils will meet new teachers on Friday 16<sup>th</sup> June. There is to be 11 classes based on current numbers but this could change. Enhanced transition will be offered to those children who would most benefit. Induction evenings for parent of new P1's will be held 1<sup>st</sup> June and new Nursery children 6<sup>th</sup> June. PPP will be at both to informally talk to parents about our role.</p> <p><u>Behavior Policy</u></p> <p>LW advised policy has been looked at as per normal periodic review. Restorative approach being adopted to open communication and promote positive behavior. In line with Rights Respecting approach in the school. Pupils have been asked for input. Golden time will now be TTRAIN 31 time to encapsulate our values and relate to article 31 "the right to play" Less punitive approach but still consequences for falling below standards pupils themselves have set. LW outlined the policy and invited feedback. IB will email copy of policy to everyone in attendance before next meeting.</p>	<b>IB</b>	<b>May 2017</b>



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<p><b>3</b></p>	<p><b><u>Headteacher Update</u></b></p> <p>SM updated on the following:</p> <ul style="list-style-type: none"> <li>• Learning and Teaching Policy is another under review and the PPP's views will be sought in due course.</li> <li>• Lots of school trips this term</li> <li>• Enhanced Provision meeting to be held 7<sup>th</sup> June at 2.45pm and will be informal discussion for parent to learn more. Equity on equality is the key message</li> <li>• End of term service will focus on achievement of P7's</li> <li>• Sports Day will be 7<sup>th</sup> June and nursery will have a separate event</li> </ul>		
<p><b>4</b></p>	<p><b><u>Pupil Council</u></b></p> <p>LW advised a lot of work done towards behavior policy as described earlier. Also complaints about noise in dinner hall so calming music will be trialed. Finally feedback was Sports Day should be competitive.</p>		
<p><b>5</b></p>	<p><b><u>Project Update</u></b></p> <p><u>Playground Improvements</u></p> <p>Current balance is £12616.88 and PIP have quotes coming in for climbing equipment, outdoor classroom, sensory panels and shelter at MUGA. PIP will also apply for lottery funding. Final event is 'Slip and Slide' day on 25<sup>th</sup> June.</p>		



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6	<b><u>Treasurers Update</u></b> NB advised that the PPP account sits at £325.		
7	<b><u>AOB</u></b> DB / SM advised nursery is now fully staffed to end of June including lunchtime cover.		