



Portlethen Parent Partnership Meeting Minutes

VENUE:	Staff Room, Portlethen Primary School		
TIME:	6.30pm	DATE:	29 September 2015
ATTENDEES:	<p>Ian Bruce (Chair), Debbie Mann (Vice-Chair), Judy Mathieson (Treasurer), Terri Taylor (Secretary), Nicola Brownie, Michelle Geekie, Kirsteen Williams, Stuart Mann and Councillor Alison Evison</p> <p>Teaching staff: Jennifer Garnes, Sandra McKechnie, Elaine Thornton, Laura Watson and Steph Moir</p>		
APOLOGIES:	Hannah Polson and Kirsti Colligan		

		ACTION	DUE BY
1	<p>Actions carried forward from 9 June 2015:</p> <p>No actions were carried forward.</p>		
2	<p>Appointment of Committee Members:</p> <p>Ian Bruce provided the Chairs' annual update, a copy of which follows the minutes.</p> <p>Nominations took place for appointment of the office bearers as follows:</p> <p>Judy Matheison was nominated by Nicola Brownie and seconded by Terri Taylor for the position of Treasurer.</p> <p>Terri Taylor was nominated by Judy Mathieson and seconded by Nicola Garrod for the position of Secretary.</p> <p>Debbie Mann was nominated by Nicola Garrod and seconded by Stuart Mann for the position of Vice-Chair.</p> <p>Ian Bruce was nominated by Debbie Mann and seconded by Judy Mathieson for the position of Chair.</p>		
3	<p>Matters arising:</p> <p><u>Reconfiguration of classes during first week of term</u></p>		



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	<p>Discussion took place on the reconfiguration of classes which took place during the first week of term.</p> <p>Mrs Garnes explained the reasoning on the reconfiguration as follows:</p> <ul style="list-style-type: none"> - In April the Senior Team know how many Primary 1 pupils will be coming to the school in August. - A Senior Officer is then advised of the predicted school role. - The school is then advised how many classes there should be. - Portlethen Primary is capped at 432 pupils. - There can only be a maximum of 16 classes. - Maximum class numbers would be: P1 – 25 pupils, P2 – 30 pupils, P3-7 – 33 pupils and composite class – 25 pupils. - Discussion is held with the Senior Team within the school to manage the configuration. - The way the school had been configured meant there were more spaces in the infants than in the seniors. - On return to school in August 2 new children had moved into the catchment area of Portlethen Primary and as the school had space they were entitled to attend. - As there were not enough senior places the classes needed to be re-configured. - It was thought that advising parents as soon as the school was aware of the changes was the correct decision to make. - The change affected 5 pupils who did not have additional needs. The pupils were integrated with their new classes and no child seemed to be disrupted. <p>Mrs Garnes advised that this week the school has been informed that they will be receiving one new P1 pupil and 2 new P4 pupils. As there is only 1 space currently available in P4 the whole school needs to be re-configured again. There is no way for the school to predict who will move to the area and where spaces will be required, therefore configurations may continue to occur when new families move to the area the way the current zoning is set up.</p> <p>The Senior Team has established 3 different options for re-configuration - each option only allows a few spaces throughout the different years. The Senior Team will meet again tomorrow to finalise decision on the re-configuration.</p> <p>It was noted that during the recent Stakeholders Meeting, a</p>		



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	<p>containers were used for the storage of bathrooms and kitchens for renovations.</p> <ul style="list-style-type: none"> - Vehicle drop off point / walking to school. These points have been covered in considerable detail at several Parent Partnership meetings in the previous 2 school years. It was agreed that reference to former minutes should be made as the group felt they had managed the situation as best they could. Parents need to take responsibility and ensure they park vehicles safely. 		
4	<p><u>Headteacher Update</u></p> <p>Mrs Garnes advised that the teaching team have had concerns over feeding 421 pupils between the times of 12.10pm and 1.20pm. Having spoken to Alison Dare, School Cook, the school will be trialling a change to lunch hours as follows:</p> <ul style="list-style-type: none"> - P4 -7 will be from 12.00pm – 1.00pm - P1 – 3 will be from 12.30pm - 1.30pm. <p>It is anticipated that having the younger children eating later will mean the dining hall is less busy and there will not be as much pressure to clear the tables.</p> <p>There is a Survey Monkey at the moment to see if parents are happy with their children all mixing together in the playground or if the playground should be separated into different age groups. All parents are encouraged to complete the survey.</p> <p>Mrs Garnes issued a full copy of the School Improvement Plan. The plan hasn't changed since June, and will be made available on the website.</p>	All Parents	ASAP
5	<p><u>Pupil Council</u></p> <p>Marion Youngson and Carol Sneddon, attended the school to carry out a consultation with the Pupil Council for enhanced provision. An explanation on what Enhanced Provision is was given to the pupils and they were asked key questions. It was noted that the Pupil</p>		



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	<p>Council gave very caring responses.</p> <p>The school has received a questionnaire on the new school and has been asked to gather pupil input.</p> <p>Mrs McKechnie confirmed that the pupils do not want a regular tie but prefer the zip tie. Ian Bruce advised that the badge that is issued to the pupils is a great motivator.</p>		
6	<p><u>Hillside School Update</u></p> <p>A well attended consultation meeting was held last week and was positive. There has been encouragement for parental involvement choosing uniform, school name etc. There is a proposed opening date of between January – April 2017. All P1s from August 2016 will be taught at Fishermoss Primary School. Consideration still needs to be given to how to manage the rest of the years. Forms will be issued in November to parents asking them to choose which school they want their child to attend. Parents need to write on the form their concerns or if their choice is dependent on something. There will be a Stakeholders meeting occurring soon regarding the building.</p>		
7	<p><u>Out of School Provision</u></p> <p>Out of school provision are currently sourcing staff. An update will be provided at the next meeting.</p>		
8	<p><u>Project Update</u></p> <p><u>Playground Improvements</u></p> <p>Three companies have been approached to provide quotes for phase 1 and phase 2. We are waiting for the last quote for the rear of school. The MUGA that has been selected will cost £75,000.</p> <p>It was agreed that a small plaque for the Giraffe and baby with their names, the name of the winner and date they were named would be purchased and attached to the carving.</p>	PIP member	Next meeting



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	<p>There will be a meeting on Friday with landscape services. Some trees have been marked for removal including their roots as they represent a health and safety concern as well as affecting the light received on neighbouring houses. A tree felling licence will have to be obtained. The removal of the trees will have an impact on PIP and the timescale involved for installing the activity trail at the rear of the school. It is anticipated that there will be some tree re-planting, but they will be suitably sized trees which will not reach the same height as the trees identified for felling.</p> <p><u>Fundraising / Grant Updates</u></p> <p>A grant for £5,000 was made to Education Scotland in May. We have been informed that we do not meet the criteria so the application has been refused.</p> <p>A grant for £25,000 was submitted to One Family. Following the meeting we have since been advised that the grant application will not be considered as we do not meet the criteria. The criteria has been advised that the amount requested should cover the full amount of the project, or outstanding amount of project.</p> <p>An application is due to be submitted to Meikle Carewe tomorrow for £15,000.</p> <p>An application was passed to Asda for funding of up to £20,000. The application was not submitted internally on time so will be submitted in November.</p> <p>An application for £10,000 is due to be submitted to Awards for All.</p> <p>Stewart Milne has announced that they are offering RUBY awards to celebrate their time in business. We don't expect the awards to be a lot, but have submitted our costs for phase 2 of the project.</p>		
9	<p><u>Treasurers Update</u></p> <p>The audited accounts are available on the Parent Partnership webpage.</p> <p>Judy Mathieson advised there is just under £24,000 for PIP in the bank account with some additional money still to be received. There</p>		



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	<p>have been recent pay ins received for:</p> <ul style="list-style-type: none"> - Dons day out - £480.50 - Jazzercise - over £2,800 - Gala day - £433 - Help us Play - £1,042 - Car boot sale - £325 - Donation - £1,000 received from the Leathan Arms following an In Memory event for the Shepherd brothers (PIP thanks the Shepherd families whose children attend Portlethen Primary) 		
10	<p><u>AOB</u></p> <p>There will be an Upcycling event on Sunday. The group will make pallets into benches, a mud kitchen and style (if we have enough volunteers and the weather is kind).</p> <p>Next meeting is arranged for Thursday 29 October at 6.30pm in the staff room.</p>		