



# Portlethen Parent Partnership

## Meeting Minutes

<b>VENUE:</b>	Staff Room, Portlethen Primary School		
<b>TIME:</b>	6.30pm	<b>DATE:</b>	23 November 2015
<b>ATTENDEES:</b>	Debbie Mann (Vice Chair), Terri Taylor (Secretary), Nicola Brownie, Councillor Alison Evison and Anne Hingston  Teaching staff: Jennifer Garnes, Sandra McKechnie, Hannah Polson and Kirsti Colligan		
<b>APOLOGIES:</b>	Ian Bruce, Judy Mathieson and Laura Watson		

		<b>ACTION</b>	<b>DUE BY</b>
<b>1</b>	<p>Actions carried forward from 29 September 2015:</p> <p>Teachers will be delivering PE next term, Mr. Waz remains in the cluster but has not been scheduled for the school. Mrs Calder who is core staff will be delivering some of the PE curriculum.</p> <p>Parent poll will be delivered to parents on Thursday at 4pm and 6pm for any parents who wish to attend. Thereafter it will be displayed on the website.</p>		
<b>2</b>	<p><b>Matters arising:</b></p> <p>No matters arising</p>		
<b>3</b>	<p><b><u>Headteacher Update</u></b></p> <p>An update was given on the recent In Service days which were very productive.</p> <p>All staff received an update on delivering the curriculum. One new skill will be peer mentoring, where teachers can watch another teacher during their lessons and learn new skills. This will be part of teaching staff professional development which is delivered in a supportive way. Elaine Thorton is driving this forward. A self evaluation tool has been used to score 'how good is our school'. This came out at 4 – it is good to review quality assurance.</p>		



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	<p>Education Scotland came and spoke about the difference between 3 and 4. The differences have been shared with Portlethen colleagues. In the afternoon as a cluster the staff went to Newtonhill to look at restorative approach.</p> <p>Big Writing was a very successful day on the Tuesday. The philosophy is that the basis is talking to write instead of reading to write. The basis is that if you can talk about your ideas then you can write it. PPS hosted Big Writing for 108 delegates and the feedback has been very positive.</p> <p>PPS does not have any staff vacancies. The school will be welcoming Ian McGregor during the last week of term to cover Karen McCormick's maternity leave. Ian has been offered a permanent contract with the Authority so will remain within their employment at in the PPS Nursery.</p> <p>Jenna Hall is the new Support for Learning Teacher.</p> <p>Mark Steer is the new composite P4/5 teacher.</p> <p>Karen Reed who teaches science is taking up a post within Aberdeen city and Lorna Baker will work 3 days a week at Newtonhill Primary teaching music.</p> <p>The gym hall has received some upgrading with the wall bars have been removed which has opened up the room. On Wednesday 23 December the contractors are coming in and the temporary structure currently in place will be replaced, the flooring will be replaced, the circular tables cannot be used as they will scratch the floor so will be replaced with smarter tables with attached seats which will collapse. There will be seating for 240. Walls will also be repainted. The money was found deliberately by the Council due to the increased need for PPS.</p> <p>There was no feedback received from Standards and Quality Report.</p>		
<b>4</b>	<p><b><u>Pupil Council</u></b></p> <p>No further update.</p>		



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		ACTION	DUE BY
5	<p><b><u>Project Update</u></b></p> <p><u>Playground Improvements</u></p> <p>The Nearly New Sale was cancelled due to lack of stall uptake.</p> <p>There was a low turnout at PSA fayre and not a lot of profit made on the sale PIP stall.</p> <p>It was felt that support has waned for the project, with the planning of everts being very onerous on the current 5 members of the project group – a communication will be put together and issued to parents on the current status of the fundraising.</p> <p>It was proposed that assistance could be gained from students undertaking their Duke of Edinburgh award.</p> <p>The windows in the playground were offered as a route to advertise for more help with the project.</p> <p>A Burns Supper has been organised for Friday 21 January at the Golf Club. PIP will be trying to make it a school inclusive project.</p> <p><u>Fundraising / Grant Updates</u></p> <p>We are still waiting on feedback from the Mickle Creue application submitted.</p> <p>We are still waiting on feedback from the ASDA application submitted.</p> <p>Application has now been completed for the RUBY funding for Stewart Milne. We are asking for full funding for the rear of the school.</p> <p>*Post meeting note – PIP were unsuccessful in all 3 grant applications. Mickle Creue felt the project should be supported by the council, ASDA did not give a reason and no response at all was received from Stewart Milne.</p>		
6	<p><b><u>Treasurers Update</u></b></p> <p>The PIP bank account currently sits at £23,290,</p>		



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		<b>ACTION</b>	<b>DUE BY</b>
	<p>The PPP account currently sits at £584. A query was raise if any more money can be donated from the PPP account for PIP.</p> <p>The bank account has now been moved to Bank of Scotland to allow for online banking.</p>		
<b>7</b>	<p><b><u>AOB</u></b></p> <p>Indoor shoes – Mrs Garnes confirmed that children are asked to change into their gym shoes if their outdoor shoes are muddy.</p> <p>Out of school provision – Councillor Evison confirmed that additional spaces are to be added to the current provision at the Academy. The hold up now is lack of staff, the positions available are being advertised.</p> <p>The Crossing Patroller is still not in place due to ongoing paperwork.</p> <p>Next meeting is arranged for Tuesday 26 January at 6.30pm in the staff room.</p>		