



Portlethen Parent Partnership Meeting Minutes

VENUE:	Staff Room, Portlethen Primary School		
TIME:	6.30pm	DATE:	26 January 2016
ATTENDEES:	Ian Bruce (Chair), Terri Taylor (Secretary), Judy Mathieson (Treasurer), Alison Evison (Councillor) and Christine Lyon (Parent) Teaching staff: Sandra McKechnie (Depute Head), Laura Watson and Steph Moir		
APOLOGIES:	Debbie Mann (Vice Chair), Nicola Brownie and Jennifer Garnes (Head Teacher)		

		ACTION	DUE BY
1	<p>Actions carried forward from 26 January 2016:</p> <p>SM confirmed that there had been a lot of opinion from staff regarding the homework structure and that more discussion was required. To this end a slot at the June collegiate meeting has been allocated. SM to update following the meeting on the outcome.</p> <p>IB confirmed that he had sent an email to Hazel Hall regarding the school Janitorial cover. This has now been resolved with a full time janitor (Mike) being in place until further notice.</p>	SM	June 2016
2	<p>Matters arising:</p> <p>Litter related to snacks</p> <p>LW confirmed that the school has received its Eco flag, but currently they are reluctant to display it due to an increase in litter in the playground. LW confirmed that there are plenty of bins in the playground and that children are assigned litter picking duties.</p> <p>There was also a concern on the type of snacks children are bringing for playtime, with some children bringing in large bags of Haribo sweets, which were of an excessive amount and provide no nutritional value.</p> <p>These concerns have been raised with the staff and some proposals have been put forward, one proposal being possibly having snack in the class room before play time. LW was hoping to ascertain suggestions from the group.</p> <p>Suggestions that were proposed were holding a specific assembly to</p>		



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	address the litter and the health awareness of snacks, litter monitors, teachers to remind children before playtime that they must put their litter in the bin, notification of concerns in the school Newsletter and a survey monkey poll asking for parent input on the implementation of a healthy snack policy.		
3	<p><u>Headteacher Update</u></p> <p>SM provided a Headteacher update.</p> <p>Aberdeenshire Council have issued a new Progression Framework which is being explored for use next term. The framework incorporates the curriculum which benchmarks and can be used as a tool for next steps and assessments. PPS will be determining if they are to adapt as a whole or to engage part of it.</p> <p>School reports have been issued and parent nights have also been concluded.</p> <p>There have been a few staff changes:</p> <p>Mrs Gill and Mrs Colgan have left.</p> <p>Miss Cormack is returning on 8 June from maternity leave. Mr. McGregor is with the school until Miss Cormack returns.</p> <p>Early Years Lead Practitioners are now in post in the nursery with further interviews for EYPs taking place next week.</p> <p>Mrs Connon has moved from the nursery and is taking Mrs Gill's class.</p> <p>There is currently a review of numbers of children to configure into classes for Hillside School.</p>		
4	<p><u>Pupil Council</u></p> <p>The Pupil Council are taking a lead in the Night at the Musicals (P4 – P7) by introducing their classes. Their next meeting will be on</p>		



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	Thursday.		
5	<p><u>Project Update</u></p> <p><u>Playground Improvements</u></p> <p>Planning permission – a map has now been received which is to be marked up and will be submitted to the Planning Department along with a letter from Hazel Hall. With these both submitted it means that we will not need planning permission. This should be concluded by the end of the week which will allow us to place the order for the MUGA with installation anticipated during the summer holidays.</p> <p>For the back of the school, plans have been drawn up by Complan, however, we are considering Grounds for Learning who can carry out the work more cost effectively and can provide training for staff. The group are asking for input from the school Outdoor Learning Leaders, ensuring incorporation of sensory play and that the original suggestions from the children are included.</p> <p><u>Fundraising / Grant Updates</u></p> <p>There will be a Big Hero 6 Movie night on Friday 22 April held at Portlethen Academy.</p> <p>Great Western Pre-School have undertaken a Teddy Toddle for PIP and have raised £900.</p> <p>The school Nursery is holding a Scoot, Jump and Bounce in May as a fundraiser.</p> <p>PIP will have a stall at the PSA Spring Fayre in May.</p> <p>There is planning underway for an end of term Messy Play day on 5 June. This will require a considerable number of volunteers so all offers of assistance will be appreciated.</p> <p>Following the close out of some final paperwork, the £36,000 from the Developers Fund will be available for release.</p> <p>A £2,000 grant from ASDA carrier bag fund has been secured.</p>		
6	<p><u>Treasurers Update</u></p>		



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	<p>The PIP bank account currently sits at £25,789 which includes £400 from the Burns night and just under £200 from the Minion Movie night.</p> <p>The PPP account currently sits at £88.</p>		
7	<p><u>AOB</u></p> <p>IB would like to table some questions for the next meeting regarding impact on PPS with children moving to Hillside School (e.g. facilities, staffing levels etc.). He would also like to invite Victoria Smith, new Quality Improvement Officer, to a PP meeting once she takes up post.</p> <p>Councillor Evison provided an update on Enhanced Provision. A committee meeting was held which agreed the recommendation put forward. For this session, there is proportionate staffing in the schools now to ensure consistency of support for children who need it. There will be another proposal to the committee in May to take account of Hillside school. This will follow with a formal consultation in June 2016 which will last between 6-12 months. The legislation changed during the original consultation period which means the whole consultation requires to be reconsidered, however, key is that those that require support will receive it now.</p> <p>Hillside school is progressing, it was noted that there has been considerable interest in joining the Parent Council.</p> <p>Judy Mathieson noted that she will be resigning from her role of Treasurer at the end of the school year. A new Treasurer will be needed, so the Parent Partnership are looking for a replacement.</p> <p>Next meeting will be Thursday 21 April 2016 at 6.30pm in the Staff Room.</p>		