



Portlethen Parent Partnership

Meeting Minutes

VENUE:	Staff Room, Portlethen Primary School		
TIME:	6.30pm	DATE:	24 May 2016
ATTENDEES:	<p>Judy Mathieson (Treasurer), Debbie Mann (Vice Chair), Alison Evison (Councillor) Nicola Brownie (Parent) and Christine Lyon (Parent)</p> <p>Teaching staff: Jennifer Garnes (Head Teacher), Sandra McKechnie (Depute Head), Laura Watson, Hannah Polson and Steph Moir</p>		
APOLOGIES:	Terri Taylor (Secretary), Ian Bruce (Chair)		

		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>	SM	June 2016
2	<p>Matters arising:</p> <p><u>Number of Hillside classes, lack of notification to PPS parents and anticipated school numbers</u></p> <p>JG – There was a meeting last Thursday (19th May) at PPS with council officials where they toured the school to ensure there was adequate provision for Hillside Pupils to be taught separately. Straight after that meeting they went to the Hillside parents meeting at the Academy where the information on new classes etc was shared. This was done without the knowledge of JG and therefore there was no time to share this information with PPS staff and parents prior to it being made public. It is accepted this was handled wrong (by council officials) and a letter will be sent to all PPS parents this week to outline the transition arrangements.</p> <p>There will be 6 classes of Hillside pupils housed within PPS. Most of these are made up of pupils already in attendance at PPS.</p> <p>There will be 11 classes of PPS pupils.</p>		



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	<p>This brings the total number of classes to 17, whereas the previous cap was set at 16. The total number of pupils will remain within the cap of 442.</p> <p>NB expressed concern that the cap on classes had been breached without consultation with parents or PPP. AE explained that this was the best arrangement they could come up with that accommodated pupils remaining at PPS until the new school was ready, plus siblings starting P1 where older siblings were already at PPS and it was therefore unacceptable to put them to Fishermoss.</p> <p>Hillside pupils will be taught in 6 classes at the front of the school, and will use the separate entrance there. The new Head-teacher's office will also be there. There are 6 toilets already there, and an accessible toilet will be created. A new smartboard plus desks/chairs etc will be bought and these will remain at PPS.</p> <p>Plans of the classroom configuration and class numbers are attached.</p> <p><u>Move effect on PPS pupils</u></p> <p>Covered above. Plus as previously mentioned a letter with go out this week.</p> <p><u>Lack of PSA lets available</u></p> <p>This is due to lack of janitorial cover. A new janitor (Sheena) has started which may help somewhat. PSA are being encouraged to use the Academy for lets (free of charge) as there is always janitorial cover there. The PPS management team will try to accommodate events which should remain at PPS (discos, fayres etc) but other fundraising events where possible should be at the Academy.</p>		
3	<p><u>Headteacher Update</u></p> <p>Miss Weston and Mrs Willox will be taking Early Retirement at the end of term. Both will be hugely missed. Miss Weston won't be replaced as DHT due to numbers decreasing when Hillside pupils move.</p>		



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	<p>PPS teachers were offered the chance to move to Hillside School and the following have accepted:-</p> <p>Mrs Lindsay, Mrs Morbey, Mr McGregor,</p> <p>Mrs Kendall, Mrs Swanson, Mrs Whittington.</p> <p>They will be teaching the Hillside pupils as of August 2016.</p> <p>Confirmed the nursery children (where applicable) won't move to Hillside until August 2017.</p> <p>New janitor has started called Sheena.</p> <p><u>Alison Evison</u></p> <p>Enhanced provision committee meeting this Thursday 26th May. Statutory consultation will commence and a meeting with Parents is scheduled for 14th June. The Agenda for this can be accessed on the Aberdeenshire Council's Website (Agenda item 3).</p> <p>Interviews for the new Hillside Head-Teacher are on 22nd June. Concerns raised about the appointment being made so close to end of term.</p>		
4	<p><u>Pupil Council</u></p> <p>Pupil questionnaire on Health & Wellbeing to be shared with PC 26th May.</p>		
5	<p><u>Project Update</u></p> <p><u>Playground Improvements</u></p> <p>Issue with Planning permission to be escalated by SM and NB.</p> <p>Grounds for Learning – Meeting at PPS 31st May.</p> <p>Agility trail parts have seemingly been received (not at PPS) but haven't yet been delivered for installation. To be chased.</p>		



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	<p>Problem with drainage at proposed MUGA site to be addressed by council.</p> <p><u>Fundraising / Grant Updates</u></p> <p>A Big Hero 6 Movie night took place on Friday 22 April.</p> <p>The school Nursery is holding a Scoot, Jump and Bounce in May as a fundraiser.</p> <p>Messy Play Day – We are close to 30 volunteers but require a further 10 to make the day run smoothly, once again we are well supported by Great Western Pre-School staff members and by a number of PPS staff members. We have secured an alcohol license to allow a beer tent which will be set up on the green space opposite the school and have been working hard to secure donations for the day to minimise our cost outlay, but so far have received a poor response from local businesses for equipment donations. We have however been support by some business with the donation of vouchers to allow us to have a raffle on the day. We have approximately 15 different events and will charge a small entrance fee. There will be a number of free activities and others will have a small charge. Paid activities will be £1.50 or under. We will be serving hot food as well as ice creams on the day. The turning circle, bus lane and along the stone wall on the way to the railway station will be blocked off for parking on the day. This is part of the risk assessment as we will have a lot of children crossing backwards and forwards between events, however, we can't block off the railway parking.</p> <p>We are still waiting on the £36,000 from the Developers Fund to be released.</p>		
6	<p><u>Treasurers Update</u></p> <p>The PIP bank account currently sits at £29,074.77 which includes:</p> <p>£100 Donation from Nursery parent.</p> <p>£250 donation from Stonehaven Lions Club</p> <p>£2,000 from Asda Carrier Bag Fund</p> <p>£46 from Spring Fayre</p> <p>The PPP account currently sits at £88.</p>		



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7	<u>AOB</u> JG to present the Improvement Plan for 2016/2017 at next meeting. Opinions will be requested regarding improvement priorities. Next meeting will be Tuesday 21 June 2016 at 6.30pm in the Staff Room.		