



# Portlethen Parent Partnership

## Meeting Minutes

<b>VENUE:</b>	Staff Room, Portlethen Primary School		
<b>TIME:</b>	6.30pm	<b>DATE:</b>	26 September 2016
<b>ATTENDEES:</b>	Ian Bruce (Chair), Terri Taylor (Secretary and Debbie Mann (Vice Chair) Teaching staff: Sandra McKechnie (Acting Head), Laura Watson (Acting Depute Head), Hannah Polson (Teacher) and Steph Moir (Teacher)		
<b>APOLOGIES:</b>	Nicola Brownie (Treasurer)		

		<b>ACTION</b>	<b>DUE BY</b>
<b>1</b>	<p>Actions carried forward from 30 August 2016:</p> <p>IB contacted the police to enquire about safety outside the school. A response was received from Mike Urquhart, however he is due to leave his post and the new post holder will be in place in October. IB will follow up in November. This was also raised at the Community Council meeting with a request for police attendance to discuss school road safety. Agreed that the Pupil Council will undertake a travel survey. Mrs McKechnie advised that the school has undertaken Junior Road Safety Office roles where the children will take the assembly and educate other children on road safety.</p>	<b>IB</b>	<b>Nov 2016</b>
<b>2</b>	<p><b>Matters arising:</b></p> <p><u>Working with our Parents as Partners</u></p> <p>Mrs McKechnie discussed any further ideas the partnership has on working with parents as partners to engage with them. Twitter is now up and running, Facebook is ongoing and it's anticipated that email will be used. The school has Parent Nights, Meet the Teacher, conducts surveys etc. Any ideas from parents would be welcomed. TT acknowledged that staff engagement to the Parent Partnership had increased following the change of staff with agenda items actively being tabled and other emails for feedback being received.</p> <p><u>Distributing Publicity for Outside Agencies</u></p> <p>A complaint has been received from a parent regarding the recent issue of tutor assistance from an outside agency. Mrs McKechnie advised that it was purely for parent information and that the school</p>		



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	distributed what else was available in our community. It was agreed that there would be further staff discussion next year regarding distributing this type of information. Mrs McKechnie acknowledged that some of the agencies do benefit the school e.g. active schools, learning texts etc.		
3	<p><b><u>Headteacher Update</u></b></p> <p>Mrs McKechnie updated on the following:</p> <ul style="list-style-type: none"> <li>- Communication within the school has improved significantly. All staff have GLOW accounts which has been of great benefit.</li> <li>- Miss Watson and the Pupil Council have established a Twitter page.</li> <li>- Reviewing positive behaviour management and restorative approaches. A working group has been established and will develop a policy.</li> <li>- Inspection took place at PEYS at the Academy which was a re-visit. Mr. Bruce attended with the staff and there was positive feedback. Staff are working hard to increase the grades.</li> <li>- Self evaluation has been amended. Staff are now involved with setting the targets and objectives. There has been some involvement with pupils which will evolve to the pupils indicating what they think a good lesson is. The feedback has been very positive.</li> <li>- School displays have been revised and refreshed throughout the school. This is all inclusive and will be included in the newsletter.</li> <li>- The school is involved in Supporting Inclusion through the Use of Symbols. This allows children with communication difficulties to easily identify common symbols across school.</li> <li>- Miss Humphrey's has left for maternity leave. Rachel Roebuck has been appointed for 3 days per week to cover the maternity leave.</li> <li>- Sylvia Kirby has been appointed as a member of the Support for Learning Team (Enhanced Provision).</li> <li>- Re-evaluation of how the school delivers support for learning to promote the values of GIRFEC (Getting It Right For Every</li> </ul>		



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		ACTION	DUE BY
	<p>Child).</p> <ul style="list-style-type: none"> <li>- Proposed plans to include children in Parents Night in November.</li> <li>- The marked trees will be felled in the October holidays.</li> </ul>		
<b>4</b>	<p><b><u>Pupil Council</u></b></p> <p>A new pupil council logo has been approved. The winner will be announced on Friday in assembly.</p> <p>A representative from the Aberdeenshire Volunteer Awards will attend tomorrow to discuss the awards with the children.</p> <p>Pupil Council will be involved in Shanarri display (health and well being indicators). Classes will be asked to provide evidence for the display.</p>		
<b>5</b>	<p><b><u>Project Update</u></b></p> <p><u>Playground Improvements</u></p> <p>Planning permission for the MUGA is anticipated to be granted this week.</p> <p>*Post meeting note* Planning Permission has been approved for the MUGA, work should commence at the beginning of October 2016.</p> <p><u>Fundraising / Grant Updates</u></p> <p>A grant for Meikle Crew will be submitted this week.</p>		
<b>6</b>	<p><b><u>Treasurers Update</u></b></p> <p>The PIP bank account currently sits at £32,263.92. The additional £36,000 from the planning gains brings the balance to £68,263.92 (though this figure will only be released when the invoice is due for payment).</p> <p>The PPP account currently sits at £87.99.</p>		



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		<b>ACTION</b>	<b>DUE BY</b>
<b>7</b>	<b><u>AOB</u></b> There was no AOB noted. Meeting concluded at 8.00pm. Next meeting will be on Tuesday 25 October 2016 at 6.30pm in the Staff Room.		