



# Portlethen Parent Partnership

## Meeting Minutes

<b>VENUE:</b>	Staff Room, Portlethen Primary School		
<b>TIME:</b>	6.30pm	<b>DATE:</b>	30 August 2016
<b>ATTENDEES:</b>	<p>Ian Bruce (Chair), Terri Taylor (Secretary), Debbie Mann (Vice Chair), Nicola Brownie (Parent), Anne Higston (Parent) and Alison Evison (Councillor)</p> <p>Teaching staff: Sandra McKechnie (Acting Head), Laura Watson (Acting Depute Head), Douglas Bruce (Depute Head), Hannah Polson (Teacher), Steph Moir (Teacher)</p>		
<b>APOLOGIES:</b>	Judy Mathieson (Treasurer)		

		<b>ACTION</b>	<b>DUE BY</b>
<b>1</b>	<p>Actions carried forward from 26 January 2016:</p> <p>Homework setting and timescales - No conclusion reached as yet, but a working Homework Group of staff members has been established. School to report back when more information available.</p>		
<b>2</b>	<p><b>Chairman's Report</b></p> <p>Ian Bruce delivered the Chairman's Report, a copy of which is attached.</p>		
<b>3</b>	<p><b>Nomination and Appointment of Parent Partnership</b></p> <p>Ian Bruce was nominated as Chairman by Sandra McKechnie and seconded by Terri Taylor.</p> <p>Debbi Mann was nominated as Vice-Chair by Ian Bruce and seconded by Nicola Brownie.</p> <p>Terri Taylor was nominated as Secretary by Ian Bruce and seconded by Steph Moir.</p> <p>Nicola Brownie was nominated as Treasurer by Terri Taylor and seconded by Anne Higston.</p>		



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4	<p><b>Matters arising:</b></p> <p><u>Revised Literacy and English Policy</u></p> <p>The Literacy and English Policy for the school has been revised following consultation with staff. Most of the changes are in relation to writing following investment in Big Writing. A small working group of Writing has been established with staff. This will be discussed with parents at meet the teacher night.</p> <p><u>Pupil Survey Analysis</u></p> <p>Mrs McKechnie discussed the Pupil Survey Analysis and outcomes arising. A copy of the survey is attached. From the survey discussion took place on healthy eating and how to encourage better snack choices. If parents have any suggestions please email <a href="mailto:portlethenparentpartnership@gmail.com">portlethenparentpartnership@gmail.com</a> with any comments and we will pass on to the school.</p> <p><u>Enhanced Provision</u></p> <p>Councillor Evison has brought the lack of progress to the attention of Vincent Dougherty, who is the Officer in Charge of Enhanced Provision. He has been asked to comment on why actions promised in April have not taken place.</p> <p>Mr. Dougherty was surprised to learn that the posts in PPS have not yet been filled so will be investigating with HR and will revert to Councillor Evison.</p> <p>Roles are currently advertised with closing this week and interviews for mid-September.</p> <p>It is anticipated that if suitable candidates are found that the postings will be after the October holidays with both roles being based in PPS. PPS currently have a ASL Teacher, 1.4 ASL Teacher and full time Nurture Teacher. The Treasure Island room will be available for all teachers supporting learning. The Teachers for Enhanced Provision will be in the classroom and outdoors, encouraging inclusiveness, not solely based in Treasure Island.</p> <p>The enhanced provision consultation is ongoing and due to conclude soon with the questionnaire currently being available for parents to complete.</p>		



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5	<p><b><u>Headteacher Update</u></b></p> <p>The school has had a busy start with the inclusion of Hillside pupils, but it has been very smooth considering the new leadership team in place. Mrs McKechnie noted her appreciation of the appointment of the Senior Team. The school currently have a full team of teaching staff.</p> <p>A smooth transition with the new Primary 1s being full time has taken place.</p> <p>The collegete calendar has been set for the full year.</p> <p>The draft improvement plan shown originally in June has been discussed with staff and it is to be revised. The overall opinion was that the plan was too busy, with too much to achieve. The revision will be concluded in the coming week.</p> <p>The Head Teacher post for PPS is currently being advertised and Mrs McKechnie advised that she has applied for the role.</p> <p>I Can Folders will be electronic going forward and no longer in paper form. These will be emailed to parents, so all email addresses are required to be up to date.</p>		
6	<p><b><u>Pupil Council</u></b></p> <p>Miss Watson has taken over the running of the Pupil Council.</p> <p>The group has been discussing Enhanced Provision and will encourage participation in the survey.</p> <p>Communication is being reviewed. Discussion with the Pupil Council has raised the suggestion of Twitter being used. As a result there will be some survey with the pupils. The remit of the survey will be structured and it's anticipated that Twitter will be used to promote achievements within the school and Facebook will be retained for notices.</p> <p>The Pupil Council want to celebrate what children do out with school. Aberdeenshire have a Young Aberdeenshire Volunteer</p>		



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	Award which promotes the achievements of pupils. To gain awards, pupils are issued with timesheets and clock up hours which will be set as a group. The achievements are varied and achievable for all with certificates being issued.		
<b>7</b>	<p><b><u>Project Update</u></b></p> <p><u>Playground Improvements</u></p> <p>Planning permission has concluded for the MUGA with no more comments being accepted. It is hoped that there will be more information by the end of this week.</p> <p>Upcoming Events:</p> <p>Halloween Movie night (in conjunction with Fishermoss PSA) – 28 October at Portlethen Academy</p> <p>Car boot sale – 30 October in the Grounds of PPS</p> <p>5<sup>th</sup> Avenue Dance – 18 November at Portlethen Golf Club</p> <p>Concert – Song &amp; Instrument – 3 November – PPS</p> <p>Christmas Movie night (in conjunction with Fishermoss PSA) – 16 December at Portlethen Academy</p> <p>Burns Supper – 27 January – PPS</p> <p>School Sponsored Event – 28 April – PPS</p> <p>Wet n Wild Day – 4 June – PPS</p> <p>Dons Day Out – date TBC</p> <p>Film club – ongoing at school</p> <p><u>Fundraising / Grant Updates</u></p> <p>Nothing further to report.</p>		
<b>8</b>	<p><b><u>Treasurers Update</u></b></p> <p>The PIP bank account currently sits at £31,131.92.</p>		





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## Portlethen Primary - Pupil Council Discussion P1-3 Pupil Survey Feb-May 2016

Your views about the school						
Answer Options	Strongly agree	Agree	Disagree	Strongly disagree	Don't know	Response Count
I enjoy learning at school.	12	6	0	0	0	18
I am getting along well with my school work.	8	9	0	1	0	18
I get help when I need it.	11	7	0	0	0	18
Staff listen to me and pay attention to what I say.	11	7	0	0	0	18
I feel safe and cared for in school.	14	3	1	0	0	18
I have adults in school I can speak to if I am upset or worried	15	2	0	0	1	18
The pupil council help to improve the school.	12	5	0	0	1	18
The school encourages me to make healthy-food choices.	11	6	0	0	1	18
I take part in out-of-class activities and school clubs.	12	2	2	2	0	18
<i>answered question</i>						18
<i>skipped question</i>						0

## Portlethen Primary - P4-7 Pupil Survey Feb-May 2016 Your views about the school

Answer Options	Strongly agree	Agree	Disagree	Strongly disagree	Don't know	Response Count
The school is helping me to become more confident.	57	74	5	2	14	152
I enjoy learning at school.	61	69	8	8	6	152
I am getting along well with my school work.	46	74	10	0	22	152
Staff encourage me to do the best I can.	74	53	9	4	12	152
Staff talk to me regularly about how to improve my learning.	44	63	17	8	21	153
I get help when I need it.	70	60	10	6	5	151
Staff listen to me and pay attention to what I say.	66	57	15	1	14	153
I have a say in how I learn.	48	52	14	8	31	153
I feel challenged in my learning and extra work is available for	59	58	11	5	20	153
Staff expect me to take responsibility for my own work in class.	73	65	2	2	11	153
Staff and pupils treat me fairly and with respect.	61	64	11	5	11	152
I feel safe and cared for in school.	75	51	12	4	11	153
I have adults in school I can speak to if I am upset or worried	81	47	12	5	9	154
Staff are good at dealing with behaviour.	64	62	15	4	9	154
The pupil council help to improve the school.	62	55	12	10	14	153
The school encourages me to make healthy-food choices.	55	47	17	11	21	151
I take part in out-of-class activities and school clubs.	72	33	11	22	14	152
<i>answered question</i>						154
<i>skipped question</i>						0

### Thursday 26th May/Friday 10th June

We discussed those aspects with which the pupils strongly agreed/agreed and the pupil council agreed that we are doing a good job in these areas. We then looked at the "don't know" responses. TB,TC, NG, RW and RJ all felt that they only set targets at the start of term and that they did not revisit the targets until it was time to set another target for the next term. NG also said that she didn't know what her targets were. A discussion re learning intentions and success criteria took place and, in general, the group members did not equate these to being targets. EK, AR felt they did not get much of a say in what they learn and many of the group agreed. Asked specifically if they were given a choice of what they wanted to learn in topic work, all agreed that this did happen. Suggestions from the children in having a say - pick the topic, class novel/reading book, choose the maths topic, choose what to learn in PE.

Children (apart from P2 members) understood what to feel challenged meant. However, a high proportion of "don't knows" requires addressing as a staff team. About half felt that the healthy choice was encouraged and about half felt it wasn't.

Out of school activities - asked specifically what we could do to encourage people to come to out of class activities. NG suggested pupils could talk to their class about their clubs, MG said the pupils could run mini clubs to encourage others, RJ suggested having coaches into school as his brother had done for P7.

### Other suggestions

The pupil council felt that the most important suggestions were: to improve the playground, to reduce litter, to have more bins, more science and more languages

Next steps - share with staff/PP and consider actions to be taken. **This will be at the beginning of session 2016/17.**



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## Portlethen Primary - P1-3 Pupil Survey February 2016

What suggestions do you have for improving Portlethen Primary?	
Answer Options	Response Count
	13
<i>answered question</i>	13
<i>skipped question</i>	5



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2015/2016 PPP Chair's Review

The last year at Portlethen Primary School has been one of great upheaval, many obstacles but also one of great achievement and a lot of fun. The positive atmosphere in the school appears infectious and long may that continue.

I do not think the impact that Hillside Primary has had on our school can be understated. Last year we had to deal with the effects of Council delays in getting the school approved and opened with large numbers attending the school which put and added strain on the usual pressure points of lunches, parking and space for the children to learn. Huge credit must go to the management team at the school for implementing plans to deal with this and also to the teaching staff that, throughout everything, have never wavered from their obvious passion of doing best for our children. Of course these strains continue this year and I look forward to Hillside finally opening so both schools, and Fishermoss, can reclaim their unique identities within the community and flourish.

The end of the school year brought an end of an era at Portlethen with many staff either retiring or moving on to new challenges at Hillside or further afield. I would like each member of staff that left every success in the future and thank them for everything they done for Portlethen Primary. The fact that the management team was nearly wiped out was one that the PPP was concerned about, especially after the huge strides that have been made at the school in the last few years. After contacting the Council to express our fears, it was obviously then delightful news to hear that Mrs McKechnie was to be given the post of Acting Head and that Miss Watson was to be made Acting Deputy Head. Both are fantastic





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people who have an obvious desire to do the best for our children. I wish them the best of luck and offer any help I can give them. Mr Bruce has also joined the team as Deputy Head this year and I also wish him the very best. I sat in on the interview process that Mr Bruce took part in and he was an outstanding candidate from a very high standard of applicants and I am sure he will be a tremendous asset for the school. I would like to extend the welcome to all the new members of staff joining us this term and wish you every success.

Much of last year was completed without adequate cover of janitorial staff and without a crossing patroller and I believe the PPP done well in raising these issues with the Authority and putting pressure on to ensure Portlethen Primary has the infrastructure required to operate to an exceptional standard that our children deserve. This would seem to be a good point to praise the work that Pamela, the Crossing patroller, does and the difference she has made since joining. I hope she has a long relationship with the school.

The progress made by Playground Improvement Project (PIP) and the work put in by the small band of parents and Mrs McKechnie that run this is project is nothing short of remarkable. Last year I reported at the AGM that PIP had raised £24000 and I thought that was an amazing figure. Only 12 months later that figure has now dwarfed and the funding is in place and the planning application lodged for a brand new Multi Use Games Area in the school grounds which will greatly enhance the learning experience of the children. What a difference this will make to the school and hopefully everyone will see it taking shape in the near future. Add in the fact that the children have had ownership of the project right from the start and the phenomenal success of the 'Messy Play' day, which not only raised money but



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really pulled the whole of the community together, and I feel PIP is an example of what can be achieved through dedication to a cause and a lot of hard work. The school really is indebted to Nicola Brownie, Terri Taylor, Judy Mathieson and Sandra McKechnie and all they have achieved.

Change is also upon us in the Parent Partnership and Judy has had to vacate her position as Treasurer due to her children leaving to go to Hillside. Judy added a real air of professionalism to the role which was vital with the huge amounts of money moving through the account thanks to PIP. Judy moved us forward in terms of the administrative function of the accounts and has set the group up with internet banking to make things much more manageable. Her work over the past two years cannot go without thanks and I am very sad to see her go. I hope we will have someone to come in and fill the position and I am sure Judy will give that person all the support she can in the interim period.

I am really lucky as Chair to have so many good people helping me and as well as my thanks to Judy I would also like to thank Terri for her tireless efforts as Secretary, her flawless minutes, her organisation and her ability to always put up with my ways with a smile and also Debbie who is always a calm head and an experienced person to turn to for advice. Nicola leading the PIP group is also an example to all of a fantastic attitude to help and strive for the very best for our children. These ladies really are a tremendous asset to the school.

I would like to finish with a rallying call. It would be great if more people could spare just a little time each month to come and support things and influence the direction of the school.

We have a leadership team willing to listen, Office Bearers that want to help and better things



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for all and we need support from parents. We have tried changing the nights that meetings are held on to encourage people to attend, the meetings are always relatively short and to the point and we don't discourage children coming along if necessary. We know everyone has other things, we do to, but any little thing you can do to help would be so greatly appreciated. All I ask is that you come along to a meeting, give it a try and see if you can help in any way. We have a fantastic foundation to build upon within the Parent Partnership and the coming year looks like being a very exciting one for the school with many things to look forward to so and I really hope we can enjoy these successes together.

Many Thanks

Ian Bruce