



# Portlethen Parent Partnership

## Meeting Minutes

<b>VENUE:</b>	Staff Room, Portlethen Primary School		
<b>TIME:</b>	6.30pm	<b>DATE:</b>	25 October 2016
<b>ATTENDEES:</b>	<p>Ian Bruce (Chair), Terri Taylor (Secretary), Nicola Brownie (Treasurer) and Debbie Mann (Vice Chair), Councillor Alison Evison</p> <p>Teaching staff: Sandra McKechnie (Acting Head), Laura Watson (Acting Depute Head), Hannah Polson (Teacher) and Steph Moir (Teacher)</p>		
<b>APOLOGIES:</b>			

		<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. IB updated with an email from Joanna Stewart who has worked with the school previously, details to be passed to Miss Watson for follow up.</p>	<p><b>IB</b></p> <p><b>PC</b></p> <p><b>LW</b></p>	<p><b>Nov 2016</b></p> <p><b>Nov 2016</b></p> <p><b>Nov 2016</b></p>
<b>2</b>	<p><b>Matters arising:</b></p> <p><u>Review of Governance</u></p> <p>Mrs McKechnie updated on a review ongoing with the possibility of schools becoming more autonomous and a higher level of own responsibility. This is still at discussion stage and what it might mean. Discussion took place on what the group's thoughts were. Councillor Evison advised that there will be 2 ministerial discussions on 24 November at the AECC. Portlethen Academy are working through discussion groups and it was suggested that we make contact for more information.</p>		



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		<b>ACTION</b>	<b>DUE BY</b>
	<p><u>Tackling Bureaucracy</u></p> <p>This is in relation to reducing workload in terms of time and paperwork for teaching staff. In an effort to reduce the workload the school is trying to apply only doing work that actually needs to be done to inform teaching and learning and how children are progressing. Discussion took place on the learning diaries and the feedback was that initially it takes some time to set up, but thereafter it is easy and quick to administer. The Parent Council responded positively to the introduction of the learning diaries.</p> <p><u>Parental Engagement</u></p> <p>No feedback received from any parents on improving engagement. The school is having an open afternoon on 18 November on being a Rights Respecting School. This is a Friday afternoon for the last hour of the school day. There will also be a letter going to parents asking for their input on topics. The school is still open to ideas so please pass them on.</p> <p><u>Lost Property</u></p> <p>Following Facebook comments on lost property this was raised. Currently there are lost property bins which are there for each term, where property is placed. Children are encouraged to have own responsibility to look after their property. Prefects will be asked if they will go through the lost property once a month to look for named property. Any parent can access the school etc. open evenings, FPS meeting and PPP meetings.</p> <p><u>Email Contact with Parents</u></p> <p>TT raised lack of general email contact with parents and being able to distribute information. Mrs McKechnie advised that teachers will be given time during the November in service days to create their own lists for class lists. The plan is to have entire school email system which Mrs McKechnie will follow up.</p> <p><u>Safety of our Crossing Patroller</u></p> <p>Discussion took place on abuse our Crossing Patroller is receiving. It was agreed that a Go Pro camera would be best for her use as she is unable to note down registrations. Councillor Evison will follow up to ascertain if there is budget available for such a purchase.</p>	<p>SM</p> <p>AE</p>	<p>Nov 2016</p> <p>Nov 2016</p>



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		<b>ACTION</b>	<b>DUE BY</b>
<b>3</b>	<p><b><u>Headteacher Update</u></b></p> <p>Mrs McKechnie updated on the following:</p> <ul style="list-style-type: none"> <li>- Mrs Roebuck and Mrs Kirby are now on staff commencing work yesterday. Mrs Roebuck will teach a variety of subjects and Mrs Kirby is a Support for Learning Teacher.</li> <li>- Mrs McKechnie has drawn up a child friendly improvement plan which is on the wall for all to view. This will be shared with them on Friday and then it will be put on the website.</li> <li>- PPS nursery has been inspected this week. The report is to follow.</li> </ul>		
<b>4</b>	<p><b><u>Pupil Council</u></b></p> <p>Miss Watson advised that the Parent Council will encourage discussion within the classes on the Child Friendly Improvement Plan.</p> <p>Young Aberdeen Volunteer Award – there will be a letter going to parents from the Pupil Council with examples. This will be up and running by next week.</p> <p>The next topic will be integrating with the community on a more regular basis and suggestions are being requested.</p>		
<b>5</b>	<p><b><u>Project Update</u></b></p> <p><b><u>Playground Improvements</u></b></p> <p>Ground work has commenced on the MUGA with installation completed by Christmas.</p> <p>The trees have been felled. Discussions will follow with Landscape services to determine if the roots are to be pulled.</p> <p>It was agreed that part of Phase 2 will include extending the trim trail. PIP will work towards securing the 4 required quotes.</p> <p><b><u>Fundraising / Grant Updates</u></b></p> <p>Meikle Crew application has been submitted.</p>		



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		ACTION	DUE BY
	<p>Movie night on 29 October.</p> <p>Car Boot sale on 30 October.</p> <p>School Concert on 3 November.</p> <p>5<sup>th</sup> Avenue Night dance on 18 November.</p> <p>Christmas movie night on 2 December.</p> <p>Burns Supper Event planned for January 2017.</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> <p>Ongoing process for transferring new Treasurer onto the Bank Account.</p>		
<b>7</b>	<p><b><u>AOB</u></b></p> <p>IB wished to complement the Learning Diaries the photo gallery at the main entrance and the corridor displays.</p> <p>Meeting concluded at 8.15pm.</p> <p>Next meeting will be on Wednesday 30 November 2016 at 6.30pm in the Staff Room.</p>		