



Portlethen Parent Partnership

Meeting Minutes

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

		ACTION	DUE BY
1	<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>IB</p> <p>PC</p> <p>IB/LW</p>	<p>Nov 2016</p> <p>Nov 2016</p> <p>Nov 2016</p>
2	<p>Matters arising:</p> <p><u>Nursery External Play Area</u></p> <p>Robin and Emma Harvey attended the meeting to raise their concerns regarding the recycled tyres that have been used in the nursery play area to make up the composite ground. Their daughter has had an adverse effect to the residue and this has raised health concerns. The school has been in touch with the council health and safety who after lengthy discussions and tests arranged for the area to be resurfaced. Tests were carried out which showed that the</p>		



Portlethen Parent Partnership Meeting Minutes

		ACTION	DUE BY
	<p>material wasn't hazardous and the area would be resealed. The test results released were from 2013 and data sheet referred to this. The council made a decision based on a private test stating that it was safe. The general data sheet states differently and Mr. Harvey would like further council meetings to establish if this was safe. There is research carried out worldwide, which is still inconclusive and is ongoing which raises some concerns. The composite ground has now been treated, but the council have failed to advise on what was used to resurface. Mr. Harvey explained that the area was initially sealed but the seal appeared to have worn. This area is now resealed with what appears to be a smoother grade of sealant. It was offered to Mr. and Mrs Harvey to have a meeting with the council and Ian Bruce attends as part of the Parent Partnership or if they would prefer to have a meeting in an environment with other support from the Parent Partnership. Terri Taylor will get in touch with the Aberdeenshire Parent Council Lead to see if there are other schools experiencing the same problems. It was noted that the school are supporting the parents and have temporarily shut the nursery garden and that they are not withholding any information. Mr. Harvey to provide details of Brian Sutherland's manager and he will be invited to the next parent partnership along with Councillor Evison.</p> <p><u>PEYS and Portlethen Nursery Inspection</u></p> <p>Two inspections took place, one at PEYS and one at PPS. The PEYS inspection went well, however the inspection at PPS raised several recommendations. Some of the areas highlighted included care plans failing to meet regulations and the environment detailing that children weren't monitored 100% for toilet use. New care plans are now in place and they feed into the children IEPs and the nursery planning. Some of the areas of rectification already in place include erecting an interim gate erected and children wearing lanyards to identify them as nursery. The plan for the year is now in place and there is a monitoring system with on/off boards to cover the correct ratio and to keep the children safe. All recommendations are to be completed by end of January (PPS requested a short lead time) with the majority of the requirements now being in place. The self assessment should have been returned in March 2016 by prior management which wasn't and Mr. Bruce is now registered as the manager so that the assessments can be carried out on an ongoing</p>	<p>TT</p> <p>IB</p>	<p>Jan 17</p> <p>Jan 17</p>



Portlethen Parent Partnership Meeting Minutes

		ACTION	DUE BY
	<p>basis. There is a willing and dedicated team in the nursery and it was a brand new team in place when the inspection took place. Every comment noted on Facebook from the PPS parents posted positively. Positive feedback received from parents who attend the meetings.</p> <p><u>Communication with Parents</u></p> <p>GroupCall – Correspondence has been sent home regarding It was noted that GroupCall will now be the main form of correspondence and notification from schools going forward. Laura Watson and Lisa Sutherland have attended training on the system. All correspondence will be sent by email, if that isn't accessible it will follow on to the next form of communication e.g. text etc. GroupCall has a translate facility and can send certificates. It is anticipated that this will be rolled out to teachers so they can communicate with parents directly. Parents should download the App as they will receive automatic updates. GroupCall is web based so can be operated remotely with minimal problems reported from other schools who use it.</p> <p><u>Reporting Format</u></p> <p>SM discussed the reporting format currently used to update parents (report cards). The system is to change going forward. Capacity to develop our 'to build a profile' to incorporate child reporting. Two staff members are going to another school that is same size as PPS to review if it is viable.</p> <p>SM updated on the parents evening and the child friendly reporting format. Noted that if there are issues or concerns this should be discussed as and when it arises, there should be no surprises. SM requested a small working group be established to determine the way forward.</p>	SM	Jan 17
3	<p><u>Headteacher Update</u></p> <p>Mrs McKechnie updated on the following:</p> <ul style="list-style-type: none"> - Child Friendly Improvement Plan has been introduced and is available on the wall to see (outside the gym hall). All comments from adults and children are welcomed. - Aims, Visions and Values are at the core of everything the 		



Portlethen Parent Partnership Meeting Minutes

		ACTION	DUE BY
	<p>school does. There has been a slight delay until the permanent Head Teacher was in place. This will now be revisited to ensure involvement.</p> <ul style="list-style-type: none"> - Following the in service days the school is anticipating carrying out further work on improving mental maths. - Standards and Quality report 2015/16 will be on the website soon. - Each class teacher will continue to issue term letters. Parents were asked for any input on the Scotland topic. - Update on activities in December. Discussion around changes to dates and communication on this to parents. - Discussion took place on offers of help within the school. DB to raise with the nursery team. - Hillside School Update - Opening is now delayed. Planned to open on 27 March 2017. Noted that the delay does not just affect Hillside School, it also affects PPS as a major stakeholder. It was agreed that to not be communicated with formally and to find out via Facebook is not acceptable. 	DB	Dec 16
4	<p><u>Pupil Council</u></p> <p>The Pupil Council are liaising with the Eco team and safe routes to school.</p> <p>The Pupil Council have been surveying the child friendly improvement plan.</p> <p>The Pupil Council have been promoting health and well being indicators.</p>		
5	<p><u>Project Update</u></p> <p><u>Playground Improvements</u></p> <p>The unit for the MUGA will be arriving on Tuesday.</p> <p>Landscaping to be carried out to distribute the soil.</p> <p>With the balance of the money already in place and any grants we are successful with it is anticipated that PIP Group will finalise fundraising activities at the end of this school year.</p>		



Portlethen Parent Partnership Meeting Minutes

		ACTION	DUE BY
	<p>Approaching community council for £500 to have new sports equipment.</p> <p>Official opening. Two openings – pupil and community. Trying to get someone to officially open it. To agree dates.</p> <p><u>Fundraising / Grant Updates</u></p> <p>Christmas movie night on 2 December.</p> <p>Burns Supper Event planned for January 2017.</p>		
6	<p><u>Treasurers Update</u></p> <p>Once the payment for the MUGA is made the PIP bank account will be £8,800.</p> <p>Ongoing process for transferring new Treasurer onto the Bank Account.</p>		
7	<p><u>AOB</u></p> <p>A motion was proposed that only parents of PPS should have access to the PPS school Facebook page. Meeting agreed and the page would be amended to a closed group. Noted that Eilish Bremner administers the site. TT to query on the FOPP / PPP page and should the same action be taken.</p> <p>Meeting concluded at 8.15pm.</p> <p>Next meeting will be on Monday 30 January 2017 at 6.30pm in the Staff Room.</p>	TT	Dec 16