



# Portlethen Parent Partnership

## Meeting Minutes

<b>VENUE:</b>	Staff Room, Portlethen Primary School		
<b>TIME:</b>	6.30pm	<b>DATE:</b>	30 January 2017
<b>ATTENDEES:</b>	<p>Ian Bruce (Chair), Nicola Brownie (Treasurer), Robin Harvey and Emma Harvey, Eva Brownie (Pupil Council).</p> <p>Teaching staff: Sandra McKechnie (Acting Head), Laura Watson (Acting Depute Head) , Hannah Polson (Teacher) and Steph Moir (Teacher)</p>		
<b>APOLOGIES:</b>	Terri Taylor (Secretary), Debbie Mann (Depute Chair) and Anne Hingston		

		<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>IB/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>Pupil Council – Curriculum Rational</u></p> <p>Eva provided an overview of the Pupil Council purpose and achievement to date. The Pupil Council have selected new Visions, Values and Aims following an ideas session that was then voted upon within the classes. The following pneumonic was devised to help the children remember 'T TRAIN' – Trust; Teamwork; Respect; Achievement; Inclusive; Nurture.</p> <p>Parents to asked regarding their ideas of;</p> <p>1. The ideal teacher</p>		



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		<b>ACTION</b>	<b>DUE BY</b>
	<p>2. What skills set should P7 pupils have when leaving primary school?</p> <p>3. Describe the ideal school</p> <p>Discussion around how best to receive parents' responses to the above questions.</p> <p><u>Follow Up of Nursery Playground Concerns</u></p> <p>Mr &amp; Mr Harvey provided an update regarding the nursery playground concerns and Niamh's wellbeing. Recently there had been a 10-minute slot on BBC One Show pertaining to crumb finishing. Landscape Manager does not feel meeting with Mr &amp; Mr Harvey would do any good. Established that the safety data sheet relates to mixing. Lots of correspondence by email and by phone. Mr Harvey would like a meeting with Health &amp; Safety and a Councillor. Ian advised that Councillor Evison has a monthly surgery. He will go with the Harvey's to the next surgery and will email Councillor Evison in advance.</p> <p><u>Labelling of food for children with allergies (Tuck shop / school fayres / community / bake sales)</u></p> <p>Mrs Hingston was unable to attend the meeting and therefore this matter was carried forward to the next meeting to enable her to attend.</p>	<p><b>IB</b></p> <p><b>C/F</b></p>	<p><b>Feb 2017</b></p> <p><b>Feb 2017</b></p>
<b>3</b>	<p><b><u>Headteacher Update</u></b></p> <p>Whole school topic 'Scotland' well underway and enjoyed by pupils and continuing until the February break.</p> <p>Aberdeenshire Progression Frameworks are being utilised within the School to ensure that targets set are being met.</p> <p>Tom Renwick (Maths on Track) visited the School and worked with all classes to upskill teachers and support pupils with maths. Helping to raise confidence and enjoyment. An evening session was also</p>		



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		ACTION	DUE BY
	<p>delivered to parents and carers showing strategies for numeracy and mental maths. This session evaluated very well with parents and carers. Mental maths being worked on within the Cluster. Advised that there is an App available – Maths of Track. Numeracy moderation also taking place in various locations within the Cluster.</p> <p>February In-service days – staff doing ‘Whole School Nurturing Approaches’. Laura Watson and another staff member attending further training on being a nurturing school. Several working groups within the School will be feeding back on their progress.</p> <p>Curriculum Rationale will be finalised after pupil/staff/parent and Community consultation.</p> <p>Further various staff development ongoing – Makaton, ASC, Numicon and First Aid.</p> <p>Wifi, photocopiers and printers are all getting updated.</p> <p>When Hillside School move at the end of March, the area that they vacate will be utilised for various purposes.</p> <p>Hazel Hall looking at ways to improve the nursery surroundings. Ian suggested Nursery Provision slot be added to next month’s agenda to discuss further if the Care Inspectorate has provided a further report.</p> <p>Drainage issues at the back of the playground being dealt with by Drain Devils.</p> <p>Homework Group have gotten parents interested in supporting and working alongside.</p>	TT	Feb 17
4	<p><b><u>Pupil Council</u></b></p> <p>WOW travel scheme and WIDGETS being taken forward.</p>		
5	<p><b><u>Hillside School Update</u></b></p> <p>Still on track to move with no impact to Portlethen Primary.</p>		



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		<b>ACTION</b>	<b>DUE BY</b>
<b>6</b>	<p><b><u>Project Update</u></b></p> <p><u>Playground Improvements</u></p> <p>Group will conclude in June 2017. Some fundraising events planned yet. Sandra ad Nicola to meet with Stephen from Playdale to discuss plans for the back of the playground. Ideas proposed are to extend the current trim trail, an outdoor classroom and some sensory panels.</p> <p>Spoilage yet to redistributed by Landscape Services at the back of the playground.</p> <p><u>Fundraising / Grant Updates</u></p> <p>Once the quote has been received Nicola will apply to Awards for All</p>	<p><b>SM/NB</b></p> <p><b>NB</b></p>	<p><b>Feb 2017</b></p> <p><b>Feb 2017</b></p>
<b>6</b>	<p><b><u>Treasurers Update</u></b></p> <p>The PIP bank account sits at £10,730.84</p> <p>The PPP bank account sits at TBC.</p>		
<b>7</b>	<p><b><u>AOB</u></b></p> <p>There was no other business.</p> <p>Next meeting will be on Tuesday 28 February 2017 at 6.30pm in the Staff Room.</p>		