



# Portlethen Parent Partnership Meeting Minutes

<b>VENUE:</b>	Staff Room, Portlethen Primary School		
<b>TIME:</b>	6.30pm	<b>DATE:</b>	28 February 2017
<b>ATTENDEES:</b>	<p>Ian Bruce (Chair), Terri Taylor (Secretary), Nicola Brownie (Treasurer) and Debbie Mann (Vice Chair)</p> <p>Teaching staff: Sandra McKechnie (Acting Head), Laura Watson (Acting Depute Head), Douglas Bruce (Depute Head), Hannah Polson (Teacher), Steph Moir (Teacher)</p> <p>Councillor Alison Evison</p>		
<b>APOLOGIES:</b>	None		

		<b>ACTION</b>	<b>DUE BY</b>
<b>1</b>	<p>Actions carried forward from 30 January 2017:</p> <p>No actions carried forward.</p> <p>It's noted that the Walk and Stride scheme the school is running will incorporate a road safety survey.</p> <p>IB confirmed that he attended a meeting with Mr and Mrs Harvey and Councillor Evison to discuss their concerns over the nursery playground.</p>		
<b>2</b>	<p><b>Matters arising:</b></p> <p><u>Food Labelling</u></p> <p>Discussed the possibility of listing on labels. Agreed that it would be very difficult to enforce labelling, but that we would request, however this may not be provided. TT to advise FOPP.</p> <p><u>Nursery Provision</u></p> <p>No further inspections have taken place – no details to report. All items have now been addressed.</p> <p><u>Curriculum Rationale</u></p> <p>A vision, aims, value and curriculum rationale has been created. There will be new graphics which is child led. Reviewing a curriculum</p>	<b>TT</b>	<b>Mar 17</b>



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	<p>map – how much time is spent in different areas, confident this can be rolled out to staff. Core curriculum is being addressed including support and challenge. This will all be in place by the end of the current session so it's in place for the new session. This will be communicated in full to parents via a number of avenues.</p> <p><u>Update on Curricular Working Groups</u></p> <p>Curricular working groups are Big Writing, Mental Maths, Restorative Approaches, Homework, Autistic Spectrum Condition, Dyslexia, Makaton and Outdoor Learning. These continue to be developed and implemented in the school.</p> <p><u>Working Towards a Revised Homework Policy</u></p> <p>A considerable amount of research has been conducted. It's been found that majority of parents and pupils don't want homework over the weekend. There will be a progression between stages and as a staff there will be discussion on whether homework will continue to be handed out or stopped. Discussion took place and the overall opinion of the Parent Partnership was that homework should continue. If homework continues there would be a progression plan which would be trialled in session 4 which will show the stages. More feedback to be provided to the Parent Partnership once discussions are held with staff.</p> <p><u>Portlethen Primary post Hillside</u></p> <p>Discussion took place on the use of space once Hillside have vacated the space they are utilising. There will be a new library, two rooms for specialist activities, group space and music specialists. This will be temporary measures for session 4 and revisited for the new school year.</p> <p>There will be revised lunch hours with three sittings P1 – 3 served first, then P4 – 5 and then P6 – 7. The timings will be reduced from an hour and a half to one hour.</p>	HP	Apr 17
3	<p><u>Headteacher Update</u></p> <p>Mrs McKechnie updated on the following:</p> <ul style="list-style-type: none"> <li>- In service day updates: Whole school nurturing approach. This is in two parts,</li> </ul>		



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	<p>second part to be concluded.</p> <p>Self evaluation took place at in service on how progressing as a school.</p> <p>Moderated as a cluster on Mental Maths</p> <ul style="list-style-type: none"> <li>- Discussed sharing attainment. InCAS results were shared – performance in reading, general maths is not to an acceptable standard. Achievements in reading and maths were reported for Primary 7 with 62% within expected levels or above in reading and 42% within expected levels or above in Maths according to the test. There is a high level of late coming and absences are at an unacceptable level. If attendance was improved it should reflect improved attainment. This is currently being addressed with correspondence to parents and initiatives with the children.</li> <li>- Texts will be reduced due to the increased cost, the last bill from April 2016 to date was £1,600. This will now only be used in emergency.</li> </ul>		
<b>4</b>	<p><b><u>Pupil Council</u></b></p> <p>Pupil Council have completed a Widget hunt around the school to ensure we are meeting the criteria for the Total Communication Policy. We are due for an inspection at any time.</p> <p>Pupil Council are talking to their classes about the new Travel Tracker.</p> <p>Pupil Council reviewed the feedback from the Behaviour Policy talk homework in regards to Golden Time. This is with a view to reviewing the Behaviour Policy and to be in line with restorative approaches.</p>		
<b>5</b>	<p><b><u>Project Update</u></b></p> <p><b><u>Playground Improvements</u></b></p> <p>Playdale have been met with, quotes for shelter at the MUGA, outdoor classroom, teacher storytelling chair, an orangutan climbing frame, replacement house, sensory panels and new longer bridge.</p> <p>Potential footballer from AFC coming to open the MUGA.</p>		



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		<b>ACTION</b>	<b>DUE BY</b>
	<p>Movie night on 28 April – Zootropolis</p> <p>There will be a whole school sponsored Hip Hop event on 29 March at the Academy, 2 – 3pm with every child in the school.</p> <p>PIP will request a stall at the Spring Fayre organised by FOPP.</p> <p><u>Fundraising / Grant Updates</u></p> <p>Letter has been submitted to the Co-op to be entered for their fundraising scheme.</p>		
<b>6</b>	<p><u>Treasurers Update</u></p> <p>No update was available.</p>		
<b>7</b>	<p><u>AOB</u></p> <p>Meeting concluded at 8.15pm.</p> <p>Next meeting will be on Wednesday 29 March at 6.30pm in the Staff Room.</p>		