



# Portlethen Parent Partnership Meeting Minutes

<b>VENUE:</b>	Staff Room, Portlethen Primary School		
<b>TIME:</b>	6.30pm	<b>DATE:</b>	28 August 2017
<b>ATTENDEES:</b>	<p>Ian Bruce (Chair), Nicola Brownie (Treasurer), Terri Taylor (Secretary), Vikki Davidson, Gemma Dow, Carol Anne Arundel, Anne Higston, Debbie Taylor, Steph George and Councillor Alison Evison</p> <p>Teaching staff: Sandra McKechnie (Head Teacher), Laura Watson (Depute Head), Douglas Bruce (Depute Head) and Hannah Polson (Teacher)</p>		
<b>APOLOGIES:</b>	None		

		<b>ACTION</b>	<b>DUE BY</b>
<b>1</b>	<p><b>Actions carried forward from 21 June 2016:</b></p> <p>CCTV cameras have not yet been upgraded. Further damage has occurred to the nursery mud kitchen.</p> <p>Mrs McKechnie to obtain dates for when the fill in for soil will occur in the playground.</p> <p>Ian Bruce to ask for the markings on the road on Cookston Road to be re-done as they are not visible where they currently located.</p> <p>Miss Watson confirmed that the Primary 6s will be working on safe walking routes to school with the possibility of obtaining external funding to support promotion.</p>	<p><b>SM</b></p> <p><b>IB</b></p>	<p><b>Next meeting</b></p> <p><b>Next meeting</b></p>
<b>2</b>	<p><b>Chairman's Report</b></p> <p>Ian Bruce read the Chairman's Report. A copy is attached to these minutes.</p>		
<b>3</b>	<p><b>Nomination and appointment of Parent Partnership committee members</b></p> <p>Debbie Mann resigned as Vice Chair, all of her children are now at Academy.</p> <p>Terri Taylor resigned as Secretary due to other commitments.</p>		



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	<p>Ian Bruce was nominated for Chairman by Terri Taylor and seconded by Anne Higston.</p> <p>Nicola Brownie was nominated for Treasurer by Terri Taylor and seconded by Sandra McKechnie.</p> <p>Vikki Davidson was nominated for Secretary by Nicola Brownie and seconded by Debbie Taylor.</p> <p>Anne Higston was nominated for Vice Chair by Steph George and seconded by Sandra McKechnie.</p>		
<b>4</b>	<p><b>Matters arising:</b></p> <p><u>Improvement Planning</u></p> <p>The improvement plan was discussed. Currently the plan supports Big Writing, Mental Maths and a restorative approach to Resolving Conflict. The whole year has now been evaluated and staff will now be consulted on their views.</p> <p>It will be proposed that Big Writing is removed as there has been improvement in attainment. In place there will be Emergent Literacy which will benefit from the skills that should be solid before moving onto Active Literacy. Also a greater focus on Active Literacy. Big Writing will still be used but will not be on the improvement plan. This will further improve spelling, reading and phonics.</p> <p>It's proposed that Mental Maths is retained. Attainment has raised with this focus.</p> <p>Restorative Approach is now in practise and embedded and it's anticipated that this is dovetailed into the whole school nurturing approach rather than just localised.</p> <p>Proposed that Holistic assessment is utilised which is an assessment of all areas within learning. Miss Watson has always moderated and assessed but this will look at the bigger picture with the use of a QAMSO (Quality Assurance Moderation and Support Officer).</p> <p>GIRFEC – Portlethen Primary is now a formally recognised Enhanced Provision school. All measures are in place and some of the enhance provisions interventions have been assessed. All staff will be invited</p>		



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		ACTION	DUE BY
	<p>to take part in autism training so that they have the opportunity to address the range of requirements of autistic children.</p> <p><u>Reporting to Parents</u></p> <p>Mr. Bruce gave a presentation on Reporting to Parents, the different style and frequency. There was a working group which decided on the use of an easy to use system called 'Book Creator'. This is not a paperbased system, it is electronic and will provide more frequent than paperbased approaches and pupils are involved in reporting.</p> <p>The system is user friendly, easy to upload, interactive (sound clips and videos of children), pupils have a choice of what achievements to show, it is not paperbased which assists teachers, pupils have ownership, it's a straightforward process to share the information with 2 menus, one for teachers and one for pupils.</p> <p>Education Scotland have stated that next steps should be detailed to assist with attainment level.</p> <p>Discussion took place on comparison to 'I Can'. Book Creator does more than just profiling and tracking and it will be more interactive with reporting allowing the pupil to be heard.</p> <p>The roll out will be over a 2 year period. In 2017/18 the first report will be out mid-November. It will contain literacy, numeracy, HWB and Learning across the curriculum.</p> <p>The second report will be issued at the end of March 2018 and will also include expressive arts and ICT.</p> <p>There will continue to be a range of reporting e.g. Twitter, curricular evenings, assemblies, open door policy etc.</p> <p>In 2018/19 feedback will be obtained. If the system is working successfully all 8 curricular areas as per the former paperbased system will be reported on.</p> <p>There was discussion if there were to be areas for Next Steps for Parents. The feedback was that the reports would be specific and concise.</p> <p>If parents / carers do not have web access, then if required the reports can be PDFd and printed. The reports will be uploaded to</p>		



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	<p>GLOW accounts that all children have – log on to the GLOW website to view, no apps are required to be downloaded.</p> <p>Parents will be issued with a calendar that will notify when reports are to be available. This will be raised at Meet the Teacher evening on 14 September.</p> <p><u>Parental Survey Responses</u></p> <p>Miss Watson provided a presentation on Parental Survey Responses. The survey was issued at the beginning of Term 4 last session. It was a shorter survey to look at the same areas as has been previously polled.</p> <p>The survey showed that there were increases throughout for Strongly Agree and Agree. Focus was placed on the 'Not Sure' and Disagree and Strongly Disagree. The 3 areas for focus are on children sharing ideas and opinions on their work and progress, this will be addressed by the introduction of Book Creator and sending pieces of work home to share.</p> <p>The school providing an efficient means of communication in relation to upcoming events and activities, this will be addressed by updating and maintaining the website, raising awareness of GroupCall, sending out reminders of upcoming events by posting on facebook and website.</p> <p>The school providing satisfactory family learning opportunities, this will be addressed by further developing the relationship with Community, Learning and Development Team and encouraging 3<sup>rd</sup> parties to share knowledge with parents / carers for example the Speech and Language Team.</p> <p>Active activities will also be promoted at meet the teacher evenings at a 'market place' set up so that parents are aware of what's available within the community.</p> <p><u>School Uniforms</u></p> <p>Discussion took place on the use of Tesco ordering. Agreed that alternatives would be sourced. Terri Taylor agreed to look into this.</p>	<b>TT</b>	<b>Next meeting</b>



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		ACTION	DUE BY
5	<p><b><u>Head Teacher Update</u></b></p> <p>Mrs McKechnie updated the following:</p> <ul style="list-style-type: none"> <li>- Children have all settled in well including the Primary 1s who will be in full time next week.</li> <li>- School dinners with parents for Primary 1s will be this week and they will attend assembly this week.</li> <li>- Check on the Primary 7s who have moved has been carried out.</li> <li>- The nursery offered to pilot for extended hours but we were not accepted. There will be a foundation level in August and we have offered to pilot.</li> <li>- Nursery questionnaires have been issued for submission to the Scottish Care Inspectorate.</li> <li>- We have received Rights Respecting Schools Level 2. We are the 15<sup>th</sup> school in Aberdeenshire to receive it and it is the highest level that can be achieved.</li> <li>- The whole school is undertaking an outdoor topic to allow measuring progression.</li> <li>- All children are being encouraged to join groups including those with enhanced provision. There are interventions such as soft starts for those that find it difficult to enter rooms, bug time which allows children to take their painted stone to the Rainbow Room for down time, a drama group, 2 gardening groups, cooking group, swimming group and therapets.</li> <li>- An asbestos check was carried out in the holidays but no date as yet for the accessible toilet. Councillor Evison will follow up to try and bring it forward.</li> <li>- The dandelion phonics and big books are here and in the reading room. The room is well laid out and the books are easy to find. Over 1,000 have been donated to charities abroad.</li> <li>- Staffing – Isla Morrison (non class contact teacher) is leaving on 15 September. The role has been advertised but has not been appointed. Candidates did not come to the interviews during the holiday period. There will be two further interviews this week.</li> </ul>		



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		<b>ACTION</b>	<b>DUE BY</b>
	<ul style="list-style-type: none"> <li>- Lucy Philip, Additional Support Needs, is leaving during the October holidays. This role to be advertised for half a week support.</li> <li>- Permanent supply post, Eunice Janssen, supports the cluster of 5 schools but will be line managed by Mrs McKechnie. She will be in PPS every Thursday.</li> <li>- Now have a Children Escort (Emly Duff).</li> <li>- Aiming to have most teachers trained in Makaton as there is a need for it within the school.</li> <li>- Looking to increase the number of teachers who are trained in Calm Holds. This is only used with the permission of the parent/carer and written into care plans.</li> <li>- PEX training undertaken last week by some staff which is suitable for non-verbal or pre-verbal children.</li> <li>- Autism Group is establish, planning on achieving Autism Friendly School Award.</li> <li>- Elaine Cowan is taking over management of the school website.</li> </ul>		
<b>6</b>	<p><b><u>Pupil Council</u></b></p> <p>The pupil councillors have been appointed and they will discuss in assembly on Friday how all children can be involved.</p> <p>Promoting positive behaviour and the promotion of Total Communication, bronze award (widgets displayed around the school).</p>		
<b>7</b>	<p><b><u>Project Update</u></b></p> <p><b><u>Playground Improvements</u></b></p> <p>4 plans have now been submitted for the back of the school. A PIP meeting is to take place to decide on what is to be purchased.</p> <p><b><u>Fundraising / Grant Updates</u></b></p> <p>Once the plan is chosen we will apply for Awards for All.</p>		



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		<b>ACTION</b>	<b>DUE BY</b>
<b>8</b>	<p><b><u>Treasurers Update</u></b></p> <p>The PIP bank account sits at £12,797.38</p> <p>The PPP bank account sits at £336</p>		
<b>9</b>	<p><b><u>AOB</u></b></p> <p>All future meeting dates have been set and will be on the website. They are also on Facebook.</p> <p>Next meeting will be on Tuesday 26 September 2017 at 6.30pm in the Staff Room.</p>		



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### 2016/2017 PPP Chair's Review

The past 12 months have been full of positives for Portlethen Primary School and we should all be very proud of our school and the community that exists within it. There is a feel good factor around the place which has to be built upon as we move forward together into 2018 and beyond.

Hillside Primary School finally opened at Easter this year and I wish all the teaching staff and pupils the absolute best of luck in settling into their new school and creating a legacy together. The impact of Council delays in opening the school on Portlethen Primary was so obvious and witnessing the difference around the school in the final term of the year has been so pleasing to see. Credit must go to all the staff for maximizing limited resource to make the most of the additional space, and new assets such as the library can only have a positive effect on the children.

Our Senior Leadership Team at the school was cemented in place with Mrs. McKechnie and Miss Watson being given the positions of Head and Deputy Head respectively to compliment Mr. Bruce's appointment last summer. I have a huge amount of respect for the amount of work put in, and the passion these three possess for making things as good as possible for the children. The emphasis they place on the children being front and centre of everything done at the school is superb. Hopefully we will get a period of stability moving forward which is something the school has lacked for a few years. I look forward to continuing working with them to shape the future at Portlethen Primary School. I think the Multi Use Games Area is fantastic!! What a resounding success the Playground Improvement Project has been. Further improvements on top of the MUGA have already been made or are planned but the time has come for PIP to be wound down. The 'Wet and Wild' play day rounded things off fantastically. No further fund raising events will take place and once all affairs have been put in place and all monies have been spent the group will no longer run as a subcommittee of the Parent Partnership. This has been one of the most satisfying things I have personally ever been involved in. I'd like to say a huge thank you to Nicola Brownie for leading this project and every single person who has made a contribution over the years.

I think that it is time for the Parent Partnership to turn its attention indoor after delivering improved facilities outside. We started communication with the Council regarding improvements needed to the infrastructure of the school to deliver an inclusive atmosphere and safe environment for all children regardless of ability or need. We need to press for these improvements and work with Council Officers and the Senior Leadership Team to see these delivered. Our children deserve the best.

I always try to do my best in my position as Chair of the Parent Partnership. Personally, I have been frustrated and disheartened on occasions this year by a lack of attendance at the meetings and perceived lack of interest in the work we are trying to do. We have gone on an offensive campaign of trying to get the message out there about who we are and what we try and do and have noticed a distinct upturn in participation towards the end of the term. I really hope this continues moving forward and we can go from strength to strength together.

As we approach the third anniversary of me taking over as Chair of the Parent Partnership I am still enjoying myself, find the insight into what happens at the school fascinating and am willing to continue if required. I would like to thank my fellow office bearers who put in a power of work behind





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the scenes. Terri Taylor always delivers and Nicola Brownie's passion is unquestionable. They are a constant source of support to me. This year we lose the Vice Chair, Debbie Mann, who has helped the school over a great number of years and will be sorely missed.

Let's see what 2017/2018 brings for Portlethen Primary School.

Many Thanks

Ian Bruce