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| VENUE: | Staff Room, Portlethen Primary School | | |
| TIME: | 6.30pm | DATE: | 26.09.2017 |
| ATTENDEES: | <p>Ian Bruce (Chair), Anne Hingston (vice chair), Vikki Davidson (Secretary), Debbie Taylor. Heather McAlpine and Terri Taylor.</p> <p>Teaching staff: Sandra McKechnie (Head), Douglas Bruce (Depute Head) and Hannah Polson (Teacher)</p> | | |
| APOLOGIES: | Laura Watson (Depute Head) and Nicola Brownie (Treasurer) | | |

| | | ACTION | DUE BY |
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| 1 | <p><u>Actions carried forward from :</u></p> <p>No dates for the playground improvements as yet</p> <p>Ian Bruce has not had a response to email re: Cookston Road signs.</p> <p>Terri Taylor has gathered information on various companys who may be able to supply school uniforms. One company may attend next meeting to provide information. Terri will continue to cost other companys.</p> | <p>IB</p> <p>TT</p> | <p>NEXT MEETING</p> <p>NEXT MEETING</p> |
| 2 | <p><u>Matters Arising</u></p> <p><u>Parking at the front of the school</u></p> <p>Discussion took place about people parking around the roundabout at the front of the school and on the grass. Ian Bruce to email Laura Watson and get a progress report on safe routes to school.</p> <p><u>music delivery within the school</u></p> <p>Discussion took place regarding lack of music sessions within the school. Mrs McKechnie explained this is due to lack of designated music teacher as no music classroom.</p> <p>Anne Hingston gave Mrs McKechnie a list of contacts who may be able to provide information/resources on music delivery within the school.</p> <p>Although music is not specified on improvement plan the school</p> | <p>IB</p> | |

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| <p>timetable could allow for music sessions.</p> <p>Kodaly aims to upskill teachers and teaches kids beats and rhythm, Mrs Mckechnie to look into this.</p> <p>Charanga is to be trialled within Miss Polsons' class</p> <p>Mrs Mckechnie to find out how referral is made to music express.</p> | <p>SM</p> <p>HP</p> <p>SM</p> | |
| <p><u>Standards, quality report and improvement plan (SQUIP)</u></p> | | |
| <p>Literacy and Reading included on improvement plan it is available on school website and includes learning, teaching and assessing.</p> <p>Includes emerging literacy, pre phonics, literacy. 68% of children not at level for reading. new big cat books welcomed by parents and teachers but is taking a little getting used to in comparison to Oxford books.</p> | <p>SM</p> | |
| <p>PPS to take part in First Ministers reading challenge. Mrs Mckechnie discussed various ideas as to how this will work including a literacy open afternoon on 12.11.17.</p> | | |
| <p>P1 -P3 not confirmed as yet but may be done as a class reading passport P4 - P7 to complete a reading passport. Other ideas discussed included reading in strange places (with photos), whole school reading together, reading cafe, therapet for reluctant readers, baking/book sessions.</p> | <p>SM</p> | |
| <p>Target for improvement still to be set</p> | <p>SM/LW</p> | |
| <p>Librarian visits school once a week. Library is being tidied and designated area set for children to return books.</p> | | |
| <p>Miss Watson at training for holistic assessment i.e maths, music, health and wellbeing. Information will be evaluated, previously the school was doing well.</p> | | |
| <p>Teachers to undertake extensive training in Autism as part of the plan to achieve autism friendly school award by the end of 2018.</p> | | |
| <p>Staff also to be trained in picture exchange for non-verbal children.</p> | | |
| <p>Priority for Nursery is outdoor learning and focus for this year is whole school nurture.</p> | | |
| <p>Mrs Mckechnie explained that INCA's will only be tested at 3 and 5 this year.</p> | | |

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| | <p>Concerned raised regarding Mrs Mckechnie, Miss Watson and Mr Bruce teaching. Where is time allowing for drive with improvements? Mrs Mckechnie explained there is a new teacher starting in December.</p> <p><u>Reporting to parents through book creator</u></p> <p>16 new IPADS recieved</p> <p>Book reports date will be 30.11.17 for literacy and numeracy.</p> <p>Reported problems with GLOW website for accessing homework. Mrs Mckechnie to discuss with Miss Watson.</p> <p>Discussion around success of book creator for report cards. Any issues should be ironed out already through trial with pilot group.</p> | SM | |
| 3 | <p><u>Headteacher Update</u></p> <ul style="list-style-type: none"> • Whole school topic is Portlethen. Pupils getting out and about in the community. Some classes have been LIVE on facebook. • next term enterprising around a silent disco which is autism friendly. • miss polson requested 2L and 4L milk cartons for a class project. • Raised beds now have soil, each class will alternate responsibility. it was suggested for vegetable packs from the raised beds to be sold to raise funds. • TTRAIN - Children have a six week block per activity. Mrs Mckechnie to send a list of all available activites home with children. • Staffing - Isla Morrison has left. new teacher to start in December Christine Vivier. Advert placed for support for learning teacher two days Hillside Primary and three days at Portlethen Primary. | SM | |
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| 4 | <p><u>Pupil Council</u></p> <p>no update</p> | | |
| 5 | <p><u>Project Update</u></p> <p>no update</p> | | |
| 6 | <p><u>Treasurers Update</u></p> <p>The PIP bank account sits at £12,797.38</p> <p>The PPP bank account sits at £336</p> | | |
| 7 | <p><u>AOB</u></p> <p>Progress on accessible toilet</p> <p>All future meeting dates are available on the website and also on facebook.</p> <p>The next meeting will be on 29th November 2017 at 6.30pm in the staff room.</p> | IB | |