

# Portlethen Parent Partnership

## Meeting Minutes



<b>VENUE:</b>	Via Skype for Business, hosted by Portlethen Primary School		
<b>TIME:</b>	6.30pm	<b>DATE:</b>	Monday 24 <sup>th</sup> August 2020
<b>ATTENDEES:</b>	Anne Hingston (Chair) (AH)	Sandra Mckechnie (Head Teacher) (SM)	
	Terri Taylor (Vice Chair) (TT)	Douglas Bruce (Deputy Head) (DB)	
	Nicola Brownie (Treasurer) (NB)	Karen Cormack (Deputy Head) (KC)	
	Denise Main (Secretary) (DM)	Hannah Saum (School Administrator) (HS)	
	Susan Strachan (SS)	Jenni M (JenniM)	
	Carol-Anne Arundel (CAA)	Julia Maitland (JuliaM)	
	Ilka Win (IW)	Sinead Ewen (SE)	
	Michelle Lee (ML)	Sheena Law (SL)	
<b>APOLOGIES:</b>			

		ACTION	DUE BY
1	<b>Welcome and introduction to Portlethen Parent Partnership</b> AH welcomed everyone to the first Parent Partnership meeting of the new school year.		
2	<b>Apologies for absence</b> No apologies were noted		
3	<b>Minutes of the previous meeting</b> There was one action from the last meeting on Laura Watson to follow up with Pillar regarding their current activities and how COVID is/will affect their health and wellbeing activities. SM state that Laura contacted them before she left and they are understandably busy at the moment. The school will continue to keep in touch with Pillar.		
4	<b>Chairperson's Report</b> AH gave the group her Chairperson report for the 2019/20 school year. <ul style="list-style-type: none"> <li>FOPP were unable to form a committee which led to discussions around merging FOPP and PPP. FOPP formed a committee in the end</li> <li>New PPP committee was formed</li> <li>Anne-Marie Davies Macleod (Quality Improvement Manager, Aberdeenshire Council) visited to gage parents opinions on the Banchory-Devenick dual headship</li> <li>We reviewed and amended the Constitution</li> </ul>		

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	<ul style="list-style-type: none"> <li>• We increased our communication with the Parent Forum via our Facebook page and Expressions. Also circulated a 'what do PPP do?' document to all parents</li> <li>• In January we agreed to reduce our meeting frequency</li> <li>• In February the Hillside rezoning consultation begun!</li> <li>• Reached out to local Councillors and all the Portlethen based schools parent groups.</li> <li>• Dialogue with Learning Estates team at Aberdeenshire Council regarding errors in the consultation document and were successful in getting the document reissued</li> <li>• We held an emergency PPP meeting, increased our communication with the Parent Forum and produced a template email to be used to respond to the consultation</li> <li>• We attended and spoke at the rezoning public meeting at Hillside School</li> <li>• Learning Estates came to visit Portlethen School and reviewed the classroom space and school capacity</li> <li>• NB was involved with organising Fifth Avenue dance fundraiser</li> <li>• COVID-19 lockdown put a stop to everything!</li> <li>• PPP kept communication going during lockdown. Sharing school information, online and local support services</li> <li>• AH involved with:             <ul style="list-style-type: none"> <li>○ Online session with Laurence Findlay, Director of Education and Children's Services</li> <li>○ Question and answer with John Swinney</li> <li>○ Question and answer with members of the Education Committee</li> <li>○ Online sessions with Connect</li> </ul> </li> <li>• We continued with our PPP meetings and took them online</li> <li>• As Chair of the PPP, AH was involved with the recent online deputy head teacher interviews.</li> <li>• Continue to have frequent communication with the school during this rapidly changing environment</li> <li>• Huge thanks to the school staff</li> <li>• PPP will continue to push for more support from a regional and national level</li> <li>• AH gave her thanks to the committee for their support throughout the year</li> </ul>		
5	<p><b>Treasurer's Report – NB</b></p> <ul style="list-style-type: none"> <li>• As of 30 April 2020 there was £290.45 in the bank account</li> <li>• As previously agreed, £250 will be donated to the school to be used for Pillar mental health workshops. The cheque for this was handed into the school this week</li> <li>• The current working balance is £40.45.</li> </ul>		
6	<p><b>Upcoming Committee elections – roles and voting process</b></p>		

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	<ul style="list-style-type: none"> <li>• AH ran through the roles which make up the Parent Partnership Committee – Chair, Vice Chair, Secretary and Treasurer</li> <li>• TT and NB will be stepping down as Vice Chair and Treasurer at the next meeting.</li> <li>• The committee elections, which will take place at the next meeting, will be held virtually. AH ran through the voting process.</li> <li>• Training will be available, via Connect, for any new committee members.</li> </ul>		
7	<p><b>Head Teacher update</b></p> <p>SM provided the group with her update:</p> <ul style="list-style-type: none"> <li>• SM thanked the PPP, and Anne in particular, for their support and critical ear during the current time.</li> <li>• Deputy HT post – when Miss Watson left at the end of last term, the post was lost. All staffing money has been used to fund an Acting Deputy Head Teacher post, which Karen Cormack was successful in getting.</li> <li>• Return to school             <ul style="list-style-type: none"> <li>○ Lots of new children joining the school, increasing the school role above the predicted figure (current role: 266 pupils, 11 classes).</li> <li>○ All children are setting in amazingly.</li> <li>○ The afternoon break is having a positive impact so far. May look to continue this post-COVID.</li> <li>○ Risk assessments have taken place for the return to school, including individual assessments where identified.</li> </ul> </li> <li>• Health and Wellbeing –             <ul style="list-style-type: none"> <li>○ All year groups (except P1) have visited the beach and will paint a pebble. This will be imbedded into the playground somewhere as a lasting memory of COVID.</li> <li>○ SM shared a Health and Wellbeing poster with the group which outlines the focus that the school will be taking. This will be available on the school website.</li> </ul> </li> <li>• Hillside rezoning consultation             <ul style="list-style-type: none"> <li>○ SH will be consulting P7s in a focus group, then providing feedback to Education Scotland</li> </ul> </li> <li>• Curriculum rationale             <ul style="list-style-type: none"> <li>○ SM shared the draft 'Curriculum Rationale' document with the group. It is reviewed every 3 years. SM would welcome feedback on the document.</li> </ul> </li> <li>• I pads             <ul style="list-style-type: none"> <li>○ 70 new I pads are now in the school which means that all classes have multiple new I pads.</li> <li>○ SM once again thanked FOPP for the money</li> <li>○ Another 10 may come from the Government.</li> </ul> </li> <li>• Huts in the playground will be demolished in October.</li> <li>• SM asked the PP for support with</li> </ul>		

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	<ul style="list-style-type: none"> <li>o Social distancing in the playground – reminding parents to adhere to social distancing between each other, and between teachers and parents</li> <li>o Playground one way system – some parents/carers are still not obeying the one way system</li> <li>o Social media – parents to should contact the school directly with any concerns – nasty comments on Facebook don't solve problems</li> <li>o <b>***Action: AH to highlight these issues through PPP Facebook page and via Expressions.</b></li> <li>o <b>***Action: HS to share how to contact the school via Expressions.</b></li> </ul>	AH HS	ASAP -
8	<b>Any Other Business</b> None		

**Date of next meeting:**  
6.30pm, Tuesday 29<sup>th</sup> September 2020  
Via Skype for Business  
Hosted by Portlethen Primary School

AGREED

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Acronyms and terms used	
PPP	Portlethen Parent Partnership
Parent Forum	All parents/carers of children attending Portlethen School
Connect	National membership organisation and charity for parental involvement in education. <a href="http://www.connect.scot">www.connect.scot</a>
Attainment	Attainment is part of achievement; it describes the levels and standards a learner has achieved e.g. completing a curricular level or getting a qualification (from Connect's Education Jargon Buster).
SLT	Senior Leadership Team (Head Teacher and Deputy Head Teacher(s))
FOPP	Friends of Portlethen Primary
LGBT/LGBTI	Lesbian, gay, bisexual and transgender / Lesbian, gay, bisexual, transgender and intersex. See <a href="https://www.lgbtyouth.org.uk">https://www.lgbtyouth.org.uk</a> for more information about the LGBT Schools Charter.

AGREED