

Portlethen Parent Partnership

Meeting Minutes



VENUE:	Via Skype for Business, hosted by Portlethen Primary School		
TIME:	6.30pm	DATE:	Tuesday 29 th September 2020
ATTENDEES:	Anne Hingston (Chair) (AH)	Douglas Bruce (Deputy Head) (DB)	
	Denise Main (Secretary) (DM)	Karen Cormack (Deputy Head) (KC)	
	Ian Bruce (IB)	Hannah Saum (School Administrator) (HS)	
	Claire Craik (CC)	Sinead Ewen (SE)	
	Laura Gibb (LG)	Julia Maitland (JM)	
APOLOGIES:	Terri Taylor (Vice Chair) (TT), Nicola Brownie (Treasurer) (NB), Sandra Mckechnie (Head Teacher) (SM), Sheena Law (SL), Carol-Anne Arundel (CAA)		

		ACTION	DUE BY
1	<p>Welcome and apologies AH welcomed everyone to the meeting tonight. Apologies were noted from TT, NB, SM, CAA and SL.</p>		
2	<p>Review of previous meeting minutes and actions The minutes from the previous PPP meeting held on 24 August 2020 were agreed with no corrections.</p> <p>There were two actions from the previous meeting:</p> <ul style="list-style-type: none"> AH to highlight these issues through PPP Facebook page and via Expressions HS to share how to contact the school via Expressions 	<p>COMPLETE</p> <p>COMPLETE</p>	
3	<p>Committee elections NB and TT indicated to the Chair in advance of the meeting that they are stepping down as Treasurer and Vice Chair. AH stated that they have both been involved for a long time with PPP and they were both instrumental in the playground improvements through PIP and the Multi Use Games Area (MUGA). AH and DM stepped down but would be interested in continuing their role in PPP.</p> <p>AH opened the meeting up to all and asked for nominations for the office bearer roles. The results of the elections were as follows:</p> <ul style="list-style-type: none"> Chair – DM proposed AH. JM seconded. Vice Chair – AH proposed JM. LG seconded. 		

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	<ul style="list-style-type: none"> • Secretary – AH proposed DM. JM seconded. • Treasurer – HS proposed CC. DB seconded. 		
4	<p>Pupil and Parent Survey Results – DB DB took the group through the results of the parent/carer survey which took place in June during lockdown. 91 parents/carers respond covering all stages of the school.</p> <p>IB asked if a comparison has been made against the results of the parent/carer survey which took place in previous year(s). DB stated that this has not been done but would raise this suggestion with SM.</p>	DB	Next meeting
5	<p>What do parent/carers need? – AH AH asked the group for their thoughts on what PPP can do to support parents/carers during the current COVID situation. AH is conscious that people don't have the 'playground catch up' with other parents/carers and teachers like they did before.</p> <p>The main consensus was that communication should be the main focus. Looking for a consistent message coming from PPP and the School. With mixed messages coming from all parts of society it's so important that the messages are consistent.</p> <p>It was also raised that signage reminding people about the playground one-way system would be good. IB stated that funding streams maybe available and would forward the information to the PPP mailbox.</p>	IB	Next meeting
6	<p>Playground – IB IB expressed his concerns about the current situation in the playground at drop off/pick up time with regards to COVID and social distancing.</p> <p>It was noted that the big back gate was open but now it's been shut. KC stated that the janitor monitored the big back gate but it wasn't being used so it was closed.</p> <p>Concerns were also raised regarding the after-school club using the front gate to exit the playground after school. DB stated that the after-school club have a pre-arranged agreement that they can exit through the front gate but only after everyone has left the playground. DB and KC monitor the front gate at home time and note that generally everyone is compliant.</p>		

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	<p>It was raised that the high touch point areas (e.g. gates) have no hand sanitiser and that funding for these could be raised through the funding stream highlighted above by IB.</p>		
7	<p>P7 trip – IB IB raised concerns he has regarding the P7 Abernethy school trip and was looking for assistance from PPP. He stated that parents were being asked to make a decision and financially commit to sending their P7 to Abernethy next year without sight of Aberdeenshire Council's position on residential school trips, especially in light of the current COVID situation. Aberdeenshire Council are yet to issue their guidance for school terms two and three. There are concerns that if a second payment is made in January for the trip, but it is cancelled due to COVID, then people will lose their money. IB asked PPP to contact the Council and request that this guidance is issued as a priority to allow parents to have a complete picture before they decide to send their child away.</p> <p>KC stated that if Abernethy have to cancel due to COVID then money will be refunded or used to offset the cost of the Abernethy 'Us to You' option.</p> <p>IB also raised concerns regarding the trip being a multi-school trip and the potential additional risk this poses with both schools mixing. He stated that this seems contrary to the overall guidance of avoiding mixing people. KC stated that this was a prearranged agreement taken over a year ago and the appropriate risk assessments will be in place as necessary.</p> <p>AH asked IB to email his concerns to PPP mailbox so we can review and take it forward from there.</p>	IB	-
8	<p>Head Teacher update – DB DB gave the head teacher update on behalf of SM.</p> <ul style="list-style-type: none"> • Hillside rezoning consultation – DB expressed his thanks to the PPP parents who attended the Education Scotland rezoning consultation. The Education Scotland officers were impressed on how well informed the parents were. • Curriculum – continuing with the focus on health and wellbeing. The children are beginning to show fatigue; everyone looking forward to the holidays! • COVID – Risk Assessments for both nursery and school are updated regularly and are shared on the school website. • Visitors to school – visitors to school continue to be kept to a minimum but things are beginning to open 		

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	<p>up. Recently had an outside visit from the River Dee Trust. The violin teacher and support for learning are returning to the school.</p> <ul style="list-style-type: none"> • I pads – the new I pads are going down really well, with both pupils and teachers. Still looking for an additional 50 I pads. They cost £230 each so looking for a total of £11,500. HS has set up a PayPal account for the school to allow people to donate electronically if they wish. 		
9	<p>Treasurer update NB was unable to attend tonight's meeting but provided an update to the committee. The update stated that there had been no spending since the last meeting so the balance remained at £40.45.</p>		
10	<p>AOB Emailing the school - AH</p> <ul style="list-style-type: none"> • AH raised concerns regarding conflicting advice received about how best to contact the class teacher and that there seems to be no way of having an informal 'chat' with the teacher as before. KC stated that all communication should be directed to the school office and it will be forwarded on from there. The recent school newsletter sent to all parents/carers echoed this. <p>Outdoor resources – JM</p> <ul style="list-style-type: none"> • JM asked if the current outdoor space and resources were adequate for current situation and going forward. She asked if the school has a wish list of items that would enhance outdoor learning, especially going in the winter months. DB thanked JM for the kind suggestion and stated that he would bring this up at the next staff meeting. 	DB	-

Date of next meeting:
6.30pm, Wednesday 25 November 2020
Via Skype for Business
Hosted by Portlethen Primary School

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Acronyms and terms used	
PPP/PP	Portlethen Parent Partnership
Parent Forum	All parents/carers of children attending Portlethen School
Connect	National membership organisation and charity for parental involvement in education. www.connect.scot
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 https://www.lgbtyouth.org.uk for more information about the LGBT Schools Charter.

AGREED