

Portlethen Parent Partnership

Meeting Minutes



VENUE:	Via Skype for Business, hosted by Portlethen Primary School		
TIME:	6.30pm	DATE:	Wednesday 25 th November 2020
ATTENDEES:	Anne Hingston (Chair) (AH)	Sandra Mckechnie (Head Teacher) (SM)	
	Denise Main (Secretary) (DM)	Douglas Bruce (Deputy Head) (DB)	
	Susan Strachan (SS)	Karen Cormack (Deputy Head) (KC)	
	Carol-Anne Arundel (CAA)	Hannah Saum (School Administrator) (HS)	
	Sinead Ewen (SE)	Emaleigh Lansdell (student teacher)	
	Michael Christie (student teacher)	Una Ni Shuilleabhain (student teacher)	
	Raya Encheva (student teacher)		
APOLOGIES:	Terri Taylor (TT), Julia Maitland (Vice-Chair) (JM), Claire Craik (Treasurer) (CC)		

		ACTION	DUE BY
1	Welcome and apologies AH welcomed everyone to the meeting tonight. Apologies were noted from TT, JM and CC		
2	Review of previous meeting minutes and actions The minutes from the previous PPP meeting held on 29 September 2020 were agreed with no corrections. There were four actions from the previous meeting: <ul style="list-style-type: none"> • DB to raise with SM the suggestion of a comparison of the parent/carer survey results with previous year(s) results • IB to forward suggested funding stream to PPP mailbox. • IB to email PPP mailbox with P7 trip concerns. • DB to bring up the suggestion of an outdoor learning wish list at the next staff meeting. <ul style="list-style-type: none"> ○ This was raised and the outdoor learning group are co-ordinating a wish list. 	COMPLETE COMPLETE COMPLETE COMPLETE	
3	Appointment of Treasurer – voting correction – AH/DM The PPP Constitution states that voting of the committee should be done by members of the parent forum and the Head Teacher (or a staff member representing them) does not have voting rights unless these are given by the PPP/parent forum. The treasurer role requires someone		

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	<p>from the parent forum to second the proposal of CC as treasurer. The voting results for the appointment of Treasurer were:</p> <ul style="list-style-type: none"> • HS proposed CC. SS seconded. 		
4	<p>Head Teacher Update - SM SM provided her update to the group:</p> <ul style="list-style-type: none"> • Curriculum will remain focused on health and wellbeing as there is still an identified need for it. Re-introduction of Food and Health Curriculum in term 2 and indoor PE. Looking towards a return to 'normal' curriculum in term 3. • Christmas: <ul style="list-style-type: none"> ○ Christmas Enterprise – taking place on a dedicated website. Real excitement around the school. ○ Makaton carols as singing is not allowed. ○ Class parties will still go ahead. ○ Whole school Christmas Panto via Aberdeen Arts Centre online with ice cream in the classrooms ○ Socially distanced Santa's grotto will be outside in the nursery garden log cabin for nursery to P3 children. ○ No Christmas Church assembly this year. • Currently have five student teachers at the school. • Two break during the school day after receiving positive feedback from the children. • Covid: <ul style="list-style-type: none"> ○ Risk assessments are updated as and when new guidance emerges. They are available on the school's website. ○ SM thanked PPP for their support around the wearing of face coverings and social distancing in the playground. ○ The sibling pick-up arrangement for P1 and P2 pupils is working well. • iPads: <ul style="list-style-type: none"> ○ Sponsored litter pick was well received by the community and we received some lovely feedback. The money raised will buy 10 iPads. ○ 10 iPads had already been granted to the school from the Connecting Communities Scotland Fund. They have now granted an additional 60 iPads! ○ The total number of iPads in the school is now 150, which is more than one between two pupils – a fantastic achievement! • Staffing 		

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	<ul style="list-style-type: none"> ○ Miss Ruxton is leaving the school at the end of term. ○ Mrs McArthur is returning in February. ● Donations of art supplies from an ex-art teacher in the community and a cash donation from a parent's work have both been greatly received. SM and all the staff and teachers have been overwhelmed by the generosity and kindness shown to Portlethen School from all the community. 		
5	<p>School Improvement Priorities (SM) SM took the group through the School Improvement Plan:</p> <ul style="list-style-type: none"> ○ Over the next two years the focus will be on writing. There will still be a focus on health and wellbeing, in particular mental health, as a continuation of the recovery curriculum. ○ The school are going to panel soon to hear if they will be awarded the LGBT Schools Charter from LGBT Youth Scotland. 		
6	<p>Pupil Survey (DB) DB ran through the results of the pupil survey which was undertaken in June/July, during lockdown. 100 pupils responded to the survey and most of the questions were answered positively.</p>		
7	<p>Recovery Curriculum Review (KC) KC ran through the results of the review into the recovery curriculum, which was put in place in Term 1. There was really positive results to come out of the review. Pupils loved the outdoor trips, requested more community activities, such as litter picks, and commented on how nurturing their teachers are. They also wanted T-Train time on Friday to start again along with PE and craft and baking sessions and to open up the whole playground again. KC stated that PE and craft/baking are beginning to start again but they were unable to start T-Train time and open up the whole playground to all pupils due to the current Covid restrictions.</p>		
8	<p>COVID clarification (AH) AH raised two points which have brought to the Partnerships attention.</p> <ul style="list-style-type: none"> ● Playground area rotation ● Number of adults waiting at the front gate at pickup time <p>With regards to playground rotation, SM stated that they have though about it but couldn't find away for it to work due to breaks and physically where the bubbles are located in the school. Head teachers have asked the Council directly if the children can mix in the playground but they have been told no. SM would love to see more outdoor learning resources to brighten up the playground.</p>		

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	<p>With regards to the number of adults at the front gate, SM stated that she believed the situation was getting better than it had been. The school has a responsibility and control over the playground but relies of the parents/carers to follow social distancing rules while outside the school premises. P1 and P2 children getting picked up early has made a difference with regards to the flow of adults through the playground but SM stated that this can't be a permanent arrangement.</p>		
9	<p>Future projects AH discussed the Community Food Fund which has been drawn to PPP's attention. The group discussed the fund and if the ideas we had were eligible for funding. It was decided that we can't make use of the money as a Partnership as Covid restrictions limited what we want to do.</p> <p>The playground was raised as a potential future project. Ideas put forward included new picnic benches, outdoor classroom and updating the playground markings and games.</p>		
10	<p>Treasurer update (CC) CC was unable to attend the meeting but updated the Committee. CC is working with the previous Treasurer Nicola to get the bank account signatories sorted.</p>		
11	<p>AOB</p> <ul style="list-style-type: none"> • A parent asked for an update on the plans for the school library <ul style="list-style-type: none"> ○ SM confirmed the library is still going ahead. The library is currently being used as a flexible space to support with Covid distancing for example as an extra staff breakout room and as teaching space for support staff. Moving forward the school is still looking for paint and a new carpet for the room. 		

Date of next meeting:
 6.30pm, Monday 25th January 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