

Portlethen Parent Partnership

Meeting Minutes



VENUE:	Via Skype for Business, hosted by Portlethen Primary School		
TIME:	6.30pm	DATE:	Monday 25 th January 2021
ATTENDEES:	Anne Hingston (Chair) (AH)	Sandra Mckechnie (Head Teacher) (SM)	
	Julia Maitland (Vice-Chair) (JM),	Douglas Bruce (Deputy Head) (DB)	
	Claire Craik (Treasurer) (CC)	Karen Cormack (Deputy Head) (KC)	
	Denise Main (Secretary) (DM)	Hannah Saum (School Administrator) (HS)	
	Terri Taylor (TT)	Susan Strachan (SS)	
	Laura Gibb (LG)	Marie Grieve (MG) (FOPP Treasurer)	
	Kerry Carver (KC)	Michelle Lee (ML) (FOPP Chair)	
APOLOGIES:	-		

		ACTION	DUE BY
1	<p>Welcome and apologies AH welcomed everyone to the meeting tonight. There were no apologies.</p>		
2	<p>Review of previous minutes and actions There were no actions from the previous meeting.</p> <p>The previous minutes stated that the outdoor learning group were creating a wish list of outdoor classroom/play equipment. AH asked how this was progressing. SM stated that the outdoor group were working on it but its been paused due to the current lockdown.</p> <p>The minutes from the meeting on 25 November 2020 were agreed with no corrections.</p>		
3	<p>Remote learning (SM) SM provided an updated to the group on remote learning at Portlethen Primary School:</p> <ul style="list-style-type: none"> • Remote learning for this lockdown is built on learnings from previous lockdown and feedback. • Tasks are now marked 'essential' or 'desirable.' This is based on parent feedback from last lockdown. Essential tasks are set by the class teacher; desirable tasks are set by groups. There is a desire to keep learning on Fridays light. 		

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	<ul style="list-style-type: none"> • Staff workload is high and will be reviewed this week. • Technology causing issues for Friday assembly – DB and KC looking into different options. • iPads – massive task to circulate iPads was hugely successful and pupil engagement has been high, much higher than last lockdown. • The school has been granted more iPads from Connecting Scotland. These iPads have come from other schools who have not used them. • It is acknowledged that some form of recovery curriculum will be need going forward. • School hub – children who attend the hub are supported in school to access online learning; the same learning as those at home. • Remote learning survey: <ul style="list-style-type: none"> ○ Pupil survey – completed, and to be analysed ○ Parent/carer survey – to go out this week <p>LG shared that Asda have offered 10 laptops to schools in need and that the school should apply directly to Abbi at Asda Portlethen. LG shared the email address with the group.</p> <p>Some parents shared their thoughts on how remote learning is going:</p> <ul style="list-style-type: none"> • Marking tasks essential and desirable has made remote learning much better this time round. • Workload is better and is more evenly distributed over their children. 		
4	<p>Head Teacher update (SM) SM provided the group with her update:</p> <ul style="list-style-type: none"> • Quality assurance activities (which allow the school to track pupil learning) have been badly affected this term due to Covid. • February in-service activity – ‘making learning visible’ activities which were planned have been put on hold. • A summary of the learning experiences across the ‘four contexts of learning’ will be shared with the Parent Forum once a fortnight via Expressions. • School reports will be put back a term as the current staff workload is extremely high. • Currently waiting for a decision from local authority regarding the plan for Scottish National Standardised Assessments (SNSA). These take place for children in P1, P4 and P7. • Abernethy – ‘us to you’ planned for mid-March and still hoping to go ahead with it. 		

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	<ul style="list-style-type: none"> • Staffing: <ul style="list-style-type: none"> ○ Mrs Turner (nurture room) will be going on maternity leave at the end of February. ○ Mrs Tavendale will be going on maternity leave in mid March. Maternity cover job advert is out now and has seen a good level of interest. ○ Mrs McArthur will be returning 1st March. ○ Mrs Cannon will be returning in mid March ○ Kerry Carver joining the school as a PSA on 1st February; a temporary position up to the Summer. ○ Nurture room and Enhanced Provision are a school cluster resource. SM to have a meeting with other cluster head teachers about maternity cover arrangements for Mrs Turner. • There have been 35 P1 applicants for the next school year 2021/22. Even with the P7s moving on to the academy, this will result in a school roll higher than projected for Portlethen Primary. 		
5	<p>Rezoning AH updated group about the Hillside School rezoning consultation. Aberdeenshire Council Learning Estates team published their consultation report regarding the rezone of Hillside School in December. The report included Education Scotland final report and the questions and answers that the Parent Partnership put to the Council (wrongly cited in the report as from Portlethen Community Council). The report concluded that Aberdeenshire Council should not rezone the Leathan Fields site to Portlethen Primary.</p> <p>AH stated that the report from Learning Estates was put before the Kincardine and Mearns Area Committee on 8 December 2020 who made a recommendation to the Education and Children's Services Committee that the Leathan Fields site should remain within the catchment area for Hillside School and not be rezoned to Portlethen School or Fishermoss School. Education and Children's Services Committee will make the final decision on Thursday 28th January.</p>		
6	<p>Parent group structure (AH) AH outlined the current parent group structure within Portlethen Primary, the main functions of these groups and their history. Over the years there have been various discussions about merging the groups, especially when there were difficulties establishing a committee. This year has been a very difficult and challenging year.</p>		

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	<p>Concerns were raised that, due to Covid, none of the regular face to face activities were able to take place this year therefore limiting the opportunity to raise money for the school. ML, (Chair of FOPP), stated that they have £3000 in the bank account. FOPP committee are running with no secretary and with a small number of parents. An open discussion then took place within the group regarding the current structure and if we need to move forward in a different way to support the groups and ultimately support the children. FOPP to discuss the current parent group structure at their next meeting.</p>		
7	<p>Treasurer update (CC) CC stated that she had a socially distanced handover with the previous treasurer Nicola and received all the paperwork from last 6 years. The account currently sits at £360.45. The annual payment from Aberdeenshire Council came into the account before Christmas. CC to contact the bank to update account signatories this week.</p>		
8	<p>AOB CC – fundraising brain storming</p> <ul style="list-style-type: none"> • CC suggested that we could ask the pupils for their fundraising ideas as part of a brain storming session. SM stated that this could be an article in the school magazine asking readers for fundraising ideas. 		

Date of next meeting:
 6.30pm, Tuesday 30th March 2021
 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