

Portlethen Primary Together

Meeting Minutes

VENUE:	Via Skype for Business, hosted by Portlethen Primary School		
TIME:	6.30pm	DATE:	Tuesday 30 th March 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)	
	Laura Gibb (LG)	Morgan Moir (MM)	
	Steph Gellatly (SG)		
APOLOGIES:	Michelle Lee, Susan Strachan		

		ACTION	DUE BY
1	<p>Welcome and Apologies AH welcomed everyone to the first meeting of the first Portlethen Primary Together meeting. Apologies were received from Michelle Lee and Susan Strachan.</p>		
2	<p>Review of previous minutes and actions There were no actions from the previous meeting.</p> <p>The ongoing topic of creating an outdoor classroom/play equipment wish list will be covered in point 8 on the agenda.</p> <p>The minutes from the meeting on 25th January 2021 were agreed with no corrections.</p>		
3	<p>Constitution (AH) AH stated that as we have a new name, we need to amend the constitution. A draft of the amended constitution was circulated ahead to the meeting to those attending. AH ran through the draft constitution highlighting the proposed name change (from Portlethen Parent Partnership to Portlethen Primary Together) and two minor amendments to sections 2.3 and 3.2. No objections were raised to the proposed amendments.</p> <p>**Action: DM to share the draft constitution with the wider Parent Forum for comment.</p>	DM	Next meeting
4	<p>Logo Competition (AH) AH shared with the group that we are looking for a new logo. PPT will run a competition over the Easter holidays, with entries to be submitted to the group mailbox. Competition will close Friday 23rd April and the winner announced shortly after that.</p>		

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5	<p>Events group update (CC/JM) CC has recently established an events WhatsApp group, which has currently got 9 members. They had a brain storming session and hoping to take some of these ideas forward. The uptake is very low for both the Club 100 and the designer handbag sale. The pre-loved school uniform sale is going very well with £30+ raised so far and lots of interest. They have linked up with Fishermoss Primary and hopefully Hillside Primary to offer non-branded items across all the schools.</p> <p>**Action: HS to add pre-loved uniform sale information to the school website in the school uniform page.</p>	HS	Next meeting
6	<p>Headteacher update (SM) SM provided the group with her update:</p> <ul style="list-style-type: none"> • Scottish National Standardised Assessments (SNSA) will be going ahead at the end of May. These take place for children in P1, P4 and P7. • Shorter school report (no pictures/videos) will be issued to parents on Friday 4th June. • Parents evening will be held remotely again on 10th and 15th June. • Progress with the School Improvement Plan has taken a hit this lockdown – term 3 is the busiest term for the school. • SM has applied for an 11 class model for school year 2021/22 and waiting for confirmation • Staffing – Mrs Turner (nurture room) and Mrs Tavendale (P1/2) are now on maternity leave. Mrs Prise is now in nurture room. Mrs Sirca has left. Mrs Philp and Mrs Munro are joining as support for learning teachers. • Technology – 30 iPads short of having one for every pupil. Applying for more from Connecting Scotland. • School website is now in a new format and is optimised for mobile viewing. <p>AH asked about Bikeability. SM stated that one group of P7s had taken part in the course and really enjoyed it. The second group will take part this/next week. The plan is to move onto the P6s after that.</p> <p>AH asked for an update on the P7 Abernethy and activity plans. KC stated that Abernethy as you has been cancelled. Live Life Aberdeenshire have a residential facility at Monymusk and Portlethen Primary are first in the queue when they can open. P7s and teachers are looking to put on an end of term show, which will be available for parents on Vimeo week of 7th June. A few parents are organising an outdoor prom for after school. P7 have requested a KFC and slip and side! All activities will have to comply with government guidelines at the time. KC stated that a full refund has been received from Abernethy but its still to come back to the school from Aberdeenshire Council. Plan is to give parents the option of a full refund or put it towards Monymusk activity centre.</p>		

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	<p>AH asked if the relationship and sexual health topics, which were postponed due to lockdown, will be taking place now the children are back in class. SM stated that the P6/7 teachers have streamlined the program and it will be happening this year.</p>		
7	<p>Analysis of Parental Questionnaires (DB) DB ran through the results of the Remote Learning Parent/Carer Survey. Cameras at wellbeing chats went down well but some children found it overwhelming. Distinguishing essential and desirable tasks went down well to help parents manage time but some struggled to balance their own work with their child/rens schoolwork. The survey was conducted in the middle of lockdown which was a high stress time for parents yet the results were positive and provided constructive criticism. The school found it very helpful to have this questionnaire.</p>		
8	<p>Outdoor Learning (AH) AH returned to the topic of outdoor learning and the creation of a wish list. PPT would like to know what items the school would want to support outdoor learning. KC informed the group that they have nearly completed the "Learning through Landscapes" grant so hopefully get £500 for den building equipment, log seats etc. Next term looking to plant the playground raised vegetable boxes. New outdoor wish list has been created by staff and SLT and sorted from most to least desired. Items of the list include a sail shelter, benches, playground markings, traverse wall, more sections for the trim trail, as well as seeds, buckets and spades. AH stated that PPT Committee would have a look at the list and take it forward.</p>		
9	<p>Website (JM/AH) AH – there was issues with the school website regarding the format and accessibility issues around looking at the website on a mobile device. We raised this with the school office who got in touch with the Council web team. The school website has now been transferred to the new school web format which means that it is now enabled for mobile viewing! PPT are looking to overhaul the parent bit of the website and add key documents to it so we can direct parents to it. We are conscious that not everyone has or wants to have access to Facebook and PPT's page on there.</p>		
10	<p>Connect Session feedback – reaching out to all families (DM) DM told the group about the online Connect session she went on called 'reaching out to all families.' The session discussed the important role families (of any makeup) play in their child's school experience and the role families have supporting the school. They also discussed the challenges and barriers some parents/carers may have when it comes to taking part in school or PPT organised activities such as family issues around work, health and childcare, as well as literacy/language problems and the parents own experience of school. The main points for PPT were to ensure that we are as inclusive as we can be and take all families into consideration when</p>		

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	we organise events such as offering a quiet shopping time at the school fayre(s), offering activities at different times and days of the week, and being more culturally aware of important holidays, celebrations, and language of the families at Portlethen.		
11	Treasurer update (CC) CC stated that she had a socially distanced handover with the previous treasurer 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.		
12	AOB HS informed the group that there are a few Easter trails which are taking place around Portlethen during the Easter holidays and the school has been asked to display some of the posters. HS liked this fundraising idea that would be suitable during the current COVID restrictions and is an alternative to online quizzes, etc. This could be something PPT could do in the future.		

Date of next meeting:
6.30pm, Wednesday 26th May 2021
Via Skype for Business
Hosted by Portlethen Primary School

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Acronyms and terms used	
PPT	Portlethen Primary Together
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