



PARENT COUNCIL MEETING WINDYKNOWE PS

DATE: TUESDAY 26th NOVEMBER 2019

TIME: 6.30PM

VENUE: WYNDYKNOWE PS

ATTENDEES – SCHOOL	APOLOGIES
Rita Angus – Head Teacher	Harry Cartmill
Gillian Norquoy – Deputy Head Teacher	Emma Douglas
	Jillian Jamieson
ATTENDEES – PARENT / CARERS	Lisa Miekle
Claire Anderson (Secretary)	
Michelle Blackley	
Gayle Bowes	
Maria Ferguson	
Lynn Garvie	
Kirsty Gibson	
Donna McLeary	
Claire Mitchell	
Lorena Mombelli	
Juliet Redmond	
Jesmond Sathiyakumar	
Irene Stevenson	
Rhona Tait (Chair)	

APOLOGIES

Apologies noted.

MATTERS ARISING FROM LAST MINUTES

- **Update from Councillor Harry Cartmill re speed signs:**

A response has been received from Operational Services at WL Council re the speed signs on Glasgow Road not working: “We have investigated the part time 20mph signs on Glasgow in the vicinity of Windyknowe Primary and have identified that certain components in each of the signs have failed. Unfortunately these components are now obsolete and we cannot source replacements. It is therefore proposed that over this financial year, these signs and others outside schools will be removed and permanent 20mph put in their place.

Lorena Mombelli noted there are no signs on Glasgow Road giving direction to the school and asked if this could be considered.

Action: Rhona Tait to follow up with Harry Cartmill to see if this would be possible.

- **Follow up on signage in turning circle**

Costs have been provided to the school.

Action: Mrs Angus to follow up after Christmas.

- **Website and Blog page updates**

Communicated via the Newsletter.



- **Communication issued re Expressions App and Parents Portal**
Communicated via the Newsletter.
- **After school clubs**
Changes implemented and new process is working.

HEAD TEACHER REPORT

- **Mrs Angus presented the Curriculum Design and discussed the Empowered System for Parents and Carers.**

Mrs Angus explained how the curriculum is created, including what Curriculum for Excellence looks like in practice for children in our school. She showed how the vision of Ready, Respectful, Responsible, Safe permeates all of the work undertaken. The importance of the four capacities of Responsible Citizens, Successful Learners, Effective Contributors and Confident Individuals was stressed as being hugely important as this is what we want every child in Windyknove to be. Social Studies, Science, Technologies, Expressive Arts, RME, Literacy, Numeracy and Health and Well Being were described. Mrs Angus then went on to explain how this translates into our School Improvement Plan.

Mrs Angus shared the agreed draft of Empowering Parents and Carers document and as a PCA we went over what this looks like for us. All agreed that we felt, as a representative group of parents, really positive about where we are.

Action: School website to include a copy of the driver diagram which shows the school improvement plan for this year.

- Following a group discussion about the **Empowerment System** the idea of family support sessions focused on numeracy was discussed, either a drop in session or during an Open Learning session, and creating on-line resources (tutorials, work sheets etc.) for families to use to support learning at home and for those who can't make Open Learning sessions.
Action: Miss Norquoy to investigate and discuss a plan at next meeting.
- Miss Norquoy shared a suggested questionnaire to be sent to Parents / Carers around **achievement recognition** and a pupil questionnaire around the "Digitech" programme. The attendees had no issues with this.

AGENDA POINTS SUBMITTED

- **P5-7 show** – concern raised over lack of communication of requirements of pupils; unnecessary time being wasted for children who are not part of the show; unable to use school hall for PE during rehearsals if weather is bad; too much focus on drama and creativity

Mrs Angus explained that drama and music are entitlements for every child. Children get the opportunity to perform to an audience at the annual show and at a class assembly. This is a chance for children to develop their confidence in a variety of ways. Every child was involved in the show – if they did not have a speaking part then they were singing and dancing.



The Queen tribute was a musical. Each class had to learn 3 songs with dances. The response from parents, carers and visitors was that it was a fantastic show. The children gave their best and appeared to have a great time. Letters were sent home re- costumes etc. The expectation is that P5- 7 children are responsible and can share with their parents / carers what is required. However, if anyone is ever unhappy about anything which is happening in school, Mrs Angus is always happy to discuss. The school have an open door policy and everyone is encouraged to speak to them in all of the ways that are described in the newsletters.

- **Devices in school** – pressure to take technology into school. Clarity required on why children need to bring their own technology.

Mrs Angus confirmed digital technology is part of school life and devices are used in class to enhance the learning process where appropriate. Each classroom is now equipped with laptops and Ipads which all children can use at required times, so there is no requirement for any child to have to bring their own technology to school. This will be reiterated through the reminders on the What's On section of the website each week.

Action: Reminders to be published on the website. Again, if there are any questions or concerns, please contact the school to discuss.

- **Schools policy on sickness to be explained**

Mrs Angus confirmed that the school can only advise the suggested 48 hour wait after sickness be adhered to, but cannot stop a child attending.

- **Professional Photography**

Why are the school continuing to use Tempest Photography when previously they agreed to explore other contracts?

Mrs Angus advised that other options were looked into but Tempest bring revenue to the school from the photo sales. Other options were not as financially beneficial nor could they facilitate the process in one day. This year, photos were finished by lunchtime which helps avoid interrupting pupil learning.

Mrs Angus also explained that revenue from the photos pays for the Christmas parties and gifts for the infant classes, so is a well-used source of income.

This year there were two parent helpers and two learning support staff to check over the children before their photos were taken to help everyone look their best. The photos were all quality checked by parent helpers before being sent home on the day, so the quality should be improved on previous years, thanks to the hard work of the school and helpers. Tempest regularly seek feedback so if anyone would like us to pass their comments on, let us know. We are happy to do so.

- **Coffee morning** – children who do not (for any reason) bring their entrance fee should not be treated differently to those that do pay.

Miss Norquoy explained there was a possible mis-communication between children collecting money on the door and children collecting money at the pupils cake stall.



Some children had paid on the door but were refused cakes because children on stall didn't know they'd already paid. Pupils who don't have an adult attending coffee morning have to stay near teachers for duty of care and are usually seated on a bench. It was discussed and suggested that for future coffee mornings money could be collected in class by teacher before going to hall, to save confusion.

- **Drop off and pick up process in nursery**

It was discussed and suggested to place registers inside the nursery so parents / carers can come into room to make a "softer" drop-off, to alleviate queues building up at entrance door.

Action: Nursery have started to implement.

- **Review stay and play process in nursery to allow younger siblings in**

It was agreed that younger siblings will be allowed in future.

- **Review breakfast club times to work in line with nursery times changing**

Mrs Angus advised that Breakfast Club staff contracts are being reviewed, with a view to have Breakfast Club open from 8am from January 2020. Information will be sent to parents to advise before the end of term.

- **Surveys issued by email** – request for more information to be provided regarding what the survey is for, who it's being sent to, how the information is going to be used, and what the benefit will/may be to pupils/the school. An indication of how long it will take to complete the survey would also be useful.

Miss Norquoy confirmed this can be done from now on. Mrs Meek has sent the WLC survey with additional information.

- **School bus** – clarity required on the use of the school bus on a "pay as you go basis".

Miss Norquoy advised that information is on the West Lothian Council website, but she will also be putting this onto the school website for ease of access. Children can use on a "pay as you go basis". Tickets can be bought from the school office at 75p per single journey or 10 for £5.68, or pay on bus for £1.28 return. Parents / Carers should advise teacher or office staff if you plan to put younger children on bus to make sure the teacher knows to send pupil to bus at home time.

Action: Information to be added to school website.

- **School uniform** – clarity required whether shirt and tie are part of the school uniform as it is not apparent in the handbook.

Miss Norquoy confirmed that the tie is mentioned in the school handbook and on the website and there is photo of school uniform displayed in school and this was attached to previous newsletters. Shirts and ties are considered part of uniform.

- **Policy re gritting turning circle**

Mrs Angus advised the turning circle is classed as a public highway therefore our FMA staff are not required to grit it in their contracts. They work really hard to clear entrances and exits for staff and children on icy days.



The school office staff have contacted the Council about treating the footpath in icy conditions. It was asked whether there is the possibility of getting a grit bin to enable users to treat the footpath as and when required.

Action: Mrs Angus to ask Council about a grit bin.

- **P2 outside activities** – inconsistent and lack of communication re this.
Point taken on board.
- **Further information required re recording of the Masterclass**
Mrs Angus confirmed the Council had approached the school for content for their website. It was questioned whether a permission letter should have been sent out but Miss Norquoy confirmed this was covered in the annual letter permission slip sent out at the start of term.
- **Racial abuse – clarity required on what action is being taken around this.**
Mrs Angus conveyed her apologies for this matter and assured the group that action is being taken. Mr Kerr is working with the parties involved and full support is being given to the victims.

AOB

- **Mhairi from Studio 44** would like to thank the school, parents, carers and children for their continued support. The boot camp sessions have been very successful. She sends good wishes for a Happy Christmas and looks forward to seeing you in the New Year.
- **Letter received from Council re Schools Appeal Committee**
The Council are looking for parent volunteers to take part in the Placing in Schools Appeal Committee (they consider appeals against the refusal of school places or exclusion from schools).
Further information can be obtained from Rhona Tait. The deadline for applications is 31st December and an online application is available on the Council's website.
- **Query over Nursery closure on 12 December for voting purposes.** If children miss out on that day will they be granted a day in its place?
Action: Mrs Angus sought advice and the current entitlement for ELC is still 600 hours but with a morning place at Windyknowe PS NC children have more than 700 hours over the academic year (so no issue).
- Jesmond Sathiyakumar asked if the school would be interested in **hosting a talk to older pupils about a Leprosy charity** which he is involved in.
Action: Mrs Angus to discuss further.
- Juliet Redmond asked if there would be any interest in **a savings club for children** at school to allow them to save up their spare change over the year as other schools do this.
Action: Mrs Angus to discuss further.



- **P6 skiing trip**

Mrs Angus confirmed she is awaiting Lowport to finalise numbers that can go on each date. The trip is oversubscribed at the moment so names may need to be drawn from a hat.

Action: Mrs Angus to confirm.

FUTURE MEETINGS

Wednesday 26th February 2020, 6:30pm

Thursday 21st May 2020 (AGM), 6:30pm