

Calderwood Parent Council (PC) Meeting (AGM)



Meeting Details

Date: Tuesday 1st October 2024
Time: 18:00 – 20:00
Venue: Calderwood Primary School
Online: Join with Zoom 567 757 2610
Chair: Jo Ferguson

Present:	Apologies:
Miss Burton, Head Teacher	Ankur Jain
Miss Stark, Deputy Head Teacher	Laura Hynd
Mrs Bates, Principal Teacher	Euan Alexander
Mrs Warden, Principal Teacher	
Jo Ferguson (Chair)	
Naomi Gregg	
Kate Robertson	
Fiona Hogg	
Jen Macgregor	
Aby Bhalerao	
Leeanne Bradley	
Lucy Wright - Secretary (zoom)	
Mica Burns - Treasurer (zoom)	
Avani Patel (zoom)	
Avril Mackay (zoom)	
Ifeyinwa (zoom)	
Jennifer Khare (zoom)	
Joan Wilson (zoom)	
Ruth Hensman (zoom)	
Suzi Dear (zoom)	
Theo Cairns Bowdler (zoom)	
Susan Brown (zoom)	
Toni Glen (zoom)	
Frazer Paterson (zoom)	

Note – In minutes below, Parent Council abbreviated as PC.

Meeting Minutes

Item	Topic
1.0	<p data-bbox="185 226 528 259"><u>Welcome and Apologies</u></p> <p data-bbox="185 309 1469 389">Jo welcomed all and confirmed the agenda for the meeting was shared by email by the school and on the PC Facebook page. Jo confirmed meeting minutes will be issued after the meeting.</p> <p data-bbox="185 443 496 477">Apologies noted above.</p>
2.0	<p data-bbox="185 524 576 557"><u>School and Nursery Update</u></p> <p data-bbox="185 607 839 640">Calderwood Chiefs Presentation - 1 October 2024</p> <p data-bbox="185 689 1422 723">Miss Burton advised the school has 4 chiefs for 2024/25 due to high the standard of applicants.</p> <p data-bbox="185 772 1437 853">Mrs Warden advised the nursery currently has 124 pupils, this will rise to 145 by Christmas, and increase again at Easter. The nursery currently has 23 staff, and is recruiting for 2 more.</p> <p data-bbox="185 902 1437 983">The nursery's current focus is on values, pupil voice, maths and nursery rhymes and the garden area.</p> <p data-bbox="185 1032 1469 1113">The nursery held a stay & play last week which had a numeracy focus. There will be other focuses later in the year.</p> <p data-bbox="185 1162 1485 1243">The nursery would like to thank Mr Panesar, who has donated a piano to the nursery and thank you to Jo Ferguson for donating Halloween crafts to the nursery.</p> <p data-bbox="185 1292 1493 1429">The nursery has had a successful P1 transition, with a positive response from parents and feedback taken onboard for next year. The nursery transition is also undertaken for new starts, with all new nursery starts up until the end of the year having had a settling in session.</p>

3.0

Formal AGM: Year Review

[PC Annual Review - 2024](#)

Highlights include raising nearly £7000 in fundraising during 2023/2024. Jo thanked all PC members and the wider parent and community body. The PC hosted its first out of school hours disco, with two more planned for this year. The PC also organised a successful Christmas fayre and prize draw, cauliflower cards and magic miles fundraiser.

Further fundraising discussions will be held at the next meeting.

Fundraising meant the PC supported the school with Technology, outdoor equipment, and goodbye & welcome gifts for pupils.

Support has also included working groups such as positive behaviour support, ASN and comms.

Jo was honoured to be invited to support the chief interviews. The children demonstrated how much they love the school, how proud they are, and values that school gives them.

Jo thanked all the school leadership team for support over last year.

The focus for 2024/2025 will be on health & welling support and prioritising fundraising to enhance children's learning experience.

Jo thanked the PC members, with special thanks to Lucy, Mica, Kate who do so much work behind the scenes.

4.0	<p><u>Formal AGM: Treasurer Update</u></p> <p>Treasurer Report - AGM 1 October 2024</p> <p>Treasurer Report - AGM 1 October 2024 - Annex A</p> <p>Mica confirmed the yearly audit was passed, and this was completed by Steph Whyman.</p> <p>Kate, Aby and Frazer have been working on sponsorship for this year, with a current total over £1000 raised so far. A separate pot has been created for sponsorship money to ensure it is spend as advised to sponsors.</p> <p>Mica asked the school & nursery to think about large spends for this year.</p> <p>ACTION - to discuss large spending plans at the next meeting.</p> <p>Miss Burton gave an update on school funds (need to report twice a year). The current school balance is £19,879.04, but this includes iPay money for trips, milk, P7 fundraising etc so is not completely reflective of total.</p>
5.0	<p><u>Formal AGM: Voting in of Members and Named Positions</u></p> <p>Voting conducted via Slido poll, conducting a mass vote for PC members.</p> <p>Lucy confirmed 19 people have voted, all nominees received at least 50% vote in favour. All nominees have been elected to the PC for 2024-25. Jo was re-elected as chair, Lucy re-elected as Secretary and Mica re-elected as Treasurer. Vikas Garg was elected as vice treasurer and Aglaia Bliatsiou elected as vice secretary. A new PC chat will be set up for this academic year.</p> <p>Jo advised there are now 29 members in the PC, which is higher than last year.</p> <p>Lucy added there is scope to add further members later in year via an exception process if people wish to join.</p> <p>ACTION – set up new WhatsApp group for 2024-25.</p>

6.0

Cost of the School Day & PEF Summary

[Calderwood Primary Poverty Proofing Statement - 2024-25](#)

[2024-25 Term 1 PEF Statement](#)

Presented by Miss Stark

Pupil Equity (PEF) funding is based on free school meals and clothing grants, and is reviewed every 4 years, so Calderwood probably doesn't get as much funding as it should. The council doesn't have complete picture for Calderwood as it is a new & growing community. £49,000 funding has been allocated to the school, which goes toward the cost of the school day. Miss Stark has added a statement to the blog. The term 1 PEF focus is on health & wellbeing.

The cost of a school day covers uniforms, food, trips, travel, and anything that might be a barrier to attending school. It also considers time poverty as well as financial poverty.

The P6 children are in control of the Cost of School day budget and have undertaken a survey which highlighted that uniform, trips & food are the biggest barriers to attending school. The children are excited to help the school community and plan how to spend the budget.

The school and children's aim is to raise more awareness this year of PEF & the cost of school day with no stigma attached. Miss Stark requested support with uniform donations for the sustainability station from the PC.

ACTION - volunteers to be arranged to sort uniform donations.

Miss Stark advised the funding money has been spent on 3 pupil support workers focusing on pupils in PEF, and that Easter 2025 will be the next review for funding.

7.0	<p><u>School Improvement Plan</u></p> <p><u>School Improvement Plan (Family Version)</u></p> <p>Presented by Miss Burton</p> <p>Miss Burton advised the school is part of a pilot looking at the school plan term by term, rather than for a full year. Miss Burton will share the slide to be shared on blog.</p> <p>Term 1 focuses on reflection & recap, visions & values. C in the Park money used to look at music resources for this year, using new spaces from extension, independent learning, learning wall, routines Term 2 will look at what does the lesson look like.</p> <p>Term 3 will look at assessments.</p> <p>Term 4 will look at learning approaches.</p> <p>Breaking the year down by term allows for more flexibility, and mini champ groups will feed into this as well. Parent groups can also feed into this if appropriate.</p> <p>Jo advised the PC would chat about parent support groups at the next meeting, as they are beneficial for providing a parental point of view, but also parents experience from work and other roles they may have.</p>
8.0	<p><u>Halloween Updates</u></p> <p>Jo advised that Aby will be the DJ for Tuesday night discos again, and Kate will DJ the Friday parties for P1/2s.</p> <p>A snack & drink (crisps & diluting juice) will be provided for the parties & discos, and dietary requirements are requested on P3-7 permission forms. Jo asked to liaise with school for P1/2 dietary requirements. Sweetie bags will also be sold for £1.</p> <p>There have been around 90 responses for disco so far, mostly P3/4. There will be further reminders and Halloween announcements to come in the next few weeks, including requests for decorations. Jo asked Miss Burton to share in the chronicle again.</p> <p>PVG applications are currently paused due to numbers received. There are currently 14 PVG volunteers for the P3/4 disco and 14 for the P5-7 discos, with possibly some further volunteers expected, and around 7 for the P1-2 parties. Miss Burton confirmed these numbers should be sufficient. Miss Burton confirmed she will stay at school in the evening and will ask if any other staff will stay. Jo confirmed iPay is now open for donations, and that a completed permission form is needed to attend. The costume rail will go out on parents night to allow people to select new to you costumes. Jo also requested class registers to allow for children to be checked in and out of the</p>

evening discos.

9.0

Christmas Updates

Jo confirmed Cauliflower cards is currently in progress.

Kate and Lucy are working on the prize draw, with the request for prizes in progress, but some volunteers may be needed to help with the distribution/delivery of prizes.

Work has also commenced on the fayre - Mica has contacted last year's stallholders and currently has 13 confirmed stalls. Kate advised the PC need to confirm number of tables available, and possibly look at hiring additional tables from the Scouts. The fayre will have a bottle tombola, toy tombola and teddy tombola. There will not be a sweet stall this year so the PC will run this as well. Lots of parents have already agreed to support.

Jo asked Miss Burton about fayre entertainment. Miss Burton to speak to the Glee club, Calderwood Wind band and West Calder band about providing entertainment on stairs during the fayre.

ACTION - contact Trav Singh to see if he can perform again.

Jo asked what the school and nursery require for Christmas parties, prizes and Santa. Miss Burton asked for food & drink for parties, for example crisps & Haribo/Freddos. The school will need clan prizes, 2 or 3 per clan.

ACTION - Jen to speak to Aldi/Lidl re food donations.

Santa gifts needed are for nursery, P1 and P2, totalling around 350 books. The school may also need funds for panto tickets, and Christmas jumper swap, and if possible P1 Christmas show costumes top up as year group numbers have increased. Tea & coffee, mince pies/shortbread is also needed for 6 nativity shows.

The nursery have requested Halloween crafts, crisps and juice, and decorate a biscuit supplies for Carols by Campfire.

10.0	<p><u>Mobile Phones</u></p> <p>Jo highlighted that there is a growing body of parents concerned about smartphone use for primary children and asked how can the school and PC work together to less normalise smartphone ownership for 7/8/9 + year olds. Jo asked if it is on the school's radar. Miss Stark confirmed it is, children are not communicating, using phones on walk to school and as soon as they leave.</p> <p>Jo raised the Bring your Own Device policy, highlighting the previous P5 year group had voted in favour for bringing in a device, however the current P5 voted against, and asked if this is detrimental to learning. Miss Burton confirmed it isn't, but highlighted bring your own device available in all West Lothian schools, and the school's current policy is opt in for P5, in place for P6/7 and part of the policy is educating children that phones are not just for social media/games. P6/7 have to sign a contract if they bring a device into school agreeing to follow the rules. Also every clan has device allocation so devices are available to all children, whether they bring in a device or not.</p> <p>Jo raised the question from the PC is should phones be included in the policy. Phones can impact posture, the size of screen is not conducive to learning. What is the school view on removing phones from the list of devices. Miss Burton would be comfortable with it but advised the school and PC might need to get a wider parent view on the proposal.</p> <p>Jo agreed to canvassing the wider opinion of parents and look to explore further via a working group.</p> <p>Jen asked if the school would look at banning mobiles. Miss Stark advised the school are looking at legislation, and added that phones should be in a box if not being used for bring your own device, however if younger children are bringing devices, where does that go when at school.</p> <p>ACTION - Add removing phones from Bring your Device policy to the agenda for further discussion.</p>
11.0	<p><u>Traffic</u></p> <p>Jo raised that there are on-going concerns around traffic at the school.</p> <p>It's not clear who owns the car park. Calderwood is one of the only school car parks in West Lothian that the public can park in.</p> <p>Poor parking leads to safety issues and issues for school staff getting to and from work.</p> <p>There are significant issues with people using disabled bays who do not have badges and are therefore preventing individuals who need to use them from doing so.</p> <p>Miss Burton mentioned that they were previously keen to get zebra crossings in the car park but</p>

could not get this actioned.

Miss Burton had contacted WLC about the construction traffic and they'd advised it was within the remit of the developers. Some members of the PC had a meeting with Stirling Developments last year and it was advised that construction traffic should not be passing the school for a period before and after the start/end of the school day but there are issues enforcing this.

The question of road markings and school crossing patrol guides was also raised and the PC was advised that road markings are not a part of the overall Calderwood design plan and the area doesn't qualify for a school crossing guide because it's not a main through road. The cones were put in place as a temporary measure to deter parents from parking down the side of the school at Nethershiel Road.

Jen advised she'd make enquiries about a community policing presence.

It was agreed that new working group needs to be set up. Suzi and Aby both offered to be a part of the group. Miss Burton also advised that a number of parents had contacted her with concerns and she will ask them to email the PC mailbox about possibly getting involved in the working group.

ACTION – traffic working group to be set up.

12.0 **AOB**