

Calderwood Parent Council (PC) Meeting



Meeting Details

Date: Tuesday 28 May 2024

Time: 18:00 – 20:00

Venue: Calderwood Primary

School Online: Join with Zoom

Chair: Jo Ferguson

Present:	Apologies:
Miss Burton, Headteacher	Avril Mackay
Miss Stark, Deputy Headteacher (Zoom)	Toni Glen
Mrs Bates, Principal Teacher	
Ms Connor, Principal Teacher	
Mrs Warden, Principal Teacher	
Jo Ferguson (Chair)	
Mica Burns (Treasurer) (Zoom)	
Lucy Wright (Secretary)	
Euan Alexander	
Suzi Dear	
Michelle McCool (Zoom)	
Leeanne Bradley	
Joan Wilson	
Ruth Hensman	
Fiona Hogg	
Jenny Khare	
Kate Robertson	
Lindsay Haines	
Jen McGregor	
Naomi Gregg	
Aby Bhalerao (Zoom)	
Theo Cairns-Bowdler (Zoom)	

Note – Apologies, there were some additional attendees on Zoom and in person who had joined the meeting that haven't been captured above list. If you wish to have your name added to the list, please email calderwoodpspc@gmail.com.

In minutes below, Parent Council abbreviated as PC.

Item	Topic
1.	<p><u>Welcome and Apologies</u></p> <p>Jo welcomed all to the meeting and noted apologies.</p> <p>No amendments were required for the previous minutes.</p> <p>Jenny Khare was voted into the Parent Council.</p> <p>ACTION: Add Jenny to PC WhatsApp group.</p>
2.	<p><u>Review of Actions</u></p> <p>Lucy noted that some actions were still outstanding but the majority of last actions were closed off.</p> <p>The updated Action Log can be accessed at: PC Action Log</p>
3.	<p><u>School & Nursery Update</u></p> <p>School Update</p> <p>The School Update was delivered by the Calderwood Chiefs Calderwood Chiefs Update - May 2024</p> <p>A parent asked whether the P5 Aladdin show was filmed. Miss Burton advised that it wasn't because some children don't have photo permission and there are also issues with licencing of music. Miss Burton advised that they'd also considered whether they were able to film Calderwood Connects in the past but were unable to for the same reasons.</p> <p>Looking forward, the School Improvement Plan will focus on learning, teaching and assessment.</p> <p>Further school updates on clan transition and the extension were covered later in the meeting.</p> <p>Nursery Update</p> <p>Mrs Warden gave an update on what's been happening at the nursery since the last</p>

PC meeting.

Miss Long and Miss Day have finished/are about to finish up for maternity leave. Their cover will be starting w/c 3rd of June.

The nursery have also recruited an additional pupil support worker (PSW) on an 8 hour contract who will also be starting on Monday and will be covering the 4.15-6.15 shift on Monday-Thursdays.

Recruitment for a further PSW is also underway.

Mrs Warden advised that Mrs Laing will be leaving the nursery in the summer to start training to become a teacher. Miss Burton noted that it was Mrs Laing's experience at Calderwood that had encouraged her to become a teacher.

Jo thanked Mrs Laing on behalf of all of the PC for her all of her hard work and support since the nursery opened and wished her well in her studies. Mrs Laing has been instrumental in setting up the nursery and several parents on the PC also expressed their thanks and well wishes.

The Into P1 transition is underway and so far has been well received by parents and children. Activities will continue over the next couple of months.

Letters from pupil placement have been sent to parents for the August nursery intake but the nursery hadn't been notified of placements at the time of the meeting. The nursery will write out to parents about transition arrangements as soon as they've been notified by pupil placement.

The nursery issued a communications survey over the last couple of months and they've made some improvements in response to this, including adding a copy of the nursery menu to the blog/Chronicle.

The next consultation will be on family learning opportunities. The nursery has had several opportunities over the last year and want to improve for next year. They're keen to get the balance right and make sure opportunities are spread throughout the year. It can be challenging to make sure opportunities are available to all families who have children on different attendance patterns (i.e. mornings, afternoons and full days). Mrs Warden asked that parents are encouraged to respond as the more input and feedback they have, the better they're able to plan.

Mrs Warden thanked the PC for their contributions since the last meeting, including the purchase of wellbeing and bereavement resources.

Lindsay asked whether there were any expectations/guidelines on the number of Seesaw posts a parent receives. Mrs Warden confirmed there were but the volume will be less than some parents are used to receiving in e.g. private nursery and the posts should be related to educational observations (i.e. literacy and numeracy) rather than day to day on what the children are doing in nursery. The minimum number also varies for ante-pre and pre-school. Mrs Warden and the ELC are manager also quality assure Seesaw updates to make sure staff are meeting expectations.

Mrs Warden advised that she would send information on expected numbers of observations to parents.

A parent also asked about whether additional hours could be purchased at Calderwood as the information on the council page isn't clear. Mrs Warden and Miss Burton advised that currently parents can only top up existing sessions (i.e. extend Friday session by 30 mins) and not buy additional sessions. This may change for the next academic year though depending on new intake of children.

ACTION: Mrs Warden to send out information on what parents can expect in terms of Seesaw observations.

ACTION: Mrs Warden to send out information on additional hours.

4. **Treasurer Update & Governance**

Please refer to:

[Treasurers Report - May 2024](#)

[Treasurers Report \(Annex A\) - May 2024](#)

Mica provided an overview of the fundraising activities and requests since the last PC meeting.

The Magic Miles and Garage Trail fundraisers raised a significant sum for the school. Many thanks to all volunteers for helping run these fundraisers, in particular Kate Roberston, Fiona Hogg and Jenny Khare.

One request was still outstanding to purchase new book bags for the incoming P1s. Jo asked whether it would be worthwhile putting a request out to the community for any good quality second hand book bags that aren't being used. It was agreed that a request would be issued and once we know the final number of bags donated, an updated funds request would be issued to the PC.

ACTION: Lucy and Kate to issue request for book bag donations through Facebook and clan reps.

Mica gave an overview of the amount sitting in each of the pots and all agreed that the amount in the equity pot was sufficient for now.

Mrs Warden advised that the nursery may run their own fundraisers for next year (similar to the school with dress down days etc). It would be one event throughout the year for a specific thing (i.e. digital resources). Have considered dress down days but not sure how to manage given some children don't wear uniform to nursery (donation would be optional).

Miss Burton advised that the school is currently doing an audit of PE equipment and will potentially request some funds from the Magic Miles fundraiser to help purchase additional equipment.

Miss Burton also talked through the different funding that the school has, including council budget, pupil equity funding and the school fund (which holds all funds from school fundraising and iPay payments). The school fund balance is currently c. £5k

	<p>but this includes money for the residential trips so will decrease once payments come out.</p>
5.	<p><u>Skills Development</u></p> <p>Miss Connor gave an overview of the work that has been done in relation to Skills Development: Skills Update - May 2024</p> <p>The school has been participating in a WLC working group with Skills Development Scotland to help identify which meta skills children should be leaving school with and how they were going to achieve this.</p> <p>Children and staff have been involved in identifying “diamond nine” skills.</p> <p>Miss Connor advised that the school plan to launch a consultation with parents in August/September.</p> <p>Joan mentioned that in previous schools her children have attended they’ve held workshops where they explain to parents how they teach, e.g. literacy. This was discussed further in the parent consultation agenda item.</p>

6. **Positive Relationships Update**

Miss Stark gave an update on the work over the last couple of months.

Miss Stark has been working with mini champs groups, including pupil council and the PC positive relationships working group to review and refresh the current toolkits (Positive Relationships and Positive Interactions). Parents and carers are encouraged to read the blog post on this: [Positive Relationships and Positive Interactions Statements – Calderwood Primary and Nursery \(glowscotland.org.uk\)](#)

Parents and carers can provide feedback on the Positive Relationships and Positive Interaction Statements [here](#).

Some additional measures have been adapted or put in place including streamlining “Calderwood Choices” and “Share the Care” Clan. Health and wellbeing boxes have also been put together (including fidget/sensory toys etc to help children regulate).

The 3rd step of the refreshed process involves the child going to reflection time. This may include a restorative conversation with a member of the senior leadership team and “Reflection Time Sheets” have been developed for each of the stages (Reflection Time Sheet templates are included in the above blog post). The purpose of reflection time is to talk through what happened and how to fix it and focuses on their emotions and feelings. Children will bring their reflection time sheets home so parents aware. The school also keeps a record of when children have gone to reflection time and if it's more than three times, they will contact the parents. So far this seems to be working well and only a handful of children have progressed to stage 3.

The school are also refreshing their bullying statement and have a consultation out just now to help agree a definition of what bullying means. It was discussed that sometimes children will describe having a disagreement with another child as bullying so it's important to have an agreed definition. Parents and carers can provide their feedback here: [Bullying Statement Consultation](#).

Kate and Suzi are going to meet with Miss Burton and Miss Stark before the end of term to review responses.

ACTION: Lucy and Kate to share links to the refreshed toolkits and bullying consultation on Facebook and via clan reps.

7.	<p><u>Pupil Equity Update</u></p> <p>As discussed at the last meeting, P6s had been doing some work on cost of the school day.</p> <p>Something that came up several times was the cost of school uniform.</p> <p>The school has been working on some ideas on how to help with this. Looking at sharing details of supermarkets etc where affordable uniform can be purchased.</p> <p>Also discussed other ways to manage the sustainability station/uniform swap shop as the school has several donations but it's not widely used. One suggestion was a request service where parents and carers could contact the school to request specific items. It was also suggested that volunteers could set up a uniform swap shop at parents night and other family events (similar to Christmas jumper swap shop at Christmas fayre).</p> <p>Mica, Jenny and Suzi are happy to be involved and will contact the school to discuss. A parent raised that they felt that the cost of embroidering items was expensive but logos are optional – plain white polo shirts/t-shirts and plain navy cardigans and jumpers are part of the uniform.</p> <p>The tartan uniform from Border Embroideries was also discussed as the prices have increases significantly. Jo said she'd emailed Border Embroideries in her role as parent council chair and was awaiting a response. Grey pinafores and skirts are also part of the uniform and families do not need to purchase the tartan uniform.</p> <p>Miss Burton and Mrs Warden also discussed the Pupil Equity Funding (PEF) which comes from Scottish Government. The purpose of PEF is to help close the poverty related attainment gap in schools. The funding for next year is c. £49k and the school plans to use this to fund additional PSWs, one of which will be a Family Link Worker who will focus on supporting specific families. The plan for one of the cabins is to be a dedicated family room. The other PSW will be run a wellbeing hub which can be used by children who are dysregulated and need support. Any funding leftover will be used to resource these spaces.</p> <p>ACTION: Mica, Jenny and Suzi to contact school to continue uniform discussion.</p>
8.	<p><u>Clan Structure and Transition</u></p> <p>Miss Burton advised that there will be 24 clans for next session with all clans being within the main school building. The cabins have planning permission for another few years so will be</p>

staying in the meantime and may be used as classrooms in future years. The STEM and Discovery Den will remain next year. Birch Barn at the moment is used as a quiet space (with a door) and will be used as a dedicated sensory room for next year. The school are currently working with the Inclusion Service to resource this space.

The Hawthorne Hut will be used as a regulation space for older children (P5-7).

Within the extension there will be a Happiness Hub (nurture space) and Ash Alcove (nurture space).

There will also be a Creativity Corner (for expressive arts) and the pupils have been consulted on what other cabin rooms could be used for next year (suggestions including recording studio and also spaces to do podcasts). There are lots of exciting new spaces for next year. Details of the new clan names have since been shared on the blog:

New Clans for 2024/25

Calderwood Primary

Downstairs
Theme: Castles

- Balmoral
- Blair
- Doune
- Drummond

Upstairs
Theme: Famous Scots

- Baird
- Burns
- Mackintosh
- Muir

Learning Spaces:

- Happiness Hub (Nurture Space)
- Ash Alcove (Nurture Space)

Learning Spaces:

- Creativity Corner (Expressive Arts)

Champions already know their clans for next year and which children will be in their clans, which is ahead of plan. However, the school is sticking to the original timelines for clan transition. For children who have been identified as needing enhanced transitions, some interactions have already been happening.

Primary 1 teachers have already been communicated to parents and P1 children will find out their clans on 7th of June. Other children will find out on the 12th of June and the majority of children will get to meet their new champion, depending on recruitment. They will also get to

meet their clan/champion on 18th of June.

Some classes will be restructured and some might not be. There will be composite classes for next year. There are 5 P1 classes and a P2/1 composite next year. There are 101 new P1s starting, which is higher than in previous years, but there are less children joining at other stages compared to last year as enrolments appear to be slowing down. This year's P1 intake will take the school over the initial planned 3 streams. The school needs to leave 10 spaces across all stage to allow for new starts.

If your child is currently in a composite or has been in a composite in the past and is going to be in a composite again this year, the champion or someone from the senior management team will be in touch to discuss why they'd recommend that it's best to remain in the composite.

Two champions are leaving; one to go on maternity leave and one who is moving abroad. 4.5 new champions are being recruited.

The school have spent a significant amount of time trying to ensure the right children are moving to the right clan, with the right champion. There has also been a lot of transition work going on in the background which will continue up until summer. Children can ask questions of older age groups about the next year (i.e. P2s can ask P3s and so on).

The extension is going to plan but legally the school cannot access before summer. As a result, Miss Burton and Miss Connor are going to come in over the summer holidays to make sure children who are in the extension have the opportunity to visit their new classroom before starting back.

Social stories will also be created and all champions will record videos for their new clans.

The pupil council are visiting the extension on 31st of May and will be taking photos and videos to share with the other children.

The plan to have a WhatsApp community for next year was also discussed. This is to allow easier communication channel from the parent council to parents. This will need to be set up before clans are announced (as parents may set up their own chats independently). Lindsay, Jo and others to pick up offline.

Miss Burton advised that the school has taken on several new supervisors this year which will

hopefully free up PSWs time to support children.

ACTION: Jo, Lindsay and others to arrange for setup of WhatsApp community.

9. **Family Engagement Feedback and Discussion**

Miss Burton advised that they'd issued a survey to collate feedback from parents and carers about what types of engagement sessions they'd like the school to offer.

There was lots of feedback saying parents and carers want more chances to have discussions with teachers but this has to be balanced with teachers' time.

In previous years, there has been a "Meet the Champion" event in August, which there were mixed messages about. For this year the school are proposing to make this more informal and will be a late afternoon/early evening tour of the school and chance to have an informal chat with champions (this is not an additional parents night).

Miss Burton also advised that rather than have separate sessions where parents can come in and review jotters, this could be combined with clan connects (class assemblies) which happen once a year.

The school are also considering have inter-disciplinary learning (IDL) showcases once a year which will be an additional opportunity to review jotters. This will be less informal than clan connects and children from other classes will also have the chance to come and see the IDL showcases. This will mean there will be 2 opportunities throughout the year where clans can share learning and jotters with parents and carers.

Miss Burton also advised that they are considering replacing the Burns celebration with a curriculum evening where parents and carers can sign up to different workshops to learn how the school teach different parts of the curriculum (e.g. literacy and numeracy).

10. **Autumn Term Planning**

Plans for Autumn term were quickly discussed due to time constraints.

Jo reiterated that Autumn/Winter can be very busy from a fundraising perspective and it's important to have volunteers to help put on everything we have planned.

Miss Burton advised that the Halloween discos and Christmas Fayre both received positive

feedback in the parental engagement survey.

Halloween

Plans for Halloween were discussed and it was proposed to hold Halloween Parties for P1 and P2 children on Friday 25th of October and then two discos will be held out of school hours for P3-4 and P5-7 (provisional times of 5:45-6:45 and 7:00-8:00 on Tuesday 29th of October. However, this is dependent on having sufficient numbers of parent volunteers (with PVG clearance) to help at the discos.

ACTION: Lucy and Kate to issue a request for volunteers to get PVG checks done by the school in advance of Halloween and Christmas period on Facebook page and via clan reps.

Aby confirmed he was happy to DJ at the Halloween parties and discos again this year.

Christmas

It was agreed that the Christmas Fayre will take place on 29th of November. Lucy advised that Katie Guinan, the previous treasurer, had given us a comprehensive handover of Christmas fayre plans and documents. Mica confirmed she was happy to contact stallholders from last year's Christmas Fayre to confirm if they'd be looking to have stalls again this year.

ACTION: Mica to contact previous stallholders to confirm if they want to have stalls again this year.

Fiona agreed to lead on Cauliflower Cards again this year and Mrs Bates confirmed she'd support from the school side. The nursery have also requested to be a part of Cauliflower Cards and will make sure that there is a joined up approach with the school.

Miss Burton confirmed that there will likely be similar requests from the school and nursery to help cater for Christmas (and Halloween) parties this year, i.e. snacks and drinks for parties, funding for presents from Santa for P1 and P2 children).

The sponsorship from local businesses for Christmas and Halloween last year was also discussed and it was noted how much of a difference this made in terms of fundraising efforts. The PC reiterated their thanks to all businesses who have supported, and continue, to support the PC and the children in the school and nursery. It was discussed that the PC

	<p>should plan out all sponsorship opportunities for the year and give businesses early sight of these.</p> <p>ACTION: Plan out all potential sponsorship opportunities throughout the year and write to local businesses.</p> <p>Jenny advised that plans are underway for a car boot sale to be held in the school car park in September and she'd contacted the school to arrange.</p> <p>Fiona also advised that she'd looked into different clothing banks that could be set up near or around the school. The money generated would all be broadly similar but need to confirm whether it would be possible to house it somewhere on site.</p> <p>ACTION: School to confirm whether there is somewhere that a clothing bank could be set up near or around the school.</p>
<p>11. and 12.</p>	<p><u>Mobile Phone Use in Schools and AOB/Uniform</u></p> <p>Deferred to next meeting.</p>
<p>13.</p>	<p><u>Date of next meeting</u></p> <p>The AGM will be held on Tuesday 24th of September at 6pm.</p>