

Calderwood Parent Council (PC) Meeting (AGM)



Meeting Details

Date: Tuesday 21 January 2025
Time: 18:00 – 20:00
Venue: Calderwood Primary School
Online: Join with Zoom 567 757 2610
Chair: Jo Ferguson

Present:	Apologies:
Miss Stark, Deputy Head Teacher	Laura Hynd
Miss Connor, Principal Teacher	Euan Alexander
Mrs Warden, Principal Teacher	Theo Cairns-Bowdler
Jo Ferguson (Chair)	Laura Hynd
Naomi Gregg	Leeanne Bradley
Suzi Dear	Sonia Sivewright
Kate Robertson	Abhinav Singh
Kelly Giblin	Frazer Paterson
Fiona Hogg	Euan Alexander
Lucy Wright (Secretary)	Joan Mann
Ruth Hensman	
Lynda Hamilton	
Adekunbi Adewojo (Zoom)	
Mica Burns - Treasurer (Zoom)	
Avani Patel (Zoom)	
Avril Mackay (Zoom)	
Aby Bhalerao (Zoom)	
Jenny Khare (Zoom)	
Jen Macgregor (Zoom)	
Susan Brown (Zoom)	
Claire Raeburn (Zoom)	
Toni Glen (Zoom)	
Susan Brown (Zoom)	
Toni Glen (Zoom)	
Marika Roseburg (Zoom)	

Meeting Minutes

Item	Topic																																		
1.0	<u>Welcome and Review of Minutes</u>																																		
	<p>Jo welcomed all and confirmed the agenda for the meeting was shared on the PC Facebook page. Jo confirmed meeting minutes will be issued after the meeting. All apologies noted in the table above.</p> <p>LW ran through previous actions. There are 4 outstanding actions from previous meetings:</p>																																		
	<table border="1"> <thead> <tr> <th>Re</th> <th>Date</th> <th>Action</th> <th>Responsible</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>23</td> <td>21/02/2024</td> <td>School to pull together "wish list" and forward plan for any known funding requests (e.g. trips, christmas parties etc) prior to next meeting</td> <td>Miss Burton</td> <td>Open</td> <td></td> </tr> <tr> <td>28</td> <td>21/02/2024</td> <td>Create video about fundraising activities to be shared by school and on PC page prior to Magic Miles marketing</td> <td>Lucy</td> <td>Open</td> <td></td> </tr> <tr> <td>41</td> <td>28/05/2024</td> <td>School to confirm whether there is somewhere that a clothing bank could be set up near or around the school.</td> <td>Miss Burton</td> <td>Open</td> <td></td> </tr> <tr> <td>44</td> <td>01/10/2024</td> <td>Volunteers to be arranged to sort uniform donations.</td> <td>All</td> <td>Open</td> <td></td> </tr> </tbody> </table>					Re	Date	Action	Responsible	Status	Comments	23	21/02/2024	School to pull together "wish list" and forward plan for any known funding requests (e.g. trips, christmas parties etc) prior to next meeting	Miss Burton	Open		28	21/02/2024	Create video about fundraising activities to be shared by school and on PC page prior to Magic Miles marketing	Lucy	Open		41	28/05/2024	School to confirm whether there is somewhere that a clothing bank could be set up near or around the school.	Miss Burton	Open		44	01/10/2024	Volunteers to be arranged to sort uniform donations.	All	Open	
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	<p>Action 23 – Miss Stark has pulled together some ideas for school “wish list” which will be discussed during agenda item 2.</p>																																		
	<p>Action 28 – LW will pull together video over the next few weeks with updates following Halloween and Christmas fundraising.</p>																																		
	<p>Action 41 – Miss Stark will look into whether there are any issues to us having a clothing bank in the car park or somewhere outside the school.</p>																																		
	<p>Action 44 – Miss Stark confirmed they still need volunteers to help refresh/sort uniform donations in the Sustainability station. Kate to put out request for volunteers and Miss Stark to liaise with Kate if/when volunteers are needed in future.</p>																																		
	<p>Kelly Giblin voted in to PC and will be added to the WhatsApp group.</p>																																		

2.0

School Update

Miss Burton is currently off sick. Miss Stark, Mrs Warden and Miss Connor continue to be the Senior Leadership Team (SLT) in her absence. The SLT are being supported by Emma Ballantyne from WLC and are following their advice in regards to communications with parents and carers.

The SLT and WLC are reviewing week to week. There are no plans to second in another Headteacher at the moment as it could be disruptive to children if it's only going to be for a short period of time. Any changes to this will be communicated to parents and carers by the SLT and/or WLC.

<insert School and Nursery Presentation>

Miss Stark gave summary of work since last meeting.

All clans (with the exception of P1, P5, P7) have been having their Sharing the Learning sessions after their Clan Connects. P1, P5 and P7 are on different dates due to the P5 show, nativities and leavers assembly.

Surf Skate – Active Schools came in to the school with a view to identifying children who may be future Olympians (P5). Children could then take part in Surf Skate sessions on a first come first serve basis. Children were learning to skateboard and went to the Lost Shore resort in Ratho. There was some media coverage about it: [West Lothian schools link up with new Ratho surf resort to help encourage pupils - Edinburgh Live](#).

Play Park Pupil Group – Ray Kirk from Stirling Developments is currently working with school on new park design. Children have been involved in helping design what the park will like. Have looked at budgeting, measuring, planning. On-going and designs have now gone to designers. Play park should be built within the next 12-18 months.

School current focus is on road safety and they're having a competition to design poster for Park Smart initiative.

Over the next couple of weeks the school will be doing Speak Out, Stay Safe initiative from the NSPCC – this will include talking to children in child friendly way about how to identify abuse. More details to follow and parents can opt out.

P6 pupils have been continuing to work on the cost of the school day and are proposing to introduce “take what you need” tubs around school that will include snacks, pencils,

stationery etc.

Miss Stark thanked the Parent Council for support over the Christmas and Halloween period and concluded that there has been lots going on within the school and lots of successes since we last met.

Jo provided positive feedback on Sharing the Learning events.

Parent Council equity fund is looking quite healthy at the moment so happy to support “take what you need” tubs. Miss Stark mentioned PC could potentially support with fruit for the tubs as well as the fruit already funded by the PC at the office as some children may feel more comfortable taking from tubs rather than office.

Miss Stark has pulled together wish list of things funds could help with (contained within presentation).

It was discussed that there may be scope to ask for some of the items as donations from wider community. School to pull together list of suggested items and share with PC. Two pronged approach to asking for donations would be beneficial.

Once school has pulled together, Kate and Lucy will put out appeal for donations.

Action – School to compile detail list of items from wish list (i.e. types of board games, costumes etc)

Action – Lucy and Kate to identify which items could be donated and put out request to PC Announcements Chat and Facebook groups.

3.0

Nursery Update

Mrs Warden provided an update on the nursery since our last meeting.

The role always increasing. In terms of staff there are a couple on maternity leave who are due to return. Will provide updates in Nursery Chronicle on which groups they'll be working with.

Lending Library has been well used – reminder that parents are welcome to take books if needed.

The nursery has purchased new outdoor resources including den building equipment and basketball hoop.

Parent feedback on Family Learning and Stay and Play Sessions is welcomed. Other sessions are planned throughout the year and are detailed in the Family Calendar and shared in the Chronicle/on Seesaw.

Limelight Music Project starts mid-February and Mrs Warden is waiting on final programme/details. Theme will be Celtic Croft. Can only take place on a certain day and with certain numbers of children. Parents will be notified if children will be participating.

Work underway on school transition for August.

Nursery may look for some funding to further develop outdoor areas.

4.0

Treasury Update

Insert Treasurers report

Mica ran through report.

Cauliflower Cards income is much higher than in previous years because of early ordering. Whoever is taking on next year should try and work with the school/nursery to meet the early order window.

Mica noted that there were some figures that needed to be updated so she will redo and an updated report will be issued with the minutes.

There's been a significant amount of money raised over the last few months thanks to Halloween and Christmas events. A huge thank you to everyone who supported these fundraisers including teachers, volunteers, parents and carers, local businesses and everyone in the wider Calderwood community.

Jo wanted to note her thanks to everyone from the parent body who contributed to fundraising last year (too many to mention!). Special thanks to Fiona for Cauliflower Cards. Kate, Aby and Frazer for canvassing local businesses for sponsorship which has helped cover running costs of events. Kate, Jenny and Lucy for running the prize draw. Mica for keeping everyone right with finances and Suzi, Mica, Kate and Lucy for taking the lead on organising the Christmas Fayre. Lucy also noted thanks to Jo for taking the lead and providing a steer on many of the events.

Kate wanted to make special thanks to everyone who volunteered this year because it made the Christmas Fayre and other events much more manageable than they have been in previous years.

5.0

Fundraising Plan

Although it's only January it was agreed that it was worth putting some dates in the diary early for Halloween and Christmas.

P3-7 Discos – Thursday 30 October out of school hours.

P1-2 Parties – Friday 31 October during school time.

Jo mentioned there were some lessons learned from last time that can be discussed nearer

the time.

Christmas Fayre on Friday 28 November or Saturday 29 November. More likely to have staff present on a Friday afternoon because it tags on to the end of the day. Jenny mentioned that when she'd queried about a let outside school hours before, the request could only be submitted 60 days in advance. Likely get more traffic on a Saturday.

It would be useful to understand when other local primary schools are hosting their Christmas fayres.

It was agreed to continue conversation within PC chat and do a poll on dates. Aim to get date agreed by end of February.

Mica advised some stallholders had queried date for next year.

Magic Miles sponsorship has been declining year on year. It was agreed to do a Spring fundraiser some time in April/May/June.

Jo requested any volunteers. Suzi, Fiona, Kate, Toni, Avani, Marika, Ruth and Mica all agreed to help. Kate will set up WhatsApp group. Lucy volunteered to help with marketing materials and promotion. All to think about whether they'd be willing to lead on it.

C in the Park – 6 June.

Discussed potentially moving prize draw into Spring or towards end of term because it's difficult to manage along side the Christmas Fayre. Also makes it difficult to get prizes as businesses are being approached for prizes from lots of schools/charities around Christmas time.

Jenny mentioned Friends of Edinburgh Airport fund. Kate mentioned other funding streams like Robertson Trust. Jenny to take lead and Naomi agreed to be involved.

Jo mentioned that it may be worth revisiting charity status at some point.

Jo discussed potential to split Parent Council and Fundraising Group with someone heading both.

Action - Lucy to reach out to East Calder and St. Paul's PTAs to check dates for their fayres.

Action – date for Christmas Fayre to be agreed by end of February

Action – Kate to set up Spring fundraiser WhatsApp group and lead to be identified

Action – Kate to set up WhatsApp group for passive funding streams, i.e. Edinburgh Airport and Robertson Trust.

6.0 **Safer Approach to School Group**

Jo gave some background to parent concerns around traffic at school.

Some PC members had met with Stirling Developments (SD) and West Lothian Council (WLC) in the past but weren't able to get much traction.

There have been several near misses and a parent set up a petition and another wrote to Angela Constance about the concerns.

New "Safer Approach to School" group formed in September with Naomi and Suzi leading and a letter was drafted and sent to local MSP, WLC and SD just prior to Christmas. SD own roads at the moment and haven't been adopted by WLC.

WLC responded to MSP but have not provided full response to PC as at time of meeting.

Naomi outlined requests that were made in the letter including car park markings, road markings, signage, school crossing patrol guide.

Discussed potential to have community response/complaints both on parents group and community page.

Kate mentioned potential to buy cones as temporary measure.

Lynda Hamilton advised that WLC doesn't have parking wardens. Enforcement of disabled bays difficult. Jen Macgregor advised she could contact community police about patrols.

Jen mentioned letters from school directly appealing to parents about parking concerns may be beneficial.

Suzi and Naomi will be following up and chasing WLC and SD for their response and will submit further FOI requests if need be.

<email from SATS group and MSP response to be attached>

7.0	<p><u>Mobile Phones</u></p> <p>Jo outlined previous discussions and concerns about mobile phones (see minutes from AGM on 1 October 2024).</p> <p>There is two parts to this; (1) school policies on mobile phones/bring your own device (BYOD) and (2) whether there is anything we should be doing as Parent Council to share resources to help parents make informed decisions, for example the “Swiped” documentary on Channel 4 which was shown just before Christmas.</p> <p>Parents from P5 upwards are surveyed each year to determine whether they want to participate in BYOD. P6 and P7 parents opted in but P5 parents declined. Miss Stark suggested they could survey parents about BYOD and whether they think mobile phones should be excluded from the policy.</p> <p>Jo also discussed whether there is awareness raising we can do as a Parent Council. For example, watching “Swiped” documentary on Channel 4.</p> <p>Jo volunteered to lead on mobile phones working group and asked for volunteers.</p> <p><i>Action – school to canvass parents about removal of mobile phones from BYOD</i></p> <p><i>Action – if anyone wishes to be part of the Mobile Phones working group, please contact Jo (if you’re on the Parent Council) or email calderwoodpspc@gmail.com.</i></p>
8.0	<u>AOB</u>