

Parent Council Meeting
Low Port Primary School
8 May 2019, 7 – 9pm

Attendees: Rebecca, Dougie, Aileen (Kara P2), Jeremy, Sarah (Seb P2), Fiona, Rebecca (Max, Dominic), Lauren, Jane, Laura, Stephen, Judith, Alice and Soné.

1. Gardening

- Following on from a meeting with Alpha Schools and WLC supported by Tom Conn, we had a discussion about certain areas and items that require maintenance at the moment.
 - The Gardening VLG, which is part of the school, could possibly be involved with parental support. The Willow Hut will need pruning and parent support will be required for this.
 - Broken fencing and a bench were to be repaired by Alpha Schools but don't seem to have been done, Judith will follow this up.
 - Main areas of concern are fencing and hedging at the front of the garden, the stage, the Nessie log and a path at the back. Judith will liaise with WLC and Alpha schools asking them to start looking at and costing these jobs.
 - Where areas can be turned back to grass Alpha schools has confirmed they will be included in the maintenance mowing contract.
 - Rabbits are causing holes, broken fencing that had to be picked up - these issues had to be logged by the school and followed up. There doesn't seem to be anyone routinely looking at site safety. Playground supervisors try to do this with Janitors.
 - For the safety of the children, the first priority is to remove the remaining fence and bushes by the path at the school gate before more fencing breaks. This could be returned to grass.

Actions:

- WLC Craig Henderson suggests he will get the best value for money using Alpha Schools but if the school budget is at risk of being used, Parent Council will be seeking 3 quotes for gardening to ensure Alpha are actually the cheapest.
- Judith to list everything including the urgent repairs and remaining fencing, in an email to West Lothian Council and Alpha.
- For cost related queries, Parent Council will continue with communication.

2. Burgh Beautiful Sculpture update and comments from parents – Judith

- We acknowledge that the Burgh Beautiful Sculpture is to be liked by the community as well as the parents of the school.
- The decision of St Michael, Patron Saint of Linlithgow, representing kindness to strangers was already made prior to our consultation and we agreed the small bedding area, on the right hand side in the rose garden, is best site.
- Parent Council informed parents by Fb and parentmail re previous consultations.
- However considering the feedback from parents and staff, it was agreed the Parent Council will contact Burgh Beautiful regarding the suitability of the design, the safety factor and the suggestions of a more appropriate tactile design for the location in front of a Primary School. Also to ask if the children's designs were being taken into consideration.

Actions:

- Alice will email Burgh Beautiful and give feedback to the parents. Update - further consultation 29th May 2019 LPC

3. School Travel Plan and Curriculum Rationale Update – Mrs Livingston on behalf of Mrs McCartney

- The final touches of the Travel Plan are being finished and will be ready for sharing soon.
Our Curriculum has to account for children starting school with very good vocabulary etc., to ensure challenge for all groups of children. The Curriculum Rationale was reviewed with input from pupils, parents and staff to include LPPS views and visions; Mrs McCartney will share this at the Community Catch-Up Day with all families.

4. Parent feedback from parents night

- A Focus Group of children meets with the head teacher to see what Pupil Equity Funding is spent on and parents had the opportunity to get involved during parents nights.
- The two topics addressed were Cost of School day (cost of uniform, what you put in the bag, trips etc.) and Pupil Equity Fund

- Uniform:
 - After acknowledging that a swap-shop and Facebook page didn't work so well, the Parent Council approached a charity shop, which has been really successful.
 - To raise awareness the FLPPS and the Uniform Coordinators will communicate that Debra Charity Shop now accepts and sells Low Port Primary School Uniform and during the next VLG the children from the Eco group will be making posters.
- Plastic:
 - LPPS doesn't use any plastic bottles for milk, water or juice anymore. Jugs for water and beakers are provided instead.
- School Trips:
 - We had a discussion about the cost of a school trip and the following were clarified:
 - The costs are highly reduced by inviting groups/people to the school instead of making the trip there.
 - Trips have to be linked to learning and give the trips meaning with learning
 - Cross Country event was a cluster event and all the schools were required to pay £1.50.
 - IPay reminder emails are computer-generated messages, not sent from the school and used across the cluster.
 - Despite low levels of PEF, LPPS is aware that costs can mount up for parents, especially with 2 or 3 children. LPPS has worked hard on reducing the cost of school day already as supported by the survey last year.
 - Breakfast clubs aren't being provided at secondary school.
- FLPPS Support:
 - Education trust fund was set up for direct donations that would provide the school extra funds across all school pupils. This trust has changed to FLPPS SCIO and will be requesting donations towards it for the same purpose. These donations can be gift aided as well. The SCIO also enables flexibility on the way funds can be spent and parents will be able to see a direct action from contributions.

- For example, booking system for parents night has come from funding and now in the case of a family needing support for a school trip, FLPPS has allocated money that Mrs Livingston can access to assist to ensure all pupils can attend, especially residential trips.
- Pupil Equity Funding:
 - PEF (currently around £8400 p.a) is sustaining the current hours of pupil support staff. LPPS have 3 brilliant support staff, who prove themselves invaluable.
 - Interventions were used for earlier stages, e.g. maths resources in P5, and for wider achievements, activities and clubs. As a school we share resources when needed, every learning support teacher has access to Cluster learning resources.
 - Supporting additional reading - pupils can benefit from recycled books. The PC will assist with FB Chatter page and the Eco group will consider a book swap in the next learning year.
- After school Activity:
 - Active Schools Coordinator could possibly arrange some more after school activities but the after school club uses certain areas, which causes restrictions. These activities would incur a charge as the Active Schools Coaches would be paid a fee.

Action:

- PC to publicise Debra's involvement in second hand uniform to parents
- The uniform order form can get send out with an a covering email to mention Debra
- Parent Council to promote the importance of FLPPS, the need for more bodies and new ideas.

5. The Constitution

- We had a discussion regarding the names of documents that are found under Parent Council on the Website. The PC cover page needs updated with better information and PDF formats of the Constitution and Cost of School Day Survey Results should be added to the PC folder.

- Currently there are only 2 sets of minutes listed on the school website and they are not clearly named. After discussion it was agreed all minutes should be listed with clear consistent naming.
- Changes to the constitution are suggested by Judith and Alice, in an effort to make the Parent Council more user-friendly and open to all parents, in light of the feedback in the survey 2017. Some however feel the current Constitution follows recommendations by CONNECT the charity that supports Parent Councils in Scotland and should be kept. The ETF clause could simply be removed. It was noted that the new draft was unfinished. It was agreed further discussion is necessary but was out with time constraints of this meeting. PC will consider a further meeting (hard to find dates) or email discussion to see if this can be achieved before the AGM.
- An alternative suggestion was to attend the AGM with two drafts, the current constitution with ETF removed and Alice and Judith's suggestion for parents to vote on.
- A date for the AGM was discussed. At the FLPPS meeting last week a date of 18th September 2019 was proposed. This will now be checked against the school diary.

Action:

- Judith to liaise with Jacqui re Website
- Look at possibility of further discussion email/meeting re constitution before AGM

Next AGM Meeting: 18th September

New parents coming to school on the 15th May,

Friday Morning: 31st May 11am, Community Morning

18th September is the possible AGM – Date to be confirmed