



# BEARSDEN PRIMARY SCHOOL PARENT COUNCIL

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## MINUTES

Tuesday 9<sup>th</sup> September – 7pm remote

Joint AGM/Parent Council

### In attendance

Miss Conway (Head Teacher) (AC)  
Mrs Mathieson (AM)  
Katherine Sneed (KS) (Chair)  
Claire Willers (CW)  
Bea Cunningham (BC)  
Pauline Froggatt (PF) (Clerk)  
Laura Harding (LH)  
Claire Innes (CI)  
Bea Cunningham (BC)  
Jill Roberts  
Jennifer Rodgers (JR)  
Lindsay MacDonald (LMD)

### 1. Welcome from the Chair

Welcome to Jill and Jennifer to the Parent Council

### 2. Approval of Previous Minutes

Approved by LH, seconded by BC

### 3. Fundraising Group (FRG) Report

LH summarised that the fundraising group support activities that promote the general education and welfare of our pupils throughout the year. Both social and educational events are supported and organised throughout the year. **All requests from management team for items required by school will be considered.**

New FRG committee for the school year ahead:

LH and KT as joint Co Chairs

Joanne Jones as vice chair. Treasurer Nicola Walker and Lindsey McDonald join as secretary.

**A number of trustees have changed since start of school year; this list will be circulated by LH/KT in due course.**

LH requested if anyone else has any ideas for fundraising initiatives, to speak to one of the FRG and any fundraising advice always appreciated.

KS thanked the FRG on behalf of the Parent Council for their amazing efforts in providing additional materials for pupils.

LH confirmed that accounts for fundraising group have yet to be signed off, will circulate once available.

#### **4. Head Teacher's Report**

AC - Patrick Prunty standing down as teacher representative after 3 years. A new representative is being sought, Ms Mathieson and Mrs Wilson will act as teacher representatives in the meantime.

The new session has got off to flying start and all our children including primary one are very happy and settled. It was lovely to welcome all the parents to visit the school last week. Primary one parents also enjoyed a stay and play session.

During the summer break a significant amount of internal refurbishment was undertaken. Our hall floor was completely restored. A huge piece of work carried out by an artisan company. Classrooms 16, 7 and the former ICT room were refurbished to a high standard. We are delighted with our new learning and teaching spaces.

Room 16 will be the new Calm Cove, previously located in Room 7. This will continue to be a wellbeing and nurture space for children who need it.

Room 7 downstairs was previously Calm Cove is now a classroom.

The former ICT suite is now a learning hub, this is a multipurpose space storing all literary resources. Ms Conway recently delivered literacy training in there to all our support staff.

#### **AM Evaluative Feedback on P1 Transition**

AM sought feedback from incoming P1 families on how they found transition and what worked well. Strong successes include stay and play visits from nursery and meet the teacher sessions.

Letters from buddies over the summer a nice and sweet touch.

AM was keen to know whether families felt supported, not only pupils. She received lots of positive feedback about the kind, happy ethos of the school.

Seesaw first weeks for updates was appreciated as were late starts in first days.

Possible improvements for upcoming transitions which start in November include longer notice for stay and play sessions and increased buddy time. All of the feedback will be collated and used in transitions ongoing.

Teachers welcomed the positive feedback from this years P1 families.

#### **Security Procedures**

w/c 1<sup>st</sup> Sep a new secure entry system was installed at the main entrance, the new procedure was communicated in weekly news to all parents and it will be monitored in coming weeks.

Ms Conway noted that there have been instances of parents making their way to rooms unmonitored which is not a situation the school can have to keep those in the building safe.

#### **School Playground**

Ms Conway acknowledged after the school refurbishment; the playground surface is the next priority for the parent body. This has been discussed many times.

In respect of Ms Conway's role as head teacher, she is the school duty holder. Responsible for the building in terms of fire safety and safe operational running of the school building and grounds.

Ms Conway confirmed she has no decision making powers on budgets for upgrades, this sits with (East Dunbartonshire Council) EDC Facilities and Asset management team.

But while that responsibility does not sit with AC, she recognises the views of children, the parents and staff around needed remedial work and refurbishment work.

Ms Conway is working with the education link between EDC Education and the Assets and Facilities team and highlighting at every meeting regarding H&S or any other concerns.

Given the significant capital spend on BPS last school year so there will be limits on what can be spent, Ms Conway will continue to liaise with Officers.

Katherine Jaycock in her new role as acting principle teacher will have some input to improve the playground with plans in place to make improvements involving parents and children **AMC welcomed ideas from parents and families for ideas to improve the playground.**

**AC – To give an update from the school planning and improvement manager and/or invite them along to next PC meeting.**

AC Recently completed evaluative writing training with teaching staff.

Will continue to update parents on school improvement plan via the weekly news.

## **5 Matters Arising**

CW – Additional funding for school playground potentially available from three bodies The Flight Path Fund, Bearsden North Community Council and Talbot Crosbie Bequest that would not tie up funds from FRG to improve school playground. Funds are available and could help with materials such as toys, plants, soil, sand etc.

AM confirmed there are procedures and protocols that she is happy to advise on regarding playground upgrades. Cannot do anything to change the asset but we can add games, install equipment, planters and bring a new lease of life by tidying, adding painted games etc. The stage recently built by McLaughlin and Harvey as a suggestion of the children is an example of improvements that could be made.

House captains could be involved in letter writing to the community council regarding funding.

**KT/LH to advise who on FRG will be best to tie in on funding application with CW**

KT raised that requests for items from management 'wish list' items could be from this fund.

WI – asked given cosmetics of playgrounds and whether incidents on increase?

AC Confirmed that all incidents are being recorded at school rigorously to monitor any type of injury, any treatment even an ice pack it is all classed as first aid. Whilst aspects of the playground are not ideal there is no data to say that injuries are on the increase.

CW – asked are accidents reported as they happen or just the type of accident?

AC There is a process for recording accidents then over and above that through the health and safety procedures, there's very robust reporting procedures around reporting using an HS1A form. So, if there was a serious injury, for instance if it resulted in any child or adult being absent from school or work, this would be escalated to H&S at EDC. This may result in a visit to premises and would be raised to HSE if necessary.

AC Changes in first aid set up is imminent so that children who are unwell can be seen by an adult, the photocopier will be moved to allow a first aid bay to be set up in the school office and children to be monitored by office staff.

CW Is there any benefit in writing to councillors to expedite improvements to school facilities?

AC Any improvements to school playground should be made in conjunction with children's views and needs.

Absolutely no benefit to AC or the school in parents writing to community councillors regarding school playground. Of course, parents can contact councillors at any time for any reason, but in terms of school playground, let AC and team deal with it in the fullness of time. There are points of escalation through officers and councillors, we must follow Council protocols.

KS acknowledges that AC has working relationship with some officers and there is trust that AC has school playground on her radar and will continue to work on this on the school community behalf. Understood that there are many improvements AC and school staff have highlighted as making a difference in the meantime.

CI – If we were able to collect funding via new sources discussed tonight and FRG funds could the Parent Council approach EDC to improve the asset?

AC- To raise the kind of money for full recoverage of the playground is a huge amount of capital. There are processes for the council in assessing all its assets and prioritising works. Simply because the money is in place is one thing, however procuring a company via EDC process and procurement law is another.

Not something AC would take on but yes, you would have to go through planning processes with EDC.

Funds discussed if raised could be used for many other things such as trim trail, planters etc.

PF asked for confirmation if an extra classroom was gained during the refurbishment? AC confirmed that school gone from 15 to 16 classrooms. Ground floor previously calm cove is now a Primary Three classroom.

KS confirmed with the addition of new members we have enough in Parent Council.

## **6. Any other Business**

KS updated that with the Disclosure Scotland Act 2020 it is a legal requirement that all volunteers involved with children and in a position of power and influence over activities involving children require PVG, all members of the Parent Council and FRG will require PVG. The parent council and FRG remain as separate entities however Bearsden Parent Group is now an umbrella title to apply for PVG's. KS has registered the Parent Group with Volunteer Scotland and so far, has processed 5 applications. A total of 22 required for all Parent Council members and FRG trustees.

Even those who have had a PVG for another group still require another for Bearsden Parent Group.

Disclosure Scotland is processing applications fairly quickly.

KS requested that all members of the parent group send the information requested on email sent w/c 1<sup>st</sup> Sep to her to process remaining applications. For those who do not wish to share that information face to face meeting can be arranged.

Jill/BC asked if PVG with GGC would she need to apply for a different role? KS confirmed yes.

CW asked for confirmation on whether PVG's are required for volunteers for events such as sports day, skills sessions and sponsored walk as numbers would be very high. AC clarified that every school in the country can only register once as a parent body with Volunteer Scotland for PVG to be free of charge. Parents who will be helping the school with events will require a separate PVG and as the school are organising the event, these applications will be administered via the school. Clarification on the procedure will follow. The school are not in a position of difficulty with this at the moment, priority should be for Parent Council and FRG volunteers to allow social events to continue. School will communicate method for school volunteers at a later date.

LH - Parents have suggested requesting parent donations for items such as buddy benches, outdoor equipment and stationery. FRG commit £100 for every class teacher and is there a way of communicating what the money is spent on and whether stationery is required?

AM confirmed teachers would confirm what money is used for via SeeSaw class updates, it is not for stationery, it is 'fun things' for the classroom that school budget would not normally pay for. Not used for paper and pencils etc. Photos will be shared to show how the recently purchased laptops have been used with FRG money to alleviate concern that it could be used for stationery.

AM – EDC supplies sufficient budget according to strict formulas and there is enough budget to provide core resources and core entitlements. The wonderful work of FRG provides additional items and 'dream stuff'. It is fair and clear that there needs to be a clear audit trail for the exchange of all finance between FRG and the school. House captains and pupils' voices also provide rationale for the decisions we take in resources we request.

KS - Introduced Connect as a charity and membership organisation for all local authorities in Scotland. Anybody can log in, there are templates for constitutions, policies for any Parent council and FR groups and access to help with any issues that may come up. Connect also provide insurance for the upcoming FRG events so LH and KT are looking to access.

### **20mph speed limit**

CW - showed premade banners that could be displayed at school fences, they are used by other UK schools who have issues with speeding around school. Cost £45 which is not particularly expensive and could be a good idea as prominent outside BPS. KS agreed good idea and would support EDC's new speed limit.

AC - it is an important message to communicate however it is up to council to put signage up. AC to link with local officers to gain permission as innocuous signage can become tricky with roads departments, rules and regulations so as not to cause a distraction to drivers etc. **AC will take this forward to EDC officers and feedback. CW to share link.**

CW – Do fundraising schemes such as School Lottery, Smile and Amazon charity that deliver passive money deliver returns to FRG particularly well. Lottery is quite a lot of money per month.

LH FRG are in the process of renewing FRG gambling licence to continue School Lottery. Whilst we do not have exact figures there will be a communication soon about such funding. Amazon cashback is no longer in place.

Lottery – those who win minimum £12 often regularly donate this back.

KT confirmed there is quite a bit of passive income for FRG from School Lottery. Once FRG have treasurers report and accounts they will pass this information on as well as income from other events such as ladies night.

CI - Last year's visit by Community Police Officers to school with parents regarding mobile phone use was helpful. The same community officer did a similar talk in CI's workplace and even more information on safeguarding provided. Would school provide that to parents and pupils again this year?

AC Campus police officer is in contact regularly talking to pupils about the online world, and last term spoke to P6 and P7 about legal implications of creating content and sharing online. Agreed that this is impactful.

AM - in previous years this was just P7 but with feedback it has been P5 – P7 as so useful and will continue annually.

AC - Will liaise with campus police officer to get a date in the diary with sufficient lead time for parents to attend. At parents night could also be useful as information is constantly evolving on this topic.

CW – Could a link to Local Smartphone free childhood group EDC be shared on school newsletter for parents to join the community?

AC – Aware of the group, as this is a form of political lobbying group it would not be appropriate to share on the newsletter. The group met with officers from EDC at the end of last session regarding EDC consultation on use of mobile phones in school. As a school we need to take the lead from council on this consultation regarding use of mobile phones in schools. There is not an issue with use of mobile phones or phones being brought out in class at BPS.

CW – Could the link to the national smartphone free group be shared on school newsletter as potentially less political than the EDC group?

AC - We need to wait for feedback on EDC consultation on use of smartphones and take it from there. School cannot infer to parents on making decisions regarding use of smartphones in anyway. Use of phones is not a pressing issue in our school right now.

CW – will share national smartphone free link with AC to review.

PF thanked KS on efforts to register Parent Council with Disclosure, Connect and updating Constitutions so promptly.

## **7. Office Bearers**

Office Bearers for school year 25/26

Chair – Katherine Sneedan

Clerk – Pauline Froggatt

## **8. Date of next meeting**

The date of the next meeting of the Parent Council is proposed as Tuesday 18<sup>th</sup> November at 7pm on Teams.

Tue 24 February 7pm; Tuesday 19<sup>th</sup> May.

