# **Houston Primary School – Parent Council Minutes**

# **Monday 20th February 2023 @ 7:30 PM**

Previous Minutes approved- Nicki Barratt

## Attendees

(Those I could capture from Zoom view )
Liona Doyle, Laura MacLeod, Morven Feely, John Gallagher, Gemma Donald, Kirsty Fowler, Victoria Lyons, Kirsty Turner, Nicki Barratt, Miss L Wilson, Mrs C Farquhar, Mrs J McPherson, Mrs A Johnston, Mrs J Murray, Amreeta, Louise Hastings, Garry Walker, Lesley Bain,

## Agenda

1. Approval of previous minutes
2. Chairpersons report
3. Book Club Report
4. Uniform Report
5. Treasurers Report
6. Events committee report
7. Head teacher report
8. AOB

## Chairperson Report

Liona highlighted that she has attended a meeting with all local Parent Council Chairs, where they discussed League Tables and Stats.

She also confirmed that she had attended training courses with connect, Kirsty Turner has also attended these training courses.

Liona, confirmed that although she not usually at the school as her children take transport to the school, she is available should anyone want to contact her.

Liona received feedback on the Christmas Fayre, that it was a fantastic event, and well received by those attending.

## Book Club Report

NB - Victoria Lyons will be taking over from Susan Flintoff

**Mrs A Johnston – report**

Confirmed at final Stages of refurbishment of the library, everything has been ordered and now looking to order some new books, some of which have been chosen by the Children.

We have received £3000 commission, so will purchase new books and arrange and organise these into the new library and place into reading bands for the children. The literacy team will be tasked with surveying what books to purchase.

Staff putting into practice info gained from **Talk for Writing** Training.

**Activities planned**

* The Book club team have been a great support to enable us to run the Book Fayres at lunch time and we couldn’t do this without their help.
* Thursday 2nd March will be World book day, Flyer sent out with Children 21st Feb 2023. This year the Children will come to School Dressed in Pyjamas, they can also bring a cushion for a read-in.
* We are also looking at what literacy improvements are going on in the community- we will upload photos showing examples of this as received.
* We are also planning on recycling and upcycling books to give to local charities.

**Springtime Activities**

* **Book Trail around Houston**

Cards will be placed around Houston, these will be located in businesses and schools and children will walk around the Trail and find all the cards and clues and send result via email.

Hopefully raising the profile of reading and encourage community engagement.

**Victoria’s Report**

* Shelves have been restored for the start of the Book club.
* Children are happy to save and pick their own books
* We now have a good number of helpers.
* We are looking forward to parent Interview nights.

## Uniform committee

Morven and Laura have been meeting to discuss induction and are continuing to work with the tracksuit orders.

Laura will also look to sort the bank account as Morven moving on at the end of this year. Liona, offered her assistance with the Bank account and also if any other assistance required.

The tracksuit order form seems to be working well, however not for big orders, therefore Morven and Laura are continuing to look into this to see how they can improve this process.

## Treasurers Report

Kirsty confirmed that the current bank balance was **£8776.25**

Money has recently come in from the following:

* Commission from the School Photos = **£1341.32**
* Easy fundraising **= £33.51**
* Christmas Cards = **£1364.75**

Kirsty just finalizing the figures, so she is going to leave feedback on Events report to Laura.

In regards adding additional people onto the bank account, Kirsty confirmed she needs to take ID to the bank to complete this.

Kirsty also provided some feedback on the Connect courses which she also attended. Confirming that they gave her an understanding of how the Parent council/ committee should run.

Kirsty is also planning to attend treasurers training at the end of Feb 2023.

There was some discussion on how different schools control the funds raised by the parent council. Currently the Parent council funds are handed over to the School to sit in School funds, Liona would like to chat to Mrs Murray about this.

It was then highlighted that we do go over what the money is spent on at Houston Primary School.

Laura shared a graphic on this. Areas money has been spent on recently :

* Subscriptions
* Sum Dog
* New Library at a cost of **£14,000** (this money has been saved up over a few sessions and includes a sponsored event from pre-covid times)

It was then highlighted that we need to find a better way to get this type of information back to the parents. We also need to regularly highlight to parents what the funds are being spent on , and also what plans we have for future spending.

## Events Committee Report

**Christmas Fayre**

* raised **£2542.00** after deductions such as Bouncy Castles and Photo booth.

**Spring Disco**

* scheduled for 30th March 2023, We have booked the let ,just waiting to hear back.
* Plan is to have the same format as Halloween disco, which will be the 3 Discos, between 6-9pm
* No decorations will be required for the disco
* There will be some simple games running throughout the discos. Such as Corners.

**Tea Towels**

* Louise confirmed theyhave the Tea Towel Template ready

**Christmas Cards and accessories**

* Louise confirmed that they had received all orders including cups, bags etc.
* It was the 1st year that all orders were processed via the website and everyone received what they ordered, so very successful.

**Christmas Fayre**

* Louise and Laura confirmed that there were less stalls this year which they put down to many schools running Christmas fayres at similar times. Therefore Laura, and Louise highlighted that we might need to look to secure stall holders earlier for the 2023 Christmas Fayre.

**Summer Fun Night**

* Date to be confirmed
* Need to confirm Health and safety requirements first.
* We will schedule some time to plan this event nearer the time.
* We have booked (TBC with Kelly’s Castles) the bouncy castles for full day ,4 Castles 1/3 off the price. Incl inflatable assault course (Space permitting)

## Mrs Murrays report

Mrs Murray began by giving her thanks to everyone behind the scenes, praising lots of fantastic parental support.

**Current pupil numbers:**

Houston Primary Pupil roll stands at 540 pupils with a couple of years groups being full, and some others with only a couple of catchment places available.

Full capacity of Houston Primary school is 569 pupils, however based on the current structure we are not able to get to capacity.

Once Primary 1 registration finishes, and placing requests conclude, the classification for next session will be formed, i.e 🡪 P1 and out @ P7 🡪

**Staff:**

* Nisha Kidd has returned from maternity leave – 3 days a week P1 & P2/1
* Lorna Watt – Left School to pursue other roles.
* Mrs Waldron P4A due to have a baby in May
* Mrs Ellis due to return from Maternity Leave in May and will assume responsibility for P4A

CBS staff who work in our school Office have all changed. Mrs Toole retired and Mrs Maltby moved on to a new job in Glasgow.

Mrs Gail Beckett and Mrs Deborah Marshall have joined the Houston office team, with 1 place still to fill. Further interviews taking place this week to fill this post.

## School improvement Report

Mrs McPherson highlighted the Parent education ***Be curious not Furious*** to be held on Thursday this week at 6pm for 1hour, we will be joined by Kirsty Forrest, this is to educate on ways of dealing with Children’s behaviours, providing tips and tricks to help deal with difficult and challenging situations.

Mrs McPherson requested if parent council could add to the Facebook site to advertise this session

Also highlighted that the school is focusing on Nurture and Relationships 4th principle - there are 6 in total.

**Additional items discussed:**

Parent interview letters to be sent home – same format as last time as worked well.

* Maths & Literacy folders to be sent home for awareness to parents, as school received feedback that parents were not aware of what the kids were learning. It was highlighted that this information is contained within Google Classrooms, which clearly details the targets for Literacy and Numeracy.

The teachers are also working with the Pupils to link up and ensure the children understand what they are learning about and to help them reflect and identify the skills they are developing.

Gaps were identified and are being worked on are as follows:

* Sharing learning targets with parents
* Jotters with stickers where children have identify work which exemplifies them meeting the target .
* 3 numeracy & 3 literacy targets
* Plan to cover term 1 retrospectively.

**16th March – Parent interviews**

* In school in person interviews
* Classes will be open to enable parents to view their child’s work

Potential to have an open afternoon end term 2 / term 3 to find out more about learning.

**School Profile**

Raising the profile of the school again working with Houston and Killellan Church, on Chocolicious – which is looking to be very popular, parents and carers will have an opportunity to purchase tickets.

Chocolicious will be held on the morning of 2nd March 2023, local community can also attend.

Mrs Farquhar confirmed that Houston primary is working with Caroline Morrison from Houston and Killellan Church, the children are preparing chocolate Stirrers, and the home baking provided by the local community.

The winning ticket design to be created and posters to be posted up around community, this will be raising funds for FairTrade.

## Other discussion items

* Ongoing work on Equity & Equality – survey for parents and pupils being the next steps.
* Mind Stretchers Talking and Thinking Floorbooks Training, will provide pupils info on what they will be able to learn (learning outcome) Pre-existing knowledge, and ways of learning
* Allowing pupils to have a voice and take on their ideas, document these in a Giant floorbook, documenting their feedback on their learning and see what they can gain from this approach.
* Highlight on the School blogs as a visual way the school captures the Children’s Learning. Showing how they learn, Looking at Challenges and how to work through challenges.
* Use of 3D mind maps, looking what they know and working from this.

## **Next Parent Council Meeting**

Next Meeting planned for Monday 22nd May 2023 @ 7:30pm

This will continue to be an online meeting, Liona, will send out meeting invitation.

# End of minutes