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| **Meeting Type** | : | Main meeting #1 | |  |
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| **Meeting Date** | : | 22/01/18 | |  |
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| **Meeting Venue** | : | Merrylee Primary School | |  |
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| **Parents Present** | : | Fiona Hunter - PC Chair |  | **FH** |
|  |  | Sharyl Brown – Treasurer |  | **SB** |
|  |  | Jackie Clark – PA Chair |  | **JC** |
|  |  | Suchitra Wishart – Minutes Secretary |  | **SW** |
|  |  | Elspeth Martyn |  | **EM** |
|  |  | Rubina Khan |  | **RK** |
|  |  | Vanessa Scherpenseel |  | **VS** |
|  |  | Rawa Alayyan |  | **RA** |
|  |  | Phil Goodlad |  | **PG** |
|  |  |  |  |  |
| **Staff Present** | : | Liz Mahindru |  | **LM** |
|  |  | Catherine Kirk |  | **CK** |
|  |  | Megan Mellon |  | **MM** |
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| **In Attendance** | : |  |  |  |
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|  |  | **Action** |
| **1.00** | **APOLOGIES** |  |
| 1.01 | Mel Unkles |  |
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| **2.00** | **APPROVAL OF PREVIOUS MINUTES** |  |
| 2.01 | All confirmed as read and approved. |  |
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| **3.00** | **MATTERS ARISING** |  |
|  | **Road Safety Banners –** on agenda | **JC** |
|  | **PC Secretary Role** – ongoing.  **Bike Theft** – There are Health & Safety issues concerned with the Council putting up a sign on the bike enclosure. It was decided that PC could make as many parents aware of the times when the enclosure would be locked/unlocked by putting this on the school website and in the parent handbook. The PC could put up some laminated signs. It was also noted that there are items still being left unlocked in the enclosure. | **FH** |
|  | **Homework Policy** – on agenda  **Charitable Status for PA** – JC to meet with GCVS (Glasgow Council for the Voluntary Sector) to progress.  **Cost of School Day Kit** – JC to upload on website.  **Cashless System** – Glasgow City Council has not introduced this to the city's schools on grounds of cost. Parent Pay is the system used in East Renfrewshire and South Lanarkshire. It can be used to pay for school dinners, trips and schedule parent/teacher consultations. It is not possible to get much information, namely costs, on these systems without inviting them in to provide a demo. Cassiltoun PS ran a pilot approximately 2 to 4 years ago, at that time cost of setup and maintenance of such a system was estimated at around £10k. FH suggested a letter to Glasgow Parent Council Forum. The discussion on cashless systems led to further discussion as to how administrative responsibilities (which include collecting cash and sending on forms from parents via the children to the Office) have now returned to teaching staff which is impacting on teaching time. There is no replacement for the Office Staff member who was relocated to another school and classroom support assistants have reduced in numbers. Office staff regularly handle large amounts of cash; there are less staff in the office and so tasks like banking cash take up more time which have lead to concerns about security of staff. A cashless system could help alleviate these problems given the outcome of pilots which have been undertaken. Elspeth volunteered to research this issue further. | **JC**  **EM** |
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| **4.00** | **AGENDA ITEMS** |  |
| 4.01 | **GCC Parental Review & Headteachers Charter Consultation Paper**  The following points were raised in a discussion led by Liz:  - the Charter suggests that Headteachers (HTs) are leaders of learning who can choose their own teams to suit the context of their locality  - HR policy context makes it difficult for this to happen in reality  - Curriculum for Excellence is supposed to enable HTs create their own ethos for their school  - HT ability to make choices for reform can be limited; resources so tight its difficult for HTs to leave their school and meet with other HTs to share ideas, etc.  - parents on panel to discuss and consultation  - HT would have responsibility for staffing budget  - Pupil Equity Fund has increased workload for HTs who have to account for how funding is spent and measure the impact of investment.  The burden on HTs has increased so much so that few people are applying for HT posts  - the Charter is aspirational and there are question marks about the practicality of it being able to deliver. |  |
| 4.02 | **Homework Policy Review**  Liz distributed a report which outlined the findings of a review by staff of the school's homework policy. Its findings included:   * the use of blogs has been a big learning curve for staff, parents and children * acknowledged that the platform is not easy to use or navigate but it is private which is why it was chosen * something which children could do, e.g. upload photos on blog * it's giving children freedom to present to their peers something they are passionate about; they can share that passion and pass it on to their classmates * issue of weekly communication between teacher and parent on how their child is doing * parents preferred more feedback, more regularly. Was felt that Homework Diaries were now redundant as they are not in the same way as before, e.g. single sentence comment by teacher on how child has done that week * tracking report was attached in Learning Logs. In future these will be sent over the course of the school year, each term. These reports track literacy, numeracy and wellbeing.   It was suggested that it would be useful for the PC to email letter to all parents addressing some of parent’s concerns with information on actions being taken, signed jointly by school and PC. Fiona to draft email and then agree with Liz.  Any individual issues should be raised with Liz if they are not being resolved with child's teacher. | **FH/LM** |
| 4.03 | **Parking Warning Barriers**  Prior to the meeting, Jackie had shared with PC a website with various options for parking warning signs. PC members had fed back preferences. In relation to ongoing traffic management concerns around the school area, Megan Mellon had a meeting with Councillor Docherty which involved a walkaround leading up to and during school pickup time. This seemed to have an impact. Phil Goodlad agreed to attend the upcoming Merrylee residents meeting which would be focusing on traffic management. It was also pointed out that recent publicity has highlighted that poor air quality threatens the human rights of children (the UN Convention on the Rights of the Child recognises children's right to the highest attainable standard of health) and this is perhaps the tack that should be taken with politicians when raising the matter with them. |  |
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| **5.00** | **CORRESPONDENCE** |  |
| 5.01 | Fiona circulated correspondence from National Parent Forum. |  |
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| **6.00** | **TREASURER’S REPORT** |  |
| 6.01 | A balance of £465.62 in PC account reported by Sharyl. |  |
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| **7.00** | **SCHOOL CLUBS REPORT** |  |
| 7.01 | No issues to report. Catherine shared with the PC# a poster that had been produced by the Active Schools Co-ordinator which gives various stats on school sports and club activity within Merrylee. It was agreed this could be displayed on the school noticeboard. Demand for places at club activities outstrips the number of places available but the school works hard to accommodate demand as far as possible. Thanks was given to Catherine Kirk by the PC for ensuring a fair spread of club participation across the school. | **FH** |
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| **8.00** | **PA REPORT** |  |
| 8.01 | Moved to next meeting as Jackie had left earlier to attend another appointment. |  |
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| **9.00** | **AOB** |  |
| 9.01 | Megan Mellon informed the PC of the school's intention to run an Internet Safety Workshop for parents in February. It was agreed that this would be beneficial for families. |  |
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| **10** | **DATE OF NEXT MEETING** |  |
| 10.01 | Monday 12th March 2018 @ 7pm  Venue: Merrylee Primary School |  |