

# MINUTES



**Date:** Monday 16<sup>th</sup> September 2024  
**Location:** Lenzie Meadow Primary School  
**Time:** 6:15pm – 7:45pm  
**Subject:** Parent Council Meeting

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## In attendance:

**Staff:** Rona Wallace HT      Lorraine Donnelly DHT      Elaine Gardiner DHT

**Parents:** Lyndsey Saunders (Chair)      Shirley-Anne Brightman (Clerk)  
Diana Dundas      Laura Kennedy      Karen Jarvie  
Joyce Thomson      Nicola Scott      Emma Donaldson  
Meera Lafferty (guest)

**Apologies:** Heather Dickson      Catherine Paterson      Jill Penman

The minutes from the previous meeting were agreed.

## 1. Welcome

Lyndsey Saunders, Chair, welcomed old and new members. Thanked everyone for attendance and for responding to the email looking for PC volunteers/members.

## 2. Chair Report

LS outlined the role of the Parent Council and how active it is within the school. Meetings are well attended and there is a good relationship between PC and the school. She reiterated that all parents are welcome to attend meetings and we welcome parent/carer participation.

There are 6 PC meetings in school year and the Chair is also the Chair of the Parent Council Chair Forum for EDC and represents the PC at key EDC and National meetings. The Chair and PC is consulted on School Improvement Plan (SIP), Standard & Quality (S&Q) report, parents' evenings, report cards and PEF funding to name but a few things.

Some of the things the PC have worked on this year/been involved in:

- Homework Sub-committee – survey to parents/teachers and pupils re homework to contribute to review of homework policy. Handed data over to school to consider a new homework proposal. HT update on this below.
- Recruitment of the new HT – important and successful piece of work
- Carparking /road safety around school – members commented that this has very obviously improved since the beginning of the school year and thanked the school staff for their tenacity on the matter.
- School Improvement Plan
- Intentions for 2024/2025 academic year:
- School uniform – forthcoming consultation with parents regarding addition of a navy polo shirt option to the list

LS mentioned the need to be more visible and support school events – more members would be very welcome.

## 3. Office Bearer Elections

[lenziemeadowprimarypc@gmail.com](mailto:lenziemeadowprimarypc@gmail.com)

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Chair advised that that there is 2-year tenure for Chair and Vice Chair. Louise Thompson has stood down as Vice-Chair and we will be looking to appoint a new Vice-Chair. The tenure for Chair has also come to an end, however we have not had any interest from anyone wishing to take up an office bearer position. Given that, LS has agreed to continue as Chair for 1 year. If anyone would like to express interest in these Vice-Chair role, please contact the HT or PC Chair at [lenziemeadowprimarypc@gmail.com](mailto:lenziemeadowprimarypc@gmail.com)

Representative parents from each year group are re-elected yearly. Committee members and year group representatives are appointed at the AGM and as such have voting rights, should any motion require a vote. In practice however, votes are seldom needed. Nominations for all positions were gathered prior to this meeting by seeking volunteers. There may be 2 representatives per year group, however, we currently have only received enough volunteers to have 1 representative for most year groups. Further representatives may contact the PC Chair to be added to the membership, however, the PC constitution states we can proceed for the current academic year as we have 5+ parent members/representatives.

Primary 1 – Meera Lafferty

Primary 2 – Heather Dickson

Primary 3 – Laura Kennedy

Primary 4 – Karen Jarvie

Primary 5 – Joyce Thomson/Nicola Scott

Primary 6 – Emma Donaldson

Primary 7 – Diana Dundas

A number of our former parent representatives have decided to stand down this year after a number of years supporting the Parent Council. I want to thank them all for all their support and overall contribution.

### 3. HT Update – Rona Wallace

#### *Start of session 2024-25*

HT commented that the school had enjoyed a very good start to the new academic year and that the pupils were very settled just four weeks into Term 1. Meet the Teacher events had very good feedback – there was a great atmosphere in the building that evening thanks to high attendance by parents. The school roll is sitting at 567 pupils, just a few spaces in the lower school stages.

HT is delighted to be working with the Parent Council to take forward some important matters this year. Looking for consistency and to embed a positive community culture in the school. There will be no major changes to the curriculum – that will be something for next year. Across East Dunbartonshire Council, however, all schools are being asked to look at the CIRCLE approach which is being promoted nationally by Education Scotland. More information is available here:

<https://education.gov.scot/resources/circle-resource-to-support-inclusive-learning-and-collaborative-working-primary-and-secondary/>

#### *School-home communication*

A parental engagement calendar has been produced mapping out all the key dates for the year. The leadership team hopes this will support parents in being able to plan their participation in school events. HT will continue to produce Talking News which is hosted on YouTube where a full transcript is available for those who prefer to read their communications. The school website has also been updated with a live calendar. Parent members present expressed their thanks for the long-term calendar stating that this would be very useful for families.

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A further piece of work is underway to produce a 'who to contact' guide for parental queries. This overview will ensure that matters are dealt with as quickly and effectively as possible.

## *Homework Policy*

Further to work completed by the parent council last session, the school staff and leadership are working on a homework policy in response to the outcomes of the surveys. This will be drafted by the October holiday.

## *School strategic planning*

Two documents will shortly be made available to parents via the school website:

- Standards and Quality Report (SQR) – reporting on last year's school improvement planning
- School Improvement Plan (SIP) – new plan for the session 2024-25 outlining priorities for this school year. Broadly, these will cover a review of school systems and processes; learning, teaching and assessment; and a review of progress tracking systems in order to improve pupil attainment.

## *Pupil Equity Funding*

Every tax year (April – April), Lenzie Meadow is allocated £51,450 from the Scottish Attainment Challenge to ensure pupil equity. The funding from April 2023-24 was partly used to fund a staff member up to June 2024 so the remaining spend for the year is around £32,000. The school plan to spend this money to improve the play environment and to provide a laptop 'bus' for each primary stage in the upper school.

## *PTA Funds*

£12,000 raised by the PTA is to be spent on playground resources. Some of this is proposed to be used for designs to be painted onto the playground surface to form areas for games. The rest is to be used to install fixed basketball hoops. Scotplay is working up a final quote and a group of pupils are being consulted on which designs they would like painted on.

HT will be approaching the PTA and requesting that funds raised this session might be invested in technology for the school – this would include more hardware (laptops/iPads) and equipment to support the children with programming and coding.

HT is looking forward to working with the Parent Council on a number of matters in the coming session to include:

- Consulting parents on changes to the uniform
- Anti-bullying and relationships policy
- Cost of the school day position statement (initiatives like Halloween Costumer/Christmas Jumper swap shop)

## **AOCB**

One parent member requested a spend on a portable flag for taking to sporting events.

A parent asked about use of school lunch fruit allocation – was this being eaten by the children and if not, could it be set aside and provided as snacks at breaktimes.

A new parent to the school had expressed concern about the open plan design of the building. Other parents suggested they could be reassured by those whose children had been at the school for longer.

The next meeting will take place on Monday 28<sup>th</sup> October 6:15-7:45pm at the school. Dates for the remaining meetings of the school year are as follows: 9<sup>th</sup> December 2024, 2<sup>nd</sup> February 2025, 24<sup>th</sup> March 2025, 9<sup>th</sup> June 2025.