

# MINUTES



**Date:** Monday 9<sup>th</sup> December 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      Karen Jarvie  
Jill Penman      Nicola Scott  
Heather Dickson      Catherine Paterson  
Laura Kennedy      Emma Donaldson  
Felicity Attah (Guest)

**Apologies:** Meera Lafferty      Joyce Thomson

The minutes from the previous meeting were proposed by Karen Jarvie and seconded by Jill Penman.

## 1. Welcome and general points

Lyndsey Saunders, Chair, welcomed attendees and gave apologies. Chair explained many of the matters raised for HT's consideration had been raised in the past. The PC will put together a FAQs documents for publication on the school website so that year group reps can refer parents to the school's recent responses on common concerns. Parent representatives will continue to raise concerns with the PC Chair in order to log the volume of enquiries on particular matters but these will not be raised at PC Meetings moving forward. The HT also wishes to invite parents to contact the school directly rather than raise concerns through PC. The senior leadership team are available to any concerned parents and are committed to partnership working in order to resolve concerns.

## 2. Headteacher's Report

*Brief responses to matters arising:*

- **Class structure:** Parents who need information about the way classes are made up should refer to the documents on the school website at <http://www.lenziemeadow.e-dunbarton.sch.uk/learning/classes/>. Composite classes (containing pupils from more than one year group) are common in Scotland based on the number of pupils on the school roll). LMPS has a 20 class structure which gives 3 classes in most year groups but, at present, only 2.5 classes at Primary 3 and Primary 4. Therefore we have a P3/4 combined class (composite). The age group of the composite class depends on the number of children enrolled in each year group.
- **Policy on providing challenge for higher attaining pupils:** In line with Education Scotland policies including *Getting it Right for Every Child (GIRFEC)* and the personalisation and choice agenda, all pupils at LMPS are provided with learning at an appropriate level based on their teacher's assessments. The school handbook states: 'We aim to provide a curriculum that provides depth and challenge within learning. We also focus strongly on GIRFEC principles, which mean our curriculum is tailored to support all pupils as individuals.'

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Any parents with particular queries or concerns are encouraged to contact the school office directly.

- **Provision of curriculum overview:** HT will consult the leadership team on ways to provide more detail on the term's planned learning. For parents who wish to look in detail at our national curriculum guidance, the following links may be of interest:
  - [Early Level benchmarks](#) (expected levels for nursery and P1)
  - [First Level benchmarks](#) (expected levels for P2 – P4)
  - [Second Level benchmarks](#) (expected levels for P5 – P7)

Education Scotland recently published a review of the teaching of mathematics which will be reviewed at school level in due course. The report can be found here: <https://education.gov.scot/media/wa0oyjmi/national-thematic-inspection-mathematics-281124.docx>. The Scottish Government also launched a Curriculum Improvement Cycle in April of this year which will serve to continuously review our policies. More information is available here: [The Curriculum Improvement Cycle \(CIC\) | About Curriculum for Excellence | Curriculum for Excellence | Education Scotland](#)

- **Use of YouTube for teaching/assemblies:** HT has communicated to all staff and pupil technicians that YouTube materials used to support teaching/delivery of assemblies should be embedded into PPT presentations to avoid advertisements being seen.
- **Communications:** the school aims to provide a range of types of communication of key information for parents. These include annual calendar, targeted emails to year groups, use of Parent Portal, use of text messaging and informal weekly talking news update. Talking News is retrospective and will not include new or different information to that contained in formal written communications – it is not essential listening.
- **Parental engagement calendar** – concerns about the volume of events have been taken on board and the calendar will be reviewed based on what has worked well/less well this academic year. There are intentionally multiple opportunities for parents of every year group to ensure that there are dates suitable for as many parents as possible. Parents should be reassured that if a child doesn't have a visitor during any given event, teaching staff, support staff, leadership team members, and older pupils (P7s/reading buddies) are on hand to be with them. No child will be 'on their own'.
- **Snacks** – guidance is given on suitable healthy options for snacks and packed lunches, it is up to parents to decide what to provide their child.

## *Staffing*

Two support staff roles have been sitting vacancies. One is now filled (funded by the Ukraine Refugee Fund) and a second is about to be advertised. The school currently has three supply support for learning assistants providing some cover for staff absence.

## *Uniform*

Following the consultation with parents, the addition of a navy blue polo shirt option will be added to the uniform list from the new session. Uniform suppliers are being contacted to ask about badged items being available in navy also. 371 parents replied to the survey. 78% were in favour of adding the navy option. White polo shirts will still be part of the uniform list.

## *Playground enhancements*

The procurement exercise has been completed and painted games are due to be installed on the playground surface early in the new calendar year. The installation of the basketball posts on the playground court will follow, date tbc.

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## *Children's Rights*

LMPS is working towards the Rights Respecting Schools Silver Award. A huge portfolio of evidence is being collated and an inspection visit has been diarised for February.



## *Parents' Evening Feedback*

Almost all (93%, 42/45) parent feedback comments were very positive. Negatives centred on appointments running late. HT would ask parents to be mindful of the time allocated per child/family. If a longer meeting is required, this can be arranged out with the parents' evening.

## *Christmas Fayre*

The PTA raised over £4000 from the Christmas Fayre. HT thanked all volunteers and the PTA committee for their amazing organisation. The PTA continues to need volunteers to put on events to raise these much needed funds to enhance the school environment and resources.

## **AOCB**

The next meeting will be dedicated to discussing a position statement for the school on minimising the Cost of the School Day. This is a national priority which LMPS staff and Parent Council are keen to consult parents on.

Dates for the remaining meetings of the school year are as follows: 2<sup>nd</sup> February 2025, 24<sup>th</sup> March 2025, 9<sup>th</sup> June 2025. Meetings take place in person at the school from 6:15 – 7:45pm. All parents are warmly welcomed to attend.