



AGM MINUTES

Date: Tuesday 9th October 2018
Location: Lenzie Meadow Primary School
Time: 6.30pm
Subject: Parent Council Annual General Meeting

In attendance:

Staff:	Sheona Allen (HT)	Jill Donald (Principal)	Hilary Roddick (Acting Principal)
Parents:	Nina Teasdale (Chair) Fiona Wright Gerry Morrison Maureen Matheson Joslyn Currie	David North (Vice-Chair) Jennifer Schofield Justine Currie Jill Penman Louise Thompson	Lynn Pike (Clerk) Karen McBride Emma Donaldson Alistair Rendall Jamie McRorie
Apologies:	Gillian Cay Lindsay Hood Alison Campbell	Heather Murray Sarah-Jane McArthur	Susan Tate Kirstie Wilkes

1. Welcome and apologies

Nina welcomed everyone to the Parent Council Annual General Meeting and thanked all those who have joined us. Apologies were given for the change in date, this was due to the special meeting we had on the School Inspection Report, held on September 10th. A number of apologies were received ahead of tonight's meeting and these were recorded as listed above.

2. Chair Report

Nina noted this is our AGM tonight where we elect the Office Bearers and Year Representatives. There would normally also be a presentation of what the Parent Council has achieved over the year, however, due to other commitments one has not been prepared this year. NT is confident the Parent Council know what our focus is going forward and confirmed we will continue to support the school within the recommendations of the Inspection Report.

Nina then gave a quick re-cap of the 2017-18 Parent Council achievements:

- Worked with two different Head Teachers and played a primary role in appointing the incoming HT
- Instrumental in supporting the school through the HMIE Inspection
- Sub-groups worked on submissions to two Scottish Government consultations
- Successfully secured additional staging modules to accommodate larger performing area
- Successfully secured additional laptops to improve IT accessibility across year groups

There were no questions from the floor regarding last year's activities.



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3. Elections

Chair - Nina Teasdale, Nina's nomination was proposed by D North and seconded by F Wright

Vice-Chair – David North

Vice-Chair – Jennifer Schofield

Clerk – Lynn Pike

All Office Bearer positions were uncontested, with a vote of agreement given by all attendees.

Year Reps

Nursery – Emma Donaldson and Jill Penman

P1 – Louise Thompson and Joslyn Currie

P2 – Maureen Matheson and Justine Currie

P3 – Sarah-Jane McArthur and Susan Tate

P4 – Lindsay Hood and Heather Murray

P5 – Gillian Cay and Gerry Morrison

P6 – Karen McBride and Alison Campbell

P7 – Fiona Wright and Kirstie Wilkes

Nina then reminded us that all parents/carers are welcome to attend Parent Council meetings.

4. Head Teachers Report

School Improvement Plan

Sheona Allen opened by sharing the SMT have been working really hard already this term.

The intention is to share the School Improvement Plan, with a chance for the PC to review before it goes online for general release.

The recent HMIE report highlighted three areas for improvement:

1. Quality of learning and teaching
2. Raising attainment and achievement
3. Developing learner pathways

1. Quality of Learning and Teaching

Floor observation - Number of items identified expected to have been common practice by now.

Self-evaluating the key features and checking with children on a termly basis (group from year invited to share opinions); P1 and P2 pupils did struggle to give theirs but managed to relay feedback. Make class and peer visits – SMT asking all the time what the children are learning.

Staff are scrutinising how they plan and implement. They are sharing learning and reflecting this in a change to their forward planning. Good degree of feedback from P7 classes. This type of interaction has always been in place, just more formalised now.

Observation – How are staff finding this impacts on their time?

It's something they do anyway at the beginning of every lesson – expectation/skills learning/steps of learning. Success criteria has been developed with the children.

Staff didn't like the Inspection Report findings, it was a 'wake-up' call. They want to do better and are looking at how they can make changes, they're motivated to give change a go. It has been a rollercoaster term, the process of change is difficult, but moving towards being consciously competent. Have quite a young staff group so going 'back to basics'.



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Observation – can see a difference in learning, knowledge growing in child.

Staff analysing what they are doing. Lots of ways to assess: looking at different types and considering what assessment looks like to ensure doing something that tells us what's happening. Cold and Hot work allows teachers to see difference in pupil's progress. Looking at benchmarks and how take work forward.

Using the PM Benchmarking Kit for Reading and the feedback is giving a clearer idea of level and pupil ability. Drilling down to identify gaps and bridge early.

Ongoing standard assessments – going to drill down and analyse for each child: what do we need to do to plan learning? This is reviewed periodically and is an on-going process.

The Scottish National Standard Assessment (SNSA) was completed by pupils online. Those working on the laptops found completion was fine, but pupils found it more challenging to complete on the iPads. Didn't find pupils were stressed by the experience. Will use laptops going forward.

2. Raising Attainment and Achievement

This will improve with assessments and tracking of child progress, including through 1-1 discussions once per term. The first will take place after the October holiday. SA, LD and EG are each taking year groups. It has been calculated at 6 hours of management time and worked into 'work time' agreement. This is standard practice = accountability. SMT/SLT are taking a more strategic approach.

Observation – How define leadership/managing?

Leadership is quite broad, achieved through upskilling staff - within teaching in class, within voice of activity/skill, discussing amongst team what impacting/what not. Encouraging staff to know what makes good learning. Encourage research and development of own learning. Share with team and take responsibility.

3. Developing Learner Pathways

For ALL, though not all at once! This will be done in a gradual, strategic way. Focus on writing first. Maths is considered equally important, just that the focus is on literacy at the moment. Twilight courses have been well attended by staff (of x14 attendees, x10 from Lenzie Meadow). There is some frustration regarding the number of laptops waiting to be fixed (report?)

Digital Literacy is being taught by Miss Tanney (school would like to retain for another year, v popular with the pupils). A termly overview was presented to the meeting attendees. It is a high-level programme, with Internet Safety taught across the year groups. All children have been set up with their own GLOW accounts.

Observation – does internet safety cover age limits on social media apps?

Yes. Need parents to say 'No'. Difficulties being experienced with Fortnite – what is the age limit? Seeing attention issues in school. Sumdog is addictive as well – can parents see logins? SA to double check.

It was suggested Lenzie Meadow register for the 'Digital Schools' Award.

Literacy Plan

A Literacy Plan was then handed out and attendees asked to read through and raise questions.

What is PM Benchmarking?

Reading books are written in a certain way – analogic (learnt words) and brought in synthetics (phonics – how to decode, confidence to try unfamiliar words through sounding out)

All books in the school have now been categorised at appropriate reading levels and arranged by reader age. Will buy new books accordingly to ensure children get breadth and depth of learning.



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Hopefully this will help alleviate concerns re: reading books going home (especially P2), which is mainly about a revision of sounds and blending of words.

Parents will get feedback of their child's progress at the next parents evening. Teachers will offer alternative strategies for any struggling pupils and the Interim Report will identify ways parents can support their child/children.

Observation – looking for reassurance the P7s are not missing out? Not criticising, just some concerns. SA assured attendees that most pupils leave ready for High School.

Interim Report

Attendees were then shown an example of the Interim Report to be issued.

SA gave an overview of the CfE levels (general rule) and their application in the reports:

Level E1/2/3 = Nursery to P1

Level F1/2/3 = P2/P3/P4

Level S1/2/3 = P5/P6/P7

Additional level = T1

Effort will be gauged as 'Satisfactory' or 'Needs improvement', this was made simple to clarify position, and there will also be a statement from the teacher to let you know how your child is getting on in class.

Observation - How do you avoid teacher jargon?

SA has prepared a letter for parents/carers to explain which will go out with the reports.

Observation – an example might help our understanding. There is a degree of ambiguity re: expectation/level achieved when interpreting the report as described. It was also felt there is not enough clarity on the Scottish Government levels applied.

SA offered to look at how staff can make this clearer for next time. Attendees were assured feedback will be gratefully received. SMT have already re-visited, but they wanted to focus on whether children were 'on track' and where to help (individual to child). Improvements in report clarity could be an agenda item for the next meeting.

Reports will go out this Thursday (Oct 11th). Sheona then gave an indication of the overall school achievements of pupils':

86% are on track or above for reading

80% are on track or above for writing

89% are on track or above for listening

87% are on track or above for numeracy

5. Close and Thanks

Nina thanked Sheona for providing useful information and thanked the staff for their efforts to progress.

Priorities for the next meeting's agenda were then identified as:

- PEF (Pupil Equity Fund)
- Curriculum rationale
- Interim reports
- Homework and parental engagement
- Budget
- Digital Literacy
- Digital assets



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NT asked the Year Reps to please engage with parents and bring issues raised to the school's attention. Our Chair then asked that PC members please stay off FB.

Parking remains an ongoing concern, so Nina appealed to everyone to please keep reminding people that it is nursery drop-off and disabled drivers ONLY in the school car park. Parents/carers need to take responsibility and park elsewhere.

It was hoped attendees had found the meeting useful and all were invited to please come again.

Nina closed the meeting with a final 'Thank You' to the staff present for their continued involvement with our PC.