



Knightsridge Primary School Parent Council Meeting Agenda/Minutes

Date: 31st Jan 2024

Agenda item	Minutes	Decision	Action
Welcome and attendees	Introductions: Jen - kids in P1 and 7, Steph - kids in P1 and 5, Kellie - kids in P1- and 5, Abdul - kids in P1 and 3, Mrs Kerr (headteacher), Mrs Ramsay (depute headteacher) and Mr Potter (principal teacher).		
Apologies	Not sure of apologies as the online form to gather views and details of people attending was anonymous.		
Minutes of the last meeting - for approval	Last meeting 26.10.23 - minutes approved.		

<p>Matters arising</p>	<p>Overview of purpose of parent council/goals for establishing parent council at KPS.</p> <p>Mrs Kerr - currently the school does things they think are right for kids, parents and the school community but they feel it would be better to have the voices of parents within that. The school will benefit from having deeper connections with parents, through a parent council to challenge decisions, bring ideas and different perspectives. A good parent council who is part of the school can bridge the gap of communication and make sure parents and families voices are heard.</p> <p>Information about key roles of Parent Councils</p> <p>There are several key roles outlined on the connect Scotland website. Connect Scotland is a page designed to provide guidance and information on setting up and running a parent council.</p> <p>These roles are:</p> <p>A chair: the organiser of the group. The person who collates information, prepares for the meetings and makes sure the parent voice is represented.</p> <p>A secretary: the record keeper of the group. The person who makes sure there are accurate records of meetings. Actions recorded and communicated to the wider parent group.</p> <p>The committee: parents who want to take an active role in the operations of the parent council - but not a key role such as secretary or chair.</p> <p>The Parent Forum: all parents whose children are part of the school.</p> <p>The Parent Council's main purpose is to represent the parent forum.</p> <p>According to guidance on connect Scotland it is recommended to appoint a chair and secretary, but it is not required for the parent council to exist. As the parent council grows, it may be necessary. However, as it is in its early stages, it may be a good idea to get routine meetings and then aim for appointing roles after a few meetings. Committee members in attendance agreed with this</p>		<p>Mr Potter to upload information about key roles of a parent council on the school website.</p>
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	<p>approach.</p> <p>When it comes to appointing key roles it is important to note that these roles can be shared with more than one person. E.g. 2 Chairs or 2 Secretaries. This may be helpful to someone considering a role but being unsure of the commitment.</p> <p>Mr Potter can add information to the school website is people would like to read more.</p> <p>Agreement on policies and procedures required for PC</p> <ul style="list-style-type: none"> - Constitution - Agreed constitution, with some edits. - Codes of conduct - Need to share document - GDPR - Need to share document <p>Review of what other documents are required for operations of a PC.</p> <p>Expectations regarding PC meetings, planning and communication.</p> <ul style="list-style-type: none"> - Frequency of meetings and agenda/topic planning. Discussed future meetings in terms of frequency and time alongside key time periods in the school calendar. Mrs Kerr advised May is a good time to get input from the parent council on the school improvement plan. There are also Primary 7 - leavers events that parents may wish to be involved in. Agreed dates for the rest of the school year as follows 13th March and 8th May, 19th June 6.30-7.30. Focus for these meetings will be: 13th March - P7 events, 8th May - School Improvement Plan, 19th June - appointing key roles. - Communication: Highlighted key timelines outlined in constitution. Reminders of meetings should be issued 2 weeks in advance with a call for agenda items. The agenda should be shared 1 week in advance. This should help people know what to expect and maximise engagement. Reminders of meetings will be sent out via group call. - Agreed to host parent council information on its own section of the school website - Mr Potter will action this. This can hold the calendar for future meetings, minutes of 		<p>Jen to edit constitution based on discussion and share DRAFT Codes of Conduct and GDPR Statement with committee members.</p> <p>Ensure timely notification and reminders of parent council meetings occur ahead of 13th March, 8th May and 19th June.</p> <p>Mr Potter to set up Parent</p>
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	previous meetings, policies and procedures in connection with the parent council and any other information deemed relevant.		Council section on website, Committee members to send any documents that are to be hosted on the website to Mr Potter.
Treasurer's/ Financial Report	Not applicable		
Separate items of business (each item is given a different slot on the agenda)	<p>Points raised from parent forum via survey:</p> <p>Plans for P7 events - A specific question was asked about the leaver's hoodie. The children have been consulted on this and orders are being placed. It is hoped that the children will have them in time for P7 camp. Children will be invited to wear their hoodie as part of their uniform, however, they will be asked not to have hoods up in class. Leaver's hoodies are purchased using school funds.</p> <p>13th March will focus on discussing the P7 leavers party and any other P7 events for the year. The pupil's will share their ideas on themes for their celebrations. Last year Mosswood offered a generous donation and use of the hall for P7's and this was regarded a success. There was also a pop-up party shop run by another school in the cluster which made accessing partywear affordable. This is something that the pupil equity group may get involved in.</p> <p>After school clubs - A question was asked about after school club provision.</p> <p>KPS currently have a netball team for P 6 and 7. These train after school. Before Christmas P1-3 kids had the opportunity to have an</p>		

	<p>after school multisports club run by active schools. Whilst there was a large uptake by parents, they found some of the kids were tired due to being at the end of the school day and didn't engage as much as they would have liked.</p> <p>There are other clubs that are available to kids at Knightsridge but through lunch time. One of the challenges currently is not all kids being in the school building which makes logistics and safety difficult. There will be more scope for after school clubs when the whole school is back together.</p> <p>This question may have been raised from a wraparound childcare point of view, rather than an access to sport point of view - Knightsridge is not a well served area for after school care. Mrs Kerr is part of a wider community group that covers the area run by the council so will make an enquiry regarding afterschool opportunities. It is recognised that some out of school childcare options - such as simply play - have greatly reduced since the COVID Pandemic whether this be due to demand or funding challenges.</p>		
Sub-committee reports (if any)	Not applicable		
Headteacher's report	Not applicable		
Correspondence	Committee members agreed to create a communication platform through whatsapp for planning and preparation for Parent Council work.		Collate numbers for Parent Council whatsapp group

<p>AOCB (Any other competent business)</p>	<p>How are the pupil council's going?</p> <p>KPS expanded the pupil council as candidates were really good. In addition to leadership roles, there are equity, sports and curriculum groups. KPS have been chosen as a pilot for equality and diversity in Scotland. The extra roles within the pupil council are leading on the development of the Equity Policy. There are lots of projects in play to bring the pupil voice into informing policies and procedures, including a podcast by the pupils.</p> <p>The group discussed ideas to improve engagement in the parent council. The school would welcome a presence from the parent council at some of the school events planned for the rest of the year. For example, the parent conference.</p> <p>There is a parent conference coming up - 22nd Feb in the afternoon. This will be an opportunity for parents to hear a bit more about some of the school initiatives, get set up on some of the digital tools - parent portal. Rather than have several evenings, the school will be running a drop-in style conference where people can go to the sessions that interest them.</p> <p>Members of the parent council were asked what they would like from the conference - information and help on digital aspects of the school. Information on school policies such as health and wellbeing and other aspects. It was shared that Mrs Piper is leading the health and wellbeing strategy for the school and is looking for input from a group of parents to inform positive relationships policy and anti-bullying strategy.</p> <p>Work in school is on track. The timeline is estimated before Easter. When the P6's and 7's return - 1's -3's will re-locate to infant area and the current infant area will need to be re-arranged as the upper area. This is a big opportunity to really look at the</p>		
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