**Glenbervie School Partnership (GSP)**

**AGM Meeting Minutes**

**28/09/20 Glenbervie School**

Attendees:, Yvonne Baddley (YB), Dawn Campbell (DC), Lilian Cargill (LC), Rachel Cuthbert (RC), Jennie Glennie (JG), Moira Marson, Claire Ramsey (CR), Tracey Smith (TS), Aileen Davidson (AD) (minute taker).

Apologies: Nicola McDonald (NM), Elaine Morrison-Jures (EM-J), Lisa Taylor (LT), Alana Thomas (AT).

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| **Item Number & Title** | **Discussion/Action** | **By/ When** |
|  | **Chairperson Report on the work of the Parent Council**  **(DC)**  Well, it's that time of year again - the annual AGM. The first six months of being chairperson we had made some amazing progress, then COVID happened.  First and fore-most I would like to say a massive thank you to the school, for all their help and support during the lockdown and I'm sure all other families would agree.  In terms of fundraising, before a national pandemic!; We had a few well-attended events such as quiz night and lunch bowls. Lunch bowls seemed to be the most profited event by raising around £400, but quiz nights are always outstanding with profits and numbers. So far this year we have donated to the school £2,300.00 this covered the pantomime, discovery education- espresso and more. Fundraising we did do between Sept last year and the covid outbreak was £1783.06.  As for fundraising plans this year we have a few ideas up our sleeves bearing in mind there are a few rules to follow! So these ideas will not be large events and will need to get the community behind us.  I know it's been a difficult time for all, and some people have lost their jobs. Fundraising doesn't seem to be high on priorities at the moment but if we could keep a little coming in to help keep the funds up if the school is in need, we are in a position in which we are able to help.  If anyone would have any suggestions on fundraising we are always open to ideas.  I would like to take this opportunity to thank all the GSP and wider community for all their hard work and support. |  |
|  | **Head Teacher’s Update (JG)**  **Glenbervie School Partnership AGM**  **Headteacher’s Report**  **28 September 2020**   1. Thank you so much to GSP. The support given to the school in terms of time and money, is very much appreciated by all of the staff and pupils. A big thank you to you all for your support in what has been one of the most challenging academic years I have ever encountered with Covid 19, Lock down and Remote Learning. Your role and support as the parents voice was very welcome and appreciated. 2. The GSP is very much the parents’ voice. I will listen as I want Glenbervie to be the excellent school it always has been. I value all contributions in helping the school to achieve the best for your children. The support from Christine McLennan (Parental Engagement officer) was really worthwhile in helping us update the constitution and seeing the role for the GSP develop to being the representation for the wider parent forum. It was also good to get clarity on the HT position within Parent Council and I welcome the opportunity to be involved in an advisory role with any consultations that the GSP undertake.   Christine has been supporting virtually and always happy to help. Meetings with Director Laurence Findlay have been very positive too- Elaine MJ could give us feedback on this.   1. Last year’s School Improvement Plan focused on Emerging Literacy agenda and improving attainment in Literacy especially in the Early Years. GSP funding was used to purchase the Literacy resources. The teachers received a training and staff attended sessions to enhance our Digital literacy as a result of lockdown. The GSP supported subscriptions to support the digital agenda. We also continued to look at our Health & Wellbeing agenda, especially in terms of mental health. As a result of GSP funds and the Wind Fund we successfully raised money for the 2 new Clever touch in P5 and P6/7 class and also purchased some new digital resources picked out by the Pupil Council and Digital Leaders.   This year’s improvement priorities  **Priority 1 – Covid 19 Recovery**  **Priority 2 - Improving Children’s health and wellbeing.**  **SHANARRI and Mental Health and look at staff wellbeing too.**  **Continue to develop methods to track and share wider achievements**  **Outdoor Learning**  **Priority 3 – Raising Attainment through Learning, Teaching and Assessment**  **Visible Learning, Emerging Literacy, Writing Focus**  **DYW Agenda**  **Digital Technology- update of Digital passports and upskill staff.**  **Develop further SeeSaw, Google Classroom & Teams as reporting tool.**  PEF fund- Outdoor Learning, Digital Equity and continuing with our Gross Motor skills and Breakfast Club. Thanks so much to our parent volunteers for supporting this. Consultations from Parent surveys from remote learning and Covid recovery indicate where this is needed.  4. Seesaw will still be shared with parents as much as possible. These will include samples of work covered in a range of curricular areas. The profiles will share will assessments, reflections and real time learning as it happens. We hope you like the See-saw profiling tool and are becoming more aware of what your child is learning. We welcome any feedback. Staff will use Seesaw as a tool to share in the learning/video clips/class tours to help support as we are not able to visit in person in schools at the moment. Issue of Privacy shield at moment as when we leave EU won’t have agreement with U.S.A. In negotiation with council, but may need to find another tool to share info in future.  5. SHANARRI – These are our health and Wellbeing indicators which we use as part of our GIRFEC agenda. Traffic Light surveys are going to be used twice a year to help us identify any areas of concern and act promptly. Children’s voice is important. This year we used Google Forms to do this and indicated that no response meant that we took it everything was okay. From few responses we had any concerns, worries been addressed promptly  6. We welcomed many parents and carers and other relatives into school to share what the children have been doing in school and in classes through our Meet the teacher Evening and Open Afternoons. We are all very proud of our school and are very happy to show this to others! You said we did board and questions and now we would welcome any comments. Our Vision and values- “Together we Grow Progress and Succeed” been shared. We also received a good response to our parent surveys and try to address any concerns raised. We will continue this year in a virtual way, with Parents Evenings not on agenda until November and may need to be done virtually. If they do go ahead face to face it will be appointment only with strict times and unfortunately won’t be able to sit/cuppa in hall like in previous years. We will work with guidance and changing situation.  7. Cost of the School Day-Feel it is something we all need to be mindful of as socio-economic circumstances have changed for many of our families. We don’t want to add any anxiety or pressure to this and more aware than ever that asking for money in this climate could be causing stress. Fundraising I would suggest very much on hold Term 1 Term 2 possibly- what are thoughts??  8. The children at Glenbervie enjoy a wide range of visitors coming into our school throughout the year to support learning in a variety of areas, for example, sport, music and technologies. We always engaged fully with the Active School Programme and all the free workshop for children that we are offered. We have been fortunate with GSP to get out on trips to enhance learning experiences. The GSP have supported transport and with the bus costs increasing and Nicolls finishing likely costs will increase. Trips/ Visitors are allowed locally with full Risk assessments and Covid procedures, but mindful again of costs.    9.GSP money raised – (see treasurers report) 2019/2020 please see table as to how funds were spent within school.    Plans for this year  \*Subscriptions for Digital programmes- benefit support in this.  \*Digital Equity- more ipads/laptops- Been supported by Scottish Government funding/ PEF, but very small amount and lock down- evident this is what needed.  \*Support trips and help make them accessible for all.  \* Consultation with parents, pupils, staff- where do we need to spend What are thoughts?  Jenny Glennie  Headteacher. |  |
|  | **Treasurer’s Report (EMJ)**  The opening balance in October 2019 was £3,158.09 and the closing balance on the most recent bank statement I have (July 2020) is £3,122.69 and I have £100 in cash still to bank. I will endeavour to get things tidied up over the next week. If you are desperate  The Royal Bank of Scotland has been a nightmare, we didn’t manage to get the signatories changed despite two applications (then lockdown happened) and they won’ speak to me. I propose we investigate opening a different bank account and I will ask the previous (existing) signatories if they will write to RBS asking them to communicate. |  |
|  | **Approval of Accounts and Appointment of Auditor**  Accounts have not been finished yet owing to Covid. This action will be carried forward to next meeting. | EM-J |
|  | **Announcement of New Members of the Parent Council/ Election of Office Bearers**  Nominations were received as follows:    Dawn Campbell x 3  Elaine Morrison-Jures x 3  Claire Ramsay x 3  Nicola McDonald x 2  Moira Marston x 2  Alana Thomas x 2  Lilian Cargill x 2  Yvonne Baddley x 2  Aileen Davidson x 2  Rachel Cuthbert x 2  Lisa Taylor x 2  Tracey Smith x 1  All nominees will form the new Parent Council.  As some of the nominees were not able to attend the meeting the election of office bearers will be completed at the next meeting. |  |
|  | **Matters Arising**  Request for funds from school  We have received a request from the school for a contribution towards the end of term trophies. The cost of the trophies was £400.90 and the school would appreciate a contribution of £300 if possible. The school will soon have to pay for Discovery Education – Espresso and this is usually about £345 a year.  A vote was held of those in attendance and 8 votes agreed that a cheque for £645 should be provided to the school.  Fundraising  Whilst we are mindful that we need to bear in mind the difficult economic circumstances that many families might find themselves in currently, so asking for money should be kept to a minimum, it would be good to keep some money coming in to the funds.  Ideas put forward included hampers and activities that people can opt into things like the gin trail and whisky trail may be good.  Halloween activities/fundraising would be good. JG indicated that the school would be supportive of Halloween activities as the children will miss out on their usual Halloween activities this year.  A few ideas included:   * A ghost hunt – where something like a print out of a ghost could be hidden in windows for kids to find and count how many there are. Entry could be limited e.g. £1 and a prize could be given or raffle of sweets. * Dressing up for school in Halloween costume with a suggested donation. JG indicated that a few school teachers do allow this, though we’d want to try and limit any outlay for families so could we keep any contributions relatively limited e.g. £0.50. A Pyjama day was thought to be a good idea too – as this would limit any outlay for parents as all kids already have pjs. * Completely optional pumpkin/neep/oranges carving/drawing faces in marker pen, allowing kids to design what they want. This could done as a competition funded by GSP/or paying as an option to enter a pumpkin. * Could do a printed out pumpkin competition for kids to design. * If anyone has pumpkins – we could ask them to donate them for the gardens for composting.   TS – indicated that there is a fund available in the company she works for where we can apply every year for £500 of funding. This would need an application for a specific requirement with justification. This can be applied for from 1st November. JG indicated that outdoor learning resources may be useful, as Mrs McConnachie has had to invest in further resources (such as water tanks for hand-washing) and with the daily focus on outdoor learning more resources would be very much appreciated (this week the children are making pizzas with marshmallow toasting for the younger ones). TS will liaise with Mrs McConnachie on what could be applied for.  Wind fund is open again for now. JG is pulling together ideas for applications including tablets/ipads. Charging units for ipads would also be useful as they are currently stored in a trolley – and sometimes this causes issues if they are not charged.  Support for the McCullough Family  DC confirmed that a blossom tree was purchased and delivered to the MCCullough family to show our support and that we are thinking of them at this very difficult time. | EM-J  TS |
|  | **Correspondence**  JG mentioned there’d been a letter regarding insurance and that this is now being done online. EM-J was in a mtg with Christine McClelland. Need to double check if this is now in place. | EM-J |
|  | **Calendar of Meetings**  The following dates were agreed for GSP Meetings:  Thu 8th October – Meeting 7pm  Mon 2nd Nov – Meeting 7pm  Mon 18th Jan – Meeting 7pm | ALL |
|  | **END OF FORMAL AGM** |  |