

# CROMBIE PRIMARY SCHOOL PARENT COUNCIL (CPSPC)

## ***Meeting Minutes***

29 April 2021 @ 1830  
Virtual

### **Attendees**

Committee	Mark Flynn (Chair)	MF
	Emma Huntington (Vice Chair)	EH
	Arlene Scott (Treasurer)	AS
	Stewart Wallace (Secretary)	SW
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Members	Niall Buchan	NB
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Staff	Adele Dickson (Head Teacher)	AD
	Louise Skinner	LS
	Emma Smith	ES
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Apologies	Colin Hutchinson (Depute Head Teacher)	CH
	Margaret Rule (Depute Head Teacher)	MR
	Kevin Carter (Member)	KC
	Kamran Ghobadian (Member)	KG

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### **1. Opening**

Minutes from November 2020 Parent Council meeting were adopted

### **2. Chairpersons Report**

School football training back – Freida Lawson has done a great job  
Direction of Education meeting for PC chairs on 29 April also – MF will share minutes with CPSPC when available.

### 3. Head Teacher's Report

Written copy of head teacher's report provided on 23 September 2021 – refer Appendix A

Key discussion points and reflections from verbal report on night:

- Wish that more parents would attend PC meetings to hear the detail of the full report
- Thanks to all the teachers for their efforts during the most recent lockdown and recognition of teachers going above and beyond and significant extra workload
- Home school and interactions with teachers has allowed parents to get more insight than they ever have into what children are doing at school, what they are learning, and better enabling conversations between parents and pupils. Parents felt significantly more involved in the learning process as a result
- Parent Council expressed collective appreciation of all the teachers have done and achieved and patience demonstrated
- Homework policy – Crombie undertaking limited trials of homeworking tasks via Teams and reviewing homework policy. Numerous academic studies (refer John Hattie) show homework does not materially impact attainment.
- School Goals:
  - o Enable better conversations about learning between parents and pupils
  - o More home reading
  - o Examine scope for pupils to take more direct ownership of sharing learning journey (particularly as they progress up the school)
- Recognition from teachers that adapting to being back in school has been tough for pupils so focus has been on establishing routine and core skills
- Communication channels and apps
  - o SeeSaw – previously trialled successfully with nursery but due to DPIA was no longer a viable solution.
  - o Scottish Government HQ looking at technology solutions which may enhance the learning and Crombie will review accordingly

### CPSPC financials and fund allocations

2021 calendar year payment for the Crombie School App in process of being paid (was due February 2021)

£350 central income will be received ~ September 2021

£400 fee for the app annually – due ~ February

Small existing surplus in CPSPC accounts will cover the app subscription fee for the 2022 calendar year if funding is continued but thereafter will have shortfall at current rates.

## Pre-submitted questions

All three pre-submitted questions were discussed during the Head Teachers Report, a summary being as follows:

- School bags
  - There is not currently enough space for pupils to keep their individual school bags beside their chair/desk given size of Crombie. Scottish Government guidance still clearly states that pupils should only bring in what is required. No change in policy for now.
- Taught subjects
  - Scottish Government requirement is for schools to provide the Recovery curriculum which focusses on Literacy, Numeracy, and Health and Wellbeing. Teaching is focussed on this accordingly, but teachers try to make it interdisciplinary where possible
  - Current restrictions for music include ban on singing (both indoors and outdoors)
  - Indoor PE still not allowed under current restrictions. Wider restrictions impacting lunch rotations and staggered breaks impact availability of hall for PE. Although society is now opening up, restrictions schools operate under have not changed.
  - Specialist teacher provision roles are being removed from schools (Aberdeenshire level decision) therefore support for these subjects is from core staff with interest/skill in additional subject
- Academy transition
  - Refer to issued school communications relating to Elrick school children displaced due to building work being housed in the Academy.
  - A lot of work going on behind the scenes between teachers, guidance counsellors, and the senior management team to ensure smooth transition of pupils
  - P7 teachers
  - Specific transition program being organised by the Academy taking into account the current restrictions and SQA impacts at the Academy

## Action List Review

Refer Appendix B

## Next Meeting

Next meeting scheduled for Wednesday 16<sup>th</sup> June 1830-2000



## Appendix A – Headteacher’s Report



*Notes to Crombie School Parent Council-Forum*

*29<sup>th</sup> April 2021*

**1. Current Roll** 332 P1 to P7; 45 Nursery.

**2. Staffing and associated personnel**

- Mr Hutchison is absent from school at this time. Mr Tait has taken over his classroom commitment and we are looking to find a temporary replacement for him until the end of term as a minimum.
- Mrs Robinson has joined us to replace Mrs Mutch as EYP in our Nursery.
- Mrs Middler was successful in gaining a permanent Senior EYP role in January and we welcome Mrs Duffy as her replacement as Lead EYP.
- Mrs Natalie Crosby has joined our ASL team as Mrs Jill Stockdale was successful in a DHT post at Elrick.
- Mrs Beverly Stevens has joined our ASL team replacing Mrs Rae.
- As part of the Covid-19 Scottish Government additional staffing funding, we have gained some additional teacher time which will be used to support children in their return to school. Mrs Greig and Mrs McMillan joined us in late Term 2 and their funding is until the end of this term.
- There has been a change to QIO from Mrs Moira Lawson to Mr Jonathan Cordiner due to redistribution of networks across Aberdeenshire.

**3. Covid**

- We are adjusting to the new normal, again.
- Again, it is remarkable how quickly we have had to learn and adapt, and I thank you for your patience as we get to grips with this new way of working.
- I would also like to reiterate that the safety and wellbeing of our children and families are our ultimate priorities.
- We are all aware this is a difficult and stressful time for our children, our families, our staff and or wider community.
- We are following what is now known as the Recovery Curriculum which focuses on Literacy, Numeracy and Health and Wellbeing. This is our main focus.
- A local level approach has been necessary and therefore every school has had to work a little differently in order to ensure a carefully managed level of risk. With every change of guidance comes a new risk assessment and Scottish Government guidance is forever changing as the science updates. These are often with very short lead times for implementation.
- The management team have been heavily involved in the day to day running of the Covid regulations and share multiple additional responsibilities such as extra lunch duties, increased or new teaching commitments, management of bubbles, potential Covid cases, adapting of routines, manning of doors, lunchtime patrols and much more. This is in addition to our normal remits that have continued.
- We have recently benefited from the Connecting Scotland laptop grant to reduce digital exclusion and we are now on round 2 of funding.
- These are difficult times for everyone around the world at the moment, but we are here as a community to support each other.

**4. Quality Assurance and Improvement Planning**

- For the last two academic years, we have been focusing on developing learning, teaching, and assessment, tracking and monitoring to raise attainment and working on our curriculum, ensuring progression and coverage of the experiences and outcomes in the Curriculum for Excellence.
- Staff are currently in a focused period of moderation and assessment following the reopening of school.
- We are focused on providing the recovery curriculum of Literacy, Numeracy and Health and Wellbeing, as required by the Scottish Government. Other subject areas may be covered on an Interdisciplinary Learning approach, but our clear focus is these specific areas.

- Specialist provision changing across the cluster. Specialist and visiting teachers of PE, languages and music have been gradually removed across Aberdeenshire.

#### **5. Property**

- No updates at this time.

#### **6. Budgets and Resources**

- Budgets inevitably across the country will be challenging as we move forward.

#### **7. Additional Information**

- Although there have been delays in 1140 childcare provision due to Covid, we are now able to offer increased provision meaning our Nursery is now open 8am to 6pm.
- Updates around Parent Consultation shared today with parents. Key is finding a balance to reporting whilst maintaining a safe and manageable process for all.
- Curriculum newsletters have been added to the App, along with our back-to-school message. We continue to find the App a very useful tool in getting key learning themes and information out to our families.
- Detailed liaison has been taking place between the SMT, P7 teachers and Academy regarding the transition. Mrs Reid wrote to all parents outlining the process for the Academy side of transition which has been impacted by SQA arrangements. We will continue with our processes in house to ensure a varied and Covid safe/proof series of transition events.
- Parents have been made aware that P7 Elrick pupils are at Westhill Academy for last 3 weeks of term due to building works at Elrick.
- Unfortunately, we are not able to provide residential trips this year, despite the change in guidance. This was late notice for trips that would normally be operating in summer term, but we will be looking at provision for next year.
- We hope to be able to run some adapted events over the course of the term but we are in early days of planning these.

*Adele Dickson, Head Teacher, Crombie Primary*

## Appendix B – Action items

Title	Responsible	Status	Commentary
Library Organisation	Staff plus volunteers	On hold pending easing of COVID restrictions	<p><b>September 2017 initiation:</b> Originally raised in Chairpersons report at AGM that a library committee would be beneficial to school</p> <p>Previous Head teacher Henry Hepburn advise that there is no committee as such though that Emma Smith is the staff rep and that some updates were required within this well used library, in Feb 2018 this was left open.as teaching staff were looking at where gaps were to enhance the library with more books of a wider genre. PTA had put out a request for good quality books.</p> <p><b>June 2018:</b> PTA have ear marked £2k towards this project though it was considered that nothing should progress until after the property works are completed.</p> <p><b>June 2018 / September 2018 / November 2018:</b> No change</p> <p><b>February 2019:</b> AF tidied up the library during the in-service days. Going forward SC and ES will coordinate an audit, but parent volunteers still required to help out.</p> <p><b>May 2019:</b> No change</p> <p><b>October 2019:</b> No change</p> <p><b>January 2020:</b> A Library sub-committee has been formed and will get together monthly to keep on top of the library.</p> <p><b>June 2020:</b> Physical library closed due to COVID restrictions. Reading switched to Oxford Owl. Action on hold.</p> <p><b>November 2020:</b> No change</p> <p><b>April 2020:</b> No change</p>

Title	Responsible	Status	Commentary
Format of future PC meetings	MF	Open	<p><b>May 2019 initiation:</b> Still under review and may continue to change and be flexible around group members</p> <p><b>October 2019:</b> No change</p> <p><b>January 2020:</b> No change</p> <p><b>June 2020 update:</b> Meetings switched to virtual as a result of COVID restrictions. No change to PC structure. Continue to consider.</p> <p><b>November 2020:</b> No change</p> <p><b>April 2020:</b> No change. Clarification of objective being to find way to engage more parents in the Parent Council. Need to engage more parents. MF to speak to Christine McLennan (looks after all PCs across Aberdeenshire) about methods to engage people – no real success stories elsewhere known thus far though.</p> <p>Signup rates of parents for all events struggling across the school.</p>



Title	Responsible	Status	Commentary
Chess Club Ideas	ALL	Closed	<p><b>February 2018 initiation:</b> MF to ask GR to reach out on Facebook page asking if anyone know somebody willing to help out this club</p> <p><b>November 2018:</b> No change</p> <p><b>February 2019:</b> Huge plea to ask anyone to think if they know someone who could help out with this club.</p> <p><b>May 2019:</b> FG to chase up contact with Men's Shed. Question raised to advertise in Westhill Bulletin</p> <p><b>October 2019:</b> FG to ask Men's Shed. Mrs Clark to get children to write to the Bulletin. AD to advertise on the App asking for parents and grandparents help</p> <p><b>January 2020:</b> No change</p> <p><b>June 2020:</b> COVID restrictions prevent club from operating. Action on hold</p> <p><b>November 2020:</b> No change</p> <p><b>April 2020:</b> Closing action – no volunteers. Happy to revisit at a later date should the opportunity present itself</p>

Title	Responsible	Status	Commentary
Crombie App Sponsorship	GR / AD	Closed	<p><b>November 2018 initiation:</b> Digital Parenting and App; sponsorship within local community to be investigated</p> <p><b>February 2019:</b> MN to investigate a local sponsorship potential</p> <p><b>May 2019:</b> No change</p> <p><b>October 2019:</b> PTA to pass on details of possible sponsorship contacts who might sponsor the App.</p> <p><b>January 2020:</b> No change</p> <p><b>June 2020:</b> No change</p> <p><b>November 2020:</b> Open question on whether PC continues to fund app and/or request sponsorship. Alternative engagement and communication methods to be investigated.</p> <p><b>April 2020:</b> App sponsorship confirmed for the 2021 calendar year effective January – December 2021</p>
Parent Communication Alternatives	SW / CH	Closed	<p><b>November 2020 initiation:</b> Desire to investigate alternative methods of communication and engagement with parents such as Microsoft Teams or Google Classroom. Teams successfully used for pupil engagement during lockdown. Open question on practicality and potential IT costs.</p> <p><b>April 2021:</b> Desire from School to hear more from the parents about what good stuff the school is doing</p>
Distribution of Minutes	SW	Closed	<p><b>November 2020 initiation:</b> Draft minutes to be posted to Crombie website (<a href="https://crombie.aberdeenshire.sch.uk/documents/">https://crombie.aberdeenshire.sch.uk/documents/</a>) and Facebook</p> <p><b>April 2021:</b> Follow up required to publish minutes from current meeting and previous</p>