



# Torrance Primary School & Early Years Centre

## Parent Council Minutes

**Date:** Tuesday 6<sup>th</sup> February 2024 @ 18:00

**Location:** Bocclair Academy

**Present:** Dave Fielder (DF, Chair), Laura Browne (LB, Clerk), Joanne Cockburn (JC), Laura Law (LL), Lizzie O'Donnell (LO), Lynsey Slowman (LS) and Euan MacMillan (EM)

**Apologies:** Gillian Bonar (GB) and Cllr Lynda Williamson (LW)

### 1. Welcome, Introductions and Apologies

DF welcomed all to the meeting and noted attendance as above.

### 2. Minutes of Previous Meeting

The minutes of the November 2023 meeting were agreed.

**Action:** Joint meeting between PTA and parent council to be set-up. ONHOLD. Currently on hold due to the PTA Chair's availability. LL to progress as and when it becomes feasible, but for now this action will be removed.

**Action:** World of work careers/skills and anti-bullying policy review support/input. The PC provided input to the school's anti-bullying policy review during this meeting, and will await further details from LL regarding world of work/careers skills support/input when appropriate. COMPLETE

**Action:** Flight Path Fund. ONGOING. EM has submitted an application requesting £1,360 to extend and augment what is currently being provided through the Food for Thought Fund. The application is yet to be reviewed.

**Action:** LL to provide a brief to one of the school year groups to design a poster advertising the FAIRness room. COMPLETE

**Action:** LB to draft an email for the school office to send to parents requesting donations of Christmas jumpers and making them aware of when and where they will be available from the school. COMPLETE

**Action:** LO and JC to co-ordinate manning the Christmas jumper area in the school bistro across the two agreed dates of Tuesday 28<sup>th</sup> November and Friday 1<sup>st</sup> December. COMPLETE

**Action:** LL to progress purchase of storage units with school funds. COMPLETE

**Action:** PC members agreed that they would like to be able to provide a supply of water bottles to children without one. LL to look at the rules around how clerk fees can be used and whether they can be used to purchase water bottles. COMPLETE

**Action:** LB to co-ordinate RSHP feedback from PC members to LL by 31<sup>st</sup> January. COMPLETE

**Action:** LL confirmed that the school were looking into using school/PTA funds to purchase strips and will progress. COMPLETE

### 3. Matters Arising

#### a. FAIRness room discussion and next steps

Discussion took place on the FAIRness room and next steps. LL updated PC members that currently there is a good supply of uniform available within the FAIRness room and it was agreed that further communications to encourage parents to make use of this free resource would be helpful. LL also updated that storage units and water bottles have now been ordered. It was suggested that further PC clerk fees could perhaps be used to purchase school bags and pencil cases.

Given the chosen name of the 'FAIRness' room, named after a similar resource at Bocclair Academy, it was suggested by LL that it would be courteous to check with Douglas Brown (Head Teacher at Bocclair Academy) that he is happy for us to replicate the name.

The following actions were agreed:

- **ACTION:** LB to email Douglas Brown at Bocclair Academy to check that he's happy for us to replicate the 'FAIRness' room name at Torrance Primary
- **ACTION:** LL to let PC members know when storage units arrive so that PC members can help to sort out items and their storage
- **ACTION:** JC to prepare a FAIRness room update for the upcoming school newsletters in April and May to encourage parents to make use of the resource when thinking about uniform for the new school year
- **ACTION:** LL to check if it would be possible to purchase school bags and pencil cases with PC funds available

#### b. Parent Council members

Both DF (Chair) and JC (PC member) confirmed that they will be standing down from their PC roles at the end of the school year when their children move on to high school. The PC will therefore be looking to recruit two new members, and appoint a new Chair. It was agreed that PC members would give consideration to any parents who may be interested in joining and also consider if a current member would want to nominate themselves for the position of Chair.

The following actions were agreed:

- **ACTION:** LB to prepare an advert for the upcoming March newsletter and share with JC for inclusion in her newsletter copy

- **ACTION:** DF to co-ordinate PC member attendance at Parents Night to generate interest

c. Masterclass parent uptake

Discussion took place on the upcoming Friday masterclass sessions which will run from Friday 1<sup>st</sup> March for 4 weeks. PC members are fully supportive of these sessions and keen for school pupils to have access to as many different experiences as possible. PC members provided some input and ideas on how to increase volunteer levels, and it was agreed to reach out beyond the parent body to the wider community to tap into some of the wider skills and experience.

The following actions were agreed:

- **ACTION:** LB to reach out to Stuart Irvin (Minister of Torrance Parish Church) to ask for his support in reaching the wider community through the Church
- **ACTION:** LO to prepare a Facebook post for the Torrance Community Facebook page

#### 4. Councillor's Report

No Councillor's report as Cllr LW was unable to join this term's meeting.

#### 5. Head Teacher's Report

LL talked through the Head Teacher's report that she had prepared in advance of the meeting. It covered the following areas:

- New homework approach evaluation results
- FAIRness room update
- Allotment project
- Anti-bullying updates
- Class updates
- EYC updates

#### 6. Correspondence

LB updated that no correspondence had been received through the PC email account.

#### 7. AOB

No AOBs were raised

#### 8. DoNMs

Tuesday 26<sup>th</sup> March (AGM) 2024

Tuesday 21<sup>st</sup> May 2024

All to be held at Boclair Academy at 6pm