



ANNUAL GENERAL MEETING MINUTES AND ACTIONS

Thursday 25th November 2021 @ 6.30pm via MS Teams

Action Log

Items	Date Agreed	Date Due	Who	Minutes	Closed (Y/N)	
1	Introductions & apologies	Ongoing	Ongoing	<ul style="list-style-type: none">Nicola Kehoe (HT)Chair, Laeeq ShabbirVice Chair Cristina Gonzalez-Longo(Apologies) Treasurer, Amelie BruhatFather Jamie	Father Jamie lead prayer to start the meeting. We hopefully look forward to classes visiting the cathedral in the next few weeks for Adoration of the Blessed Sacrament and Mass for Advent.	-
2	Minutes	Ongoing	Ongoing	Minutes taken by Jennifer McLeish (DHT)	-	



3	Head Teachers Report	Ongoing	Ongoing	Head Teacher, Mrs Kehoe	<p><u>How is school life? Pupil views</u></p> <ul style="list-style-type: none"> ▶ Rules, routines well embedded now – school life is carrying on as best we can. There have been very few weeks when we have had full staff complement ▶ Positive Behaviour – pupils want to retain Golden Time & we're introducing 'Stars of the Month' for pupils making that extra effort... could be for work, promoting a good cause, being a good citizen, good friend – and they meet the HT for a Friday treat. Continuing our, 'Star Writers' too. PE star of the week – positive quick notes. ▶ Children in P1 have loved the play resources purchased from the £500 donated by PFC – Mrs McLeish purchased resources from pupil requests e.g. small world, fire station, medical cart, supermarket, pets (wooden), pirate ship, buggies, trollies, loose parts items. ▶ Children would also like large play items – e.g chess sets, giant Jenga. Would like decking to continue to be a, 'calm' area – books, paper, pens, games etc. ▶ Staff have reviewed their classes and looking to make a, 'cosy' area if they can – just some items to make the rooms more comfortable looking ▶ We have a, 'you asked' 'we did' display – clubs, resources, charity events ▶ Clubs – staff led – choir, hockey, guitar, girls football, French. Active schools – mixed football, multi sports. Pupil led – chess club. <p><u>Other school news</u></p> <ul style="list-style-type: none"> ▶ Covid – mitigations remain in place as per email this week - restricting mixing indoors for present moment. Reminder for parents that all household members need to stay at home if someone is getting a PCR test. ▶ Ms Murphy was appointed principal teacher – remit: Accelerated reading – monitoring data/ liasing with staff / library PSA re pupils to support/strategies to use. Also ECO/Laudato Si' development. Progressing towards 5th Green Flag ▶ 2 new PSAs – Mrs Hindle and Mr Lamb. Mrs Jaeger now left – recruiting another PSA and authority is funding additional PSA for play based learning in P1 and an EYP. Also recruiting an additional supervisor – just to cover breaks/lunch times. Also currently recruiting for a class teacher. ▶ Pupil Support Officer – Mr Diffley – update ▶ Competition winners – a runner up in Laudato Si' poster competitions and Winter Windows competition – 4 pupils, 2 pupils short listed for green pencil award ▶ MSPs – P6s receiving letters back in response to their ideas re climate change ▶
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Renewal Plan Priorities

- ▶ Health, Wellbeing & Resilience
- ▶ Equalities
- ▶ Teaching, Learning & Assessment
- ▶ Equity & Inclusion
- ▶ Celebrating & Worshipping

Next steps from Standards & Quality Report: Teaching, Learning & Assessment

Next steps:

- ▶ Continue with focus to improve writing and non - fiction writing in particular, using new resource
- ▶ Purchase additional, '5 Minute Numeracy Boxes'
- ▶ Ensure consistency in planning of OL to ensure equity of experience across the school
- ▶ Proceed with Digital Schools Award programme – staff will engage in CLPL/SCE
- ▶ Staff will engage in Edinburgh Teacher's Charter programme building on good practice in learning & teaching
- ▶ P5 staff to engage in CLPL for Numeracy & Maths
- ▶ Overview of Learning & Teaching policy on Aug in-service particularly to help new staff
- ▶ Increase pupil responses from Wellbeing survey re feedback: in response to the question asking if teachers talk about how to make work better, 79% said yes. We want to improve on this.

Where are we:

- ▶ Covid recovery fund – teacher assigned to support identified pupils (weekly) with writing in particular for P5 pupils and with phonics / writing for P2s
- ▶ Cluster moderation in writing – ensuring consistency, agreeing standards, really helpful to have St T's staff to discuss 2nd level
- ▶ '5 Minute Numeracy boxes' in good use
- ▶ Miss Clarke has a draft Digital strategy policy to share soon
- ▶ All classes have had lessons with Earth Calling – they will return for P3 & P5 stages with staff planning for OL also
- ▶ Support packs produced for P2 pupils
- ▶ Staff training to come re technology/L & T
- ▶ Looking to purchase Maths games
- ▶ Focus group discussions reflecting that pupils feel they receive helpful feedback – so far with the groups – some pupils still saying not sure so feeding that back. Pupils vocabulary around writing is changing- 'so far we've done persuasive writing and descriptive writing', 'we're doing narrative now' 'we write targets about our writing – mine was to use a



variety of connectives', 'we try to persuade people with a series of arguments'

Health, Wellbeing & Resilience

Next steps:

- ▶ Discuss current nurture practices at beg of new session & continue to prepare for re-accreditation of Nurturing Schools Award
- ▶ In P5-P7 children were less likely to talk to an adult if they were upset. 25% of pupils say they keep their feelings to themselves- with proportionately higher amounts of children saying this in P4. Focus on these stages next session.
- ▶ Continue to track pupils using SIMD index and allocate resources and support
- ▶ Whole school ASD training

Where are we?

- ▶ Staff have reviewed their classes using the authority's 'CIRCLE' document - and looking to make a, 'cosy' area if they can – just some items to make the rooms more comfortable looking – pupils have asked for bean bags, cushions, plants. (CIRCLE –evaluation tool Child/Research/Curriculum/Learning/Teaching)
- ▶ WAGOLL (What a good one looks like) nurture displays in every class
- ▶ Assembly focus, 'Talk Things Over' – we have seen increased pupil council requests – just from moving the suggestion box and increased Class and HT Bubble Time slips
- ▶ ASD training took place in October with teachers making any additional resources or further strategies if needed in place for pupils
- ▶ Zones of regulation displays in every class – supporting emotional regulation
- ▶ Social skills groups and nurture groups established
- ▶ Rota for attending Adoration of the Blessed Sacrament and mass during Advent
- ▶ Update from Mr Diffley

Pupil support officer role

- ▶ Liaise with families and pupils.
 - ▶ Weekly check-ins with target pupils.
 - ▶ Communicating with families.
 - ▶ Work in conjunction with teaching staff.
- ▶ Nurture groups
 - ▶ Development of wellbeing for target pupils.
 - ▶ Modelling good communication and key developmental behaviour.
 - ▶ Providing a safe, predictable environment.



- ▶ Extra-curricular activities.
- ▶ Girls football
- ▶ French club
- ▶ Chess club
- ▶ Continual professional development.
 - ▶ LIAM training. Liaising with other PSOs

Equalities

Next steps:

- ▶ Agree with parent working group next steps from survey
- ▶ Continue to improve provision of 'diversity' in library- books about different ethnicities, fact and fiction
- ▶ Issue revised anti-bullying/equalities policies

Where are we?

- ▶ Working party met to review anti-bullying policy and pupil extract. Decided need for a separate Equalities Policy and to ensure pupil 'policy' is in pupil friendly language – the pupil equality group are doing this as well as making a display – we are using relevant sections from pupil HGIOS to create an action plan
- ▶ Policies were issued during last week along with 2 videos and a survey to help inform next steps
- ▶ Plans to have a whole school 'arts' experience – a song has been suggested – Mr Mikulin happy to help with this
- ▶ New books have been purchased incld. Pupil requests re diversity
- ▶ Girls football teams – a first!
- ▶ P3/4 with Ms Jabbar working on RRS – aiming for our silver award

Equity & Inclusion

Next steps:

- ▶ Continue to track pupils using SIMD index and allocate resources and support
- ▶ Monitoring attendance a priority
- ▶ Support families re opportunities e.g. P7 camp, attendance at clubs

Where are we?

- ▶ Continue monthly attendance reviews with PSO now following up with families re any support needed
- ▶ Spaces allocated in clubs to pupils who don't/can't access any clubs/ funding has been applied for re P7 camp. 'Friends of Lagganlia' and from SVDP
- ▶ We have updated our pro-formas for tracking meetings – a 'RAG' form – easy to see at a glance for staff:



St. Mary's RC Primary

Parent Forum Committee (PFC)

Items	Date Agreed	Date Due	Who	Minutes	Closed (Y/N)	
				<p>Inclusion/Engagement/Attendance/Equity/Wider achievement/– discuss ‘amber’ & ‘red’ in particular – as well as discussing attainment in L & T, reading, writing, N & M.</p> <ul style="list-style-type: none"> ▶ SLT, PSO and SfL teacher meet regularly to discuss pupils and plan supports / interventions. <p>Other items: Christmas Charity giving: Advent Real Gifts Stall – pupil fair Class Photographs – can be arranged now or do we go for a different, ‘no cost’ approach? <i>* A parent has offered to take class photographs. This would be a more affordable option for parents. Parents would need to give permission for this to happen.</i> Homework – what are the issues – how can we help? Issued Tuesdays on TEAMS <i>* Class teachers will email homework to Lynda White to email to parents.</i> Parents finding it difficult to manage Teams with so many Pupil Christmas Fair – lots of donations so far, thank you – and pupils asking to have different stalls - parent helpers after school Thursday would be great – how do children pay?? Equity? ‘ticket’ system</p>		
4	Accounts	Ongoing	Ongoing	Chair, Laeeq Shabbir	<p>Amelie not here to discuss accounts.</p> <p>* Funding will be required from the equity fund for school camp. Some parents have also kindly offered to donate money to help some families.</p>	
5	Fundraising/Donations	Ongoing	Ongoing	Katy Ordonez-Berry	<p>*A huge thank you to Felicity Aitken and Katy Ordonez-Berry for organising the Christmas card/gifts this year.</p> <p>*PFC to pay invoice so that no VAT costs are incurred - this would result in just over £900 profit for school funds.</p>	
7	Vacant PFC roles	Ongoing	Ongoing	Chair, Laeeq Shabbir	<p>We need a Secretary for PFC.</p>	



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8	AOCB		Jill Kidd Stacey Downie (PE specialist) Julie Gallagher Brian	* Request to purchase bibs for kids – safely issues with sashes - <i>School will check to see if we have bibs before buying new</i> * Bridge 8 possible funding - one year group a possibility, can it be sustained? Celebrating 200 years of the union canal. * Monamy Trust – possible funding for school. Brian Sibbald meeting to discuss possibilities soon.	
9	Next meeting	TBC			