



**MEETING MINUTES AND ACTIONS**

Tuesday 26<sup>th</sup> April @ 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"> <li>Nicola Kehoe (HT)</li> <li>Chair, Laeeq Shabbir</li> <li>Vice Chair Cristina Gonzalez-Longo</li> <li>Treasurer, Amelie Bruhat(apologies)</li> <li>Father Jamie (apologies)</li> <li>Jennifer McLeish (DHT)</li> <li>T. Murphy (PT)</li> <li>Brian Sibbald (apologies – issue connecting via TEAMS)</li> </ul>	Mrs Kehoe led prayer at start of meeting.	-
2	Alan Reid: Active School's co-ordinator			<p>Alan gave a brief overview re the role of Active schools now. All clubs are free of charge. One of the main challenges now is recruitment of volunteers. Some funding has enabled some clubs to take place with coaches being paid. Active Schools will help with, 'Fit to Coach' training and the PVG process and First Aid etc. If parents know of any clubs locally we can ask them to get in touch with Alan to see if we can establish partnerships. Query re whether a pool of parent volunteers could work – this would be ideal as parents could eb on a rota. Query re clubs at Drummond High School – may be able to access clubs there. If children don't attend 2 weeks in a row parents are contacted to confirm the place and it can go to others waiting. <b>Action: re-send Active Schools information and volunteer information.</b></p>		



## St. Mary's RC Primary

### Parent Forum Committee (PFC)

Items	Date Agreed	Date Due	Who	Minutes	Closed (Y/N)	
2	Minutes	Ongoing	Ongoing	Minute taken by N. Kehoe (HT)	Minute from 1 <sup>st</sup> March approved.	-



3	Head Teachers Report	Ongoing	Ongoing	Head Teacher, Mrs Kehoe	<ul style="list-style-type: none"> <li>▶ Staffing continued to be challenging throughout March and now into April – hoping to see an improvement over the coming weeks</li> <li>▶ Staff visited each other's classes last month to watch teaching of writing and agreed next steps for their own practice as part of this process – very much a collegiate/empowerment approach to improvement – pupils bringing lots of writing to HT which is lovely</li> <li>▶ P6s are due to have rugby lessons starting as of next week – as with P7s this will end in rugby festival with other classes</li> <li>▶ P3s enjoyed session with NYCOS last term</li> <li>▶ Choir submitted entry for Glee competition – waiting to hear</li> <li>▶ 2 P5 pupils won drawing competition in relation to class novel</li> <li>▶ First issue of school newspaper last month</li> <li>▶ P4s and P7s are now preparing for Sacraments of First Holy Communion and Confirmation. Fr Jamie is also giving input at our staff In-Service next Tuesday afternoon</li> <li>▶ P5s will have outdoor learning sessions with Earth Calling this term</li> <li>▶ All classes are being fitted with Clever Touch boards this week</li> <li>▶ Parent Equalities Group met at beg of April - response to parent views were shared re our school and if parents feel welcomed / included. Very positive feedback, we can always do more – agreed next steps: 'buddies' for new parents and new pupils, plan multicultural event in school for pupils, 'orientation' programme for new pupils, parent to help with gender equality training session. Pupil version of anti-bullying policy was shared.</li> <li>▶ Questionnaire re Pupil Equity Funding (PEF) to come as well as views re areas for School Improvement for next year (PEF – around £29 000 – we use PEF to release staff (PSA/PT) to work with small groups for literacy/numeracy interventions and for wellbeing support have also had our PSO this year – would like to continue this)</li> <li>▶ National &amp; Local priorities are: improving attendance, attainment and achievement, closing the gap, removing poverty related stigma so these will obviously be reflected in improvement plans for next session – 3 main 'themes' – HWB &amp; Resilience, Teaching, Learning &amp; Assessment, Equalities, Equity and Inclusion + theme from 'Developing in Faith' for denominational schools</li> </ul>
---	----------------------	---------	---------	----------------------------	---



# St. Mary's RC Primary

## Parent Forum Committee (PFC)

Items	Date Agreed	Date Due	Who	Minutes	Closed (Y/N)	
				<ul style="list-style-type: none"> <li>▶ Staffing – losing Mr Diffley and Mrs Dougan will most likely continue her secondment so Mrs Wightman will remain as SfL teacher so may need a temp post – still to be confirmed</li> <li>▶ Proposal for class organisation next year remains 12 classes with a P1 and a P2/1 class</li> </ul>		
4	Accounts	Ongoing	Ongoing		Laeq and Cristina will liase with Amelie re the accounts.	
5	Fundraising/Donations	Ongoing	Ongoing		<p>Ukraine – Cath Jacobs and Piotr Prazmo, P5 parents, spoke to the request for school to donate money to the polish school in Poznan who are now supporting over 40 children and families. Subsequently voted on and it was agreed to give a % of PFC funds from future events to support.</p> <p>Group of parents to meet on Friday afternoon to discuss a summer event. This will probably be 2 sessions with P1-P3 families and then P4-P7 families.</p> <p>Gill Guild will visit school to look at uniform stock and look to arrange next uniform stall day. It was also agreed for some P7 treats to be funded, as well as the P7 disco due to some having to miss the residential this year.</p>	
7	Vacant PFC roles	Ongoing	Ongoing	Chair, Laeq Shabbir	We need a Secretary for PFC.	
8	AOCB					
	Meeting ended:8pm					