

Minutes of Meeting - Virtual Parent Council (PC) AGM 7pm 23rd September 2020

Attendees:

Alice Foster (AF)

Maureen Fraser (MF)

Claire Hesketh-Crafts (CH)

Louise Alexander (LA)

Emma Henshaw (EH)

Nicola Langford (NL)

Emma Wood (EW)

Cheryl Dufton (CD)

Becky Froehnel (BF)

Rachel Jones (RJ)

Kym Allardyce (KA)

Welcome from AF and apologies from Hanna Strachan

Treasurers Report

- Accounts were presented by LA.
- The accounts have not yet been checked by an impartial person to ensure that the transactions are consistent as there haven't been any volunteers to do this. NL volunteered to do this.

ACTION: NL to check accounts, information to be provided by LA

- Current balance in PC account is £1627.27 with all cheques cashed into the account. However some outgoings are still to be paid including £480 for petty cash and photocopying for terms 3 and 4 for 2019/2020 session (£240 per term) and £1000 for ipads.
- Concern was raised about the low balance remaining on the account after these payments are made and that the current term's petty cash and photocopying has not yet been paid.
- Difficulty with getting cheques issued/signed and paid in due to COVID was noted, LA will get the process of getting online bank access started. It was also noted that having an additional person able to sign cheques would be beneficial.

ACTION: LA to request online bank access

ACTION: LA will write cheques for these two outstanding items and get them signed on 240920.

- Going forward PC have committed to pay £240/term for terms 1 and 2 petty cash/photocopying of 2020/2021 academic year and this will be reviewed start 2021 depending on fund raising and

the PC bank balance. There are still funds in the old PC bank account which will be transferred across.

ACTION: CD to confirm balance in this account and transfer over to new bank account

- To ensure that there are sufficient funds to pay for the term 1 £240, cash from the swimming club account will be used. Term 2 should be able to be covered by the remaining funds in the previous PC account once they are transferred over.

ACTION: CD to write cheque for £240 for term 1 from swimming account.

School Photographer

- MF raised the question of whether there would be enthusiasm to have the school photographer (Deeside Photographics) in to do school photographs.
- Due to current COVID restrictions this would not be in the normal style but could be done outside with PPE and socially distanced. Siblings not attending Crathes School would be unable to attend and a whole school photo wouldn't be possible
- PC agreed that they would still like to have school photos outside and these would comprise:
 - 2 x class photos
 - Family photos (for siblings all at Crathes school)
 - Individual photos
- A request to see if the photographer can create a CGI'd full school photo from those taken will be made.

ACTION: MF to respond to Deeside Photographics and to confirm a date

Swimming Club

- CD summarised the current status with the swim club. At present there is no date from the pool for the return of the club and a date is not expected any time soon, certainly not this term.
- When the club does return it is likely to be in a very different way, current guidance for other clubs includes no parents in the building, children to arrive 'swim ready' and to wear masks in the foyer; they will take their outer clothes off poolside. Teachers are unlikely to be allowed to help children with swim hats and goggles. Following swimming they will have to just put something on over their wet clothing and get dry/properly dressed once back with parents out of the building/at home.
- No teachers/assistants will be allowed in the water and as such it will not be possible for the P1s to join the club initially where the teachers are unsure of their ability in the water.
- Swim equipment normally provided by the pool will not be able to be provided and each child will need their own kick boards, noodle.
- There is likely to be a 2 week rota system in place for children attending swim club so that children can remain in their class bubbles.
- A 'COVID officer' (non teacher) will be required to assist in getting the children from the foyer and to the pool. Two people have already volunteered for this role and it is possible that volunteers who were previously helping may continue to do so on a rota.
- It was proposed by CD that the same fees would be requested to be paid despite the likely rotational system. This was to ensure that two teachers could still be paid but with the

suggestion that equipment for each child would be purchased from these fees. NL volunteered to source equipment at cost price for the club. **The PC agreed that this was a good way forward and would be implemented when the swim club starts back.**

- It was noted that starting next year key members of the swim club were likely to be leaving and that some succession planning was going to be needed to be able to continue with the club. Some people are still waiting to do the swimming teacher course EH and EW also expressed interest in doing this course. It was agreed to also advertise this to the wider community to try and get more interest when course dates are available.

ACTION: CD/MF to notify parents via the newsletter and FB when course dates for swim teacher training are available.

Standards and Quality Report and School Improvement (SQUIP)

- MF introduced the SQUIP report and summarised recent staffing changes.
- CH commented that the change in staffing may result in one teacher teaching pupils for their seven years in primary school and questioned whether there was a potential impact of this.
- The school improvement plan has been focussed on 3 areas: Talk for writing (literacy/creative writing), rights respecting, learn French (1+2) and bounce back (health and well-being).
- MF described various training courses which staff have attended in these 3 areas and additional resources which have been purchased by the school to support the teaching. Some of these took place before lockdown and are being reviewed now that everyone is back at school.
- No school trips are planned for the near future due to COVID situation, it might be possible for some outings for senior pupils but this will be reviewed.
- The SQUIP report will be posted online soon.

Election of new office bearers

- AF described the 4 positions which had become available on the PC which needed to be filled.
- **Chair:** CD volunteered for this role and was supported by the attending PC
- **Secretary:** RJ volunteered for this role and was supported by the attending PC
- **Fundraisers:** it was proposed that this took a slightly different style going forward to have one co-ordinator but with a much broader team contributing so that there was less pressure on individuals. E volunteered for this role and was supported by the attending PC.
- **Sports Liaison:** With CD taking up the position of chair it was needed to have additional help with co-ordinating with the swim club. BF volunteered for this role and was supported by the attending PC.

Minutes Amendment

According to the constitution the PC shall be a minimum 6 members but at the conclusion of the meeting on 5 members had been elected. As a result of email correspondence with all parties present at the meeting a further 4 members were elected all as general members:

Kym Allardyce proposed by Cheryl Dufton seconded by Emma Henshaw

Emma Wood proposed by Cheryl Dufton seconded by Louise Alexander

Claire Hesketh proposed by Cheryl Dufton seconded by Kym Allardyce

AOB

- CH asked if there was a demand to do Christmas bags/cards/tea towels this year. It was agreed it was a good activity for the children and a good fundraiser for the school and that bags and cards would be made. Children will decorate a leaf at school and add their names and these will be put together into a leaf design. Christmas card designs can be made at home.
- These will be made w/c 5th October so that they are submitted for printing prior to the October holidays.
- Due to the funds situation in the PC bank account parents will be required to pay at the time of ordering rather than after the order has been made. Parents will be asked to bank transfer where possible and the swim club account will be used so that CD can track payments online.

ACTION: CH and CD to send MF a summary email of the details with a draft image/size and outline of what is needed to be made.

- MF proposed that a Christmas party still be held but highlighted that pre-schoolers would not be able to be invited and parents would not be able to make food donations. MF said that the staff would be able to organise some snacks (e.g. pom bears and juice) for the party.
- Parents will be requested to make a donation of £5 towards all party costs and it was noted that this year the PC would not be able to add to this amount.
- It was noted that anything that needed to be supplied to the school would have to be done in advance so that they had time for them to quarantine.

ACTION: EH and AF will be contacts (P1-P4)

ACTION: BF and CH will be contacts (P5-P7)

- Date for the next meeting was agreed to be **Thursday 12th November at 7pm.**