

MPiP Minutes Tuesday 17th June 7pm, School Staff Room

ATTENDANCE

Attendees: Leah McKinnon, Elizabeth Buchan, Morag Jessiman, Derek Evans, Estelle Winward, Carol Harper, Hazel Fraser, Jill Good, Lindsay Macdonald, Helena McKerron, Pauline Stevenson, Elaine Yeats

1. APOLOGIES

Alastair Beaton, Jill Thomson, Sarah Stephen, Donna Sim, Jenny McGillivray, Katie Robertson, Jane Nicoll, Kathryn Michie, Philip Michie

2. MINUTES OF LAST MEETING AND UPDATES

Playground Supervision/School Bus Drop Off Time. Page One.

"Education Act 2002" amended to "a 2002 circular".

"Pupils should be able to access the building if it is wet" amended to "Bus pupils only able to access the building or shelter if it is wet".

Paul Johnston - Local Councillor. Page Two.

"Jane Brown to look into adapting the additional small locked exit as a potential exit for pupils and parents" amended to "Jane Brown to contact Authority with regard to Councillor's comments".

AOB. Page Three

"Jane Brown advised that the general feeling is that most children enjoyed the event" to include "which is designed to meet the needs of all children across the school. Needs to be a balance of participation and competitiveness".

3. MATTERS ARISING

a. School Communication

JB met with EB to discuss School Communication / MPiP communication. Agreed that MPiP communication needs to remain separate from school communication at all times. MPiP is meldrumschool@hotmail.co.uk for emailing out all Parent Council business. It is not for incoming emails. The mpipmeldrum@yahoo.co.uk is for parents to communicate directly with Secretary regarding agenda items and any other issues they wish to discuss with the Chair. MPiP Facebook page to be administered by the Secretary and thanks was given to Jill Thomson for setting this up for the Parent Council.

School Options are:

- Not parent GLOW – school have been informed that parental access to GLOW will be withdrawn next session

Remaining options:

- Paper Copies
- SEEMIS text system is in place for certain situations but this incurs a cost of around £20 for whole school
- SEEMIS email system is free and allows 120 characters and no attachments
- School Website

Recent 'two star and a wish' parent evaluations that are coming back speak very positively about current school communication, so we would be looking to keep paper copies and enhance

communication by using the school website for whole school letters. SEEMIS text and email will only be used rarely for specific circumstances. School will trial putting whole school letters onto Website in the new session.

LM reminded all that we are bound by data protection laws regarding how we obtain, store, use and dispose of personal information and as such email mailing lists should only be used for official Committee or YGR business.

b. School Uniform Questionnaire

329 questionnaires were sent out and 105 returned. See appendix 1. Of the 105 returned questionnaires returned, 75% were satisfied with the quality of the items. MPiP agreed that with the majority happy with the current provision no change would be made. Taking all factors into consideration, it was decided that School Uniform with the school logo on will continue to be available from the School Office only.

c. Exit from Early Stages Playground

Philip Leiper, Aberdeenshire Council Roads Manager feels that the location and footway width are adequate at present and the speed regulation measures will enhance safety further. If the Parent Council continues to have an issue the next step will be to involve Philip in attending a site meeting and at that time Alex Bain Authority Business Officer would be happy to be involved too.

d. Funding Requests

JB to discuss possibility of pilot scheme regarding music therapy with Rhona Jarvis Aberdeenshire Council's ASN Manager (Enhanced Provision).

LM outlined new procedures for applying for MPiP funds. All requests for funding regardless of value will go through this new process. Procedure and flowchart sent out with minutes.

4. HEAD TEACHER'S UPDATE – JANE BROWN

Class Structure 2014-15

After consultation with the authority, we have now secured authorization for a 15-class structure for the school year 2014-15. The June newsletter will go out in the next few days with above information and details about classes/teachers/rooms information. Detail of your child's class will go out by the end of next week with a 'meet the teacher' the last week of term.

Fond farewells; Mrs Hazel Main, retirement, Mrs Kalleen Guald, new ventures. Congratulations to Miss Fraser appointed principal teacher, Mrs Amanda Evans appointed as Mrs Jenny Calder's permanent job share, Mrs Naomi McKee permanent full time teacher, Mrs Sarah Menzies permanent full time nursery nurse, Mrs Susan Keith who will become Maureen Young's permanent job share.

Welcome to Janice Collie permanent almost full time PSA, Alison Goodwin Permanent PSA two days a week, Laura Pirie who will be joining our teaching staff for the new session also. We are pleased to have appointed a further 3 nursery nurses to support our implementation of the 600-hour nursery strategy. They should begin with us in the new term.

Staffing update. There is now a possibility that Mr Beaton will continue to support Methlick School beyond the summer holidays until a new Methlick Head Teacher is appointed and arrives

in post. The authority currently expects that Mr Beaton's time at Methlick will not extend beyond the October break. To ensure that Meldrum School continues to be managed appropriately while Mr Beaton is away, both Miss Carol Harper and myself will be non class committed for term 1 and to avoid two classes having a change of staff mid year, we have made further arrangements to both be out of class for the whole school session. Mrs Davidson will cover my post and we are in the process of securing a teacher to cover Miss Harper's class commitment. Miss Hazel Fraser will be teaching on average 3 days a week for the year ahead with a new job share partner, in the process of being appointed.

Reconfiguration of School Day

In the spring, we began to look at reconfiguring the times of the school day to fit in better with the extended nursery times due to start next session. However, having begun the process, it was clear that there was not enough time to follow the procedure in time for the start of the new session. Therefore, session times for school will remain as 9.15-3.30 for next session and new nursery times will be 9.00-12.10 and 12.35-3.45 each day. We will look at the reconfiguration issue at the beginning of next school session with the aim to go through the process in time for the beginning of the following session August 2015.

5. Trainee Teachers

EB asked regarding the feedback trainee teachers receive at the end of their placement within the school. JB - Student teachers are allocated to classes where they will see good practice and where the class teacher is prepared to act as a mentor. The class teacher mentors on a day to day basis and students also have external tutors who meet and observe each student. Class teachers and tutors meet to discuss student progress. Student teachers begin by shadowing teachers and gradually take responsibility for groups and then working with the whole class. They begin with close supervision by the class teacher and then as they become more confident the class teacher backs off. There are reviews at lunchtime and at end of day. Tutors from the University come and do observations. A key part of any placement is to go it alone, starting off with short lessons, a morning or afternoon and then having a continuous number of days in class as teacher. For any student, the first time in charge of a class is the time when the real learning begins and students generally manage this demand very well. The school is involved in the Aberdeenshire DLITE programme which has been created to assist with the current teaching shortage.

6. TREASURER'S UPDATE – Estelle Winward

Current balance is £8,339.61 with £4,949.61 uncommitted.

7. FUNDRAISING EVENTS

a. Summer Picnic

LM – Programme has been done and circulated. Risk assessment and insurance documents sorted. Event has come in under budget at £430. Recorder group not able to play.

b. Rag Bank

EY – Last one off collection made £268 and for this year the total raised has been £1275.

8. YGR Update – No-one present to provide update

9. AOB

EY asked on a parents behalf if each class has a school trip. JB – Aberdeenshire Council policy for offsite excursions is that they need to be very clearly linked to projects/topics being done in class. They would hope that they would go on at least one trip however sometimes due to the subject matter of the project it just doesn't fit in.

LM asked on a parents behalf regarding access to toilets prior to the school day. JB – local children should not be on site before 9.05. Access to toilets would be via the office.

LM asked regarding the ratio adults to children on school trips. JB - this is part of the risk assessment on excursions and it depends on the number of PVG checked and how many unchecked.

Next Meeting – Wednesday 3rd September 2014 at 7pm, School Staff Room