

# St Nicholas' Primary School Parent Council

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**Meeting title:** St Nicholas' Parent Council Meeting Nr 3  
**Meeting date:** 22 January 2019  
**Meeting location:** Bearsden Academy, Bearsden  
**Time:** 6:30pm – 8:00pm

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## Attendees

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Name	Role	
Rosemary Greenlees-Smith	Vice-Chair	RGS
Gillian Harkness	Member	GH
Aileen Darley	Teacher Representative	AD
Michelle Currie	Member	MC
Rachael Macdonald	Member	RMacd
Jim McKinstry	Chair	JMcK
Annie Torrance	Member	AT
Aileen McEntee	Parish Rep, St Josephs	AMcE
Donal McDermott	Parish Rep, St Andrews	DMcD
Charlotte Grogan	Head Teacher	CG

## Additional distribution

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## Signed:

Jim McKinstry, Chair

**Date:** January 2019

# Meeting Note

Discussion topic	Action
<b>1 Apologies</b>	
1.1 Apologies for absence were noted from Paul Flannigan, Nicola Smith, Laura Jardine, Jackie McColl, Michael McCormack.	Note
<b>2 Previous minutes</b>	
2.1 No comments received on previous minutes and these were accepted as a true record of that meeting. (note date of issue of previous minute should have read January 2019)	Note
<b>3 Matters Arising from previous meeting</b>	
3.1 (Item 4.5) <b>Litter bins.</b> EDC to be approached to provide waste bins to front of the school to combat litter issue arising. PC agreed to wait until external pitches have been handed over and in full use and review estate wide bin provision. <b>Ongoing.</b>	Note
<b>4 Correspondence to Parent Council</b>	
4.1 A number of topics were raised to PC members prior to the meeting and were added to the formal agenda and discussed in detail under this section.	Note
<b>4.2 School Lunches.</b>	
4.2.1 Comments have been received that there continues to be issues with school lunch provision. Issues being raised are quality, availability and children's choices not being available when they arrive at the counter.	
AD noted that P1's don't seem to be an issue as the teacher enters their choice and checks off the print out at lunchtime to issue the correct coloured bands.	
Children in all years get reminded of their choice and handed their colour band just before going to lunch.	
CG reiterated that should any parent have a specific issue with lunches that they should approach her directly to resolve.	
On the general matter of quality, CG acknowledge that there had been issues and this had been raised to EDC. New EDC Catering team leader Stewart McPherson had agreed and undertook an unplanned inspection of the lunch service. Whilst CG awaits his formal feedback, it was noted that on the day quality was found to be good. EDC have acknowledged a lack of coloured bands and more have been ordered. It was commented that new kitchen staff were bedding in.	
	CG/EDC
4.2.2 Front end/ user interface, with parents to upload money is still causing problems. Parents not realising that there are insufficient funds until they receive a writer notice.	
EDC should be addressing issues.	
CG had also requested that the 'insufficient funds' alert is removed from the whiteboard screen when children are entering their selection.	
	Note

# Meeting Note

<b>Discussion topic</b>	<b>Action</b>
<p>4.3 <b>Uniform.</b></p> <p>Issue is that there seems to be an increase in children deviating from the prescribed/agreed school uniform. Tartan pinafores seem to be being worn in lieu of plain grey. Suppliers of the uniform know what the 'approved' uniform is and should be advising customers of this. The school handbook defines this.</p> <p>The PC agreed that the school community should strive to maintain the agreed uniform by all pupils to reflect the values of the school and the inclusiveness and value of all pupils. The uniform provides a standardised image of the school externally and internally.</p> <p>CG to follow up item within the previous newsletter to remind parents/carers that through consultation and agreement the St Nicholas' uniform was chosen.</p> <p>CG to issue a separate letter to the Parent Forum.</p>	CG
<p>4.4 <b>Choir.</b></p> <p>4.4.1 Issue is that the wording from the choir mistress was read by some that if the children of St Joseph parish could not commit to attend St Andrews masses, then there was no point in attending the choir, or that they were not welcome. This is not the case.</p> <p>CG noted that the choir mistress was volunteering to run the choir and, as a parishioner of St Andrews, led the children, who were able to attend, At St Andrew's Church at 10:00am mass, approximately twice per month during term time.</p> <p>CG noted that other events were open to all the choir including P7 EDC concert held in December at the Royal Concert Hall, as well as school masses and events.</p> <p>CG noted that an overview of the choir could also be put into the next newsletter</p>	CG
<p>4.4.2 The children are required to maintain an acceptable level behaviour (class standard) when taking part in the choir practice and whilst this is an extra-curricular activity, this would be required to be maintained. CG noted that where she had been in attendance at practices, behaviour had been good.</p>	Note
<p>4.4.3 It was raised that the hymns which the children are learning are sung at St Andrews masses and it was noted that it would be unrealistic for the children to learn St Josephs preferred hymns if there was no-one available to run a choir at St Joseph's parish on a Sunday.</p>	Note
<p>4.5 <b>Parish Youth Group.</b></p> <p>There is a request from both parishes that there is an appeal for new members. It will require approximately 4 meetings per year, based on a cluster basis and available from P4 upwards.</p> <p>CG would issue a note within the school newsletter and website.</p>	CG

# Meeting Note

Discussion topic	Action
4.6 <b>Pope Francis Award.</b>	
4.6.1 DMcD requested on behalf of both Fr Mackle and Fr Currie that the Pope Francis Award be considered to be promoted for P7's for the next school year (2019/2020).	
CG noted that it had been discussed previously with Fr Mackle and Fr Currie and it had been agreed that due to the transition to the new school it would not be introduced in this current year. The plan is to instigate from 2019. CG to pick up with parish reps and/or parish priests.	CG
DMcD noted that trained catechists for both parishes would be available to come into school to provide the tuition/guidance and that no significant staff guidance would be undertaken.	
4.6.2 CG also noted that this would be best supported by Caritas Awards programme, which although run at St Andrews for secondary school, ages, was not being run at St Josephs. DMcD & AMcE to raise with parish priests and advise.	DMcD/ AMcE
4.7 <b>Full School &amp; Parish Events</b>	
4.7.1 Christmas Carol Service & Easter Celebration	
CG advised that despite comments made that the Christmas carol service was 'cancelled', the actual position was that the Carol service was not part of the agreed programme of liturgical calendar agreed with Fr Mackle and Fr Currie.	
JMK noted that the comments may have arisen as it had not been clear that the carol service was not being planned for 2018, and assumption was made by the majority of the parent forum that the 2017 event would be repeated.	
CG noted that given the events that were being implemented in the school in December that the school staff could not physically deliver all the events and the carol service, and deliver the curriculum requirements. The reason the carol service was not proposed was nothing to do with lack of forward planning.	
Although St Andrew's Parish church could accommodate pupils and some family members, the logistics of transporting 380 pupils as a whole would be challenging. It would not be possible to do this within the St Joseph's Parish Church and therefore another alternative is being examined.	Note
4.7.2 The Easter celebration is being considered at the moment in discussion with parish priests with an option to split the school role. P1 to P3 and P4 to P7, one group to attend St Andrews with one group attending St Josephs, on separate days. The following year, the groups may switch venue. Matter still under review.	
Alternative option would be to hold split services in the school in order to accommodate parents/carers etc. CG to update in due course.	CG

# Meeting Note

Discussion topic	Action
4.8 <b>Burns Celebrations</b>	
CG noted that Burns celebrations planned for Friday 25 January 2019 in the school are under review and may be cancelled/postponed.	
<b>Post Meeting Note:</b> event postponed until 8 February 2019.	Note
<b>5 Head Teachers Report</b>	
5.1 <b>Staffing.</b>	
5.1.1 Teaching	
E Robertson started her maternity leave on the 8th January. This post was advertised nationally but no suitable candidates applied. D Frew who works in the school one day a week has agreed to work 3 extra days to cover NCCT, the other 2 days are currently being covered by SMT. There is no disruption to P6(2) with this cover arrangement t as S Smith was already moved into P6(2) when E Robertson has went on sick leave in November.	Note
5.1.2 13 hours SLA post	
This post was appointed, however the successful candidate decided not to take the post, It was offered to the next candidate who accepted. A Mitchell is now working within the school in the afternoon Mon- Friday.	Note
5.1.3 6 hours Clerical Post.	
All paperwork has been completed and with HR. HT must wait for approval to advertise and then interview for this post.	Note
5.2 <b>Enrolment</b>	
Approximately 45 P1 pupils enrolled last week. A few more have still to enrol. There is one placing requested out to another school and two pupil who are requesting a deferred entry and therefore the number is an approximate number at this stage.	Note
5.3 <b>Transition.</b>	
All P7 pupils have returned their transitions forms indicating their choice of Secondary school. This information has been collated and contact has been made with Bearsden Academy, Boclair Academy and Douglas Academy regarding organising transition events for pupils. We are awaiting specific dates and times for these events for each school. All schools have been invited to the PSG in February to discuss pupils learning.	Note

## Meeting Note

<b>Discussion topic</b>	<b>Action</b>
<b>6 Any Other Business</b>	
6.1 Meeting ended 8:00pm. No other business raised.	Note
<b>7 Date and Time of Next Meeting(s)</b>	
7.1 Next meeting will be <b>Tuesday 12 March 2019, 6:30pm</b> at Bearsden Academy, Bearsden.	Note