****

**Greenbrae School Parent Council Meeting – AGM**

Tuesday 4th September 2018

**Attendees:** Miss Anna Royle, Mrs Louise Ellis, Mrs Gill Bruce, Mrs Emma Kidd, Mrs Alison Martin, Mrs Alison Flett, Mrs Karen Dey, Mrs Laura Park, Mrs Karen Orchard, Mrs Fiona Crawford, Mrs Sarah Burnett (Minutes).

**Apologies:** Cllr Sandy Stuart, Cllr Alison Alphonse,

1. **AGM Business**

LE welcomed everyone and the new members to the AGM today and outlined the purpose and ethos of the Greenbrae Parent Council.

Update of involvement in the last year includes:

* Providing feedback on the School Improvement Plan
* Liaising with AR and Senior Management Team (SMT) on school meals, school uniform, homework policy.
* Members of PC have attended various training and workshops which have been fed back to the wider group.
* Counsellors have been supportive and very proactive in providing updates with regard to the paths and roads around the school.
* Financial contributions from the PC have provided laptop charging trolleys to the school.
* LE was involved in the recruitment process for the new DHT.

**Treasurers Report**

KD shared that it is proving very difficult to gain access to the accounts since she has taken over role of treasurer despite several calls to the bank. KD has therefore been unable to provide an update of the PC accounts. KD will visit the branch the account was opened with and try to resolve this.

**Distribution of PC Roles**

LE expressed that she would like to step down from the role of Chair and stay on as a PC parent member, however at this time there were no volunteers to take of the Chair role. LE therefore agreed that she would remain on as Chair for the next year however at that time she will be stepping down.

SB also said that she would step down as Secretary however there were no volunteers to take on this role therefore she agreed to remain in the role.

KD stated that she was happy to remain on as Treasurer.

1. **Queries – Golden time changes, P1 buddy system, consistency of traffic light behaviour system, senior school show.**

**Golden Time**

AR confirmed that golden time will be changing after the September weekend. Golden Groups will progress with teachers taking the role in offering activities to a group on a Friday afternoon. This is to further encourage and promote positive behaviours within the school with the aim that children will be looking forward to participating in their golden group and would not wish to have time taken away due to poor behaviour.

AR said that the Golden groups will be fun activities that are linked to the curriculum which will include crafting, science, baking etc. There will be a need for the school to purchase resources for golden groups. SB suggested that the PC contribute to new resources of the newly established golden groups. KD informed that although she is unsure of the current bank balance she believed there to be enough funds to pay for the required resources.

**Consistency of traffic light behaviour system**

The traffic light system was discussed and AR explained the 5 stages in place before behaviour would come to the attention of a member of the SMT.

With regard to the school behaviour policy AR shared that this will be updated and will soon be available on the school website. AR informed that this was one of the main focuses at the recent staff inset day. It was discussed that it could be shared with PC in draft form for feedback before it was finalised.

The possibility of a form being sent home with a child if they have come to the attention of SMT as a result of their behaviour was welcomed by all at the PC. This was viewed as positive as it keeps parents informed.

**P1 buddy system**

AM shared feedback she has received information from some of the P1 parent groups regarding some confusion about whether the P1’s had buddies. AR will follow this up with the staff group to establish whether or not the P1’s are spending time with their buddy over the lunch break.

**Senior school show**

Discussion around last year’s Christmas show including feedback from staff. The preparations for the Christmas nativity/panto can often take up a significant amount of time out of class in the run up to Christmas. Therefore a P7 show will take place in Term 3 and the infants will have a carol concert but not a nativity this year. Anna Hamilton, Musical Specialist, will be spending time in school to help the children learn their Christmas Songs.

1. **Communication to parents on pupil progress**

FC discussed concerns regarding parents’ evenings, feeling she is not receiving enough information about her child regarding what they are working on in class/academic progression. Also, what parents should be working on at home to support their children.

AR shared that the parents evenings would always start with the positives and look for parents views and feedback also. There is also a detailed written report sent out in advance of the parent’s evenings which is also used in the meeting.

FC said that although she had read the school report it was still unclear to her whether her child was meeting her targets and covering all topics. Others within the meeting shared that they had a different experience of parents evening and found that the meetings could be quite interactive and very informative however it was acknowledged that this wasn’t a consistent approach across all stages.

AR said that the school have already planned to email out the termly newsletters the teachers provide which share information about the topics they are covering and what that will incorporate in terms of numeracy and literacy.

Homework was also discussed. It would appear that Google Classroom is being used in some classes and not others across the P3/4/5 groups. AR will follow this up. Discussion about homework and the amount and consistently across the class groups. AR said that homework is consistently discussed at a national level and there is regular debate about what it the ‘correct’ amount of homework and should homework be given out at all. At this time Greenbrae continues to distribute homework for all classes. This is very much supported by the Parent Council.

1. **School Improvement Plan**

AR shared that the School Improvement Plan will be updated, ASN is on the agenda also for this. AR would like to share the School Improvement Plan with the PC for feedback. This will be the focus of next the next PC meeting.

1. **Head Teacher Update**

* It was discussed that Anti Bullying Week will be upcoming, around November and Claire Reid, DHT is leading on this. She will be looking at the resources from the Respect Me Workshop GB and AF attended. Ms Reid could meet with GB and AF for further information sharing in advance of Anti Bullying week.
* A Quiet room has been created which can be used as an ASN space and also a quiet space for one to one work as well as for pupils to use for time out if required. It is hoped that there will be requirement for further SFL hours
* Bikeability – a newsletter is ready to go out looking for parent helpers for this.
* Class Newsletters will now be emailed out to parents as it would seem that parents are not readily accessing these on the school blog.
* AR said that the school still requires support in the library and a letter will be sent out soon asking for parent volunteers again.

Discussion from AR regarding the purpose of the PC meeting and that it would be more helpful if the time was used productively rather than to address individual complaints as such. Information is readily shared to parents that they can discuss any concerns or issues they may have directly with their child’s class teacher or contact a member of the SMT if required.

The next session will focus on the School Improvement Plan and will be held on Tuesday 2nd October 2018.

**List of dates 2018 / 2018 – Meetings are from 6.30pm to 7.30pm**

Tuesday 02 October 2018

Tuesday 27 November 2018

Tuesday 22 January 2019

Tuesday 05March 2019

Tuesday 07 May 2019

Tuesday 05 June 2019