

# Torphichen Parent Council

Torphichen Primary School  
The Loan  
Torphichen  
EH48 4NF

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## Minutes & Actions of Torphichen Primary School Parent Council Meeting 14<sup>th</sup> May 2019 - 6.30pm

### Attendees

Susan Campbell (Chair)	SC	Thea de Joode (Vice Chair)	TJ
Alix McFarlane (Treasurer)	AM	Richard Venters (Secretary)	RV
Marney Ferguson (Head Teacher)	MF	Louise Johnston (Principal Teacher)	LJ
Anna Thomson	AT	Julia Miller	JM
Sarah McMonagle	SM	Lynn Turner	LT
Claire Conchie	CC	Gillian Young	GY
Liz Rosenfeld	LF	Helen Cairns (Nursery EYO)	HC

### Apologies

Suzanne Parry John	Moira Gault
Cat Murray	Amy Fox Roberts

### 1. Introductions & Apologies

- SC welcomed all attendees and apologies were stated per above

### 2. Minutes & actions from last meeting

- The minutes from the previous meeting were approved

### 3. Headteacher Report & Parental Involvement Strategy

#### HMIE inspection:

As Parents will be aware, TPS was recently subject to one of the periodic inspections undertaken on behalf of ScoGov, by Her Majesty's Inspectorate of Education. Arranged as a joint care inspection with 'Early Care' inspectors (i.e. incorporating the Nursery as well as TPS), this visit saw a total of 8 inspectors on site over the course of the inspection. Whilst their report will be shared with the school and be available to parents to read when published (est. 10 working weeks), from the perspective of MF and the teaching staff the following points were made;

- Seen as a very positive experience for the team in school and nursery.
- Valuable learning opportunity for all staff
- Validated their own self-evaluation and their own identified next steps
- Clear vision as to how to continue our school on the journey to excellence
- Draft School Improvement Plan will be based on their feedback

- Anecdotally the inspectors have given very positive feedback and suggested that TPS is 'one to watch'

#### **Staffing:**

Unfortunately Mrs Browne is still off sick – TPC sends its best wishes.

Mrs Johnstone will remain in P3/4 until end of session to ensure continuity for class

Recent Supply Teacher Mr McIntyre, whom very positive pupil/parent feedback was received on, will be returning to his 'primary' role as a data coordinator/analyst for the Council working with schools in the region.

Staffing for next year; will comprise the Principal Teacher, three class teachers and a new probationary teacher.

Nursery Staffing will comprise: an Early Years Professional, a Parental Support Worker and a nursery nurse

MF continues in her new role to undertake a significant amount of training.

#### **Cluster Development:**

The school have been liaising with other cluster schools to ensure that, in the new school year, there will be a more equitable split of where events are held to ensure that it isn't always TPS having to pay for travel to attend these events – recognised that we have excellent facilities that other cluster schools could be making us of with us at such events.

#### **Health & Safety:**

Following concerns expressed by some parents, the front gate (leading onto The Loan) will be closed with effect from 20th May. Whilst it cannot be locked as access is required for emergency services parents are asked to use either of the other two gates available please.

#### **Charity:**

MF advised that school are looking to support one charity next year rather than rotating through the normal wider range (Children in Need, Comic Relief etc) rationale being that they can then get kids fully involved and aware of the aims of the charity as well as engaged with the activities they are undertaking etc. A vote will be held for kids to choose the charity they will support in the new school year.

#### **4. Fundraising Report:**

Due to a lack of take up the decision was made to cancel the proposed Live Pig racing event as there had been an increasing possibility that it would not breakeven. It was felt that the lack of take up may have been due to the timing and as such it is hoped this can be rescheduled later in the year.

Fundraising team meeting was held in February and a number of good ideas were brought to the table. None of these has yet been scheduled but this will happen over the school summer holiday with aim being to land on a planned calendar of events/initiatives for the new school year.

#### **5. Financial Report:**

AM submitted the financial report to the Committee ahead of the meeting.

In summary, per appendix below, we can see that the fundraising activity in the year comfortably exceeded the level of spend incurred and as a result the net balance as we come towards the end of the school year has grown to just over £2k (from a starting position of just over £1k in September 18) – our thanks to all involved in the organising of fundraising activities and those who have participated.

#### **6. Forthcoming events:**

None diarised

#### **7. AOB:**

- Request from parent attendees that the school follow up on suggestion made at prior meeting that the start of term 'Journey of Learning' meetings that have typically been held once per school year are instead held twice per year – once at start of year (per previous) and once mid-way through to focus on later term's learning. MF/LJ have agreed to look to incorporate, but will need to look to do so whilst maintaining compliance with working time directive.
- TPC have requested that Agenda/Mins from the most recent meeting and previous two are made available on Parent Zone for parents to have access to/refer back to
- **Clubs/Teams;** there was some discussion around how we encourage/facilitate the availability of more clubs and team based activities at TPS, hopefully replicating the success of things like the Ski Club. The school have previously surveyed the children to identify what activities they would like access to and the responses,

as we might expect, were pretty varied though there was a lot of interest in Gymnastics, Running and Basketball. MF advised that, in terms of what can be done during the school day, they are aiming in the new school year to have a rolling programme of visits by 5<sup>th</sup> and 6<sup>th</sup> year students from Linlithgow Academy to work with the kids on a number of different sports, including the aforementioned.

The school are also happy to support parent led activities and on discussion have agreed to circulate a survey (similar to that used to scope/arrange the Careers Fayre) asking for parents to flag their willingness/availability to act as a coach/coordinator for any particular sport or activity that they feel able to support on. It was recognised that this needn't be a sport and that other clusters in the school have had a lot of uptake for things like Chess. The school will share details of what other schools in our cluster are doing in order for us to look to introduce an element of competition into appropriate sports/activities.

The Church have also expressed a willingness to run an Eco Club once per term.

#### **8. Date of next meeting**

It was agreed to set the times for all meetings for the next school year now and these were agreed as follows;

- Monday 23<sup>rd</sup> September 630pm (please note that this meeting will also double as our AGM).
- Tuesday 12<sup>th</sup> November 630pm
- Wednesday 12<sup>th</sup> February 2020 630pm
- Monday 25<sup>th</sup> May 2020 630pm

## Existing Actions

Action Ref	Action Details	Action update	Status	Owner
12/11-01	Agree spec and source quotes for new projector bracket and associated equipment with school	SC and LJ meeting to identify preferred supplier and costs	Open	TPC/School

## New Actions

Action Ref	Action Details	Action update	Status	Owner
23/01-01	School to consider future projects they would like to agree funding for		Open	School
14/05-01	School to issue survey to capture Parent/Carer availability/interest in supporting Team/Club activities.		Open	School
14/05-02	Journey of Learning sessions with Parents to be scheduled for start of new school year and mid-way through new school year.		Open	School
14/5-03	Last two Meeting mins alongside those from this meeting to be made available on ParentZone		Open	School

## Appendix

<b>Financial update at 14th May 2019</b>				
		<u>2018 / 2019</u>		
				<b>1,003.57</b>
	<u>Credits</u>	<u>Debits</u>	<u>Net</u>	<u>Balance</u>
Uniform thrift shop	£35.00		£35.00	<b>£1,038.57</b>
Dress Down	£67.90		£67.90	<b>£1,106.47</b>
Uniform thrift shop Julia M	£3.00		£3.00	<b>£1,109.47</b>
P7 Risk Factory - Bus		-£110.00	-£110.00	<b>£999.47</b>
P3/4 November Trip - Bus		-£60.00	-£60.00	<b>£939.47</b>
Bags 2 school	£108.00		£108.00	<b>£1,047.47</b>
Uniform thrift shop Julia M	£5.50		£5.50	<b>£1,052.97</b>
Christmas cards	£405.00	-£253.93	£151.07	<b>£1,204.04</b>
Christmas Fair	£1,622.30	-£683.79	£938.51	<b>£2,142.55</b>
Christmas Gifts		-£86.00	-£86.00	<b>£2,056.55</b>
Books for Nursery		-£14.40	-£14.40	<b>£2,042.15</b>
Low Port Bus		-£220.00	-£220.00	<b>£1,822.15</b>
Uniform thrift shop Julia M	£32.00		£32.00	<b>£1,854.15</b>
Dress Down	£65.40		£65.40	<b>£1,919.55</b>
Summer Fayre	£153.00		£153.00	<b>£2,072.55</b>
Uniform thrift shop Julia M	£15.00		£15.00	<b>£2,087.55</b>
Uniform thrift shop Julia M	£5.00		£5.00	<b>£2,092.55</b>
Weed Membrane for Big Dig		-£23.56	-£23.56	<b>£2,068.99</b>
2 Bags Woodchip		-£100.00	-£100.00	<b>£1,968.99</b>
<b>Total</b>	<b>£2,517.10</b>	<b>-£1,551.68</b>	<b>£965.42</b>	