

Organization Name

Meeting Minutes

Date of meeting

Present:

Mrs Jane Livingston (HT)	Natalie McGowan
Mrs Maree Young (DHT)	Diyana Swingler
Lisamaria Purdie (WLC)	Lesley Dunlop
Lloyd Van Vuuren	Wendy Hay
Jane Dunlop	Karin Slater
Rob Scott-Branton	Lindsay Gibson
Jennifer Ross	Alison Elliot
Mairi Gess	Natalie McGowan
Gemma Taylor	Gillian De Felice
Andy Walker	Karren Allen
Alan Stirling	Susan Gillanders
Keith Hulskamer	Emma MacGregor
Elaine Kinloch	Jen Murdock
Tania Constantino	

Apologies Kirsty Gordon (Secretary)

Minutes Tania Constantino (Secretary)

Next meeting: 13 January 2020

1. Jane Livingston & Maree Young Introductions

Jane Livingston: Excited to be at WPS. 25 years' experience teaching at Springfield, Riverside & Lowport Primary Schools. Taught every stage and has a broad experience. Here to work with parents to take children forward. Has 2 children of her own; 18 & 16 year olds.

Maree Young – 15 years' experience across 2 schools. Has taught all years. Believes in working with whole family. PT for 6 year, taking on DT remits as much as possible. Has 1 child of her own; a 7 year old.

Roisin and Carly are off on Maternity and are being cover by Sharon Blair. They are currently looking at how to make this work.

Received authority for funding a PT for Support for learning position. There were 8 applicants. 6 were interviewed and 1 was offered the position earlier today. There is a 4 week period for the council to backfill this persons current commitment, but working to bring this new staff member on asap.

Self valuation visit planned to assess needs, which will focus on quality of teaching and attainment. They have been and will continue to speak with staff and parents to pull together views.

Learning environment: Building structure plans are being reviewed to see what's best for the school.

Need to address end of school routine as it takes students 15 minutes every day to prepare. Teachers and students are currently losing 1 hour learning time every week due to this.

2. Update on the Improvement Rational: Discussion Points
Positive Relationships & High expectations

<u>Current Observations</u>	<u>Parent Comments</u>
<ol style="list-style-type: none"> 1. Structures and routines require to be addressed as a matter of priority. This should help behaviour, respect, pride, attitudes. 2. Structures and routines review enable SLT to have better use of time to address positive relationships. 3. Clarity and consistency around the behavior sanctions. 4. Clearer, simpler one page positive relationship policy to be displayed in all learning areas of the school and clearly communicated to all. 5. Maximise learning time - especially end of day arrangements. 6. Playground - pupil focus groups. 7. Review PSW timetables. 	<p>Agree with everything.</p> <p>Structure is the main issue.</p> <p>Need consistency around dealing with negative behavior.</p> <p>Concerns around the car line putting students at risk. Some carers are ignoring the rules at drop off, breakfast club and pickup. Have asked WLC H&S Team to review. Janitor has been given specific communications about how to deal with confrontations.</p> <p>Toilets are needing upgraded.</p> <p>Discuss end of day schedule at the beginning of the day.</p> <p>Signage required for nursery parking spaces.</p> <p>Concerns around Parents in the playground in the morning.</p> <p>Cloak rooms are messy and chaotic in the mornings.</p> <p>iPads should not be used for poor behavior. Clarity and consistency on iPad sanctions and a communication around this.</p> <p>Bus behavior needs to be addressed and sanctions for bad behavior.</p>

Communication

<u>Current Observations</u>	<u>Parent Comments</u>
<ol style="list-style-type: none"> 1. Difficulties with new leadership team access new systems last week are in the process of being resolved. 2. Staff communication to go via office for accurate record keeping and to involve SLT in communication between teachers and families. 3. Plan to arrange informal drop in meetings for parents with the purpose of solution focused discussions in our move forward. 	<p>Like new school app. Recommendation to keep repeating the message about filtering on the app.</p> <p>Some teachers and parents are emailing directly. All emails between carers/teachers should go through the office for LT awareness.</p> <p>Parents should receive email acknowledgements when emailing the school.</p>

Learning environments

<u>Current Observations</u>	<u>Parent Comments</u>
<ol style="list-style-type: none"> 1. Building plans well underway. Some possible works at Easter TBC and fuller works at summer. 2. In the interim, a thorough clear out is required. 3. Currently reviewing best use of space within the school. 4. Noise at points of transitions – structures, routines, high expectations, positive relationship policy. 	<p>Every child should have a working coat hook.</p> <p>P1 – Onederland setup means staff / students need to walk through P2 to get to P1. This is disruptive. P1's are being / feeling segregated from the rest of the school.</p> <p>WLC Property Services Team are drawing up layouts for the school. A lot of negotiation on the structure is taking place. Anticipated works starting in the summer. There is a big commitment from the WLC on this and Money has been set aside. WLC will feedback when this has been finalized.</p> <p>Concerns around class sizes nearing the maximum of 33 pupils/class. WPS has capacity for 16 classes. Currently using 14 classes with possibly 15 classes next year.</p> <p>P1 applications have now been submitted.</p> <p>Toilet upgrade: Property Services felt building structure was more important at this time, so toilet upgrades have been delayed.</p> <p>SLT to speak with the cleaning team to arrange a deep clean of the toilets.</p>

Meeting the needs of all learners

<u>Current Observations</u>	<u>Parent Comments</u>
<ol style="list-style-type: none"> 1. Acting PT and SFL interviews took place this afternoon. 8 applicants of a very high standard. Applicant appointed with a start date TBC. 2. Currently auditing needs of all pupils. Attainment meetings this week to assist with this. 3. Review PSW timetables currently in process. 4. Contacted partner agencies where there is a significant need identified. Meetings agreed and timetables. 	<p>Nurture groups are beneficial, and this could benefit the school. There are already plans in place for this.</p> <p>Concerns over attainment drop off in the school. Math's levels are a concern. Loads of literacy homework, but no math homework.</p>

3. Key Issue identified:

Additional input sought on the following 3 key issues

Behaviour

Specific Issues Noted	Our ideas after staff discussion	Pupil views
Whole School		
<ul style="list-style-type: none">• Low level disruption and behaviour• Respect• Rough play making some unhappy	Clearer policy, with sanctions and rules consistently followed. Visible support from SLT. Review PSW timetables.	Rough play making some unhappy. Like the music. Nothing to play with outside. Lack of clarity and consistency about field access.
Individual situations		
<ul style="list-style-type: none">• Review current supports and strategies in place Review current support arrangements and prioritise	Risk assessments required. Child planning meetings arranged. Partner agencies already contacted where appropriate. Review and prioritise PSW timetables.	Current aspects of provision not working and need reviewed.

Learning Environments

Specific Issues Noted	Our ideas after staff discussion	Pupil views
<ul style="list-style-type: none"> • Although there is a lot of space in the school, it is not effectively used. • Clutter • Needs tidied, cleared, better stored • Lack of clarity about resources needed and no longer used • Issues with specific areas <ul style="list-style-type: none"> P2/3 cloakroom Open corridors / flow spaces Front entrance Room access Access between library/gym hall and rest of school Classrooms 	<p>Review of current resources and clearing required</p> <p>Storage</p> <p>Reading resources needing addressed mentioned by staff, pupils and parents</p> <p>Review P2 3 cloakroom space – wellies, hooks, doorway blocked off</p> <p>Clear corridors/flow areas</p> <p>Review security door between gym hall and school</p> <p>Review current classroom organization and layout</p>	<p>Reading resources need to be better</p>

Structure and Routines

Specific Issues Noted	Our ideas after staff discussion	Pupil views
Break times		
<ul style="list-style-type: none"> Staggered breaks but not clear as to why – too many in the playground? 	<p>Review 2 breaks after discussion</p> <p>PSW break times reintroduced</p> <p>Pupil focus group formed</p> <p>Investigate things to play with (these were put in place but did not last)</p> <p>Structures and routines reviewed</p> <p>Positive behavior policy revisited with clarity with clear sanctions and expectations.</p>	<p>Play very rough sometimes</p> <p>Can't always tell where they are meant to be (but this was more at lunch)</p> <p>Lack of clarity about field access and what they can/can't do there and in the woods</p> <p>P7s would like privileges (discussion about these being earned)</p> <p>Discussion around football</p>
Lunch Hall		
<ul style="list-style-type: none"> Without lunch bands, the adult focus on manual checking lists Layout is tight and not helping noise levels Timings are confusing without a bell P7 helpers – too many and some don't want to do it Too many queues Snack in class = dead time. Review how this is being used to allow for nurture/learning 	<p>Lunch bands reintroduced and washed after use</p> <p>PSW support</p> <p>Clear expectation of children – noise, behavior</p> <p>Introduced bell for lunches</p> <p>P7 helpers volunteer and sign up x 4</p> <p>Removed 2 queues system already</p> <p>Review order of classes coming in</p> <p>In time, monitor possibility of 2 sittings rather than 3 sittings</p>	<p>P7 helpers – too many and some don't want to do it. Volunteers.</p> <p>Tidy area not in right place for space</p> <p>Noisy</p> <p>Takes too long</p> <p>Some not sure when to come in for their turn</p>
End of day arrangements		
<ul style="list-style-type: none"> Chaotic and unclear Impacting significantly on learning and teaching 	<p>WLC H&S Team invited to come and advise. Local police also contacted.</p>	<p>Pupils very confused about the end of the day.</p> <p>Upper school happy to walk out.</p>

<p>time</p> <ul style="list-style-type: none"> • Some areas unsupervised • Behaviour issues • FM staff have been given specific advice from their line manager after verbal problems in the car 	<p>Car lines – TBC following H&S and police visit and deeper fact finding</p> <p>Walking lines – leave from their doors</p> <p>P1-3 check for an adult</p> <p>Bus lines – check timings 3:10pm meet in designated area with an adult. Walked to bus.</p> <p>Simply Play – meet in one designated area. List emailed to school for class teachers to send identified pupils.</p>	<p>Children unhappy with current arrangements with getting to the bus (but at that time did not have a better idea).</p>
<p>Whole school</p>		
<ul style="list-style-type: none"> • Although bells have been stopped, this is adding to the chaos • Tannoy very distracting • P2 3 cloakroom needs reviewed • Movement around the school and environment at transitions 	<p>Tannoy – stop during school hours</p> <p>Bells – reintroduce for break and lunch. Set clear high expectations for moving around the school (running, noise, etc)</p>	<p>Noise can be distracting</p> <p>Tannoy – noisy but they are not listening to it anyway</p> <p>Bells would make things clearer especially at lunch time.</p>

4. AOB

School App: Talk with parents about the app and encourage use.

Lisa-Maria update from WLC: - Greg & Lisa-Maria will be in WPS on 27-28 Jan for full review on learning and teaching. Will work with leadership team to review work of school & nursery. Identify strengths as well.

Will have parents focus group on learning, teaching, attainment & achievement.

Lisa-Maria will continue to attend parent council meetings.

This is a positive, fresh start for the school. Ask for parents support. Thank HT/DHT for their work.

Positive points should be promoted to support new leadership team. We should continue to raise issues in an open manner with the school.

May bank holiday: 4-5 May. WPS will send communication on this to parents.

Nursery Focus Group: Nursery Team will setup parent focus group. 5 February 5-5:30pm in the library.