

# Glendale Primary School, Parent's Council Meeting, 8<sup>th</sup> December 2021

## Minutes – DRAFT

### Present

Parent Council	School
Vanessa Walsh	Liz Laird – Headteacher
Raymond Farrell	Joan Dominy – Dep Headteacher
Rob Cussons	B Ul- Hassan
Viola Retzlaff (minute taker)	

### Apologies received

Misoun Alhusari	Viyan Mawlood
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### Items discussed

#### 1. Constitution

- Min number of PC present for voting – changed from 5 to 3
- Clarification that WhatsApp groups as means for communication will be informal and based on agreement of participants - no GDPR issues
- Constitution was accepted – see Appendix 1.

#### 2. Office bearers

- For Chair – Vanessa Walsh
- For Treasurer – Alison Brodie
- For Secretary – Viola Retzlaff
- Supported and therefore confirmed as office bearers by Raymond and Rob
- Vanessa advised that treasurer handover has already happened

#### 3. Communications

- Agreed version of Constitution to be made public on school website (PC section)
- Also to be included on the webpage are names and (if agreed) pictures of office bearers and other PC members
- PC meeting minutes to be made public on the school webpage, and school will let Parent Forum know that they can be viewed there

#### **ACTION – VR to liaise with Mrs Lloyd**

- PC will seek engagement with Ecocommittee and Pupil Council

- School also uses 'Groupcall' for parent/carer interaction, in addition to the school app. Groupcall sends out messages by email and text.
- 'Groupcall' settings allow translations of messages into home languages – needs to be investigated as to how this works and what quality of translation is offered
- PC will look into using volunteer translators from among the Parent Forum also to cover most spoken community languages – Urdu, Kurdish, Arabic

#### **4. Frequency and dates of future meetings**

- Meetings to be every 2 months
- Informal meetings by PC members only to be called in between as deemed necessary, to prepare PC meetings and agenda
- Meetings to be held remote at a later point of the day to encourage increase in participation by parents / carers
- Next meeting to be held on 19<sup>th</sup> January 2022, 20:00 hrs.
- Following meetings on 23<sup>rd</sup> March and 18<sup>th</sup> May, 2022

#### **5. Other**

- School advised on schedule of events till end of term – see Appendix 2
- Internal other procedures to be finalised and agreed – IT policy and Policy on Conduct for members

#### **ACTION – PC to review and complete these policies**

- Areas of work for the PC could be to set up a schedule of social events to foster a 'school community' (food sharing, Sport's Day ...) and to investigate funding opportunities for school yard improvements, equipment to enhance the learning experience etc.

## **Appendices**

- 1. Glendale Primary School Constitution**
- 2. Schedule of events till end of term**