

Minutes of Trinity Primary School Parent Council (PC) & Parent Staff Association (TPSA) Annual General Meeting

Venue: Zoom

Date: 7th September 2021 @ 7.30 pm

Attendees:

Jacqueline Scott (HT and Honorary President TPSA), Helen Duncan (PC Chair), Fiona Moon (TPSA Chair), Aimi Armstrong (DHT), Frances Wallace, Anne Clouston, Emma Masson (TPSA Joint Treasurer), Tim Gregg, Julie Wardhaugh (PC Treasurer), Tobias Kelly, Matthew Boyles, Lynne Bremner, Krystelle Bamford, Huw Daniel, Angela Hassard

Apologies: Catriona Regan, Svein Clouston, Kristin Deekin, Nadia Malone

1. Intro & Welcome – Fiona Moon (Chair)

FM opened the meeting welcoming attendees from school and both PC and TPSA.

2. Honorary President's Report – Jacqueline Scott

2021 was the year of Covid restrictions. Health and safety was key throughout. Class bubbles meant that Trinity learners had limited contact with staff and as a result a limit in the support. Reduced parent / carer face to face engagement - hopeful that the year ahead will see more of this coming back.

Despite restrictions there were a huge number of highlights across the school

- MADD about heroes
- Rainbow party, silent disco, Christmas activities
- Virtual Burns Supper, virtual house coffee mornings
- Increase in quality of outdoor learning
- P7 events
- Lots of positive feedback from parents & carers across the year. JS grateful for this.

Attainment - slight decrease in number of children who had achieved expectations in early 1st & 2nd level. However not unexpected given what families and children were managing for almost 18 months. JS is hopeful that over the coming months these children will catch up. Hesitant to call it a gap when children did lots of other learning such as building resilience and ability to persevere and learn in different ways.

Renewal Plan 2021/2022- 3 themes for all Edinburgh schools

1. Teaching, learning & assessment

Empowered learning: Digital Skills - moving towards one-to-one device for P6 upwards and an increase in numbers of devices for P1 - P5.

As a cluster taking part in the Edinburgh Learns Teachers' charter with other schools such as Victoria (continuous professional learning for the staff, activities are carried out in class & staff then report back to cluster & moderate).

- Formative assessment
- Skills
- Differentiation
- Leadership of Learning

Connected classroom for P6 and P7 composite class due to lower numbers at the top of school. Composite classes can come with difficulties particularly when P7 have their special events, instead there is the connected classroom and at various points throughout the week some children will be in that connected classroom, with P6 & P7 working together.

Hannah Watt has developed a link with a school in Nepal and children have spent one of the weeks in the connected classroom developing work and putting together shared powerpoints.

They've had their first long distance call with Nepal and the P6 & P7s have been making a video to show what it is to be a Trinity Learner which they will share with the children in Nepal. Theme is around climate change.

Outdoor learning for all will continue as part of teaching, learning & assessment.

2. Health, Wellbeing & Resilience

- Rainbow school
- Re-establishing relationships with partner agencies - last year saw a decrease in access to partner agencies eg, social work, speech therapy etc. Virtual support only.
- Review of Health & Wellbeing framework. Rebecca McKenzie instrumental in this.
- New P5 – P7 counsellor for children who may be experiencing anxiety or issues. Based at Trinity Academy. Hope that in providing support at primary level avoids a later referral in child & adult mental health services.
- Trying to develop playground spaces - hoping that contractors will be able to give much more of a timeline and indication of costs.

3. Equity, Inclusion and Equalities

- Relaunch & re-establish family learning programmes. Sandra working at the school again 1 day per week and family room has been reinstated for some meetings to give support to families.
- 1 in 5 : poverty proofing the school day. Trying to balance providing opportunity and ensuring no child misses out for financial reasons.

- Extending nurture approaches as staff can now have more than 2 contacts per day. PSO Kelly & Laura Nisbet can now work with a wider number of children from different stages.
- Continue to review curriculum to support Equalities and Diversity.
- Hoping to have a cluster conference in February (Trinity Academy, Victoria & Wardie) : What does equalities look like at... 'name of school'

'Rainbow school'

Rainbow - feeling of togetherness and have put onto each of the colours of the rainbow, 7 commitments which Trinity are making as a school. Rationale being that previously when they've had pupil voice and learner groups, it can be the case that 2 or 3 children are the reps and sometimes by the time a child reaches P7, they haven't had the chance to lead or be a part due to the number of children.

Rainbow school - at some point in the school year a particular stage will take responsibility for being the rainbow stage. Starting with P5, moving through all stages to P1 at the end of year. Currently P5 has chosen a commitment and are carrying out learning through that.

There's a rainbow school scrapbook in which learning is recorded & the scrapbook will move to the next stage so children can see what the rest of school has been doing.

7 colours / 7 commitments

Red / Equalities and Diversity

Orange / Outdoor Learning *eg, Chickens-feeding daily and cleaning weekly, litter prevention*

Yellow / Leaders of Learning *eg, Foyer slides to be created weekly.*

Green / Sustainability

Blue / Global Citizens

Indigo / Health & Wellbeing *eg, 'Wellness Week'- can be organised as a year group and focus on anything relevant for your class, e.g. being brave, resilience, kindness etc.*

Violet / Trinity Together

Fiona Moon expressed thanks to JS for the report and to everyone at the school for the incredible work that they did during very difficult circumstances last year.

3. Parent Council (PC) 2020/2021 Report – Helen Duncan PC Chair

Whilst 2020/21 has been a momentous year in many respects, it's actually been fairly quiet in Parent Council terms. With everyone's focus quite rightly on the fundamental and vital task of keeping schools open and learners learning, and families navigating the challenges of school at home, home working and mitigation measures, it feels like an achievement to say that the Parent Council is still here.

Looking back at my Chair Report last September, I had said that I wasn't sure what the year would hold, and suggested that we would need to find a way to continue in a socially distant manner. Thank you to Parent Council members, Trinity parents and staff for making that happen. To have held a full calendar of meetings and to continue to a vehicle for parents to ask questions and share opinions has to be considered something of a success, and hopefully will allow us to build for the future.

With the children returning to school in August 2020 after six months out, the Agenda for the first two meetings of the term were entirely set by parents, giving them an opportunity to ask questions

about the new operational model. We went from 21 questions in the August meeting to just 2 in the

second. Even when we returned to this Q&A format in January 2021 as we entered a second period of lockdown, we only had 9 questions. I think that this reflects both the effectiveness of the school's planning and communications, and the resilience of the Trinity families in adapting to the various situations. It's not a skill set that anyone would want to have (and actually it is quite difficult to look back on) but I hope that these opportunities to ask questions and to stay in touch did help a little.

We were able to give feedback on a number of other more 'schooly' things, including the School Improvement Plan, the arrangements for classes in the new session and the start and finish times for school.

We continue to work closely with Trinity Academy Parent Council, and Chair Mike Nicholson attended our December meeting. With the first stage of development now underway and the second phase confirmed as entering the planning stage this is an exciting time for a project that we

have long championed. We look forward to taking part in further consultation for Phase 2.

We also continued to attend Trinity Community Council meetings, and locality meetings with other Parent Council representatives from our area. Both are helpful in terms of identifying opportunities

to work together and to place the Trinity experience in context with that of other schools.

We took the opportunity to do a bit of housekeeping, updating and simplifying the Parent Council Constitution and considering how we can communicate more effectively with parents and carers.

We also appear to have identified an alternative polling station for elections, which will hopefully mean that the school need no longer be used as a polling station. We will keep you posted on this.

And that's it! Apart from the thank yous: first, to the Trinity Primary Staff. Looking back over the past

year it is amazing that in addition to the core learning and teaching aspects and the massive additional operational challenges of the situation you also delivered MADD, Halloween, Christmas concerts and a nativity, a Burns Supper, House Coffee Mornings, Easter, a beach trip, a P7 farewell programme, sports day, a P7 show and an End of Year Service.

These are the things that have always punctuated the Trinity Primary School year and your efforts to ensure that the children continued to have them is very much appreciated. Thank you all. To Jacqueline in particular, who did all of the above whilst maintaining contact with the Parent Council and being very tolerant of my more imaginative interpretations of Covid regulations (all of which were wishful thinking on my part). And to Jacqueline, Kirsty, Cheryl and Aimi for coming to our meetings on your own devices.

Thank you to Rebecca and Katie in the school office, who are so supportive in getting communications out to all parents, which really does make a massive difference to our ability to contact everyone and is something that I never take for granted.

To the local councillors who read all my emails. Even bigger thanks to the local councillors, Jim Campbell, Ellie Bird and Hal Osler in particular, who reply to them and come to the meetings.

To the Parent Council members for your support, ideas, contributions, and dedication, including Colette Woods, Christiaan Hofstra, Gareth Kirk and Angelica Lorenzo, who left for different schools in the past year. Particular thanks to Julie Wardhaugh for her Treasurer and Secretary roles – and for producing the meeting Minutes in minutes!

And, of course, thank you to all of the parents and carers at Trinity Primary School for asking questions, making suggestions, and generally being so supportive.

Helen Duncan

Chair, Trinity Primary School Parent Council September 2021

4. Trinity Parent Staff Association (TPSA) 2020/2021 Report – Fiona Moon TPSA Chair

This year the report is fairly short. For obvious reasons we weren't able to do most of the events we'd normally do but we were still able to do some events such as online Easter activities - egg decorating, Trinity Easter Bake Off and a raffle - all with positive feedback.

We also still had the 50/50 club and JustGiving. Before the summer we had the 2021 Sponsorship Challenge of doing anything you like around the number 2021.

We have missed doing the face-to-face activities, especially being able to see the children, seeing the children interact & their excitement, which is always a highlight of events.

We are really pleased that we were able to do some fundraising activities and we are looking forward to doing more. We are planning a Halloween sponsorship activity, an online Zoom quiz and a Christmas raffle. We may call on the PC members for help with the raffle.

Also looking forward to some outdoor activities, for example, Christmas carol concert with beverages of some kind.

Helena Lawrence, our Club Co-ordinator, has left the school. We are happy & super excited that Fran Wallace will take on this role. Thank you Fran.

Anne is still doing a wonderful job as our Communications Co-ordinator. Working hard behind the scenes so a huge thanks to Anne for her hard-work.

For anyone on the call who would like to, we have the 50/50 club. The more people that join the bigger the prize so please do reach out.

We haven't been able to run any clubs this year which is sad, not only because we didn't make any money from them but also because the children were missing out.

No lets have been available. There are still no lets but light at the end of the tunnel for at least the knitting club and we are more optimistic this year than at the same point last year.

School will continue to do the Christmas cards themselves, as during lockdown, as this worked well.

Secondhand uniforms will also be run by the school, in particular P5.

Again thank you to the school and the staff and also to the PC for your support. We really appreciate it.

Fiona Moon

Chair, Trinity Parent Staff Association September 2021

5. Parent Council Treasurer Report – Julie Wardhaugh PC Treasurer

£787 was received from City of Edinburgh Council in the 2020-21 year. These funds are provided, based on school numbers, to assist the Parent Council with any expenses it may have. As in previous years, this amount was transferred to school. In total £800 was paid to the school leaving a small closing balance of £21.79 (balance at 4th December 2020).

6. TPSA Treasurer Report – Emma Masson Joint PC Treasurer

Normally lots of fundraising through the TPSA which hasn't happened this year. Still some funds in from, for example, the 50/50 club. We have been able to give £7000 to the school which has gone towards playground maintenance, bluetooth speakers, Secret Garden and books.

Despite hardly bringing anything in, we were still in a position to give this, so we could keep special projects at the school going.

We have around £31,000 in the account that is there for us to give to the school as we see fit. Normally we cover ourselves in terms of income & costs so the cash has been eaten into this year.

The previous year, even though activity was reduced a little, we brought in £16,000 of income.

Income this year has taken quite a hit but hopefully fundraising activities will be able to step up again this year.

Fiona Moon expressed thanks to Emma and mentioned that it is important to note that we have earmarked funds already for the outdoor library which is ongoing. We are excited to be able to contribute to these activities.

7. Election of PC members, TPSA Office Bearers and Committee Members

Election of Parent Council Members 2021- 2022

Helen Duncan presented herself for re-election Parent Council Chair and proposed Julie Wardhaugh for Treasurer/Secretary.

The following parents and carers are also confirmed as Parent Council Members:

PC Members 2021/22

Angela Hassard

Catriona Regan

Helen Duncan (Chair)

Jen Bird

Julie Wardhaugh (Treasurer/Secretary)

Kristin Deeken

Kev Head

Krystelle Bamford

Sandy Robinson

Svein Clouston

Tim Gregg

Toby Kelly

Will Inglis

Matthew Boyles

Seconded by Julie Wardhaugh

Election of PSA Committee members 2021-22

NB that under the constitution of every PSA, committee members will retire annually but can stand for re-election. Everyone who attends PSA meetings is a committee member and there are specific office bearer roles of Honorary President, Chair, Treasurer and Secretary.

Honorary President - Jacqueline Scott
Chair - Fiona Moon
Co-Treasurers - Emma Masson and Tracy Otway
Secretary - tbc
Communications Co-ordinator - Anne Clouston
Clubs Convenor - Frances Wallace

Committee members

Heather Gray
Roy Patterson
Nadia Malone
Tracy Otway
Nollaig Robertson
Suzy Ensom
Pamela Loudon
Tracy Hammond-Scodellaro

Seconded by Anne Clouston

8. AOCB

HD offered the Parent Council members as potential volunteers for TPSA fundraising efforts.
Thanked by FM who mentioned help with gathering prizes for the Christmas raffle.

JS expressed huge thanks from all of the school staff to all of the families, parents and carers. The past year has had its ups & downs but has proven that Trinity is very much a community. Hopeful that this year will be a full year in school without bubbles & home learning > fingers crossed!

Meeting Close: FM closed the meeting by thanking all attendees.