



Parent Council – Activity Tracker 2012-13

St.Fillan's Primary School and the elected Parent Council (PC) committee are keen to ensure that engagement with the wider parent forum is continually given utmost priority. Together they will ensure that resources are in place to provide 2-way communication and regular meetings are held to address and progress where possible. Within the PC remit, which can be reviewed in full on the school website, the PC responsibility includes addressing any issues/concerns, progressing any actions or implementing Improvement Plans that are highlighted by the wider parent forum.

The Parent Council will continually conduct questionnaires which will allow them to gauge awareness of the PC roles and responsibility, but more importantly to provide parents / guardians the opportunity to highlight their thoughts, issues and concerns evident within the school community. It should be noted that this is not a forum for just the negatives but it is encouraged to drive and implement positive initiatives.

Subsequently all suggestions which are submitted to the PC during this activity are captured in the Activity Tracker and detailed below. Although the issues below, indicate much of the actions / follow ups are assigned to the head teacher, Catherine Penman (CP), this is only from an accountability / reporting perspective – CP will delegate actions to appropriate staff or PC members to progress. All issues have been addressed for progress or otherwise, it will be impossible / impractical to attempt to achieve all. Therefore all items will be prioritised and target dates set on an ongoing basis. This task/action list will be addressed at each parent council meeting going forward to ensure momentum and progress is managed effectively.

Please do not hesitate to provide comments / assistance with any of the initiatives listed.

Audrey Harrison
On behalf of the Parent Council

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Action Summary	Detail / Latest	Owner	RAG Status	Status	Target Date or NA
ACCOUNTS	<p>Apr – Lurleen Nelson to be asked to conduct annual Accounts audit following AGM – SMcG has taken over responsibility since the resignation of EC.</p> <p>May – change of cheque for signatories to take place. JH to confirm position with garden money and report back to PC.</p> <p>June – JH confirmed all parties have been paid re garden however he needs to confirm if Land Service due anything. The ice cream man has not submitted his bill so money being held for this.</p> <p>SM will get form from bank to change signatories and hand it into the school for M Sweeney and E Cawley to sign. The cheque book will be sent in to get a few cheques signed.</p> <p>Sept – cheques signed but signatories to be changed. SMG will get form and SMG, AH and MB will become new signatories. Audit of accounts still to take place and AH will ask Lurleen Neison to do this.</p> <p>Oct – Form to go to bank and accounts to Lurleen.</p> <p>Nov – SM will leave bank form in office for AH. AH to pass accounts to Lurleen.</p> <p>Dec – Bank forms signed. AH to pass accounts to Lurleen.</p> <p>Mar – SMG not received bank statement. AH will ask Eileen if she has them and CP to check office.</p> <p>Apr – AH will go to bank for statement.</p>	Suzanne McGregor / Audrey Harrison		LIVE	Nov 2012
ADDRESS HALL CEILING	<p>There are ongoing/unknown leakage in the roof which are being investigated – once the leaks are repaired the ceiling will be fixed.</p> <p>Nov – Mtg scheduled 9/11 to address with Local Repair Team charged with repair.</p> <p>Jan – mtg positive – further damage with storms. LRT- Carol Cairns currently on maternity leave.</p>	Catherine Penman/ Audrey Harrison		LIVE	Ongoing

RED - Closed or No further progress ; **AMBER** - Planned / Pending or On Hold ; **Green** - In progress

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	<p>Feb - MSP has become involved and good progress being made to repair roof in main hall.</p> <p>Apr – bigger job than first anticipated – works now scheduled during the school break June – Aug.</p> <p>Sept – work did not take place during holidays. Repairs becoming more urgent. Representative from James Dornan, MSP’s office in school and looked at issues and will take up with GCC. AH to invite James Dornan to meet with HT and PC.</p> <p>Oct – AH to circulate letter from Maureen McKenna to all. Job more expensive than Council first thought (ceiling tiles no longer available so all will need replaced). CP and AH will continue to pursue.</p> <p>Nov – repair work has taken place on roof and contractors have visited school to price job to replace ceiling tiles. To date no water has come in following repair to roof. CP and AH will continue to pursue.</p> <p>Dec – repair work to ceiling tiles carried out, however, water has come back in. Roof now has to be addressed again as type of tile proving problematic. CP will pursue with Council and AH will address with James Dornan.</p> <p>Jan – no progress so CP will follow up. AH will also address matter with James Dornan and local councillors.</p> <p>Feb – appears to be confusion within the Council on status of roof. A parent advised that James Dornan also thought matter concluded. CP to email timeline of events to Maureen McKenna who will follow matters up at the Council. AH will continue to pursue with James Dornan and local</p> <p>Mar – AH preparing formal letter to all councillors, MSP and Education Department to ask for clarification and action. James Dornan indicated to CP that he would come to PC meeting but not heard any more.</p>				

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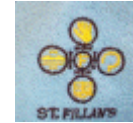
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	Apr – c/f to next month.				
TRAFFIC CONGESION (9)	<p>Traffic congestion at the school continues to be a concern and this will now being dealt with by the Community Police.</p> <p>Nov – attended newly established Linn Ward meeting which addressed this issue in great detail – Local Police / Councillors have taken away improvement actions and will communicate.</p> <p>Jan – No new issues or complaints reported. E.Cawley to address traffic congestion including one way at back gate with Cllr.Sadie Doherty at Linn Ward mtg – 24/01</p> <p>Feb – New road banners in place outside school gates.</p> <p>Apr – Continually monitored by community police. No recent incidents reported.</p> <p>May – No recent incidents reported.</p> <p>Sept – AH to contact Cllr. Sadie Doherty re one way system on Kilmailing/Kirkwell. Parents to be informed of car park closure times and encourage children to walk to school.</p> <p>Oct – No response from Cllr. Doherty so AH will pursue and also mention extending the yellow lines on Crompton Avenue as suggested by the Council/Community Police.</p> <p>Nov – AH not received response so agreed to bring the traffic congestion and painting of yellow lines to the attention of James Dornan.</p> <p>Dec – AH will pursue. Suggestion for zebra crossing over Crompton, near Elmore. AH will add to list for discussion.</p> <p>Jan – AH will follow up with Councillors and contact land services about line paining. CH will get kids to write to local councillors.</p> <p>Feb– AH will contact James Dornan. Land Services are aware that line painting has to be done and will speak with AH at meeting of Holyrood PC on 26 Feb.</p>	Audrey Harrison / Catherine Penman / Ciara Henderson		LIVE	Ongoing

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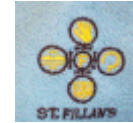


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	<p>Mar – AH will include in letter as indicated above. CP advised there had been an accident at corner of Elmore and incident reported to police. Fortunately no serious injury but highlights importance of careful and considerate parking.</p> <p>Apr – Resident concerned about parking at rear of school – direct to local councillor. Consider markings around the corners at Elmore Avenue to stop parking – AH will include in letter. Perhaps consider walking bus pilot in summer term. CP to revisit the activities of the junior road safety officers in the school. Will speak with staff.</p>				
GARDENING CLUB	<p>This is already in place however unfortunately not many volunteers have come forward. The children at all stages in the school are actively involved in garden projects such as Urban Roots ; Shrubbery ; new garden.</p> <p>Nov - It has been suggested to request putting into the CtK bulletin for encourage more involvement from the community.</p> <p>Jan – still outstanding</p> <p>Feb – JH to action and include in CtK bulletin as we approach Spring</p> <p>Apr – SMcG to draft letter to local companies to request some buy in and voluntary assistance in this area.</p> <p>May – SMcG firm offering 4-5 bodies for a full day. JH to suggest suitable dates.</p> <p>June – Mrs Adams will contact SMcG to arrange for team to come in September.</p> <p>Sept – CP will ask Mrs Adams to contact SMG ASAP.</p> <p>Oct – No word from Mrs Adams. SMG said her team are very keen to help the school and if not in the garden, can help in other areas. CP will take this up.</p> <p>Nov – CP confirmed that Mrs Adams is aware of offer of help and now that funding is place for shed will be in a</p>	<p>Catherine Penman / MTJ / P Adams / Susanne McGregor</p>		LIVE	Sept 2012

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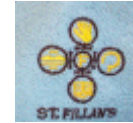


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	<p>position to take up the offer soon.</p> <p>Dec – CP confirmed school has received more money to develop outdoor learning. Assistance more likely to be needed in Spring. Item to remain on tracker.</p> <p>Jan – Council coming to school to advise on best position for shed/storage areas etc. so items progress in spring.</p> <p>Feb – Council have visited site and positioning is proving difficult but CP hopes to resolve issues with Council in due course.</p>				
<p>CONTINUAL UPDATES ON WEBSITE INFO (8)</p> <p>This will be permanent action to ensure continually reviewed and managed effectively.</p>	<p>This in the past has been a resource issue, however we will attempt to address content and maintain more regularly. Communication has been a reoccurring issue and is actually a resolution to many of the other issues raised. The following improvement actions have been suggested in the first instance to address :-</p> <p>Sept - Head Teacher develops a weekly blog, outlining all school updates including achievements, updates, issues, requests etc. This was launched and continually updated – everyone needs to promote .</p> <p>Oct - PC conduct a review of internet content to highlight content out-of-date ; info missing etc</p> <p>Nov - Review conducted and info refined – this is ongoing activity and will remain a resource issue. PC will endeavour to highlight areas of concern/out of date with school and assist where possible. Headmasters Blog continues weekly and provides valuable information of interest to parents / children.</p> <p>Jan – reviewed and most in good order – areas such as Letters / calendar are out of date.</p> <p>Feb – All updates will be conducted when Gateway address web publishing issues.</p> <p>Sept - All asked to review website and notify AH of any amendments required.</p>	<p>Audrey Harrison / Ms Nugent / PC</p>		LIVE	On going

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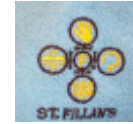


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	<p>Oct – Website up to date and will be continually monitored.</p> <p>Dec – as above – monitoring continuing.</p> <p>Jan – In response to feedback this item to remain on tracker and parents to be informed of all methods of communication with the school and PC and be asked to make suggestions for other means of communication that they would like.</p>				
PRAISE CARDS	<p>Sept - This is a great initiative which the school could implement and encompass many areas of improvement ie. Healthy lunch boxes; punctuality; uniform; achievements etc. JH to present to staff.</p> <p>Apr – this will be carried over to new term and discussed with new HT</p> <p>Sept – Part of CP’s review of school. Plan to introduce Sharing Success Assemblies.</p> <p>Oct – Item on hold as part of CP’s review of school.</p>	Catherine Penman		ACTIVE	Oct 2012
BIKE SHED / SHELTER / MORE SPACE FOR BIKES / SCOOTERS:	<p>JH will ask the JRSO to ask if having bike sheds would encourage more kids to bring bikes. There is a cost element to installing sheds which should be considered.</p> <p>Nov - New JRSOs to survey children and cost rails/sheds. Funding to be investigated with South East Area ; Glasgow Life and Community Action</p> <p>Jan - £100 donated by Daniel Cawley – Football “B” team Funds – Bid/application has been submitted - 1st mtg planned early Feb</p> <p>Feb – Mtg to hear if application successful planned 8th March.</p> <p>Apr – Further meetings planned during May to hear if successful with application.</p> <p>May – No word yet on bid to South East Area Forum for cycling railings.</p> <p>Sept – EN chasing outcome of bid. Would like to try to</p>	Catherine Penman / Ms Nugent/ Audrey Harrison		CLOSED	April 2013

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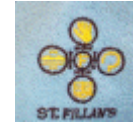


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	<p>get funding for cycle shed. CP will look into funding and Councillor Margo Clark to be approached also.</p> <p>Oct – c/f to next month.</p> <p>Jan – CP will contact local authority who will be able to put her in touch with appropriate supplier. AH will contact Margo Clark again to see if any funding available.</p> <p>Feb – May be difficult to erect bike shed but CP investigating. AH waiting for reply from Margo Clark.</p> <p>Mar – item to be included in AH's letter. CP confirmed playground marking for cycling proficiency planned for following week.</p> <p>April – markings completed. No funding available. Item closed.</p>				
PARENT QUESTIONNAIRES	<p>Apr – it was agreed that we should review and update our Parent questionnaire in line with HMI surveys to ensure we get effective feedback and act accordingly.</p> <p>May – Separate questionnaire based on HMI one to be distributed via school work trays on parents night. Question on faith to be added to questionnaire. AH to draw update both questionnaires and have available for 22 May.</p> <p>June – Positive feedback received and AH will draw up summary of replies for new term.</p> <p>Sept – AH will issue report week ending 7/9/12.</p> <p>Oct – AH apologised and will issue report asap.</p> <p>Dec – Feedback from Nov being now collated.</p> <p>Jan – Report to be published on website and CP to advise its availability.</p> <p>Feb – Report now published on website.</p>	Audrey Harrison/ Catherine Penman		CLOSED	Oct 2012
PARENTS CONSULTATION EVENINGS	<p>Sept – All relevant documentation should be prepared and printed off for all visitors.</p> <p>Nov - SMcG/SD will man the PC stand 13th Nov 6-8pm AMcG/AH will man the PC stand 14th Nov 3.15-5.15pm</p>	Suzanne McGregor/Stephen		CLOSED	Nov 2012

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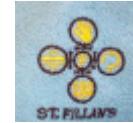


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	Not appropriate for MB to man stand on 13 th Nov so MM offered but subsequently unable to do so. SD offered his assistance. Dec- Evening attended – action closed.	O'Donnell Audrey Harrison/Anne McGinley			
UNIFORM	Sept – PC questionnaire to be revised to include Uniform Consultation of the wider parent forum by Nov Parent Meetings, 13 and 14 Nov. Oct – CP to find questionnaire used at previous school and adapt with AH for use at parents evenings. CP spoken to Tom Brown of Trutex who will run St Fillans stock down until standard uniform established. Nov – CP circulated questionnaire and AH agreed to put this on reverse of PC questionnaire for Parents meetings 13/14 Nov. Samples of uniform will also be on display. CP confirmed the school had received £800 from Trutex for items purchased with school badge. Dec – Questionnaires issued – action closed.	Audrey Harrison / Catherine Penman		CLOSED	Nov 2012
SHARED HOME WORKING	Oct – Item on hold until CP and staff review. AH to remove from website. Nov – removed from website.	Catherine Penman / Audrey Harrison		CLOSED	Nov 2012
HEALTHY TUCK SHOP	This is an initiative that has previously been introduced by P5 and the Eco group. It will be presented to appropriate staff and Eco Group for progress. Nov – Ms Mills to implement a similar reward scheme for PE activities – Ms Nugent to follow up. Jan – Ms Nugent to follow up with Ms Mills Feb – Ms Nugent to follow up with Ms Mills Apr – This will be set up during Health week wc 11/06 June – Health week taking place (week 11/6) however no healthy tuck shop but lots of other healthy options on offer. Sept – difficult to do healthy tuck shop in school of this size but CP will speak to Cordia about options available.	Catherine Penman / Ms Mills		CLOSED	Oct 2012

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	Healthy snacks and other options to be looked into with possibility of Pupil Council taking on the initiative. Going forward making healthy snacks school policy. Oct – Cordia running healthy tuck shop and is proving very successful.				

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