



**Troqueer Parents and  
Friends Council**



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**TPFC AGM WEDNESDAY 9 September 2020**

**Via Microsoft Teams at 5.30pm**

**MINUTE**

**Attending: Kirsteen Macintyre, Nancy Torbett, Itziar Goiriena, Mary Terrace, Laura Whitelaw, Lisa Muirhed, Nikki Cameron, Joanne Russell, Nicola Neilson, Martin Armstrong, Alistair Bloxham, Kirsty Peden, Gillian Walker, Emma Brooks, Nicola Kennon, Lisa Crosbie, Councillor Ian Blake, Liliana Savin, Elspeth Scade, Lynn Wilson, Annie Johnson, Lyn Gordon, Lesley Stevenson, Sarah Kirkpatrick, Jenny Law**

**Apologies: Councillor Davie Stitt, Councillor Rob Davidson, Elisabeth Irving, Lisa Renwick**

**Welcome by Headteacher**

**Martin Armstrong thanked the parents for their overwhelming response to his call for new members and welcomed them to the meeting.**

**1. Report by Chairperson – Laura Whitelaw**

**Laura advised that we had held 5 formal meetings during the 2019/20 session. She commented that there had been a good use of sub-committees in the past year which had allowed a good division of labour re the work of the TPFC. She followed the objectives in the TPFC Consitution in her report and highlighted the following achievements:**

**Partnership with school and local community to create welcoming inclusive school**

**-Free entry for pupil equity fund pupils to disco and ceilidh**

**-Drafting of a TPFC child protection policy**

**-Supporting the school with the excellent 10<sup>th</sup> Anniversary Celebrations**

**Promote partnership with school, pupils, Parent Forum and community**

**-TPFC funded annual cost of school app to assist with communication**

**-Better use of TPFC school web page for posting minutes/info re TPFC**

**-TPFC dedicated email account**

**-Detailed minutes shared with parent body (thanks to Kirsteen Macintyre)**

**-Obtaining feedback from parent body at TPFC events (thanks to Kirsty Peden)**

**-Funding of the initial purchase of the upcycle plastic planters to assist recycling project**

**Develop and engage in activities which support education and of pupils and represent parents' views on education and welfare**

**-TPFC gave full response to the D & G Council budget consultation with regard to Education spending**

**-Laura Whitelaw attended at the umbrella group, Dumfries and Galloway Parent Council Forum**

**-TPFC gave feedback to the school on anti-bullying policy**

**-TPFC gave feedback on change of school reporting arrangements to parents**

**-P7 leavers gift contribution/P1 welcome gift, homework book bag**

**-purchase of dyslexia friendly books funded by TPFC**

**-TPFC feedback on home schooling leading to use of audio chats**

**-recorders purchased by TPFC for school music group**

## **Fundraising**

**Several events were held over the last year – Halloween Disco, Valentines Disco, Christmas Raffle, Ceilidh.**

**TPFC promoted the Standing Order option to allow families another way of contributing to TPFC funds which has been taken up by several families**

**The Sponsored Run and Barbeque had to be cancelled last term due to the lockdown restrictions. Laura reminded the incoming Committee regarding the obtaining of a Gambling Licence/Alcohol Licence for appropriate events in future**

**Laura thanks Martin Armstrong and Nancy Torbett for their support to her as chair. She also thanked her fellow TPFC members and the Local Councillors for their excellent support.**

## **2. Treasurer's Report – Mary Terrace**

**Please see the separate full report for details.**

**Mary advised that the 2018/19 accounts had been approved by the auditor. The 2019/20 accounts were due to be audited shortly.**

**Mary has kept the last 6 years' worth of accounts for tax purposes and these can be handed to the incoming treasurer.**

**She confirmed that we had internet banking in place which allowed for easier payment of bills.**

**Mary offered to advise the incoming treasurer if they had any questions regarding the role.**

**There was a question regarding the feedback from pupils in relation to the M & M theatre production as this was one of the biggest items of expenditure last year. Martin confirmed that the feedback from pupils was very positive and that it was more cost effective to pay for the Theatre Company to come to the school rather than transport the children by bus to the Crichton/Bridge.**

## **3. Selection of new TPFC Members**

**The following persons put themselves forward and were accepted as new Committee Members for the 2020/21 Session:**

**Kirsteen Macintyre, Lisa Muirhead, Lynn Wilson, Joanne Russell, Gillian Walker, Elspeth Scade, Nikki Cameron, Nicola Neilson,**

**Liliana Savin, Annie Johnson, Lesley Stevenson, Itziar Goiriena, Lynn Gordon, Alistair Bloxham, Sarah Kirkpatrick, Nicola Kennon, Lisa Crosbie, Kirsty Peden, Jenny Law**

#### **4.Selection of the Office Bearers**

**Chair Person: Lisa Muirhead – proposed by Kirsteen Macintyre and seconded by Joanne Russell**

**Vice Chair :Lynn Wilson – proposed by Kirsteen Macintyre and seconded by Joanne Russell**

**Treasurer: Gillian Walker – proposed by Kirsteen Macintyre, Seconded by Lynn Wilson**

**Secretary: Kirsteen Macintyre – proposed by Lynn Wilson and seconded by Lynn Gordon**

**Communications Secretary: Joanne Russell – proposed by Kirsteen Macintyre and seconded by Lynn Wilson**

#### **5.Approval of Accounts/Appointment of the Auditor**

**It was noted that Bobby Beg has kindly audited the accounts free of charge in previous years. It was noted that the grant received from Dumfries and Galloway Council can be used for specific administrative purposes and payment of an auditor would be allowed should Bobby Beg wish to provide a fee note for his services.**

#### **6.Matters arising from last minute 12.06.19**

**(a)Standing Order Letter. Laura explained that the Council had some concerns regarding the wording of the letter which had been addressed. Martin wanted to double check with the Education Department that they were satisfied with the changes made, and that being the case, the letter would again appear on the website and app shortly.**

**(b)MUGA – Martin explained the background as to why the MUGA was currently subject to very limited use. The surface in the MUGA requires to be renewed and becomes slippery when wet. Part of the surface has undulations in it and the MUGA was closed after one child was injured. TPFC wrote to the Council's Facilities Manager urging the early completion of works to allow it to be fully re-opened. This was followed**

up by representations from the Local Councillors who attend TPFC. The site has been inspected by the Council's Facilities Team who have agreed the surface requires renewal. This work is in a queue and will be attended to by the Council in due course. In the meantime, it has been established that the MUGA can safely be used as part of the playground for non-PE activities. One third of the surface of the MUGA is less affected by undulations and has been judged to be useable for PE activities. Kirsty Peden asked for a timescale to be given for these works. Martin agreed to contact the Council and feedback on this point.

**(c) Trim Trail/playground games /outdoor shelter– donation agreed**

The last committee had wanted to make a donation to the school in relation to upgrading of playground facilities which would benefit all children. Martin advised he would consult with the Children and see what their views were. The figure of around £1,000 had been discussed by the last committee, but it was up to the new committee to make a final decision in due course. In relation to the trim train, Martin confirmed that the Council has agreed to pay for the maintenance works required even though this had not been installed by the Council. This work was due to be done soon, which would lead to the trim train being re-opened. Everyone welcomed this good news.

**(d) P7 leavers gift**

As the P7 leavers party could not take place in June, TPFC decided to provide the leavers with a gift voucher for Mrs Howat's and this allowed them to purchase a slushy & cake. The feedback from the children was very positive. There is still a small amount set aside in the TPFC account for the former P7s if they are able to have a get together at some point, but this is looking less likely due to the current Covid situation.

Laura advised that in previous years a fixed amount has been agreed to gift the P7s upon leaving which they can choose to spend as they wish. This has been the simplest way to deal with this matter. The TPFC contribution to the refreshments at the leavers' ceremony is in addition to the gift.

**(e) update re grant spending**

**Martin was able to confirm that almost all of the grant money had been spent and that he will prepare a report on this spending and provide it to Kirsty Peden as required.**

**(f) P1 Gift /Book Bag**

**New P1s this year had been gifted a School Bookbag by the TPFC as a welcome to the school. It was recognised that they had not received the usual induction due to the lockdown. This was well received. Lynn Gordon asked whether similar expenditure occurs for the nursery children. It was noted that the nursery has previously been provided with funds to purchase waterproof outdoor suits for the children. It was a matter for the new committee to decide on purchases going forward.**

**Retiring Committee Members left the meeting at this point**

**7. Discussion of any issues raised by the Parent Forum – no items raised at this point.**

**8. Headteacher's Report – Martin Armstrong**

**-Lockdown**

**Martin advised that when the Covid19 outbreak took hold in March 2020, it felt as if the profession had been turned on its head. The school had to run with a skeleton staff for a period due to some staff shielding. He is very proud of how his staff coped during this period**

**During the lockdown, staff really stepped up and provided excellent support to pupils' learning at home. Cathy MacKenzie prepared a video which was submitted to the Education Scotland Blog. Martin has been asked to speak at a Conference involving Dumfries and Galloway and the Ayrshire Authorities, known as the South West Education Improvement Collaborative, regarding the school's provision during lockdown and the transition back to school.**

**-Return to school**

**Since the return back to school, his priority has been to help the kids to settle. Most children have settled in well, however, some have fallen behind academically and some have struggled with group environments and sharing.**

**Staff have been working through the “Emotion works” programme with pupils.**

**Pupils are divided into “bubbles”. This has not been without challenges and Martin, Nancy and Lisa Ashton have set side time to speak with pupils and find out how they are doing. Routines are being tweaked as they go along. This week saw the first online school Assembly with Martin remaining in his office, but the children could see him on screens.**

**Much of Martin’s time is spent managing and assessing risk within the school due to Covid19.**

**There have required to be some changes to guidance which has been circulated. Martin thanked parents for their patience and bearing with the school at this time.**

### **Budget**

**There has been a significant drop in all school budgets as the Council’s budget has been squeezed due to the requirement to fund the Covid19 response. It will be a difficult year for the school financially.**

### **Going forward/thanks**

**Martin was hopeful that the present system could be sustained, but did not rule out the possibility of future part time, blended learning or local lockdown if this is determined by Central or Local Government.**

**He noted that the school was at a point in its history where it can redefine itself as a leading light in the local community. He offered his full support to Lisa and Lynn as they take on the new roles of chair and vice chair. Martin also thanked Laura and Mary for their past contributions to TPFC as well as the continuing members. The school needs the support of the parents to succeed.**

### **9. Cyber Resilience and Safer Internet Course**

**Joanne Russell advised that this has not been re-scheduled after lockdown. It will not appear on the agenda again and Joanne can raise any information in future if the course takes place.**

### **10. Letter regarding teaching of RSHF teaching in school.**

**Kirsteen Macintyre advised that this correspondence had been circulated to last year’s committee in the summer term. The writer**

was critical regarding the RSHF curriculum produced at central government level. There was no appetite to respond among members who had read this letter. The issue appeared to be one which the writer would be better raising with central government rather than individual parent councils. Any new TPFC members who wished to see the correspondence to advise Kirsteen, who would email it to them for information.

#### **11. Fundraising.**

(a) It was noted that the sponsored run had been cancelled last term. Martin advised that it might be possible to allow this to proceed in “bubbles”. He needed to risk assess the activity and contact Park Farm regarding availability of the space.

(b) Other fundraising activities were suggested namely:

-Design Christmas Cards for selling

-Christmas Raffle

-Individual fund raising, collecting £1 coins in tubes

It was agreed these would be further discussed at the next meeting.

There was a request from an external club for the school to have a non-uniform day in support of their funds. TPFC members were concerned that other clubs might also request fundraising events and that might affect fundraising events for the school. It was noted that for some families, this is a difficult time financially.

#### **12. AOCB**

##### **Future Communications**

It was noted that the TPFC Whats App group had been heavily used last year and some consideration would need to be given to communication methods going forward. This was to be discussed at the next meeting

Lisa asked members to consider what sub committees we might want to form at the next meeting

Next Meeting:

This was agreed as Wednesday 30<sup>th</sup> September at 6pm via Microsoft Teams



**Draft Future Dates for rest of 2020/21 Session**

**30<sup>th</sup> September 2020**

**18<sup>th</sup> November 2020**

**20<sup>th</sup> January**

**17<sup>th</sup> March**

**12<sup>th</sup> May**

