



ST.MACHAN'S
PRIMARY SCHOOL
EAST DUNBARTONSHIRE

St Machan's Parent Council Minutes

Date: Wednesday 6th May 2026

Place: St Machan's Primary School

SMT Attendees: Angela Murray, Rebecca Momoh

Attendees: Paula Miller (Clerk), Eilidh Bradley, Erran Miller, Caroline Allan, Vincent Jeannin, Kirsty Gallacher, Lynsey McKenna

Apologies: Jenny O'Grady, Cheryl Lang, Juliet Shaw, Deborah Hart, Jodie Alexander, Suzanne Lennox

AGENDA

1. Welcome and apologies
2. Approval of Minutes
3. HT Report
4. AOB
5. Date of Next Meeting

MINUTES

1. WELCOME

No chairperson or vice chair so Erran Miller stepped in for this meeting. Erran welcomed everyone.

2. APPROVAL OF MINUTES

Minutes approved.

3. HT REPORT

Angela Murray

Parent Council Constitution

There is a constitution for PC, it is from January 2020 so needs updated going forward. Connect can offer advice to PC on how to move forward and give general advice as needed. The meeting is for PC and HT attends to give an update and is there in an advisory role, it is not a Q&A session and not to be used for 1-2-1 enquiries, if any issues needing raised please contact the school office to arrange a call or meeting with the senior leadership team.

PVG

We only have 3 helpers with a PVG through the school – if the PVG is applied for through the PTA it is free then this can be updated for use in the school for £20.

Summer Trip

This will be to Blair Drummond Safari Park. P1-P4 will go on Tuesday 16th June and P5-P7 on Wednesday 17th June, this has to be split this year due to shortage of PVG helpers

Newsletter

This has been working well through SWAY, Miss Bradley will be doing class updates. We will seek feedback on whether to have a weekly or monthly newsletter.

Staffing Update

I am delighted to be appointed as Head Teacher of St Machan's, it is a great privilege.

Ms O'Donnell has been in P6M for the past few months. At our last meeting, we had announced that she would take on the Support for Learning role, and we had begun training her to assume the nurture teacher position. However, due to further absences within P6M, she stepped into the class teacher role. For continuity and to minimise further disruption to the class, she has remained in this position.

Ms Hemming remains absent from school and is hoping to return shortly - this will be a phased return to work.

Mrs Sewell who was our supply SLA has now left. We are delighted to say that we have a new supply SLA for 3 days a week (Elaine Baker) until Mrs MacQueen returns. She started today.

Wellbeing

We continue to reinforce high expectations and consistency around behaviour, both in classrooms and across the school.

All staff have engaged in training over the past few months on de-escalation strategies and restorative practices. Staff have been provided with lanyards which encourage the use of de-escalation practices in the moment and restorative practices after any incidents.

We have worked with staff, pupils and the pupil focus group to create consistencies and expectations around behaviour. This has been pulled together to create a behaviour blueprint. We have a pupil and adult version which will be shared with pupils at the next assembly.

The last few months we have been very much engaging with strategies and approaches. Visuals have been created to support staff and pupils and have been displayed across the school. The next step will be to continue promote and embed these- this takes time and collective responsibility.

Achievements

Last week we introduced our first Wider Achievement Assembly – this will be on a monthly basis. We continue to celebrate success in different ways

- School Values-now going to tie this up with tea with SLT
- Relentless Routines – Reward Groups –
- Meta Skills – certificates

Houses

We have just recently started new House System and I am working with House Captains to agreed points, rewards etc. (extra playtime) This year the focus has been to establish the House System and get the systems and processes in place.

All of the work we have done on wellbeing/ rewards etc. will be pulled together to create our new Positive Relationships Policy, which we hope to share at the next Parent Council Meeting.

Learning & Teaching

The focus this term has been on a few key features of effective teaching – Learning Intentions and Success Criteria (LI/SC) and Differentiation.

- LI/SC- We have did basic spotlight training on this, what effective ones look like etc.

Effective learning intentions and success criteria help children understand exactly what they are learning and what a successful outcome looks like. Research shows that when pupils know the purpose of a task and the steps to achieve it, their confidence and progress improve because they can recognise their own success and identify next steps.

Differentiation – We have done some training on differentiation

Differentiation means teachers adjust tasks, support and expectations so every child can learn at the right level for them. It's an effective teaching tool because it ensures children are challenged appropriately while still feeling confident and supported.

Teachers have been asked to plan a test of change in relation to differentiation – to plan using various differentiation strategies, measure the impact on learners and share with colleagues.

Partnership Working

Liturgical Events

We have been working closely with Canon Bath in preparation for all of our Sacraments in the last few months, with successful and respectful Reconciliation and Confirmation Services. Communion will take place at the end of May.

Mr Thomson - Music

P4-P7 pupils are currently taking part in additional singing activities with Mr Thomson. They are learning songs from the Greatest Showman and there will be a performance in June to showcase the work they have been doing.

Active Schools

It has been a very busy few months with lots of Active School's festivals for our P6 and P7 children.

Active Schools have started a family mini fit club after-school. It started this week, with a few families attending – we hope to get some more as the weeks go on.

Our P6 children have been trained as Playground Leaders and Active Schools are supporting the introduction of this at lunchtimes.

Family Learning Assistant

Mrs McClelland, our Family Learning Assistant, continues to organise a range of activities to support families including a homework club and family learning sessions. She has also coordinated visits to local care homes and the library this term, giving pupils meaningful experiences within the community.

Mrs McClelland is supporting a family growing programme 'New Roots' for a few individuals – this will take place fortnightly at Lennoxton Primary.

Newsletter

I introduced our new digital newsletter a few months ago, using SWAY. I am hoping that this begins to give some insight into school life and it will continue to evolve- I hope you enjoyed our first ever podcasts, thanks to Miss Bradley. I will seek feedback in the next couple of weeks.

Communications

We have had to review how we are communicating with Parents. Following a budget review at the end of the financial year, we have been found to be significantly over budget in the use of texts – this cost has impacted our school budget quite significantly and it is not viable to continue working in this way. Communication will mainly be through email, with occasional text reminders to be sent.

Rebecca Momoh

Update for parents – Pauline McClelland our Family Learning Assistant will be at our coffee drop-ins in May and June, this is an opportunity for an informal chat with her. Hopefully we will have guest speaker's next term. Our Fairtrade pupil voice group will also be having a coffee morning soon.

Feedback from the last coffee drop in about where/when to meet, time of day etc. - Wednesday is a popular choice and twice a term is a good amount, would like it to be informal or to see the children perform but also spelling café for example. Looking at the possibility of an evening slot for parents to attend after work. Linking in with the Hive for opportunities within the school, art club starting next week P1-3 with an exhibition at the end – possibility of getting Sandra in to speak to parents to promote the Hive.

4. AOB

Sports day Thursday 4th June. Last few years this has been races and potted sports, parents like to see the more competitive races. HT will speak to staff to see if can change things up regarding races etc. Possibility of having a tuck shop at sports day.

P4 Holy Communion is on the Saturday then the families have to go back on the Sunday to have the breakfast and the certificates – can this be changed back to the communion breakfast on the Saturday? This change came from feedback from parents who wanted the next day due to family celebrations on the Saturday straight after the communions. HT will discuss with Canon Bath but may not change for this year due to short notice, office will call Canon Bath to discuss.

Lynsey mentioned an app called Easy Fundraising shopping and subscribe to app – Mrs Thomson in the office is aware of this app and will look into this. Rebecca Momoh is also aware of the app from her previous school.

5. DATE OF NEXT MEETING

To be arranged.