

Harestanes Primary Parent Discussion Forum

Minute of Meeting

Held in Kirkintilloch High School on Wednesday 12 November 2025

Present: Mrs Jillian Grant (Head Teacher)
Michelle MacDonald (Chair)
Michelle Meechan (Vice-Chair)
Heidi Cochrane (Acting Depute Head Teacher)
Hebe Clark
Caroline Halkett
Keri Khan
Kathryn Pollock
Lisa Reynolds
Katie Montgomery

1. Welcome

2. Apologies

Apologies were received from Councillor Aiden Marshall, Councillor Stewart MacDonald and Mrs Donna Male.

3. Minutes of the last meeting

Minutes of the last meeting were adopted as being correct by Mrs MacDonald and seconded by Mrs Meechan.

4. Matters Arising

There was no business arising from the Minutes.

5. Councillors Update

As there were no Councillors present, there was no Councillor's update.

6. HT update

Mrs Grant advised she was delighted to be attending the Parent Discussion Forum as Harestanes newly appointed Head Teacher and was looking forward to working with the Parent Council to take forward some important matters this year. We are looking for consistency and to embed a positive community culture in the school. Mrs Grant advised that the start of 2025-26 session has been positive and the pupils have had a successful term 1 and 2 so far.

Meet the Teacher event provided very good positive feedback and she looks forward to welcoming parents to Parents Evening on 20 November.

Staffing

As advised, Mrs Grant has now been appointed as the permanent Head Teacher. The Depute Head Teacher post will be advertised in due course but Mrs Cochrane will remain in post as Acting DHT.

Mrs Rodger has been appointed as additional teachers for 3 days and will deliver targeted upper school Nurture support for individuals and small groups.

We have some staffing challenges in our ELR as the PT, a Class Teacher and an SLA are all absent. Mrs Gormley and Mrs Lawson are covering the additional days in classes however there is currently no PT and Mrs Grant and Heidi are supporting the ELR as much as possible.

Mrs McParland and Mrs Rodgers are providing additional cover for staff to ensure smooth running of the ELR

Mrs Baker, Supply SLA is also with us 3 days as the authority has no supply SLA's available to cover 5 days.

Breakfast Club

We started a Breakfast Club on 10 November. This is funded by EDC through Scottish Government with 20 places available. Mrs Summers and Mrs Padda lead this project and the Club runs from 8am - 8.50am in the Cooking Kitchen. Breakfast menu changes regularly and the children can play games and there are quiet activities available.

Whole Family Wellbeing Fund

This is a targeted service rolled out further in Kirkintilloch, Lennoxton and Milton of Campsie. The service is self-referral or school referral. It provides a range of EDC and third sector support, including Social Work, local area coordinators and youth workers. A representative will attend Parents Evening to share more information and be available to discuss supports.

Family Engagement & Learning

So far we have held the following events in school:-

Meet the Head Teacher/Depute Head Teacher
Meet the Teacher
P1 Family Learning Bake me a Story
P1-3 Bedtime Stories
Reading Assembly

Moving forward we plan to hold the following events:-

Sharing the Learning Assemblies
Parents Evening
P1 Book Bug session
P2 & P3 Read, Write Count sessions
P4 Beat Buddie Showcase
P4-7 Bedtime Stories
P7 Transition Family Learning
P1-3 Nativity

Communication

New Newsletter format has been put in place and this along with weekly Magic Moments are issued regularly. The school diary is also issued weekly and important school dates have recently been circulated.

Mrs Grant advised she will be seeking feedback on these methods of communication to see what is working and what else is required. Mrs Grant is aware that engagement on Teams is low.

School Improvement Plan

UNCRC - we are currently working towards gold rights respecting school award. Refresh of Vision Values and Aims and creation of a Relationships Policy for the school.

Staff consultation on Vision, Value and Aims complete.

Parents Evening will provide opportunity for parents to be consulted on vision, values and aims. Possible use of a focus groups of parents.

Circle - Using the Circle to support participation for all children.

Writing - Exploring effective teaching of writing, looking at the North Lanarkshire approach and PM Writing. We will create a bespoke programme that meets the needs of our children. Miss McGoochan is our PEF funded teacher and she is working with targeted individual and groups as well as team teaching in class. Mrs Cochrane advised that the school was looking to set up working groups to improve writing and assessment of writing.

LCFE - Ensuring consistency in our learning environment to support all of the children to be able to access resources and learning.

7. Chairpersons Update

Mrs MacDonald advised that she had contacted the Authorities Parent Involvement Officer to provide assistance with PVG's and she would advise the Forum should she hear further from them. Mrs MacDonald is keen for the Parent Involvement Officer to attend a future meeting. Mrs Meechan advised that she did have a PVG.

8. AOCB

Mrs Halkett advised that the PTA Christmas Fayre raffle tickets are ready! Teddies for the tombola are starting to arrive and they need washed before the Fayre. Fayre forms and teacher helper form will be looked at and prepared. Tombola Tuesday is on 18 November. Sorting days will be on 1 and 2 December from 5pm. Mrs Halkett has cups etc. for the Fayre and discussed the purchase of cakes/biscuits with Miss Clark and Mrs Reynolds. Mrs Halkett advised the disco raised £373 but expenses still require to be deducted. Mrs Halkett will prepare the floats for the Fayre. Set up for Fayre on the day from 1.30pm for school staff, 3.00pm for parent helpers. Stallholders get access to set up from 6.00pm.

Mrs Grant advised that at present the School Fund has approximately £6,936.00, however the following expenses are due to be incurred:-

- Christmas Tree
- Refreshments for Nativity

- Santa gifts for P1-3
- Refreshments for Christmas parties
- Prizes for Christmas parties
- Christmas craft to sell at the Fayre

Mrs Grant also advised that the school is looking to purchase a Bluetooth speaker for use in the playground.

It was decided that the Valentine's Disco will be held on 12 February 2026. Ms Clark offered to deal with crisps and juice for this event.

9. Date of the next meeting:

The next meeting of the Forum will be held on Tuesday 3 March 2026 at 5.45pm within Harestanes Primary.