

Dunoon Primary School
Dunoon Parent Support Network (DPSN)
First Meeting - 21 April 2026 (6pm-7.30pm)

Meeting Minutes

Attendees/ Apologies

Attendees (10)	Apologies (7)
Ben (chair), Hayley (secretary - job share), Yetunde D, Cheryl, Monique, Susie, Beth, Susan M (Deputy Head), Brenda (Head Teacher), Natasha M (parent forum)	Eilidh, Emma-Louise (secretary - job share), Efrat, Katrina, Caroline (treasurer), Susan B, Laura R,

Interpretation

“Dunoon Parent Support Network (“DPSN”)” – includes the parent council (“PC”) & Parents Teacher Association (“PTA”) of Dunoon Primary School (“DPS”).

“Parent Council” – role is to support the school in its work with pupils and parents. Represent the views of parents, promote contact and communication between the school, parents, pupils, the community, nursery and other providers. Report to the Parent Forum.

“Parent Teacher Association” – functions as a sub-committee of the parent council, operating independently but has representation at parent council meetings.

1. Housekeeping & Introductions

Ben welcomed everyone

2. DPSN Constitution

Ben informed that draft constitution has been completed and asked everyone to forward emails to him to allow him to issue constitution for comment. Once draft agreed with DPSN, it will be shared with parent forum for comment.

3. Standing Item: Headteacher’s Update

a. School policies revision

*Updated relationships policy sent to all parents who were asked to pass on any comments or suggestions. No responses received yet. Missing Child in School policy – feedback from Parent Council (PC) members will be sought before distribution to the parent forum (**Action – Brenda to share Missing Child in School policy with PC**). Ben advised that adding a deadline for comments in the notification to parents would help with response rate. Brenda suggested putting the Draft policies on the DPS website and sharing a link to that would help with ease of access.*

b. Attainment data – update

Brenda explained to DPSN about the Curriculum for Excellence levels and expected timescale for achieving Early Level, First Level & Second Level. Brenda explained the meaning of ‘on track’, ‘working towards’, ‘not on track’ and ‘exceeding expectations’. The data from the three progress uplifts each session was explained in terms of all pupils in Dunoon Primary being included in this. When data is filtered to only include the pupils following a Curriculum for Excellence pathway, we are mainly on par with Argyll & Bute and Scotland. Reading and Writing are ever so slightly lower. Future school improvement work to include improvement in reading and writing attainment. Parent Council will be part of this process, including gauging wider parental engagement in reading and helping to improve this. (Action – Brenda to share request for DPSN to aid development of reading & writing improvements).

4. Standing Item: Treasurer’s update

Treasurer not in attendance.

a. *Bank account registration update:*

No account set up yet. Email address associated with Parent Council seems to be causing the issue. Bank account needs to be set up asap.

b. *Account balance detail:*

No information.

5. Parent Council – AOB

a. *Pupil reports level of detail:*

Ben shared his concerns around the length of termly reports and the associated workload issue for teachers, suggesting that by reducing length of reports it would free up teacher’s time to aid learning in the classroom. Ben asked other members for their opinions on this. Views – (1) Very informative, (2) Like hearing about progress made, (3) Possibly using bullet points, (4) Effort & behaviour should be included.

Brenda explained the idea behind termly reports. They should be succinct and only based on progress made within that term and linked to the targets outlined for the term. Staff will discuss the above points and create an alternative reporting format which will be shared with DPSN members early next term for discussion (Action – Brenda to share proforma early next term for comment).

b. *Separation of PTA meetings from the PC.*

Ben suggested PC and PTA meetings are separated following a discussion with Monique querying more frequent PTA meetings and allowing for more fundraising opportunities. A vote took place and all agreed to a separation between groups. Susan nominated Monique to become the PTA chair and Cheryl seconded. The PTA chair will represent PTA updates at future PC meetings. At the next AGM (November 2026), all parents will be asked to indicate which groups they wish to join. Existing PC/PTA WhatsApp group will be dissolved at the end of this session and separate groups set up next session.

6. Standing Item: PTA committee update

a. *Ceilidh success and outcomes (Caroline) – n/a*

b. *School trips using pupil bus passes (Susie)*

Inverary an option. Children can use bus passes and are free. Adults are capped at £2 for a single. Bus to Inverary at 8.54am, arriving at 10.01am. Return 2.17pm arriving home at 3.22pm.

c. Playground grant funding exploration (Caroline/Cheryl)

Tesco and Greggs provide grants. Plans, costs and timescales need to be very specific for this funding.

c.(i) Climbing frame at Kirn (Susie)

No further information on climbing frame. It was installed when Kirn Primary School was built and nobody seems to have information around this.

d. Upcoming events and plans (Monique?)

School ties for P7 leavers to be purchased and a bank transfer to be made.

7. PTA - AOB

School Photographs 18th and 19th May.

Next fundraising event – Summer Fayre during week 8th – 12th June. PTA Meeting to discuss 5th May @ 6pm.

8. Actions from last meeting

~~DPS-DPSN webpage update – actioned (Ben)~~