

SOUTH MORNINGSIDE PRIMARY SCHOOL

SOUTH MORNINGSIDE PARENT COUNCIL

Draft minutes of the SMPC AGM held on Monday 12th September 2016 at 6.45pm in the main hall.

Total Attendees: (50)

Parent Council Members (20)

Craig Hilton (Chair)	Kirstin Beard
Susanna Waller (Secretary)	Lesley Macniven
Chris Hebden (Treasurer)	Sheri Wallace
Miriam Jackson (Finance)	Ellie Trotter
Noelle O'Doherty (MCC)	Hazel Little
Alan Rehfish (Transport)	Jenny Sheill
Olly Headey (Comms)	Brian Sharp
Deborah Murphy (Comms)	Michael Urquhart * (Head teacher)
Kathy Gillies (Clubs)	Susan Morgan * (Deputy Head Teacher)
Anotnia Hynd (Playground)	

Parent council made up of 17 Parent Members plus 2* non-voting staff members

Guests (30)

Wendy Bleazard (parent)	Ruth Campbell (parent)
Victoria McCafferty (parent)	Jay Miles (parent)
Emma Cunningham (parent)	Joss Watson (parent)
Jude Balfour (parent)	Rejwanul Haque (parent)
Jeremy Balfour (parent)	Colin McRae (parent)
Richard Atkinson (parent)	Karen Richmond * (DHT and Playground)
Chris New (parent)	Arne Strid (MCC Chair)
Nina MacFarlane (parent)	Anna Carson (parent)
Aga Morrison (parent)	Louise Wright (parent)
Jonny Morrison (parent)	Kirsten Pennie (parent)
Kate Forster (parent)	Hannah Williams * (Nursery Teacher)
Jenny Melvin (parent)	Jill Elliott (parent)
Lizzi Kenrick (parent)	Amy Woodhouse (parent)
Kirsty Fox (parent)	Priyanka Gilmore (parent)
Jane McGauley (parent)	Merav Gardi (parent)

There wasn't a full register taken of attendees on the night so there maybe people missing from the above list

Apologies (2) received in advance of the meeting

Amina Slimani-Fersia	Daniel Johnson MSP
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6.45 Welcome and Introduction to the PC by Craig Hilton (Chair)

7.00 Meeting start, attendees and apologies (Chair and Secretary)

7.05 Introduction from the Head Teacher Mr Urquhart

Mr Urquhart thanked everyone for making him feel so welcome and has been enjoying settling into his new job over the last few weeks. His intention has been to try to have an informal presence over the 3 sites and encourage the children to introduce him to their parents and the wider community. The first curriculum evening, P3-P7, last Wednesday was a success. His management focus is, for the foreseeable future, to try to free up teachers so that they can teach, which means focussing more on the criteria required for reporting rather than sticking with what has always been done. The focus being on where the school is going in the next 5 years and changing what we do that would prevent this from happening, what effective changes can we make to current practice. The school's focus will continue to be on Curriculum for Excellence, attainment, encouraging a growth mindset and helping the children in the school community who need it most. Mr Urquhart has enjoyed teaching P3 rugby in PE this week. He believes that sharing personal real life stories of challenge and success, with the children during assemblies and other opportune times, helps the children towards a growth mindset when everyone believes they can achieve. He thanked the school for appointing him as he is thoroughly enjoying his new role.

7.15 Parent Council: a review of 2015/16 and looking forward to 2017/18

a) Chair update (Craig Hilton)

Why have the PC?

- To create a welcoming school which is inclusive
- To identify, seek and represent the views of parents and families
- To promote links between the school, parents, pupils, nursery providers and the wider community
- To oversee and account for monies raised

“To improve the school experience for everyone involved”

South Morningside Parent Council (SMPC) is made up of:

Head Teacher and Staff (non-voting members)

Parents and carers (voting members) including 3 office bearers Chair, Secretary and Treasurer and representatives of all the sub groups: Morningside Community Council, Clubs

Co-ordinator, Fundraising, Finance, Playground, Accommodation, Transport, Communications and PVG Helpers. Maximum of 30 allowed.

How does stuff get done?

- Meetings held 6 times a year
- Subgroup meetings
- Online discussion group
- Email
- Playground discussions

Looking Back at some Examples:

- Undertook a finance survey to inform our spending decisions (269 responses)
- Undertook a transport survey related to Deanbank (138 responses)
- Consulted on the New School and took a deputation to Edinburgh Council
- Ran 15 clubs, offering 20 sessions and 30 hours of activities every week
- Started Code Club and extended our clubs to Deanbank
- Informed parents and carers via our website, twitter and Facebook (over 800 views each month)
 - Scottish gas
 - Videos of huts being demolished
- Ran Summer Fairs, Winter Fairs, arranged Christmas Cards, a Ceilidh and much more...
- ...raising over £17,000, spent making the school experience a better one for all our children
 - Ice lollies at sports day
 - Lighting for the nativity
 - Club start-up costs
 - Scottish Opera, Science Week...
- Became a “pilot project” for playground upgrades with Edinburgh Council

- Assisted in recruitment of new senior staff
- Left the “shed” in tip-top shape; secure, tidy and well lit

b) Fundraising (Sheri Wallace)

Why Do We Need to Fundraise?

- **Yearly Expenditure of c. £15,000**
 - The yearly expenditure, over and above council spending is approx. £15k
- **Playground improvements will be at least £100,000**
 - The estimate to upgrade the main school playground alone is £100k

What events are organised?

Halloween Party	November	£208
Easyfundraising	All year	£494
Winter Craft Fair	December	£5,893
Christmas Cards	December	£1,632
Family Ceilidh	March	£584
Summer Fair	May	£8,200
	Total	£17011

Who decides what the money is spent on?

- Parents Do!
 - By joining the PC you can vote on all spending decisions

How else can I contribute?

- **Join the fundraising team to help with the planning**
- **Give some of your time to help at an event**
 - At least 80 “helping slots” to fill at Winter and Summer Fairs
 - Raffle and auction prizes needed for each fair
 - Become a hamper rep for your class
- **Sign up to Easyfundraising.com**
 - Raise money for the school whilst shopping online
 - Organise your own event!

Next fundraising meeting will be held on 28/9/16

C) Finance Group (Miriam Jackson)

The role of the Finance sub group:

- To ensure all fund raising money is spent in a consistent and fair manner “to support and advance the education and welfare of pupils by providing & assisting the provision of facilities at the school which are not carried out by the local authority”

Who is on the Finance sub group?

- Parents who are on the SMPC
- Non SMPC parents

- SMPS Teaching staff
- New volunteers very welcome!! (we need new ideas and enthusiasm!)

What do the Finance sub-group do?

- Prepare a high level budget annually
- Canvas the wider parent body on how to spend
- Collate all requests for funding, with costs & benefits
- Meet prior to each SMPC meeting to discuss each funding request
- Report to the SMPC meeting on funding requests received with recommendation for acceptance/rejection of each item. SMPC then vote to accept or reject the recommendation.

See Finance Group report more details: We have £46,000 cash in the bank. 2016/17 unallocated funds are: £14,303. As in previous years we have planned a number of fund raising events that we hope will raise £16,500. We expect the clubs to run at breakeven and should expect all costs already approved to be spent. If fund raising continues at current levels this should leave us with about £30,803 to spend this year: £11,010 ring-fenced for the annual recurring spends for 2017/18 session & c. £19,793 for new funding requests in 16/17.

D) Playground Group (Karen Richmond)

The story so far...2013-2016

- A consultation of children and families (revisited last session with the pupil council)
- Design agreement reached, broken into 4 distinct phases
- Designed brief created
- Joint partnership planning with Kelly at CEC – we are a pilot school
- Fundraising effort by Parent Council
- Meanwhile ongoing planting, screening and installation of bike shelter and scooter racks

What next...August 2016

Main School:

- Design brief tendered to 4 companies over the summer holidays
- 2 companies have submitted bids – Urban Pioneers and City of Play
- Scoring process is being undertaken

- Design brief to be turned into a detailed project plan, including costings
- CEC playground freeze until Dec 2016
- A number of current school estate issues to be addressed through initial input

Deanbank Infant Annexe:

- A new surface has been installed on entrance to the playground – designed for drainage rather than with children’s play.
- Loose parts play is being rolled out very successful – enhanced quality of children’s play
- SGN have cleared the planting areas and installed a concrete tunnel

Next steps:

- Continued roll out of loose parts play
- P3 planting day
- Community gardening day
- Garden group to be formed

Our Nursery:

- Clear out, pruning and removing of plastic play equipment – encouraging more natural outdoor play.
- Parent helpers painting, weeding etc.
- Staff trained in Forest Kindergarten

Next steps:

- Garden Improvement Project – funding request?
- Fund raising effort
- Weekly Forest Kindergarten sessions for AM and PM pupils

e) Clubs Group and PVG (Kathy Gillies and Craig Hilton)

Currently the Parent Council run the following 16 clubs:

Chanter, Chess, Code Club, Creative Writing, Drumming, Friday Night Football, Guitar, Gym, Judo, Knitting, Recorder, Ski, Snowboarding, Spanish, Stage, Zoom Club (Animation)

These would not run without parent volunteers offering their time as Club Convenors - THANK YOU!

Last year we successfully started clubs for P1 & 2s at Deanbank.

Spanish & Judo are currently offered there

We hope to add more this year – an Expressive Arts Club, possibly a choir, starting later this year.

Club Co-ordinator role:

- Help with council applications for the Lets of the school rooms
- Act as a central contact for people who want to start new clubs
- Liaise between Club Convenors, the School, our Janitor & ASCC
- Update the Club Pages on our sm-pc.org website (with Comms help!)
- Ensure Club Convenors have submitted Club Checklists
- Help Convenors organise PVG certificates for tutors or Parent Volunteers
- Deal with approaches from people (tutors, parents) who want to set-up a new club
- Direct club queries from parents to convenors
- Keeping clubs contact info up to date

How can you help? We need:

- a Deanbank representative
- New Clubs: convenors needed in particular for an Expressive Arts club at Deanbank and a photography one at the main school

Suggestions / Comments always welcome - send these to clubs@sm-pc.org

PVG:

- Protecting Vulnerable Groups – an active monitoring scheme run by Disclosure Scotland
- A key control we use to ensure our children are kept safe when attending our clubs
- As you might imagine, there's quite a lot of paperwork...
- Our policy and more info is on our website

f) Accommodation (Kirstin Beard)

The accommodation group continues to be busy. The main lead in this sub-group is Howard Kippax and Kirstin joined last year as she had 3 of her 4 children on the 3 different sites. South Morningside Primary remains the only school in Edinburgh split over 3 sites and classes in the main building continue to have too many children for the size of classroom according to government guidelines.

What we do:

- Gather Evidence
- Parental surveys
- Freedom of Information (Fol) requests
- Primary Investigations
- Lobby council - Present issues and preferred solutions

However, through our lobbying in recent years we have contributed to major change in the school including; the removal of the huts and use of Cluny church, the establishment of the Deanbank and supporting council plans for a new primary school in south Edinburgh.

Our engagement with the whole parent body is very important – we want to help parents make informed choices. It is, however, impossible to have outcomes that satisfy everyone and the decisions by the parent council to support the creation of the Deanbank annexe and the Council's new school plans were not unanimous.

We also continue to engage with Edinburgh council's education department, through working groups and deputations to the full council meetings. In addition, we will work with the parent councils of Bruntsfield and Sciennes in the planning process for the proposed new school.

To summarise the plans: earlier this year Edinburgh council voted to support plans for a new primary school located on the Deanbank and adjacent old-folks home sites. This will create a new catchment area taking parts of the existing South Morningside, Bruntsfield and Sciennes rolls. A new nursery will be attached to new school.

There are no specific published plans and no funding in place, however the council has rather ambitious hopes for having it ready in 2019 - if not, there is the prospect of temporary classroom units at Sciennes and more accommodation pressures in our school. Together with the parent councils at Bruntsfield and Sciennes, we are acting on behalf of over 1700 children and 3400 parents - a considerable portion of the local community. We have been told there will be a community-based meeting later this month or early October. We will provide feedback and action plans.

News just in today from the education department on behalf of Paul Godzik, *"With the autumn statement being delayed to late November and an announcement on local government funding now not expected until mid December, it will be January before the Council approves its budget for 2017/18."*

- Engage with stakeholders: School management; Parent Council; Wider parent body; Edinburgh Council and Community Council

We therefore will look to work more closely with the community council as they have a statutory role in the planning process. However, judging by the minutes of their last meeting, we need to clearly spell out the current issues at Deanbank - notably the dangers relating to the narrowness of Canaan Lane and its pavements at pick up and drop off times. We anticipate being busy with the new school plans but also with an eye to the ongoing issues of the main School building.

If you would like more information or would like to join the group please contact the group by email accommodation@sm-pc.org

g) Morningside Community Council (Arne Strid MCC Chair and Noelle O'Doherty)

Mr Strid, the chair of the MCC, addressed the meeting and gave out fliers about the MCC. The MCC is one of 43 in Edinburgh. He explained that the MCC speaks up for local issues and has direct links with the City of Edinburgh Council and other public authorities. The MCC is a statutory body of 14 elected members and meets monthly at the Open Door Café (next meeting Wednesday 21st September 2016 at 7:30pm).

Noelle has been the PC representative for the last 3 years and although hasn't attended every meeting, receives the minutes and can always feedback relevant news to the PC. She has to stand down this year and therefore the PC need to find another rep to attend the meetings so that we can keep up to date with goings on and also share with the MCC any recent issues relating to accommodation and transport etc.

h) Transport Group (Alan Rehfish)

Transport is a key issue for parents and children.

What does the transport group do?

- Work with school on transport issues
- Lobby Council for transport improvements – transport department is based in Coventry and were unaware there was a school on Canaan Lane until recently. It is important that the PC encourage the 2 sides to speak to each other.
- Deanbank video
- Travel survey
- Travel plan

What can you do?

- Walk or cycle to school
- Park safely – particularly at Deanbank
- Trip share
- Lobby councillors for transport improvements

g) Communication (Deborah Murphy)

What we do:

- Maintain Parent Council knowledge base
- Internal Parent Council communication

- Club member communication
- Share news with Parents
- School
- important local
- general interest

We do this through the internet, internal PC communication, Club communication and email. Share news with parents via our website <https://sm-pc.org>, our facebook page /southmorningsidepc/ and twitter /smorningsidepc. 1 of the most recent posts on facebook reached 2071 people!

Join us!

- We're always looking for people to help with:
- **Send interesting information via Facebook**
- Website management, mainly done by Olly Headey – adding new posts, updating content. We use Wordpress, it's really easy.
- Developing our knowledge base – write up new procedures, update existing ones.
- Email comms@sm-pc.org to volunteer.

J) Summary (Craig Hilton)

- **SMPC achieves an incredible amount for the children, the parents and the school**
- **Entirely “powered” by volunteers**
 - Formal Members (officers, teachers, ordinary members)
 - Subgroup members
 - Clubs co-ordinator
 - PVG support
 - Clubs convenors
 - MCC representative
 - Fundraising helpers
 - You can choose the level of involvement that suits **you**

8:15 Parent Council Membership

a) Record of members standing down and membership status (Secretary)

There were 24 parent members and 6 staff members prior to the AGM meeting.

9 parent members have now resigned, 4 of these resignations are automatic following 3 years' service.

Stephen James
Craig Hilton
Noelle O'Doherty
Miriam Jackson
Nikki McNair
Joanna Loxley
Beth Clearwater
Susanna Waller
Anna Cuthbert

This creates 15 vacancies.

The maximum number of parent voting members is 30.

b) Appointment of new parent member volunteers (Secretary)

Susanna asked if there were any parents who wanted to join the PC and those interested completed the sign-up sheet provided.

c) Appointment of office bearers (by voting members of the newly formed PC) (Secretary).

Chair: Brian Sharp put himself forward for election as Chair
Nominated by Kathy Gillies, seconded by Deborah Murphy.

Voting: 19 in favour, 0 against, 1 abstention (chair did not vote)

Treasurer: Chris Hebden put himself forward for re-election as Treasurer.
Nominated by Sheri Wallace, seconded by Jenny Sheill.

Voting: 21 in favour, 0 against, 1 abstention (treasurer did not vote).

Secretary: Ruth Campbell put herself forward for election as Secretary.
Nominated by Chris Hebden, seconded by Antonia Hynd.

Voting: 22 in favour, 0 against, 1 abstention (secretary did not vote).

8.20 Other AGM Business

a) Approval of the Minutes of the AGM held on 22nd September 2014 (Secretary).

Voting: 16 in favour, 0 against, 5 abstentions.

b) Constitution Status (Secretary)

Change to Constitution – Why?

Minutes from PC Meeting, 2nd November 2015 (extract)

- Chris also proposed that he transfer the SMPC bank account from RBS to the Bank of Scotland. The Bank of Scotland offers a treasurer's account with internet banking, however they also offer the ability to enforce controls requiring two-person authorisation of payments; as required under the SMPC constitution. (18 in favour, 0 against and 2 abstention)
- A slight amendment will be required to the SMPC constitution. It is proposed that this change be formally considered at the next AGM. (#21/15)

Change to Constitution – What?

- The proposed change is shown below, replacing the word "signature" with "approval"
- **South Morningside Parent Council Constitution (extract)**

11. Finances

- **Parent Council funds shall be lodged in a bank account in the name of the Parent Council. Money shall be drawn from the account on the approval of any two office bearers, or other individuals as agreed in a minuted decision of the Parent Council.**

There was a question raised around what 'approval' meant. There will always be 2 Office Bearers approval and any expenditure has to have gone through and been approved by the Finance sub-group before that the 'approval' of office bearers happens. All withdrawals are also recorded by the Treasurer.

Vote to approve amendment in the **South Morningside Parent Council Constitution:**

Voting: 20 in favour, 0 against, 1 abstention

C) Approval of the SMPC Annual Accounts prepared by Chris Hebden and independently examined by David Hughes.

See Accounts Report for details.

Basis of preparation – accounts are prepared on a receipts and payments basis with accruals made for club expenditure relating to 2015/16 invoiced in current year

Accounts are subject to independent examination, this year by David Hughes a partner in a CA firm. Has done for 15 years, standing aside and we have someone else (Mark Macefield, also partner in CA firm) lined up for next year.

Income in year includes healthy profits on two fairs, both up on prior years which offsets loss of revenue from Clan House Commission.

Other income includes Ceilidh £665, Halloween party £208 and Easyfundraising £483

Clubs surplus transfers to general fund. Girls football only club showing significant deficit due to refund of 2014/15 overpayments.

Project expenditure is all reviewed by the Finance Committee and recommended for approval by the Parent Council.

Net funds of £46,294 shown before outstanding commitments of £29,000 at 30 June 2016 (bulk of which for playground).

Fairtrade loans introduced in current year; request from teachers to help with the summer term project.

Going forward, new bank account in operation for current year, will shortly allow electronic settlement of invoices.

Voting: 21 in favour, 0 against, 1 abstentions (treasurer did not vote).

d) Appointment of the independent examiner of the accounts for the next 12 months.

For the last 15 years the accounts were subject to the independent examination, David Hughes a partner in a CA firm. This year it's proposed that Mark Macefield, a former pupil of SMPS and partner in CA firm is the accounts Independent examiner.

Voting: 21 in favour, 0 against, 2 abstentions (treasurer did not vote).

8.30 AOB

8.30 Close

The meeting was closed by the Chair Craig Hilton. Craig wanted to thank all those PC members who are standing down. Susanna Waller and Susan Morgan thanked Craig Hilton for all his commitment, hard work and support he had given over the last three and a half years.

Date of first PC Meeting of the session 2016/2017 – Monday 10th October 2016 at 6.45pm.

Supporting Papers Supplied in Meeting Pack

- 1) Draft Minutes of the Parent Council AGM held on Monday 14th September 2015 (Susanna Waller)
- 2) Report: Chair (Craig Hilton)
- 3) Report: Finance Group (Miriam Jackson)
- 4) Report and Accounts: Treasurer (Chris Hebden)