

Agenda

South Morningside Parent Council AGM

Monday September 22nd 2014 at 6:45 in Main Hall

6:45 Welcome, enjoy a glass of wine or juice

7.00 Meeting start, attendees and apologies (Chair)

7.05 Introduction from Head Teacher

7.10 Parent Council: a review of 2013/14 and looking forward to 2014/15

- a) Chair update (Craig Hilton)
- b) Accommodation Group (Howard Kippax)
- c) Fundraising Group (Marion Bourbouze)
- d) Finance Group (Peter Sibson)
- e) Playground Group (Karen Richmond)
- f) Clubs (Kerry Simpson)
- g) Communications Group (Eileen Maclean)
- h) Morningside Community Council (Noelle O'Doherty)
- i) Transport (Craig Hilton)

7.50 Parent Council Membership

- a) Record of members standing down and membership status (Secretary)
- b) Appointment of new parent member volunteers (Secretary)
- c) Appointment of office bearers (by voting members of the PC) (Secretary)

8.00 Other AGM business

- a) Approval of Minutes of AGM held on September 23rd 2013 (Secretary)
- b) Constitution status (Secretary)
- c) Approval of SMPC Annual Accounts (Treasurer)
- d) Appointment of independent examiner of the accounts for next 12 months (Treasurer)

8:15 AOB

8.25 Close

Date of next Parent Council meeting: October 6th, 6:45pm

Supporting Papers

South Morningside Parent Council AGM

Monday September 22nd 2014 at 6:45 in Main Hall

1. Chair Report (Craig Hilton)
2. Finance Group Report (Peter Sibson)
3. Draft Minutes of the Parent Council AGM Sept 23rd 2013 (Jonathan Mundy)
4. Report and Accounts (Alison Dalrymple)

South Morningside Parent Council (SMPC) - Chair Report

As we look forward to the new school year, I can see it will be another busy year for South Morningside Parent Council (SMPC), but before we do that I think we should look back at what we have achieved over the past 12 months.

We have filled a number of key positions in the Parent Council; we have a clubs co-ordinator to ensure clubs run smoothly, a new representative on Morningside Community council and a new secretary starting shortly.

We set a clear direction for the funds we raise, with the playground improvements being our number one priority. Council bureaucracy has held us back from achieving our goal of making changes over the summer, but I am confident I will be writing about how much the children are enjoying the new facilities very, very soon.

Our Accommodation Group continued to campaign on behalf of the parent community, engaging with the council on their response to Rising Rolls and Craighouse.

Our Communications Group has been working on a revamped website and dragged us into the modern age of Facebook and Twitter. Behind the scenes, the Parent Council is benefiting from using a discussion group to allow debate and discussion between meetings.

Our fundraising group continued to do a fantastic job, raising almost £15,000 which allowed us to provide £3,000 to support Science Week; £800 on Arts and Crafts materials; £650 on library books and much more.

We campaigned on the safety of our children travelling to the Annex – we've made some inroads with the council now funding the staff member who escorts our children, but there's more to go.

And we've helped consult on revising the school day, supported interviews for the Depute position, provided feedback on proposed term dates and polling places, introduced a more secure mechanism to protect our children at after school clubs, to mention just a few more.

This is all achieved by the voluntary efforts of members of SMPC, the SMPC subgroups and the wider parent body. On behalf of the Parent Council, I would like to pass on my thanks.

As we come to the AGM a number of members of the PC are stepping down having "done their time" and I would like to pass on my thanks for all their efforts. Equally, we have a number of new P1 parents who have shown an interest in the Parent Council, so I have high hopes that we will be able to maintain these levels of energy and enthusiasm over the coming year.

Looking forward, I am genuinely excited to think that our playground improvements will start soon, we are looking to start some new clubs (Spanish – watch this space) and our campaigning and consultation on school accommodation is at a really important juncture.

And it goes without saying, another packed calendar of fundraising events which not only raise significant amounts of money for the school, but helps bring parents, pupils, teachers and other members of the local community together to make the school a better place.

Finally, I even hope to get a light put in the shed.

Thank you again to everyone for all their support and efforts and I look forward to another busy year.

Craig Hilton
Chair, South Morningside Parent Council

Finance Group Report to 22 September 2014 SMPC AGM

1. The role of the Finance Group

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

This involves preparing a high level budget in line with school strategy, collating all requests for funding, meeting prior to each SMPC meeting as required to discuss each funding request, report to the full SMPC meeting all funding requests received with recommendations for acceptance/rejection for each item. The SMPC will then vote whether to accept or reject the recommendations.

2. Budget for 2014-15

Whilst the accounts at the start of the year show cash available of	35,500
The PC has already committed to the following expenditure in 2014/15	
Phase 1 Playground improvements (£4,910 raised at summer fair 2012 ringfenced, plus £13,000 from 2013/14. £500 spent).	-17,500
ICT Resource 2013/14 £5000 (including replacement projector £1000).	-5,000
Technologies whole school priority 2013/14	-1,500
The PC must retain a working balance to be used for floats at the fairs.	-3,000
This leaves uncommitted funds at the start of the year of	8,500

In previous years we have planned a number of fund raising events that we hope will raise £17,000. 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 £25,500 to spend this year.

With funds now more constrained than in the past, before agreeing a budget for 2014-15, the PC agreed in June that we should survey the wider parent group. This would give us a mandate for agreeing future budgets. As a precursor to this I have pulled together where money has gone in the last 3 years (see next page).

The PC will vote on other items of expenditure at future meetings so if there are particular requests that you think should be considered please complete the form on the [SMPC website](http://sm-pc.org) (<http://sm-pc.org>) and email it to the Finance Group.

1. Sub-group members

Any PC members (new or existing) wishing to join the Finance sub-group would be very welcome.

Peter Sibson on behalf of the finance sub-group

Parent Council committed spending and income over last 3 years

	2011/12	2012/13	2013/14	3 year total
Income			Estimate	
Fundraising income	17,400	16,400	17,500	51,300
clubs surplus*	8,700	2,100	3,500	14,300
other	800	1,000	1,000	2,800
	<u>26,900</u>	<u>19,500</u>	<u>22,000</u>	<u>68,400</u>
note budget commitments				
Playground improvement:		5,000	13,000	18,000
1 ICT costs	7,500	12,300	5,000	24,800
PE Equipment	1,000			1,000
2 Expressive Arts	1,300		1,500	2,800
Science equipment		1,200		1,200
3 Other	1,900	2,200		4,100
Technologies			1,500	1,500
4 Ongoing expenditure agreed each June	10,000	10,000	9,000	29,000
	<u>21,700</u>	<u>30,700</u>	<u>30,000</u>	<u>82,400</u>
surplus/(deficit) in year	5,200	(11,200)	(8,000)	(14,000)
uncommitted balance carried forward	27,700	16,500	8,500	

NOTES

1	visualiser, projector bulbs, 6 laptops, screen and digital signage system	7,500
1	ipads (£11,700), mini video cameras (£600)	12,300
2	set of glockenspiels, Drumming workshops at the nursery	1,300
3	cover library stools, stage lighting for nativity, fridge, football goals, ski races	1,900
3	Drums, Chess Club, ski races, bike tools, nativity lighting	2,200
4	Ongoing expenditure agreed each June	
	Science Week	3,000
	Teachers Allocation £4 per child	2,500
	Library Books	1,000
	Drama Workshops	1,000
	Arts & Crafts Supplies	750
	Scottish Opera	350
	Parent Mail, P3 Football Set Up Grant, SMPC Website Annual Maintenance, AGM & Introduction to P1 Parents Wine	900
		<u>9,500</u>

*Clubs aim to break even but attendance can be difficult to anticipate when setting fees. Large surplus in 2011/12 partly due to stage club ticket sales when production was in school.

SOUTH MORNINGSIDE PRIMARY SCHOOL
SOUTH MORNINGSIDE PARENT COUNCIL

Draft minutes of the SMPC AGM held on Monday 23rd September 2013 at 7pm in the Main Hall.

Total Attendees

Parent Council Members (11)

Craig Hilton (Chair)	Yvonne Moore (staff)*
Elaine Jones (Fundraising)	Peter Sibson (Finance Group)
Liz Grierson (Head Teacher)*	Eileen Maclean (Communications)
Kerry Simpson (Finance)	Susan Regnart
Roksan Hür (Clubs)	Alison Dalrymple (Treasurer)
Marion Bourbouze (Fundraising)	

* non-voting staff members

Guests (26)

Joanna Loxley	Nasira Rauf-Bradley
ClIr Melanie Main	Kousha Eteessami
Michelle Keown	Karen Richmond (DHT)*
Fiona Parker (new member)	Kenneth Fordyce
Jamie Bookless (new member)	Noelle O'Doherty (new member)
Kate Hillier (new member)	Stella Sinclair (new member)
Morag Laird	Olly Headey
Andree Constable	Stephen Meyer
Anne Crawley (staff)	Gillian Craig
Miriam Jackson (new member)	Gail Stark
Joan Lavery	Graeme Miller
Fiona Gilmour (staff)	Stephen James (new member)
Nikki McNair (new member)	Arul Krishna Moorthy

Apologies (8 received in advance of the meeting)

Jonathan Mundy (Secretary)	Ken Macnamara
Howard Kippax (Accommodation)	Gillian Anderson (Gym Club)
Kate Smith	Gordon Carruthers (Transport)
ClIr Paul Godzik	Graeme Drummond

7.00 Welcome, attendees and apologies - Craig Hilton (Chair)

7.05 Introduction from Head Teacher

Mrs Grierson thanked all Parent Council members for their work over the previous academic year and expressed her wish to use the skills, talents and commitment of the parent body to further enhance South Morningside in the future. Craig Hilton had assisted with the analysis of the results of the annual parent survey, which seeks to include more parents in school improvement programmes. Mrs Grierson outlined a few areas where parental help had been greatly appreciated. These included the school leadership group, the school grounds development group and help in the creation of the house banners. Mrs Grierson announced that Mrs Jones now facilitates a new eco group for the school.

Mrs Grierson announced the loss of two deputy head teachers at the end of the summer term. However, some of the staff have been keen to take on new remits and responsibilities and a new deputy will hopefully be appointed fairly shortly.

7.10 Parent Council: a review of 2012/13 and looking forward to 2013/14

a) Chair's Report: Report Submitted by Craig Hilton to the meeting. Craig briefly outlined the structure of the Parent Council. The role of the formal office bearers, groups within the parent council and our links with the wider community.

b) Fundraising Group: The work of this group was outlined by Marion Bourbouze, including an outline of the diary of proposed events for the coming year. Marion explained the role of stall co-ordinators at the school fairs and requested help with the winter fair. The group will be using webmail to circulate a volunteer form for this.

c) Playground Group: Karen Richmond talked about the redesign principles for the playground improvement project. The feedback from both parents and children has been an inspiration for this project. The plans have been professionally designed with a whole playground approach. The aim is to increase the green area of the playground, allow access in all weathers and hopefully reduce the number of accidents and injuries. The project wishes to create an outdoor classroom, thus tapping into the ability of children to learn particularly well outdoors. The hope is that the playground improvements will enable natural creative play, helping children interact with their environment and increase their social development.

d) Clubs: There are currently 13 clubs running at South Morningside. Roksan Hür, the Clubs Convenor, explained her role in applying for club lets and requested help checking the email correspondence she receives.

e) Accommodation: Kousha Eteessami talked about the June 2013 online survey of parental priorities. A report will be made available through the PC website and parent mail. 130 parents responded and 98% of those felt that accommodation was a concern.

f) Finance Group: Peter Sibson outlined the role of the finance group in assisting with the processing of funding requests to the parent council. A report was submitted to the meeting.

g) Communications Group: Eileen Maclean outlined some of the work of the communications group. She pointed to the success of ParentMail which has been used for the last two years and the development of new ways to communicate with the parent body; such as the Parent Council website, Facebook and Twitter. Google groups are now used successfully by the Parent Council as a discussion forum. In the coming year the communications group is hoping to improve the Parent Council website.

h) 200 Club: The 200 club is currently run by Anne Crawley. Anne will be retiring in a year and will then need to pass these responsibilities on. Anne reported that her request to revert to communication by hard copy has been a success. The numbers participating have increased and she has now received requests for 208 shares.

8.00 Parent Council Membership (Craig Hilton)

a) Record of members standing down and membership status - At the end of the academic year (June 2013) the PC had 29 parent members and 5 staff members. 11 members have resigned, 18 remain thus creating 12 vacancies.

b) Appointment of new parent member volunteers – 8 new members volunteered to join the PC.

c) Appointment of office bearers (by voting members of the PC only)

Vote for Craig Hilton as Chair proposed by Roksan Hür, seconded by Eileen Maclean.

- Yes 18
- No 0
- Abstain 0

Vote for Alison Dalrymple as Treasurer proposed by Kerry Simpson, seconded by Marion Bourbouze.

- Yes 15
- No 0
- Abstain 0

Vote for Jonathan Mundy as Secretary proposed by Peter Sibson, seconded by Alison Dalrymple.

- Yes 16
- No 0
- Abstain 0

8.15 Other AGM business

- a) The draft minutes of the Parent Council AGM held on 24th September 2012 were approved (14 in favour, none against and no abstentions).
- b) Constitution status – no proposals have been received about changes to the PC constitution. A copy of the constitution will be available on the PC website.
- c) Approval of the SMPC Annual accounts (12 in favour, none against and 5 abstentions).
- d) Appointment of David Hughes to continue as our independent examiner of accounts (16 in favour, none against and no abstentions).

8.30 AOB

There was a query about the After School club and the recent resignation of the deputy manager. It was explained that the After School club is entirely independent of the school, however parents do sit on the board of trustees. Information will be circulated to parents once the staffing issue has been resolved.

The insulation of the huts used by the holiday club during the summer was raised again. A parent expressed concern about the high temperatures affecting staff and children inside the hut this summer.

The issue of access to clubs after school and the new security arrangements was raised. Mrs Grierson explained that there will be a health and safety audit of the school in November. The issue of access to clubs will be considered further and a consistent policy will be produced which balances the expectations of tutors and coaches with the health and safety of the children. It was requested by a parent that the After School Club use only one designated door as their exit point.

8.35 Close

The Date of Next Meeting – to be confirmed.

Supporting Documents Supplied in Meeting Pack

- 1) Draft Minutes of the Parent Council AGM meeting held on 24th September 2012 (Jonathan Mundy)
- 2) Chair Report (Craig Hilton)
- 3) Treasurer Report (Alison Dalrymple)
- 4) Fund raising Report (Peter Sibson)

DRAFT

DRAFT

SOUTH MORNINGSIDE PARENT COUNCIL

**REPORT AND ACCOUNTS
YEAR ENDED ENDED 30 JUNE 2014**

DRAFT
19/09/2014 08:59

SOUTH MORNINGSIDE PARENT COUNCIL

**REPORT AND ACCOUNTS
YEAR ENDED ENDED 30 JUNE 2014**

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SOUTH MORNINGSIDE PARENT COUNCIL**REPORT OF ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2014**

South Morningside Parent Council ("the Council") was formed in September 2007 in accordance with the Scottish Schools (Parental Involvement) Act 2006 and took over all activities previously undertaken by South Morningside School Board and South Morningside School Parent Teacher Association. It is run from the primary school premises at 116 Comiston Road, Edinburgh.

All parents, carers and legal guardians of children attending the Primary and Nursery schools are automatically members of the Council's Parent Forum. A committee of up to 30 members, including four office bearers, can be re-appointed each year at the Annual General Meeting to run the Council ("the Committee"). Parent nominations are voluntary and members may be on the Committee for a maximum of three years. In addition, two teacher representatives, chosen by the teachers, have been invited to join the Committee and may serve for a maximum of two years. The school's Headteacher or her nominee has a permanent seat on the Committee. The Committee meets regularly throughout the year.

The office bearers during the period were as follows:

Convenor	Craig Hilton
Secretary	Jonathan Mundy
Treasurer	Alison Dalrymple
Clubs Convenor	Maria Dickson

The purpose of the Council is to advance the education of pupils at the school by providing and assisting in the provision of facilities not normally covered by the Local Authority. In practice this breaks down into two areas - the organisation of fund-raising events and the running of after-school clubs.

The Association has had a successful fundraising year and during the period raised net funds of £21,677. Details of the specific fund-raising events and clubs run, and the financial results achieved, are shown in note 1 to the accounts. The clubs are not intended to raise funds but to provide extra educational opportunities for the children whilst at least breaking even financially.

Projects on which to spend funds can be suggested by both parents and teaching staff and are approved at committee meetings. These include small one-off items and larger projects sometimes extending over more than one academic year. During the period £14,040 was spent on projects as shown in note 2 to the accounts. The main items of expenditure this year have been the purchase of ipads, the funding of Science week, in which the whole school took part, the teachers' allocation for use throughout the year, and Expressive Arts funding. Project expenditure has decreased this year as there has been specific fundraising for the playground project which currently has £17,500 allocated for spending in 2014/2015.

This report was approved by the Committee on

and is signed on its behalf by:

.....
Convenor

.....
Date

SOUTH MORNINGSIDE PARENT COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2014

	Note	Year to June 2014 £	Year to June 2013 £
INCOME	1	94,770	76,904
Direct expenses	1	<u>(77,364)</u>	<u>(57,312)</u>
NET INCOME GENERATED		17,406	19,592
Project expenditure	2	<u>(14,040)</u>	<u>(23,329)</u>
SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE		3,366	(3,737)
Bank interest received		<u>17</u>	<u>15</u>
SURPLUS/(DEFICIT) FOR THE YEAR		<u><u>3,383</u></u>	<u><u>(3,722)</u></u>

The notes on pages 4 and 5 form part of these accounts

SOUTH MORNINGSIDE PARENT COUNCIL

STATEMENT OF BALANCES
AS AT 30 JUNE 2014

	Note	2014 £	2013 £
CURRENT ASSETS			
Bank			
Current account			
Bank balance at year end		47,024	32,552
plus outstanding lodgements		1,846	578
less cheques written not yet presented		(8,081)	(924)
less accrued Snowboard & Skiing Term 3 Fees		(5,200)	-
		<u>35,589</u>	<u>32,206</u>
REPRESENTED BY			
Balance of fund account at start of year		32,206	35,928
Surplus/(Deficit) for year		<u>3,383</u>	<u>(3,722)</u>
BALANCE OF FUND ACCOUNT		<u>35,589</u>	<u>32,206</u>

.....
Treasurer

.....
Date

INDEPENDENT EXAMINER'S REPORT

I have examined the books and records of the South Morningside Parent Council for the year ended 30 June 2014.

This Parent Council, in common with many others of a similar size and organisation, draws much of its income from sources which cannot be fully controlled until they are entered into the accounting records, and consequently, are not susceptible to independent audit verification.

Subject to the foregoing, in my opinion the financial statements set out above and on the preceding page, fairly represent the financial position of the Parent Council at 30 June 2014 and the receipts and payments for the year then ended.

.....
Independent Examiner

.....
Date

The notes on pages 4 and 5 form part of these accounts

SOUTH MORNINGSIDE PARENT COUNCIL

NOTES TO THE ACCOUNTS
YEAR ENDED ENDED 30 JUNE 2014

1 NET INCOME GENERATED FROM CLUBS, EVENTS AND OTHER

	Note	Income £	Expenditure £	Surplus/ (deficit) £	Year to June 2013 £
Fund raising events					
200 Club		1,180	580	600	322
Christmas Cards		5,215	3,886	1,329	1,273
Fashion Show		2,038	959	1,079	1,805
Ceilidh		2,404	990	1,414	360
Hallowe'en Party		375	197	178	-
Car Boot Sale		545	-	545	-
Summer Fair		8,481	3,255	5,226	6,138
Quiz Night		-	-	-	88
Winter Festival		7,706	2,786	4,920	4,043
Uniform Commission - Clan House		1,000	-	1,000	1,090
Sundry Income		1,173	-	1,173	1,319
Total events		30,117	12,653	17,464	16,438
Clubs					
Guitar		1,816	1,680	136	515
Basketball		128	165	(37)	43
Brazilian Football		3,066	2,370	696	(47)
Chess		2,035	1,465	570	17
Chanter & Drumming (joined 2014)		8,721	7,569	1,152	981
Pipe Band		-	-	-	(193)
French		4,370	4,370	-	-
Gym		4,387	3,618	769	302
Judo		4,418	3,960	458	327
Recorder		2,005	1,974	31	66
Ski-ing		15,716	14,981	735	(48)
Stage		13,458	13,333	125	141
Snowboarding		2,686	2,488	198	-
Girls Football		1,037	1,035	2	-
Clubs Doorperson		-	1,432	(1,432)	-
Total clubs		63,843	60,440	3,403	2,104
Other					
City Of Edinburgh Council Grants	a	810	-	810	
Skiing term 3 2012/13	b	-	4,271	(4,271)	1,050
Total other		810	4,271	(3,461)	1,050
Total		94,770	77,364	17,406	19,592

a Parent Council Grants from City of Edinburgh Council - based on per pupil head for meeting and marketing costs.

b 2012-2013 Expense of Ski Club Term 3 Fees not included in last year's accounts

SOUTH MORNINGSIDE PARENT COUNCIL

NOTES TO THE ACCOUNTS (continued)
YEAR ENDED ENDED 30 JUNE 2014

2 PROJECT EXPENDITURE	Year to June 2014 £	Year to June 2013 £
ipads	3,561	8,147
Screen Signage	-	3,314
Science Week	2,605	2,910
Teachers' Allocation	2,595	2,545
Drums for pipe band	-	1,000
Arts & Crafts Supplies	769	750
Science Budget Expenditure	433	727
Cameras & Photo Frames	-	577
SMPC Website Design	108	-
Workshops / Drama	547	472
Transfer of Chess Surplus from 2011/2012	-	400
Scottish Opera	350	377
Ski Club Races & Membership	423	341
Parent Mail	-	315
P7 Year Books	-	296
Playground Design Consultant	250	250
P3 Football Set Up Costs	150	239
Library Books	642	208
Lighting for Nativity	-	170
Intro to P1 Parents - refreshments	264	108
Expressive Arts	1,451	-
Other general expenditure	(108)	183
	<u>14,040</u>	<u>23,329</u>