

SOUTH MORNINGSIDE PRIMARY SCHOOL

SOUTH MORNINGSIDE PARENT COUNCIL

Draft minutes of the SMPC meeting held on Monday 11th May 2015 at 6.45pm in the staff room.

Total Attendees: (27)

Parent Council Members (20)

Craig Hilton (Chair)	Deborah Murphy
Alison Dalrymple (Treasurer)	Brian Sharp
Susanna Waller (Secretary)	Lesley Macniven
Noelle O'Doherty (MCC Link)	Elizabeth Grierson * (Head Teacher)
Nikki McNair	Susan Morgan *(Acting Head Teacher)
Jamie Bookless	Lauren Jack *
Howard Kippax (Accommodation)	Fiona Gilmour*
Olly Headey (Comms)	Pam Ferguson*
Ellie Trotter	Morag Macdonald*
Sheri Wallace (Clubs&Finance)	
Alan Rehfisch (Transport)	

Parent council made up of 14 Parent Members plus 6* non-voting staff members

Guests (7)

Joanna Loxley (parent)	Kirstin Beard (parent)
Sarah Caney (parent)	Colin MacRae (parent)
Karen Richmond *(staff)	Chris Hebden (parent)
Hamish Innes (parent)	

Apologies (8) received in advance of the meeting

Cllr Melanie Main	Miriam Jackson
Andy Maciver	Marion Bourbouze
Graeme Drummond	Kerry Simpson
Vanessa Charlton	Priyanka Kulasegaram

6.45 Welcome, attendees and apologies - Craig Hilton (Chair) and Susanna Waller (Secretary)

The Chair welcomed all attendees and confirmed the apologies that had been received prior to the meeting. Susanna Waller (Secretary) requested that all those wishing to attend PC meetings should email her to confirm prior to the meeting whether they will be attending. This also indicates to Susanna that the meeting pack has been received.

Mrs Grierson wished to clarify from the last meeting and respond to the query about children bringing birthday sweets into school for the class. The teaching staff request that the children take the treats home and ask their parent/carer whether they can be eaten. Mrs Grierson will email all new staff on this matter. Minutes amended by SW.

The minutes of the meeting held on 2nd March 2015 were approved (8 in favour, 0 against and 3 abstentions from members not present at the last meeting).

6.50 Review of matters arising & actions from the last meeting – Susanna Waller (Secretary)

#07/14: Disposal of IT Equipment – Jonathan Mundy will continue to look into this and report back.

#02/15: Afterschool Club provision for the Annexe – Priyanka Kulasegaram will report back on this issue.

#07/15: To issue more information re: MS office 365 – action closed

#11/15: Treasurer and Fundraising Co-ordinator parentmail – Chris Hebden has offered to take on Treasurer role wef AGM; Fundraising coordinator still required and noted under situations vacant.

#12/15: Query lunchtime drinks at South Neighbourhood Group – Vanessa Charlton has not been well however is still looking into it and will speak on this at next meeting.

#14/15: Information to parents about alterations to term for p1&p2 – latest update in HT report and Mrs G will continue to update with progress at next meeting. (action now closed)

#15/15: Holiday club cover 24-26th June for p1&p2 children – investigation and discussions still open with Priyanka and holiday club.

6.55 Report: Chair (paper submitted by Craig Hilton).

- Craig wished to thank the Transport and Accommodation groups who have met with parents about their concerns in relation to the relocation to Deanbank.
- The role of Treasurer has been filled, however several other posts require volunteers. The PC also needs to think about a future replacement Chair.
- The summer fair is on 30th May. A few more volunteers are needed.

7.00 Report: Head Teacher (paper submitted by Elizabeth Grierson).

- There are 102 catchment children enrolled for P1. The current staff allocation is for 99 (two team taught classes of 37 and one of 25).
- There are currently 30 morning children placed at the nursery and only 9 afternoon places. It is hoped more children will enrol for January after turning three. Staffing numbers will depend on final numbers in August. This is a council decision and nothing as yet has been discussed with the staff.
- Karen Richmond has produced a proposal for revised nursery hours to allow families to drop off children at all three school sites. There was a query from Sarah Caney about the degree of flexibility in the number of days offered. Karen Richmond said they had flexibility, but encouraged a minimum of three days due to the continuity of the curriculum at the nursery.
- Mrs Grierson has requested the closure of the school for P1 & P2's to allow pack up time for the infant departments. The requested exceptional closure days are now Thursday 25th and Friday 26th June 2015 for pack up and Monday 17th August for set up. This plan is still awaiting approval; Robbie Crockatt has been very supportive.
- Mrs Grierson felt contingency planning was necessary and she will meet with her management team. There are currently delays starting the work on Deanbank and she is concerned that the new junior department may not be ready on time. Craig Hilton felt that getting information to parents before the summer holidays would be important. Craig offered the PC support in communicating our concerns to the council. Noelle O'Doherty felt that this should be emphasised as a council responsibility.
- Karen Richmond will shortly send a letter to all new P1 parents about arrangements for the start of school and Mrs Grierson will be speaking to these parents in June. A separate letter will be sent out to all current P1s. This will include a question/response slip for any concerns about the move. Mrs Grierson spoke about the importance of keeping a common identity and the whole school ethos across the sites. This will be promoted through whole school

events, the buddy programme and managed transition from P2 to the main school. Sherri Wallace asked whether parents could be asked to help prepare their children for the move to Deanbank. Mrs Grierson felt that if there are any delays in the move the teaching staff would make the transition as positive and exciting for the children as possible.

- The council are committed to remove the huts eventually from the playground. Mrs Grierson believes there are opportunities to work their removal into the playground development plans.

- Mrs Grierson had a helpful meeting with Anita and the parent representatives of the afterschool club. There will be 50 places available at Deanbank and they are hopeful of being able to use the Cluny Hall for the P1-2's on the exceptional closure days.

7.10 Report: Treasurer (paper submitted by Alison Dalrymple).

Parent Council thanked Chris Hebden for volunteering to take on Treasurer with effect from AGM.

The Ceilidh raised £970. The sports T-shirts have not yet come in. Susie Morgan would like to thank the parent council for their continued support of the Scottish Opera for P6, which was yet again a fantastic experience.

7.15 Review of Funding Requests/Finance Group Update (paper submitted by Miriam Jackson and delivered by Sheri Wallace)

- Susie Morgan has put in a request for £705 for 30 Sports Tracksuits with the school logo in a range of sizes and ages. The Funding Requests sub-group felt this proposal was in line with parent funding priorities and would benefit many children representing the school.

Vote 13 in favour, 0 against and 1 abstention (from treasurer).

- The procedure for the annual teacher's allocation will change from next August 2015. The teachers will purchase items up front and then submit an expense form to the treasurer for the academic year.

- Craig Hilton suggested it would be good to send out an email showing what the PC had spent the money on. Susie Morgan thought it would be better to include photos where possible and praised the current purchase of the interactive white board.

7.25 Standing Agenda items:

a) Clubs Group – Maria Dickson has stood down as clubs co-ordinator. At the recent South Neighbourhood Group meeting Craig was pleased that our PVG Policy and Procedures were thought to be an example of best practice.

b) Fundraising – The summer fair is on 30th May and volunteers are still needed. A sign-up sheet will be circulated.

c) Morningside Community Council – Noelle O’Doherty reported no update

d) Boroughmuir update – The building work is apparently proceeding to plan. A very large S1 intake of 220-222 children is expected this year. This would take the new school over capacity. The council are shortly to decide on the sale of the old school. Cala Homes wants to develop the site for 100 flats and Out of the Blue wishes to develop a community resource for the arts and small businesses. More information on the Boroughmuir PC website.

e) Transport – Alan Rehfisch said the group would survey P1 parents on their concerns in relation to Deanbank and transport. If we can quantify the number of parents responding this will help us present their views to the council.

- We are waiting a second survey on the Braid Road crossing. No update on this.

- The council is to hold a public meeting at the school on 2nd June about road safety around the school. Craig reported Cllr Melanie Main has said there is an issue about traffic around Greenbank at nursery drop off and pick up times. Alan Rehfisch will circulate information about this meeting.

- St Peter’s Primary is to be in wave 2 of the road closure around schools pilot project. The roads north of St Peter’s will be closed by signage at pick up and drop off time. Alan Rehfisch pointed out the very limited capacity in these roads and it was thought that this would impact on traffic around Deanbank. Craig Hilton proposed that we clarify this proposal and put it on our agenda for the next PC meeting.

f) Playground – The scaffolding will hopefully be removed by the summer holidays and the removal of the huts will affect the plans for the playground. Karen Richmond attended a very helpful meeting where she heard from several schools that had already embarked on the redevelopment of their playgrounds. The pupil council and Karen Richmond are currently revisiting their plans and are keen to proceed with phase one and two as quickly as possible. The playground group are keen for more volunteers from the parent body to work with them.

g) Communication – Olly Headey would like to put together information about how the PC is run on the PC website. Please send any content to Olly as he would like to complete this task by the summer.

h) Situations Vacant – A new clubs co-ordinator is needed. More volunteers are sought to be PVG signatories. The whole stage club team will be standing down after the show in March 2016. A Director is required (currently a non-parent with drama qualifications) as well as an assistant director, production manager and administrator. More fundraising co-ordinators are also needed. Craig Hilton is now in his third year as Chair. Although, there is provision to extend this for a fourth year and Craig would be happy to continue; a future candidate will need to be sought soon to take over. It was felt that it would be useful to know not just what was involved for each role, but how much time they would take. This information where available will be put on the website.

i) Accomodation – Sheri Wallace reported that the numbers for afterschool club at Deanbank did not seem to be a problem. There are 50 spaces and they are thought to be very fractionally oversubscribed. A waiting list will be operated if necessary.

7:30 Requested items –

a) Nursery hours - The hours have been revised with an earlier start, longer lunch break and a later pick up. Initial feedback seemed to think this was a positive proposal. Mrs Grierson will communicate changes to parents shortly.

b) Tidying the shed – Phase 1 will require volunteers from the PC to help on Friday afternoons to clean out the shed and perhaps clear the plant growth from the roof. The contents need to be thoroughly sorted. There was a suggestion that plastic storage containers and metal racks would improve organisation and may need to be purchased. A couple of dates in June will be identified. Susie Morgan pointed out that cars are only allowed in the playground for any removals after 5pm on Fridays. Phase 2 would involve seeking approval from the council for an electricity supply for permanent lighting, ventilation and extraction.

c) Walking bus - Craig explained that a walking bus was made up of children being escorted from one site to another accompanied by parent volunteers. The afterschool care club has said they cannot help with this. The bulk of the parental concerns over Deanbank has been in relation to childcare and transport. A walking bus can either be informal, arranged by parents making an agreement between themselves or formal. A formal walking bus organised by the PC would be covered by our SPTC insurance. The council would have to risk assess the route. And the ratio would be 1 adult to 4 children. The co-op will fund up to 40 day-glo jackets for children. Organisation of the walking bus, communication and rotas would be a task requiring a willing volunteer. Parent views on the walking bus will be incorporated by Alan Rehfisch in the Transport Survey and the idea will also be put on our website. There was a question about whether the walking bus could have multiple pick up points – the walking bus would effectively operate like a bus with prearranged ‘bus stops’ en route for picking up and dropping off children. Eileen thought it could be useful for older children too.

8.15 AOB

1) There was a query about whether we could use the summer fair to showcase what the PC does.

2) Use the P1 pitch on 17th and 18th June to encourage more parents to get involved in the PC.

3) There was concern expressed that children were having juice for lunch daily. Mrs Grierson said that they had free choice between milk, water and juice and she was surprised how many chose water. Mrs Grierson suggested parents talk to the children about their choices. Concern was also expressed about the younger children not getting sufficient food options as they eat last. Karen Richmond explained that the food was divided into the three sittings. The school was constantly monitoring children’s choices. School requests were always addressed by the kitchens and great improvements had been made. Mrs Grierson said the school was really focused on ensuring that the children get a good food deal and the children were encouraged to take let over fruit out into the playground or take it home to eat.

8.20 Close

The meeting was closed by the Chair.

Date of Final Meeting – 8th June 2015

Supporting Papers Supplied in Meeting Pack

- 1) Draft Minutes of the Parent Council meeting held on 19th January 2015 (Susanna Waller)
- 2) Matters Arising/Action Log (Susanna Waller)
- 3) Report: Chair (Craig Hilton)
- 4) Report: Headteacher (Elizabeth Grierson)
- 5) Report: Treasurer (Alison Dalrymple)
- 6) Finance Sub-Group Report and Funding Requests (Miriam Jackson)
- 7) Situations Vacant (Craig Hilton)
- 8) Nursery Hours (Elizabeth Grierson)
- 9) Walking Bus (Craig Hilton)