

Agenda

South Morningside Parent Council Meeting

Monday November 10th 2014 at 6.45pm in Staff Room

- 6.45 Welcome, attendees and apologies
 - Review & Approval of Minutes of October 6th meeting (Secretary)
- 6.50 Review of matters arising & actions from last meeting (Secretary)
- 7.00 Report: Chair (paper submitted)
- 7.05 Report: Head Teacher (paper submitted)
- 7.10 Report: Treasurer (paper submitted)
- 7.15 Review of Funding Requests

- 7.20 Standing Agenda items
 - a) Clubs Group update
 - b) Fundraising update
 - c) Morningside Community Council update
 - d) Boroughmuir new school update
 - e) Transport update (paper submitted)
 - f) Playground update
 - g) Communications update (paper submitted)
 - h) Situations vacant
 - i) Accommodation update

- 8.00 Requested Items
 - a) Budget Challenge

- 8:15 AOB
- 8.20 Close

Date of next meeting: January 26th 2015

Supporting Papers

South Morningside Parent Council Meeting

Monday November 10th 2014 at 6.45pm in Staff Room

1. Draft Minutes of the Parent Council meeting October 6th (Susanna Waller)
2. Matters Arising/Action log (Susanna Waller)
3. Chair Report (Craig Hilton)
4. Head Teacher Report (Elizabeth Grierson)
5. Treasurer Report (Alison Dalrymple)
6. Transport Report (Alan Rehfisch and Gordon Carruthers)
7. Communications Report (Olly Headey)

SOUTH MORNINGSIDE PRIMARY SCHOOL

SOUTH MORNINGSIDE PARENT COUNCIL

Draft minutes of the SMPC meeting held on Monday 6th October 2014 at 6.45pm in the staff room.

Total Attendees: (26)

Parent Council Members (21)

Craig Hilton (Chair)	Noelle O'Doherty (MCC)
Susanna Waller (Secretary)	Stephen James
Graeme Drummond	Jamie Bookless
Kerry Simpson	Nikki McNair
Sheri Wallace	Ellie Trotter
Maria Dickson (Clubs Co-ordinator)	Alan Rehfisch
Olly Headey (Communications)	Priyanka Kulasegaram
Elizabeth Grierson (Head Teacher)*	Lauren Jack (staff)*
Fiona Gilmour (staff)*	Brian Sharp
Vanessa Charlton	Deborah Murphy (from Jan '15)
Alison Dalrymple (Treasurer)	

Parent council made up of 18 Parent Members plus 3* non-voting staff members

Guests (5)

Joanna Loxley (Parent)	Cllr Melanie Main
Nasira Bradley	Andrea Constable
Jon Turner	

Apologies (12) received in advance of the meeting

Howard Kippax (Accommodation)	Pam Ferguson (staff)*
Marion Bourbouze	Lesley Crob
Cllr Paul Godzik	Yvonne Moore (staff)*
Trish Watson (staff)*	Cllr Mark McInnes
Miriam Jackson (Clubs & Finance)	Mai Alsammak
Eileen Maclean (Comms)	Morag Macdonald (staff)*

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

The Chair welcomed all attendees and Susanna Waller confirmed the apologies that had been received prior to the meeting. The minutes of the Parent Council meeting held on June 9th were approved. (8 in favour, 0 against and 6 abstentions)

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

#03/14: Secretary vacancy – This action is now closed.

#05/14: Outside Shed Lighting – to be discussed.

#06/14: Portable play equipment for the annexe – Karen Richmond has met with members of the pupil group and is going to arrange a meeting with parents to finally decide what to spend the allocated money on. Meeting scheduled for 7th November 2014.

#07/14: Disposal of IT Equipment - over the summer Jonathan Mundy tried to find out about ways to dispose of obsolete computer and IT equipment. He was in touch with Craig Hilton and said he was happy still to lead this action for the PC. There are community groups in Edinburgh which recycle old equipment. There was a suggestion that Boroughmuir might be able to use old computers for the children to take apart. Craig will liaise with Jonathan. This action will remain open and roll over until the November meeting.

7.00 Report: Chair (paper submitted by Craig Hilton to the meeting).

- Craig will write to Cllr Godzik to clarify that when he referred to ‘a lack of commitment from the council’ in relation to accommodation issues in his report, he was referring to the historic lack of commitment shown by the council (thinking in particular of issues such as our 40 year old temporary classrooms), not the current commitment of council officers. At the end of September there was a presentation and constructive meeting where the planning officers from the Children and Families Department outlined two options for dealing with rising rolls. Over 70 parents attended and the quality of engagement was good. The views of parents will be requested on these two proposals.

7.05 Report: Head Teacher

- The next accommodation meeting is on Wednesday 8th October with Robbie Cochrane of the Asset Planning Team City of Edinburgh Council.
- Mrs Grierson attended a meeting on Thursday 2nd October with Cllr Godzik and a senior road safety officer from the council, concerning road safety at the annexe. The officer said she would review the advice the school had been given and check that the safest route between the main school and the annexe is being used. She would also look into various signage options and alerts for drivers. Mrs Grierson was informed only at this PC meeting that an accident had taken place at the annexe on the previous Tuesday morning at drop off time, involving a three car collision which had been attended by two police motorcyclists.
- The first letters have now gone out offering places in clubs for those children who have not accessed them previously. Mrs Grierson wanted to particularly thank Kerry Simpson and Andrew Caldwell for help identifying spaces.

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

Alison informed the meeting that regular on-going and current expenditure items such as the library allocation, teacher's allocation, science week, drama workshops, Scottish opera etc. had not been approved for this year. In June it was suggested that parental opinions be canvassed to establish PC funding priorities. This has not yet been done. However, the school has already timetabled and planned around receiving this finance. It was felt that the spending for this year should be voted on and parental opinions sought on future expenditure allocation. The vote to approve standard expenditure for this year was passed (15 in favour, 0 against and 1 abstention).

Action #08/14: To canvass the opinions of the parent body on expenditure priorities (to help raise awareness of the PC, encourage engagement and increase validation for our decisions). There was a suggestion that any parent mail should include a link to the PC website. A volunteer is needed to take this forward.

7.15 Review of Funding Requests – (submitted by email by Peter Sibson)

1. Lights for the shed £18.76 (15 in favour, 0 against and 1 abstention).

2. Snowboarding club have requested to use some of last year's surplus (£387) to subsidise a smaller class, by running at a loss for a year. It was pointed out that clubs should break even and any surplus at the end of the year belongs to the parent council. A vote was taken on this request as a one off. More information is required from the club on why there will be a deficit this year and it was stressed that no precedent can be set involving the carrying over of surpluses, as clubs are required to try to break even.
(16 in favour, 0 against and 1 abstention)

3. The Finance sub-group will agree on a parent mail survey of opinions regarding finance priorities for next year's budget. From these responses the finance group will be able to propose expenditure for next year. This will be discussed at the next PC meeting.

7.20 Standing Agenda items:

a) Clubs Group update – Maria Dickson is our new clubs co-ordinator. Kerry Simpson has been identifying free places in clubs for children and the first child has been placed. Graeme Drummond has been in charge of the PVG checks required for all clubs and helpers. A large number of parent helpers need PVG checking and Graeme has to countersign all ID checks. A drop in session may be necessary. Once submitted a form takes 2-6 weeks to be approved. The new Spanish club is about to start.

b) Fundraising – The winter fair is planned for 29th November 2014. Volunteers are requested.

c) Morningside Community Council Update – Craighouse Campus development plans have been approved and the decision will apparently not be called in. The next meeting of the MCC is during the half term break. Noelle O'Doherty is unable to attend, but will report back from the minutes at the next PC meeting.

d) Boroughmuir update – There was much discussion recently about new licensed premises very near the new school. Nasira Bradley reported that after a consultation period, conditions may be placed by the Council on the licence, allowing alcohol to be served outside school hours. The PC has been invited to a ground breaking ceremony for the new school.

e) Transport Update – We currently do not have a formal PC representative for transport. The current issues include the assessment of safer routes to the annexe, as discussed in the Head Teacher's report. Cllr Melanie Main reported that following a successful pilot on 20

mile per hour zones, this scheme has been extended throughout the city. However, some routes near schools are not covered. A consultation about this ends next Thursday. Cllr Melanie Main urged parents to put their views forward. Craig Hilton offered to remind parents.

f) Playground update – Not discussed at this meeting.

g) Communication update – Olly Headey reported that the website has been revamped, but he has not yet switched over the domain. The new web site uses Word Press which should be easy to use, accessible and cheap to run. Every club now has its own page and there are links to the Facebook page and Twitter account. The launch of the new website will be announced on parent mail.

h) Situations Vacant - - Sheri Wallace volunteered to join the finance group. Peter Sibson has resigned from the PC, however is willing to stay on until a replacement is found.

i) Accommodation update – the Children and Families Department are currently considering the two alternative proposals for increased accommodation at South Morningside Primary School. These proposals are going to committee in December. Both proposals throw up significant challenges for the school. Nasira Bradley suggested a meeting with parents before December to look at and discuss both proposals. It was reinforced by that parental views will influence the council decision and thus it is important for us to comment.

8.15 AOB

8.20 Close

The meeting was closed by the Chair.

Date of Next Meeting – November 10th 2014

Supporting Papers Supplied in Meeting Pack

- 1) Draft Minutes of the Parent Council meeting held on 9th June 2014 (Jonathan Mundy)
- 2) Matters Arising/Action Log (Jonathan Mundy)
- 3) Report: Chair (Craig Hilton)
- 4) Report: Treasurer (Alison Dalrymple)

South Morningside Parent Council

Chairman's Report – November 2014

October saw us start our first new SMPC club (Spanish) for a number of years. Whilst this might sound like a little thing, it required a considerable amount of effort and it is really great to see parents coming forward to help act as convenors and organise this activity for the children.

I'm also pleased to report that our initiative to offer complementary clubs places to some children has been a success with a number of places now being filled.

Finally, we had the first meeting of our newly-expanded Transport group, with activity to encourage parent feedback on the 20mph consultation and press forward the campaign for better crossing around the Annexe.

The preparation for the Winter Fair is in full swing and if you are able to provide even a hour's support I would urge you to volunteer.

As ever, it is a busy time for accommodation with our accommodation group publishing the output from the short-term accommodation options (see the SMPC website for more information).

Speaking of the SMPC website, I'd like to express thanks to everyone that has played a part in refreshing the website – it looks great. If you've not had a look, I would encourage you to do so.

The council are also beginning consultation on the (latest) budget challenge – I will talk more about this at the parent council meeting, but I think we need to ensure that the needs of our aging, cramped school are prioritised.

As ever, I'm sure I've only scraped the surface of what we do and I'd like to thank everyone for all their efforts in making the school community more inclusive, rewarding and fun.

Craig Hilton
Chair, South Morningside Parent Council

Transport Group Update received from Alan Rehfisch Parent Council Meeting, 10 November 2014

The work of the Transport Group has been focussed on two issues, as outlined below:

- 1. Council 20mph speed limit consultation:** The Council consultation on lowering the speed limit to 20mph in the city centre, main shopping streets and residential areas closed on 17 October. The consultation proposed keeping the speed limit on several streets near the school (Greenbank Drive, Greenbank Crescent, Cluny Gardens and sections of Comiston Road) at 30mph limit.

The Transport Group issued a ParentMail on 9 October highlighting concerns about the speed limit remaining at 30mph in these streets and asking parents with any concerns to respond to the consultation.

- 2. Braid Road pedestrian crossing:** Many parents are concerned about the safety of children having to cross Braid Road to access the facilities at the annex. The obvious solution to this is the installation of a pedestrian crossing across Braid Road. The Council has undertaken a rudimentary traffic survey at the site, but this did not meet the standards for such surveys set by the UK Department for Transport or the council itself.

The Transport Group drafted and submitted a petition to the Council's petitions Committee. Any petition which gathers at least 500 signatures must be considered by the Committee at a public meeting. Unfortunately, the petition was ruled invalid as this matter is currently under consideration by the council.

Road safety improvements on Braid Road are likely to be considered by the Council's Transport and Environment Committee in January 2015. A representative of the Parent Council will hopefully have the opportunity to speak at this meeting. We are awaiting an update from Council road safety officials as to what their plans for improving road safety on Braid Road may involve.

Further information received form Gordon Carruthers:

There has been no further updates on the Greenbank Drive / Greenbank Lane pedestrian safety concerns - Lack of safe crossing points and use as a cut through. Some of the concerns may be negated by a blanket 20 mph limit which was actively policed. However concerns would still remain over the volume of the traffic and the behaviour of some of the drivers (overtakes on blind bends / crests, driving along the pavement to pass right turning traffic etc.).

The installation of the new bike racks and shelter where the old "compound" was beside the Janitor's house. Probably from habit this is also being used for scooter

parking despite a more suitable provision (see below). It is hoped that this offers better security than before and deters bicycles being "tampered" with as noted in a ParentMail sent previously.

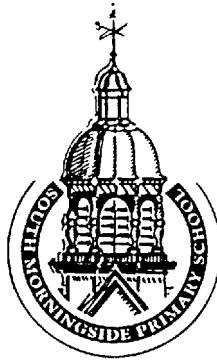
The installation of the new scooter racks beside the main school steps. These racks are of a design which allows the scooters to be secured via a suitable lock such as a padlock.

The ban on traffic around schools at the start and end of the school day in East Lothian appears to be receiving positive feedback and is being viewed as a success. City of Edinburgh Council have announced 11 Primary Schools to take part in trials across the city.

Communications Group Update received from Olly Headey Parent Council Meeting, 10 November 2014

The website is now live at <http://sm-pc.org> and we're gradually adding and improving the content.

The Facebook page (<http://facebook.com/southmorningsidepc>) and Twitter account (<https://twitter.com/smorningsidepc>) are both integrated into the website so news items are shared across them all.



Head teacher Report to Parent Council

10 November, 2014

Staffing

HT wind down arrangements:

Mrs Morgan will act up 2 days, Monday and Tuesday.

Mrs Moore will be out of class full time.

Mrs Richmond will return to her contracted 3 days/ week.

I would like to thank Mrs Richmond for stepping up to work an extra day over the time when we were recruiting for the SMT and running with a reduced team.

Support for Learning, Mrs Livingstone's post

We are interviewing for cover for this post next week.

Long Term Absence

Sadly we have a number of staff on long term sickness absence.

We have been extremely fortunate in being able to appoint temporary staff to date.

There is a serious shortage of supply teachers; indeed it is acknowledged that there is a local and national crisis.

Building Work/ Stone Repair

The work at the front of the school is complete and scaffolding will be moved to the rear of the school for the next phase.

Grounds Development

The team of volunteers have done a superb job filling the planters and painting and reviving picnic benches. Our parent/ craftsman will now complete the installation of the screen.

Mrs Richmond hopes that further work to develop play at the front of the school can be completed soon.

Bike and Scooter Storage

We are delighted that this is now in place and want to encourage more families to make use of this facility and make healthy travel choices.

Hot Meals at Cluny

I visited recently and am delighted to say that this provision seems to be working well.

PE at annexe

After the October break we had one week without use of the hall due to a delay in making safe the new cupboards. We do now have full use of the hall again.

P1 Enrolment for August 2015

This takes place Weds 12th and Thurs 13th November.

I will be able to share the number of catchment enrolled children at our next meeting.

Rising Roles Accommodation Proposals

At the time of writing this report there has been no final decision made.

The Director and Convenor of Education meet again next Monday and we hope to have a decision then.

In the meantime I have been asked to look at how the school day could be organised to allow drop off and pick up from both sites, allowing 30 minutes walking time between sites.

I have sent in a draft proposal to Crawford McGhee.

Mrs Grierson
Head teacher

South Morningside Parent Council

Matters Arising/Action Log to be reviewed on October 6th 2014

OPEN MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Status
#06/14	June 9th 2014	Portable play equipment for the annexe	Karen Richmond/Miriam Jackson	Karen Richmond -meeting with parents 7/11 to allocate money
#07/14	June 9th 2014	Disposal of IT equipment	Jonathan Mundy	Craig to liase with Jonathan
#08/14	October 6th 2014	Canvass parents' opinions on expendit	Volunteer required	
		Any PC Parent mail to link to PC website	all PC members	

CLOSED MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Last Status Before closure	Closed
#02/12	June 11th 2012	Accommodation Issues	Sub-group	Update provided Jan 28th 2013	Jan 28th 2013
#04/12	Nov 19th 2012	Neighbourhood Group meeting	Roksan Hur	Chair to attend meetings	Jan 28th 2013
#05/12	Nov 19th 2012	Clubs profitability issue	Roksan Hur	Action completed by Roksan	Jan 28th 2013
#06/12	Nov 19th 2012	Craighouse Development response	Howard Kippax	Activities during December	Jan 28th 2013
#07/12	Nov 19th 2012	Fundraising targets	Peter Sibson	To be reviewed at March 4th meeting	March 4th 2013
#01/13	Jan 28th 2013	200 Club	Jonathan Mundy	Review of distribution/updates	March 4th 2013
#01/12	June 11th 2012	M&S Uniforms	Craig Hilton	More information sought from Clan House	May 13th 2013
#03/12	Oct 1st 2012	Payments for Clubs	Peter Sibson	Matter discussed and resolved	May 13th 2013
#03/13	March 4th 2013	PE Improved Provision Proposal	Craig Hilton	Matter agreed	May 13th 2013
#05/13	May 13th 2013	Parent Survey	Craig Hilton	Survey issued to full Parent Forum	May 13th 2013
#02/13	Jan 28th 2013	SMPC Email Addresses	Jonathan Mundy	Update provided in Nov 18th pack	Nov 18th 2013
#04/13	May 13th 2013	Clubs coordinator understudy	Roksan Hur	Kate Hillier agreed to take on role	Nov 18th 2013
#06/13	May 13th 2013	Input into Configuration of school day	Karen Richmond	Action agreed with Chair & becomes #01/14	Jan 27th 2014
#07/13	May 13th 2013	PVG Scheme	Graeme Drummond	Update planned for Jan 27th meeting	Jan 27th 2014
#08/13	May 13th 2013	Social Media Policy & moderation	Jonathan Mundy	Jonathan confirmed arrangements on Nov 18th	Nov 18th 2013
#09/13	Nov 18th 2013	Clubs access/security	Craig Hilton/Kerry Simpson	Update planned for Jan 27th meeting	Jan 27th 2014
#10/13	Nov 18th 2013	Polling Station Review	Craig Hilton	Discussed at Nov 18th meeting	Jan 27th 2014
#11/13	Nov 18th 2013	Recruitment training	Craig Hilton	Jamie Bookless volunteered 27/01 to attend training	May 3rd 2014
#01/14	Jan 27th 2014	Input into Configuration of school day	Craig Hilton	PC volunteers agreed	May 3rd 2014
#02/14	Jan 27th 2014	Setting up Clubs Group	Craig Hilton	Group set up to oversee activities	May 3rd 2014
#04/14	Jan 27th 2014	Clubs Management/PVG/Access	New Clubs group	Issues being addressed by new Group	May 3rd 2014
#03/14	Jan 27th 2014	Secretary vacancy	All PC members	Susanna Waller proposed and seconded at AGM	Oct 6th 2014
#05/14	June 9th 2014	Outside shed lighting	Craig Hilton	Cost for shed lights £18.76 approved	Oct 6th 2014

- 6 15.Aug.12
- 5 01.Aug.12 (RSB & KJG only
- 4 18.Jul.12 (cancelled due to holiday absence
- 3 04.Jul.12
- 2 13.Jun.12 (including OMC representation - SB, NAA, JM
- 1 29.Mai.12

SOUTH MORNINGSIDE PRIMARY SCHOOL SMPC
Report 05/11/14

	<u>Income</u>	<u>Expenditure</u>	<u>Profit/(loss)</u>	<u>Notes</u>
Cash bal at start of yr	35,588.82		35,588.82	
Events				
Christmas Cards	-	-	-	
Fashion Show	-	-	-	
Ceilidh	-	-	-	
Hallowe'en Party	-	-	-	
Car Boot Sale	-	-	-	
Summer Fair	-	-	-	
Quiz Night	-	-	-	
Winter Festival	-	-	-	
SUB TOTAL EVENTS	-	-	-	
Clubs				
Guitar *	972.00	-	972.00	
Brazilian Football	1,287.00	960.00	327.00	
Chess	1,760.00	338.00	1,422.00	
Chanter & Drumming *	4,401.50	3,393.00	1,008.50	
French	-	-	-	
Gym *	1,775.00	118.00	1,657.00	
Judo *	2,126.00	1,173.00	953.00	
Recorder *	1,056.00	990.00	66.00	
Ski-ing	6,607.00	424.00	6,183.00	
Stage *	6,217.70	168.76	6,048.94	
Snowboarding	1,920.00	(188.80)	2,108.80	
Girls Football	-	-	-	
Spanish*	1,975.77	-	1,975.77	
Clubs Doorperson *	-	270.35	(270.35)	
SUB TOTAL CLUBS	30,097.97	7,646.31	22,451.66	
Sundry Income	96.23	-	96.23	
Payments				
10 x I pads - approved Jan 14		3,406.90	(3,406.90)	
Fridge Freezer for Tech Rm - app Jan 14		206.25	(206.25)	
Projector lamps x 2-approved Jan 14		216.60	(216.60)	
Library Books - approved Oct 14		165.49	(165.49)	
Teacher's Allocation - App Oct 14		2,700.00	(2,700.00)	
Parentmail - Approved Jun 13		300.00	(300.00)	
Technologies - approved Jan 14		£1,293.75	(1,293.75)	
SMPC Website Annual Maint - appd Oct 14		29.00	(29.00)	
Free Club Places		28.00	(28.00)	
			-	
			-	
			-	
			-	
			-	
Other General Expenditure		38.72	(38.72)	
SUB TOTAL PROJECT EXP	-	8,384.71	(8,384.71)	
2014-2015 NET INCOME/(EXP)	30,194.20	16,031.02	14,163.18	-
CURRENT BANK BALANCE	65,783.02	16,031.02	49,752.00	
		<i>Control</i>	-	
Available to spend				£49,752.00
Less floats 'fund' re fairs				-£3,000.00
Less committed:				
Clubs Surplus - note that any surplus as at 30 June becomes available for general use				-£22,451.66
				-£22,451.66
Uncommitted funds				£24,300.34
Approved Payments o/s:				
Playground Improvements			-£4,410.27	Summer Fair 2012 ring-fencing
Playground Improvements			-£13,000.00	Approved Jan 14
ICT (include projector bulbs)			-£1,376.50	Approved Jan 14
Annexe Playground Equipment			-£1,000.00	Approved Jun 14
Science Week			-£3,000.00	Approved Oct 14
Arts and Crafts Supplies			-£750.00	Approved Oct 14
Scottish Opera			-£350.00	Approved Oct 14
Library Books			-£834.51	Approved Oct 14
Parentmail 2015			-£300.00	Approved Oct 14
Drama Workshops			-£1,000.00	Approved Oct 14
P3 Football Set Up Grant			-£250.00	Approved Oct 14
SMPC Website Annual Maintenance			-£121.00	Approved Oct 14
AGM & P1 Welcome Evening			-£177.24	Approved Oct 14
				-£26,569.52
Unallocated funds				-£2,269.18

Notes

Alison Dalrymple
Treasurer