

# Agenda

## South Morningside Parent Council Meeting

Monday 11<sup>th</sup> May 2015 at 6.45pm in Staff Room

- 6.45 Welcome, attendees and apologies
  - Review & Approval of Minutes of 2<sup>nd</sup> March 2015 meeting (Secretary)
- 6.50 Review of matters arising & actions from last meeting (Secretary)
- 6.55 Report: Chair (paper submitted)
- 7.00 Report: Head Teacher (paper submitted)
- 7.10 Report: Treasurer (paper submitted)
- 7.15 Review of Funding Requests (paper submitted)
- 7.25 Standing Agenda items
  - a) Clubs Group update
  - b) Fundraising update
  - c) Morningside Community Council update
  - d) Boroughmuir new school update
  - e) Transport update
  - f) Playground update
  - g) Communications update
  - h) Situations vacant
  - i) Accommodation update
- 7.30 Requested items
  - a) Nursery hours
  - b) Tidying the shed
  - c) Walking Bus
- 8:15 AOB
- 8.20 Close

**Date of next meeting:** Monday 8<sup>th</sup> June 2015

# Supporting Papers

## South Morningside Parent Council Meeting

Monday 11<sup>th</sup> May at 6.45pm in Staff Room

1. Draft Minutes of the Parent Council meeting 2<sup>nd</sup> March 2015 (Susanna Waller)
2. Matters Arising/Action log (Susanna Waller)
3. Chair Report (Craig Hilton)
4. Head Teacher Report (Liz Grierson)
5. Treasurer Report (Alison Dalrymple)
6. Funding Requests (Miriam Jackson)
7. Situations Vacant (Craig Hilton)
8. Nursery Hours (Liz Grierson)
9. Walking Bus (Craig Hilton)

SOUTH MORNINGSIDE PRIMARY SCHOOL

**SOUTH MORNINGSIDE PARENT COUNCIL**

Draft minutes of the SMPC meeting held on Monday 2<sup>nd</sup> March 2015 at 6.45pm in the staff room.

**Total Attendees: (32)**

**Parent Council Members (18)**

Craig Hilton (Chair)	Deborah Murphy
Alison Dalrymple (Treasurer)	Vanessa Charlton
Noelle O'Doherty (MCC Link)	Lesley Macniven
Stephen James	Kerry Simpson
Miriam Jackson (Finance)	Susie Morgan (Acting Head Teacher)
Howard Kippax (Accommodation)	Lauren Jack (staff)*
Olly Headey (Comms)	Fiona Gilmour (staff)*
Maria Dickson (Clubs Co-ordinator)	Yvonne Moore (staff)*
Ellie Trotter	
Priyanka Kulasegaram	

Parent council made up of 14 Parent Members plus 4\* non-voting staff members

**Guests (14)**

Joanna Loxley (parent)	Kirstin Beard (parent)
Morgo O'Connor (Business Manager)	Robbie Crockatt (Asset Planning Team, CEC)
Kenneth Fordyce	Crawford McGhie (Asset Planning Manager, CEC)
Fiona Kippax (parent)	Olga Feher
Brendan Caney (parent)	Colin MacRae (parent)
Sarah Caney (parent)	Anna Cuthbert (parent)
Rob Waller (parent)	Jenny Shiell (parent)

**Apologies (11) received in advance of the meeting**

Susanna Waller (Secretary)	Pam Ferguson (staff)*
Alan Rehfish (Transport)	CLlr Paul Godzik
Eileen Maclean	Jamie Bookless
Morag Macdonald (staff)*	Brian Sharp
CLlr Sandy Howat	CLlr Melanie Main
Sheri Wallace	

**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. The minutes of the meeting held on 19<sup>th</sup> January 2015 were approved (14 in favour, 0 against and 0 abstentions).

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

**#06/14:** Portable play equipment for the annexe – (action closed).

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

**#01/15:** Parents to email Craig re: Deanbank concerns – Two responses received, to be discussed at this meeting (action closed).

**#02/15:** Afterschool Club provision for the Annexe – Priyanka Kulasegaram reported that there would be capacity for 60 children. Priority spaces would be available for the 8 families with drop offs at multiple sites. No problems were anticipated with fulfilling demand for places. Priyanka believed the council had approved any changes to Afterschool club facilities at Deanbank.

There were three concerns raised at the meeting regarding the Afterschool club provision. The first was whether we could be comfortable with the 10 unfilled places for Afterschool provision as there are currently 50 children already enrolled. The second was whether there was a case for performing a wider review of demand and the third was whether the licence would come through on time. The PC could not respond to this last query. This would need to be checked with the Care Commission.

**#03/15:** Finance Survey results on PC website and in newsletter – A parentmail was sent out last week with the results. Sheri Wallace will take over the website and will receive training from Olly Headey (action closed).

**#04/15:** Finance Survey proposals to Teaching Staff Meeting (action closed).

**#05 & 06/15:** Sports Team T-shirts to be discussed at this meeting (action closed).

**#07/15: To issue more information re: MS office 365** – Edinburgh Council has approved this for all children. However, to access this the school would have to create email accounts for every pupil and is not in a position to support this at the moment.

**#08/15: Club co-ordinator emails to allow easier parent contact** – now set up on PC website (action closed).

**#09/15: Permanent Club Policy/Document on PC website** including PVG policy now on website (action closed).

**#10/15: Info section re: Accommodation and Transition on website** (action closed).

**#11/15: Treasurer and Fundraising Co-ordinator parentmail** - Craig has two possible candidates for the Treasurer position. A parentmail was sent out about the fundraising meeting on 18<sup>th</sup> March.

**#12/15: Query lunchtime drinks at South Neighbourhood Group** – Craig attended the last meeting. At least one other school has achieved a change in lunchtime. This was supported by their parent body and then requested by their school. Mrs Moore clarified that over the last 6-8 weeks the drinks available at lunch had been plain milk, water, apple or orange juice. A volunteer was sought and obtained to take this forward and come up with a proposal to obtain the views of parents/carers and children (?) on lunchtime drink provision.

There was also a query about whether there should be a school policy on handing out sweets for birthdays. Mrs Morgan thought that having a school policy on this would not be appropriate as she felt it was a home issue, but stated that no teacher would actively encourage this practice.

**#13/15: Afterschool Club and Breakfast Club priority spaces for families with 3 site drop offs** – priority could be given to the families affected (action closed).

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

- including a copy of correspondence with Councillor Godzik.

#### **7.00 Report: Head Teacher (paper submitted by Elizabeth Grierson delivered by Mrs Morgan).**

- Currently 107 catchment children are enrolled for P1. Current staff allocation is for 90, however the Council will review pupil numbers and teacher allocation after Easter.

- 99 P2 children are expected to start in August in two team taught classes and one of 25.

- Mrs Grierson has requested the closure of school for P1 & P2's on Wednesday 24<sup>th</sup>, Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> June to allow pack up time for the infant departments. All P2's will commence school on Wednesday 18<sup>th</sup> August and full days for P1's will start on Monday 24<sup>th</sup> August. The devolved school manager will make a final application to the Scottish Government on behalf of the school for these additional days. The move cannot be done in holiday times due to existing terms and conditions of staff employment.

**#14/15 Action on Craig Hilton** - to see if the PC can inform the parent body about these potential alterations to the school term for P1 and P2, as the school is currently unable to do so.

**#15/15 Action on Priyanka Kulasegaram** – to ask if the Holiday Club could provide some childcare for 24<sup>th</sup> – 26<sup>th</sup> June either at the school or on alternative premises for the affected P1 and P2 children.

-Review of the Cluny annexe route agreed that the original route was safest with the addition of high visibility vests.

**7.05 Report: Treasurer (paper submitted by Alison Dalrymple).**

No comments or queries.

**7.10 Review of Funding Requests/Finance Group Update (paper submitted by Miriam Jackson)**

a) Following the results of the Finance sub group survey of parental spending priorities. The school management team have produced five costed proposals:-

- 1) Interactive White Board for the Support for Learning base £3,650.
- 2) Fischy Music Workshops £1,536.
- 3) Sports T-shirts with logo £441.
- 4) Maths Bee-bot robots (2 sets) £600.
- 5) Dance workshops with 'Simon says Dance' £600. **Total £6,827**

Vote in favour 15, against 0 and 1 abstention.

b) Stephen James queried whether a cover could be purchased for the outdoor sports area. Craig said that someone could volunteer to follow the approved procedures and take this forward and investigate this as a formal funding request.

**7.15 Standing Agenda items:**

**a) Clubs Group update –**

Maria Dickson reported that knitting club will be starting soon after school on a Thursday in the library. Any suggestions about the clubs section of the PC website should be directed to Olly Headey.

**b) Fundraising** – A parentmail has been circulated encouraging anyone interested to attend the next meeting on 18<sup>th</sup> March.

**c) Morningside Community Council Update** - no update

**d) Boroughmuir update** – proceeding on plan, no update

**e) Transport Update** – A parentmail will be sent out on the 20mile/hr consultation and we are waiting a second survey on the Braid Road crossing.

**f) Playground update** – A meeting took place with John Jack on Friday regarding the external building and scaffolding. The works are progressing and will hopefully be completed by the end of the Easter break. Mrs Richmond will update us as soon as possible on phase 1 of the playground improvements which are not impacted by the work.

**g) Communication update** –

Olly Headey would like to piece together information about how the PC is run; on the PC website . Please send any content to Olly.

**h) Situations Vacant** – Two potential candidates for Treasurer have been identified. 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.

**i) Accomodation update** – Deanbank to be discussed at this meeting.

#### **7:30 Requested items** –

**a) PVG Policy** (paper submitted to the meeting)

– The policy has been updated and presented to the meeting. Anyone left with unsupervised access to children must have a PVG certificate. It is a pro-active system and a flag will be raised to the SMPC lead signatory if an individual gains a criminal record. The PVG policy in relation to clubs is now clearly outlined and posted on the PC website.

Vote 16 in favour, against 0, abstentions 0

**b) Deanbank discussion:** Two papers were submitted to the meeting. The first from the council and the second from parents concerned they will be adversely affected by the move to Deanbank.

#### **1) Deanbank update by Crawford McGhie Asset Planning Manager**

The timescale for the works and current plans were discussed and the contractor will be Morrison Construction. Although the timescale is tight it is anticipated that they will be completed on time. The works are due to start before the end of March. The activity area will serve the Afterschool/Breakfast club and also be the dining area. Detailed discussions

have taken place with the school, Afterschool/Breakfast club and Fire Safety about the plans. Mrs Morgan said the changes to the plans have been very positive. There are currently 6 classrooms, 3 general purpose spaces, a library, kitchen, medical room, planned storage areas inside and out etc. There is a ramp for disabled access and a small lift. There will be a pedestrian drop off area and bicycle and scooter storage will be provided. The school will be able to use the existing Cluny Annexe during term time until the lease expires in June 2017. The huts will remain in place at the main school until Deanbank is fully up and running. It will take several weeks to remove them and reinstate the ground. No timescale has yet been set for this. The huts will probably remain in place until after the summer. Craig will put the Deanbank update on the PC website, it could also be sent out as a parentmail. There was a request to also put the second presentation delivered by Dr Sarah Caney on the PC website.

2) The case against proceeding with Deanbank was presented by Dr Sarah Caney and the views of some of the parents who will be impacted by Deanbank were expressed to the meeting and given as a presentation. 15 families have signed a petition requesting that the PC re-evaluate the decision to move to Deanbank. It was explained that the PC were informed by the survey of the wider parent body and the final decision was made by the council. This group of parents requested that plans be put on hold pending further consultation. It was explained that all the alternatives to the Deanbank proposal had been previously considered and an open meeting had been held to discuss all the options with council officials. Howard Kippax from the accommodation group pointed out the inadequacy of the Cluny Annexe, the need to replace the huts and the fact the main site was full and could not accommodate the extra children safely or adequately. Although Deanbank was not thought to be ideal, it was considered the best option presented to us by the majority of parent body who expressed a view when surveyed. The PC will continue to look at ways to make Deanbank work for us all and see if there are ways that affected parents can be supported.

#### **8.15 AOB**

#### **8.20 Close**

The meeting was closed by the Chair.

**Date of Next Meeting – 11<sup>th</sup> May 2015**



**Supporting Papers Supplied in Meeting Pack**

- 1) Draft Minutes of the Parent Council meeting held on 19<sup>th</sup> 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 (Miriam Jackson)
- 7) Situations Vacant (Craig Hilton)
- 8) Clubs PVG Certification Requirement (Craig Hilton)
- 9) Chair Action Updates (Craig Hilton)

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**South Morningside Parent Council**  
**Matters Arising/Action Log to be reviewed on May 11th 2015**

**OPEN MATTERS**

Reference	Date Raised	Issue/Action	Owner(s)	Status
#07/14	June 9th 2014	Disposal of IT equipment	Jonathan Mundy	Jonathan to continue researching
#02/15	January 19th 2015	Afterschool Club provsion for Annexe	Priyanka Kulasegaram/Mrs Grierson	capacity for 60 children - 3 concerns raised
#07/15	January 19th 2015	To issue more info re MS Office 365 & check enable	Olly Headey/Mrs Grierson	EC approved, currently email for every child not possible
#11/15	January 19th 2015	Treasurer and Fundraising Co-ordinator parentmail	Craig Hilton	2 possible candidates
#12/15	January 19th 2015	Query lunchtime drinks at South Neighbourhood Grd	Craig Hilton	views to be sought from school community
#14/15	March 2nd 2015	inform parents about alterations to term for p1&p2	Craig Hilton/Mrs Grierson	
#15/15	March 2nd 2015	holiday club cover 24-26th june for p1&p2 children	Priyanka Kulasegaram	

**CLOSED MATTERS**

Reference	Date Raised	Issue/Action	Owner(s)	Last Status Before closure	Closed
#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
#08/14	a) October 6th 2014	Canvass parents' opinions on expenditure	Volunteer required	closed- being actioned by Finance Group	Nov 10th 2014
	b) October 6th 2014	Any PC Parent mail to link to PC website	all PC members	closed- being actioned by Comms Group	Nov 10th 2014
#06/14	June 9th 2014	Portable play equipment for the annexe	Karen Richmond/Miriam Jackson	closed	Mar 2nd 2015
#01/15	January 19th 2015	Parents to email Craig re Deanbank concerns	Parents/Craig Hilton	2 responses received, discussed -action closed	Mar 2nd 2015
#03/15	January 19th 2015	Finance Survey results- on PC website & in newsletter	Olly Headey/Miriam Jackson	Sheri Wallace to take over website -action closed	Mar 2nd 2015
#04/15	January 19th 2015	Finance Survey proposals to Teaching Staff meeting	Teaching Staff	action closed	Mar 2nd 2015
#05/15	January 19th 2015	Sports Team T-shirts explore options and costs	Mrs Morgan/Craig Hilton	action closed	Mar 2nd 2015
#06/15	January 19th 2015	Sports Team T-shirts explore costs with Football Na	Priyanka Kulasegaram	action closed	Mar 2nd 2015
#08/15	January 19th 2015	Club co-ordinator emails to allow easier parent conta	Olly Headey	now set up - action closed	Mar 2nd 2015
#09/15	January 19th 2015	Permanent Club Policy/Document on PC website	Olly Headey	now set up - action closed	Mar 2nd 2015
#10/15	January 19th 2015	Info section re Accomodation and Transition on web	Olly Headey/School Staff	action closed	Mar 2nd 2015
#13/15	January 19th 2015	ASC/BC Priority spaces for families with 3 site drop	Priyanka Kulasegaram	priority to be given to 3 site families - action closed	Mar 2nd 2015



South Morningside Parent Council (SMPC)  
C/O South Morningside School  
Comiston Road  
Edinburgh  
EH10 5QN

**Chair:** Craig Hilton

**Secretary:** Susanna Waller

**Treasurer:** Alison Dalrymple

## South Morningside Parent Council

### Chairman's Report – May 2015

Following our previous meeting, I'd like to thank the PC and transport group members who have met with concerned parents to understand their issues and help investigate solutions. The Transport Group update at our Parent Council meeting will provide more information as will the item on a "walking bus"

I'm pleased to report that a parent has come forward to become our treasurer when Alison completes her three years in the summer. Phew!

Whilst this key role has been filled, we do find ourselves with a number of gaps to fill. We still need a clubs co-ordinator. Our PVG signatories and fundraising co-ordinators do a great job, but could do with more help. I was also alarmed to hear that the organisers of stage club will be standing down after the show in March 2016. These shows are a milestone on the South Morningside Primary School calendar, involving not just the hundreds that come to watch them. Spread the word.

I am now half way through my 3<sup>rd</sup> year as chair of the parent council. Our constitution allows an office bearer to stand for a fourth year, but this should be considered an exceptional course of action. I would strongly encourage anyone who has an interest in the role to get in touch. The fourth year offers opportunities for shadowing/handover. I would add that chairing SMPC has been a very rewarding experience.

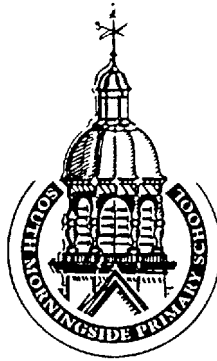
Finally, the next milestone on the school calendar is fast approaching with the Summer Fair. **30<sup>th</sup> May** (I can't believe anyone reading this doesn't know the date!) It raises a huge amount of money which benefits the school, it's a fantastic social event for the whole family, the kids love it and it's powered by volunteers.

If you haven't signed up to do something, I urge you to do so. No previous experience necessary:

<http://www.SignUpGenius.com/go/10C0F49AEAE2AA7FB6-smps2>

I'll see you there.

Craig Hilton  
Chair, South Morningside Parent Council



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## HT Report to Parent Council

11 May, 2015

### **New P1 Intake**

We have had the cap on our P1 numbers raised to 99.

There are currently 102 catchment children enrolled.

We expect that number to fall through families taking up places offered at other schools of their choice.

At present we propose to organise two team taught classes of 37 and one of 25.

### **Nursery Numbers for 2015 -16**

We have offered morning places to 30 children.

We have 9 children currently enrolled for afternoon places.

Staffing allocation will be dependent on final numbers for August.

### **Revised Nursery Hours**

Please see proposal for revised Nursery Hours from August, sent in separate attachment.

These would allow SMPS families to drop off and collect children from all 3 sites.

### **Deanbank**

#### ***Update on Exceptional Closure Days for all P1 and P2***

*Please note that the local authority has now changed these dates.*

*Also note that this revised information has yet to go out to **ALL** parents.*

*Exceptional closure days are now:*

*Pack up - Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> June 2015.*

*Set up - Monday 17<sup>th</sup> August 2015.*

*Start of term for P2 in August will be Tuesday 18<sup>th</sup> August.*

*Start of term for P1 in August will be Monday 24<sup>th</sup> August.*

*(N.B. New P1 children will be invited into school for individual assessments week of 18<sup>th</sup> August.)*

### **Deanbank Communication**

A letter to all new P1 families will go out this week giving details of Meet the Teacher dates in June, Starting Arrangements for August, School Hours, Exceptional Closure Dates, Baseline Assessment Arrangements, Term Dates, etc.

I will speak further about Deanbank arrangements at the June meetings and explain how Buddies, Whole School Events and Transition to our main site will be managed and supported.

A separate letter will go out to all current P1 parents, P2 in August 2015, next week.

The aim of this letter is to confirm all arrangements for August in this hard copy, plus offer parents an opportunity to ask questions by including a question/ response slip.

I will also explain how we plan to enable children to work with their buddies and to take part in whole school events, and how children will be supported to make transition at the end of P2 to our main site.

**SOUTH MORNINGSIDE PRIMARY SCHOOL SMPC**  
**Treasurer's Report 11/05/15**

	<u>Income</u>	<u>Expenditure</u>	<u>Profit/(loss)</u>	<u>Notes</u>
<b>Cash bal at start of yr</b>	<b>35,588.82</b>		<b>35,588.82</b>	
<b>Events</b>				
Christmas Cards	5,690.59	4,174.74	1,515.85	
Ceilidh	2,047.97	1,077.00	970.97	
Car Boot Sale	-	-	-	
Summer Fair	-	636.63	(636.63)	
Quiz Night	-	-	-	
Winter Festival	8,405.31	2,761.12	5,644.19	
<b>SUB TOTAL EVENTS</b>	<b>16,143.87</b>	<b>8,649.49</b>	<b>7,494.38</b>	
<b>Clubs</b>				
Guitar *	1,576.85	1,139.00	437.85	
Brazilian Football	2,406.00	2,385.00	21.00	
Chess	3,042.00	2,308.98	733.02	
Chanter & Drumming *	7,327.69	6,479.00	848.69	
French	3,451.00	1,856.00	1,595.00	
Gym *	3,595.00	2,743.00	852.00	
Judo *	3,976.00	3,318.00	658.00	
Recorder *	1,824.00	1,769.00	55.00	
Ski-ing	14,597.30	14,734.00	(136.70)	
Stage *	12,110.15	11,587.26	522.89	
Snowboarding	3,376.00	1,719.20	1,656.80	
Girls Football	784.00	167.30	616.70	
Spanish*	4,382.58	4,382.58	-	
Clubs Doorperson *	-	1,460.38	(1,460.38)	
<b>SUB TOTAL CLUBS</b>	<b>62,448.57</b>	<b>56,048.70</b>	<b>6,399.87</b>	
<b>Sundry Income</b>	<b>758.83</b>	<b>-</b>	<b>758.83</b>	
<b>Payments</b>				
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		322.59	(322.59)	
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		62.00	(62.00)	
Free Club Places		392.09	(392.09)	
ICT - Lamp - appd Jan 14		346.26	(346.26)	
Playground Improvements - 2012		29.99	(29.99)	
Arts & craft supplies		63.00	(63.00)	
P3 Football Setup - approved Oct 14		184.55	(184.55)	
Annexe Playground Equipment- 06/14		1,280.27	(1,280.27)	
Drama workshops - approved Oct 14		500.00	(500.00)	
Interactive whiteboard- approved 03/15		3,145.70	(3,145.70)	
Science Week -approved Oct 14		2,905.00	(2,905.00)	
Sports t-shirts with logo - approved 03/15		440.50	(440.50)	
Other General Expenditure		107.53	(107.53)	
<b>SUB TOTAL PROJECT EXP</b>	<b>-</b>	<b>17,902.98</b>	<b>(17,902.98)</b>	
<b>2014-2015 NET INCOME/(EXP)</b>	<b>79,351.27</b>	<b>82,601.17</b>	<b>(3,249.90)</b>	<b>-</b>
<b>CURRENT BANK BALANCE</b>	<b>114,940.09</b>	<b>82,601.17</b>	<b>32,338.92</b>	
		<i>Control</i>	<i>0.00</i>	
<b>Available to spend</b>				<b>£32,338.92</b>
<b>Less floats 'fund' re fairs</b>				-£3,000.00
<b>Less committed:</b>				
Clubs Surplus - note that any surplus as at 30 June becomes available for general use				-£6,399.87
				-£6,399.87
<b>Uncommitted funds</b>				<b>£22,939.05</b>
<b>Approved Payments o/s:</b>				
Playground Improvements		-£4,380.28		Summer Fair 2012 ring-fencing
Playground Improvements		-£13,000.00		Approved Jan 14
ICT (include projector bulbs)		-£1,030.24		Approved Jan 14
Arts and Crafts Supplies		-£687.00		Approved Oct 14
Scottish Opera		-£350.00		Approved Oct 14
Library Books		-£677.41		Approved Oct 14
Parentmail 2015		-£300.00		Approved Oct 14
Drama Workshops		-£500.00		Approved Oct 14
P3 Football Set Up Grant		-£65.45		Approved Oct 14
SMPC Website Annual Maintenance		-£88.00		Approved Oct 14
Fischy Music Workshops		-£1,536.00		Approved 03/15
Maths bee-bot robots		-600.00		Approved 03/15
Dance workshops		-600.00		Approved 03/15
				-£23,814.38
<b>Unallocated funds</b>				<b>-£875.33</b>

**Notes**

Ceilidh made a profit of almost £1000  
Sports t-shirts with logo, approved in march, have been purchased

Alison Dalrymple  
Treasurer

# Finance Sub group Report to 11 May 2015 SMPC

## 1. Requests requiring approval

The following funding request has been received:

<b>1</b>	Sports Tracksuits with School Logo  30 Tracksuits with school logo in a range of ages/sizes For children attending sports events e.g. cross-country, swimming galas, etc.  This will benefit the school teams, as they will be easily identifiable as being part of South Morningside primary school and the children will feel like they are representing the school. Added benefit of keeping the children warm at these events.	£705
	<b>Total:</b>	<b>£705</b>

The above request is in line with where parents want surplus funds to be spent this year, as per the recent survey results. Additionally, the tracksuits will benefit many children throughout the school. Therefore, the finance sub-group recommend approval for the additional £705 requested.

### Requests requiring more information

None.

### Annual Teachers Allocations:

The Finance sub group, Treasurer and teaching staff have been working together to work out a simpler process for dealing with the Annual Teachers allocations funding. Once the 2015-16 on-going expenditure of £9.5K is approved in June (it will be in the next Finance sub group report), the new process would take effect. The proposed new process is that teachers will pay for the items for their classes up front (sticking to the approved allocation amount) and keep the receipts. Then in May, they will submit an expense form with the receipts to the Treasurer for payment. The feedback from all concerned is that this would work, is the most efficient option and they are happy to give it a go for the next academic year.

## 2. Fundraising Finances committed to date

The fundraising finances committed to 11 May 2015 are as follows:

Whilst the accounts at the start of the 2014/15 academic year showed 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
<b>This leaves uncommitted funds at the start of the academic year of</b>	<b>8,500</b>
<b>2014/15 Fundraising Income Estimate (based on average incomes over past 3 years)</b>	<b>16,500</b>
The PC has committed to the following expenditure so far through 2014/15	
Ongoing expenditure agreed each June:	
Science Week	-3,000
Teachers Allocation	-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
Additional one-off expenditure for 2014/15:	
Annex playground improvements	-1,281
Interactive White Board for Support for Learning base	-3,650
Fischy music workshops	-1,536
Sports t-shirts with school logo	-441
Maths Bee-Bot robots x 2	-600
"Simon says Dance" workshops	-600
<b>This leaves uncommitted funds for 2014/15 of</b>	<b>7,392</b>

*Miriam Jackson on behalf of the Finance sub-group*



## Situations Vacant

### Treasurer

Our Treasurer is now serving her third year on the parent council, so in September we will need to find a new Treasurer. This is a key role within the parent council, controlling the funds of the organisations.

### Clubs Co-ordinator

Key responsibility is to act as the central contact point for clubs at the school. Some seasonal activity (e.g. doing the room bookings “lets” in the summer term, ensuring all clubs have completed their start-up forms in August/September.

### PVG Signatory

A small number of people act as PVG administrators for SMPC. They check the forms, review proof of ID and submit information to Disclosure Scotland. It's an administrative task, which is time consuming. As such, it would be good if we could spread the load. No specific skills required, but one aspect of the role is meeting parents to review their ID documents, so someone who was around in the day/playground would be helpful.

### Stage Club Convenor

The current team of in the following roles director, assistant director, costume, admin and production manager (currently one role but could be 2) will be stepping down after the show in March 2016

If there is interest in the club continuing a team of parents to take on assistant director, admin and production manager would be needed. These roles are voluntary.

Currently the director role is done by a non-parent with drama qualifications.

Any interested parents should email [southmorningside.stageclub@gmail.com](mailto:southmorningside.stageclub@gmail.com)

### Fundraising Co-ordinator

Our fundraising is extremely successful and runs very smoothly. One of the key reasons is because we rely upon a small number of individuals who help organise and co-ordinate our fundraising events. We would really benefit for some other people to help out.

Being a good organiser is the key school – this isn't about running individual stalls, it's about setting the fundraising calendar, ensuring every activity has an owner, bookings have been made, etc.

### Chair

An officer of SMPC should be in role for 3 years. I will have reached this by December 2015. Our constitution allows a chair to be in office for a 4<sup>th</sup> year, by exception. This year is intended to provide a “shadowing” opportunity for the new chair.

Let's aim to sort this out before it becomes critical.



## Proposed Nursery Hours from August 2015

<b>Morning Nursery: 8:20 – 11:30</b>			<b>Afternoon Nursery: 12:35 – 15:45</b>			
Staffing						
	Monday	Tuesday	Wednesday	Thursday	Friday	
EYP 1	8:10 – 15:55	8:15 – 15:55	8:15-15:55	8:15-15:55	8:15-16:00	36
EYP 2	8:10 – 15:55	8:15 – 15:55	8:15-15:55			21:35
EYP3				8:15-15:55	8:15-16:00	14:20
EYP4	8:00 – 12:55	8:00 – 12:55	8:00 – 16:00	8:00 – 12:55	8:00-16:00	29

(EYP = Early Years Practitioner)

N.B. These revised hours would allow families to drop off children at all 3 sites

Mrs Grierson

@ 5<sup>th</sup> May 2015



South Morningside Parent Council (SMPC)  
C/O South Morningside School  
Comiston Road  
Edinburgh  
EH10 5QN

**Chair:** Craig Hilton

**Secretary:** Susanna Waller

**Treasurer:** Alison Dalrymple

## **WALKING BUS**

### **What is it?**

A walking bus is an organised group of children who walk to school together accompanied by volunteers. There is no actual bus!

### **Where?**

Main school to Deanbank and back again

### **Why?**

The core of the parent concerns around Deanbank seem related to child care and transport. This could help with both

### **How?**

Informal ("dating service")

Formal / Parent Council organised

Buy a service

### **Logistics?**

A safe route risk assessment

If the PC organise it, our SPTC insurance covers us.

There are some grants to provide equipment (co-op day-glo jackets)

### **Questions?**

Who organises it? A new PC group?

Is there sufficient interest to use it?

Are there sufficient volunteers?