

Agenda

South Morningside Parent Council Meeting

Monday May 12th 2014 at 6.45pm in Staff Room

- 6.45 Welcome, attendees and apologies
 - Review & Approval of Minutes of March 3rd 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) Accommodation update
 - b) Clubs Group update
 - c) Fundraising update
 - d) Morningside Community Council update
 - e) Transport update
 - f) Playground update
 - g) Communications update (paper submitted)
 - h) Situations vacant (paper submitted)

- 8.00 Requested Items
 - a) Polling place review (Chair)
 - b) School day proposals (Head Teacher) (paper submitted)

- 8:15 AOB
- 8.20 Close

Date of next meeting: June 9th 2014

Supporting Papers

South Morningside Parent Council Meeting

Monday May 12th 2014 at 6.45pm in Staff Room

1. Draft Minutes of the Parent Council meeting March 3rd (Jonathan Mundy)
2. Matters Arising/Action log (Jonathan Mundy)
3. Chair Report (Craig Hilton)
4. Head Teacher Report (Liz Grierson)
5. Treasurer Report (Alison Dalrymple)
6. Funding Requests (Peter Sibson)
7. Communications Update (Eileen Maclean)
8. Situations Vacant (Craig Hilton)
9. School Day Proposals (Liz Grierson)

SOUTH MORNINGSIDE PRIMARY SCHOOL

SOUTH MORNINGSIDE PARENT COUNCIL

Draft minutes of the SMPC meeting held on Monday March 3rd 2014 at 6.45pm in the staff room.

Total Attendees: 20

Parent Council Members (16)

Craig Hilton (Chair)	Susan Regnart
Jonathan Mundy (Secretary)	Nikki McNair
Liz Grierson (Head Teacher)*	Jamie Bookless
Kerry Simpson (Finance)	Yvonne Moore (staff)*
Peter Sibson (Finance Group)	Lauren Jack (Staff) *
Howard Kippax (Accommodation)	Miriam Jackson (Finance Group)
Stella Sinclair (Communication)	Stephen James
Graeme Drummond	Morag Macdonald (Staff) *

Parent council made up of 23 Parent Members plus 5* non-voting staff members

Guests (4)

Joanna Loxley (Parent)	Anna Cuthbert (Parent)
Cllr Melanie Main	Kieron O'Brien (Parent)

Apologies (8) received in advance of the meeting

Marion Bourbouze (Fundraising/Playground)	Kate Smith
Noelle O'Doherty (MCC)	Alison Dalrymple (Treasurer)
Elaine Jones (Fundraising)	Gillian Anderson (Gym Club)
Eileen Maclean (Comms)	Kate Hillier **

** resigned from PC February 2014

6.45pm Welcome, attendees and apologies - Craig Hilton (Chair)

The Chair welcomed the meeting attendees, in particular the guests, and the Chair confirmed the apologies that had been received by the Secretary prior to the meeting.

Review & approval of Minutes of January 27th meeting – Jonathan Mundy (Secretary)

The Minutes of the SMPC meeting held on January 27th were approved – 10 in favour, 0 against and 0 abstentions.

6.50pm Review of matters arising & actions from the last meeting – Jonathan Mundy (Secretary)

#11/13: Recruitment Training – Jamie Bookless will be attending a training session later this month. This action is now closed.

#01/14: Input into configuration of the school day – PC volunteers Susan Regnart and Miriam Jackson have arranged to meet with Mrs Grierson to discuss the necessary possible changes to the school day. They will return to the PC shortly with a couple of alternative models for discussion. This action is now closed.

#02/14: Setting up Clubs Group – a new group with six members has been set up. This action is now closed.

#03/14: Secretary vacancy – to be discussed at the meeting. This action will remain open.

#04/14: Clubs Management/PVG/Access – The new clubs group will now address these tasks. This action is now closed.

6.55pm Report: Chair paper submitted by Craig Hilton to the meeting.

- Craig Hilton wanted to thank all those who volunteered to join the new Clubs Group.
- The Council has issued a proposed draft for term dates covering the next three academic years. This will be discussed later in this meeting to establish a PC response to the proposals.
- The PC confirmed our commitment at the last meeting to fund phase 1 of the playground development project.
- Craig attended a pupil council meeting and was so impressed by the energy and enthusiasm of the members and their desire to help improve the school. The pupils also had lots of interesting fundraising ideas.
- The council report on rising school rolls in South Edinburgh has been produced. This will be discussed by representatives of the Accommodation Group later in this meeting.

7pm Report: Head Teacher paper submitted by Mrs Grierson to the meeting.

- Mrs Grierson expressed her dismay in the strongest possible terms at recent comments made on a PC Google groups discussion forum. Other PC staff members also felt inappropriate comments had been posted. Craig Hilton (Chair) apologised to Mrs Grierson on behalf of the PC. He would also try to get the inappropriate content removed from the website as soon as possible and would talk to the parent responsible. The issue of establishing a Code of Conduct for the use of Google Group discussion forums was raised. Cllr Melanie Main suggested advice might be sought from the Information Officer at the Council.

- Currently 108 catchment children have enrolled for August 2014.
- There will be quite major changes to class organisation for this August, which will be confirmed once pupil numbers have been established. Staff allocation and class organisation may not be finalised immediately and could change up until the October break.
- From August 2014 the statutory hours for nursery are to increase from 475 to 600 per year.
- Mrs Grierson will attend several meeting prior to May to discuss the Council's long term and interim plans to address rising school rolls and accommodation issues.
- The feedback from the Health and Safety Audit was very positive.

As a consequence of the discussion above, the Secretary asked Mrs Grierson after the meeting to provide further details of the situation regarding catchment areas, school rolls and the elements of influence that Mrs Grierson has as Head Teacher. The Secretary & Chair considered that it would be helpful to include this information in these minutes as a reference point for any future discussions regarding these matters.

Summary provided by Mrs Grierson

The City of Edinburgh Council has made a commitment to endeavour to place all new P1 entrants into their catchment school.

As P1 rolls have risen across the city this has given rise to additional composite P1/2 classes and to larger team taught classes in some areas, such as ours.

At SMPS as the P1 class limit was lowered through legislation to 25 children, we have had to form two classes of 25 and one larger team taught class over the past 4 to 5 years.

Most years our P1 intake has been capped at 90 by the local authority.

School is then allocated teaching staff to accommodate this number of children.

P1 numbers can and do change, as families move, take up places at other schools or opt for private schools.

If, once all catchment children have taken up their place there are places available, then, and only then, will the local authority offer the remaining places up to the capacity that they have allocated teaching staff for.

At SMPS, this has meant 2 or 3 places offered to families with siblings currently at our school.

There is an Admissions and Placement Policy that identifies the order of offering places to those who have made out of catchment placing requests.

To explain how teaching staff are allocated:

Once P1 registration is completed in November each year, Mrs Grierson sends in a Class Organisation Proposal to the local authority. This also includes a note of possible deferrals.

At the same time, Mrs Grierson looks at pupil numbers across the whole school and send in a class organisation proposal. This must take into account any possible composite classes that can be formed. Mrs Grierson must form classes up to their maximum limit for each stage.

The local authority then confirms the proposed class organisation and staffing. However, the local authority can and do change this as pupil numbers change and can do so up to the October break of the new session.

e.g. If after the summer break number in one year group were less than expected, the school could be asked to reform classes and create a composite class.

Class size Limits are also dictated by Scottish Government guidance and legislation.

School Roll:

Should a family seek a place for a child at stages after P1 then a place must be offered to a child if there is capacity or space to take them.

The capacity or class size limit is as follows;

P1	25
P2, P3	30
P4-P7	33

School Catchment:

Head teachers have no control over catchment areas. Catchment areas cannot change without a process of full consultation with all affected, and has to be approved by the Scottish Government.

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

There was no discussion of any matters arising from Alison's paper.

7.15 Review of Funding Requests - paper submitted by Peter Sibson to the meeting.

There were no new funding requests. A budget for the year had been agreed in January. The PC has agreed to fund phase 1 of the playground project, which will mean we are operating a budgeted deficit this year and therefore our fund-raising activities; in particular the success of the summer fair will be even more important.

7.25 Standing Agenda items

a) Accommodation update - paper submitted to the meeting by Howard Kippax (moved to requested items).

b) Clubs Group update – Kerry Simpson provided a brief update on behalf of the new clubs group. The Group currently has no clubs convenor in post. The security access control procedures are working well and all controls over the clubs have improved. Only clubs operating between 3.15pm and 6pm will be financing the new door security measures. The costs will probably be between 30-50 pence per week. A new Code Club has been set up for P6 pupils. This club will operate after 6pm and is free. The Code Club is designed to teach pupils about computer coding.

c) Fundraising – No members of this group were present at the meeting. Jonathan Mundy wanted to remind everyone how easy it is to raise funds for the school using Easyfundraising when they do their on-line shopping through this site. A reminder will be sent out to all parents via parent mail, probably linked to a more general Fundraising communication. The date for the summer fair is set for Saturday June 7th and a first request for parent volunteers will be sent out very shortly.

d) Morningside Community Council Update – Noelle O’Doherty was not present at this meeting. No update at this meeting.

e) Transport Update – no update at this meeting.

f) Playground update – Mrs Grierson informed the PC that three contractors had been approached to price the works in phase 1 to the front of the school. The playground plans are on display outside the school office.

g) Communication update – no update at this meeting.

7.45 Requested items

a) School lunches – from 1st January 2015 all P1-P3 children will be offered free school lunches. Cllr Melanie Main said that she had now eaten lunch in nine primary schools. Everyone who tasted the lunches was surprised how good the food quality was. The issues were often around provision of sufficient cutlery and crockery and the very small dining spaces in some of the schools. There was felt to be a need to improve parental attitudes to school dinners. The issue of improved recycling was raised. Cllr Melanie Main said that since 1st January 2014 there has been a requirement for all organisations to separate their waste. The school is still awaiting new recycling bins for the kitchen/dining area. Mrs Grierson pointed out that lunch times will need to be extended and more tables provided to accommodate the projected increased numbers taking school dinners. There will be issues around provision of meals at the annex and if children have to be accommodated at the main school for lunch, what would happen in inclement weather.

b) Situations vacant (Chair) – There will be a vacancy for the role of Secretary from June 2014 when Jonathan Mundy steps down. Jonathan explained briefly some of the small tasks

that the Secretary has to perform. The work of Secretary is largely concentrated around the two weeks prior to each PC meeting. These tasks include:-

- communication of the date and time of the meeting to PC members, the parent body and invited guests.
- talking to the Chair about the agenda.
- gathering in papers and checking their format.
- collating and distributing the meeting pack.
- updating the PC meeting date on the website.
- checking the SMPC mailbox.
- completing the lottery license paperwork for the fair raffles.
- producing the meeting minutes (currently delegated to Joanna Loxley).
- collecting a list of attendees for each PC meeting.
- recording the results of all votes taken at the PC.

c) Session Dates – The PC was asked to vote on the main aspects of the council’s proposed session dates for the next three years, to establish a PC response to these proposals. Craig Hilton suggested also sending a link to parents who can then provide their own individual feedback.

- PC vote to suggest shortening the proposed 7 week summer holiday (7 in favour, 3 against and 3 abstained).

- PC vote to lengthen the proposed 12 day Christmas holiday to a fortnight (9 in favour and 1 abstention).

- PC vote on weekend-weekend Easter holidays as opposed to the proposed midweek to midweek break (5 in favour, 6 abstained).

d) School Security – Mrs Grierson summarized and clarified some of the school procedures. The main gates are always kept unlocked for emergency vehicles. The side gate opening onto Craiglea Drive is the evacuation route in the event that the school needs to be evacuated quickly to St Peter’s Primary. These gates cannot be locked. Mrs Grierson tries to meet monthly with the Learning Assistants and pupil representatives to discuss playground issues. Each Learning Assistant is assigned a zone in the playground with specific sight lines. It was proposed that these measures should be explained in the next newsletter to all parents/carers.

e) Accommodation update - The Council has produced a report on school accommodation and rising school rolls in Edinburgh. The paper covers both long-term and interim arrangements for South Edinburgh. The Council’s preferred long-term solution appears to be a new primary school on the NHS Astley Ainslie site feeding into Boroughmuir. A further

report will be taken to Committee on May 20th 2014 to identify the proposed interim solutions. These interim solutions will be finalised in the autumn. The current interim solution for South Morningside appears to be to replace one of our existing huts with a three classroom temporary unit for August 2015. Anna Cuthbert and Howard Kippax are to make a representation to the Education, Children and Families Committee on behalf of the PC on March 4th. Mrs Grierson clarified that the capacity figures the council quoted for the school are out of date. The school is now full in P1, P2, P3 and P7 and there are just 2 spaces available in P4. Howard Kippax said that the points he wanted to raise to support our accommodation case included: the unique difficulties faced by South Morningside operating on three sites, the fact the school is very full and our rolls are increasing. The age and condition of our existing huts, the lack of playground space and parental concerns over health and safety. Howard wants to express our support for a new school and to ask for consideration to be given for a double storey building, which reduces the footprint of the huts and thus preserves playground space.

8.15 AOB

No matters were discussed.

8.20 Close

As there was no further business the meeting was closed by the Chair.

Date of Next Meeting – Monday 12th May 2014.

Supporting Papers Supplied in Meeting Pack

- 1) Draft Minutes of the Parent Council meeting held on 27th January 2014 (Jonathan Mundy)
- 2) Matters Arising/Action Log (Jonathan Mundy)
- 3) Report: Chair (Craig Hilton)
- 4) Report: Head Teacher (Mrs Grierson)
- 5) Report: Treasurer (Alison Dalrymple)
- 6) Funding Requests (Peter Sibson)
- 7) Session Dates (Craig Hilton)
- 8) Accommodation Update (Howard Kippax)

**South Morningside Parent Council
Matters Arising/Action Log to be reviewed on May 12th 2014**

OPEN MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Status
#03/14	Jan 27th 2014	Secretary vacancy	All PC members	All to consider for themselves/others

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

South Morningside Parent Council

Chairman's Report – May 2014

I'm writing this report three days before the SMPC **Fashion Show**, which is now an established event in the Morningside area and a key fundraising event for the Parent Council. I'm sure it was a great success.

As it often is, **accommodation** is the most significant topic we are dealing with at present, due to the council's proposals about how to respond to rising school rolls in the South of the city. Our accommodation group has worked hard consulting, campaigning and influencing on this topic and will form a key part of the update at the meeting. I don't want to steal their thunder, but the press release showing the children being taught in the same huts their parents occupied 40 years earlier was a work of genius. See the video and article here:

<http://www.edinburghnews.scotsman.com/news/education/school-still-using-huts-40-years-on-1-3390901>

On the 1st of May, without any debate, the Council approved a report on the continued use of our school as a polling place. As we had previously campaigned and provided a deputation against this position (recommending instead the use of Morningside Parish Church), I was somewhat disappointed to see this result. The report notes that the council will review the situation when boundary changes are expected to happen in 2017, but this would have happened anyway. Effectively, the council have ignored our views. The full report can be found here (page 61):

http://www.edinburgh.gov.uk/download/meetings/id/42930/council_1_may_2014_-_full_meeting_papers

We have one final course of action which is an appeal to the electoral commission. Given that the council has shown intransigence on this issue, I suggest that we pursue this course of action and will be raising this at the meeting.

If anyone believes that the council does not have a sense of irony they might like to have a look at Appendix 1 (page 67). This highlights that a disadvantage of moving the polling station to Morningside Parish Church is that it would disrupt the after school care club held there, leading to the conclusion that closing the school is a better option.

And the news from Boroughmuir is that the new school planning application has been approved (giving us all hope that a new school in the south of the city can happen).

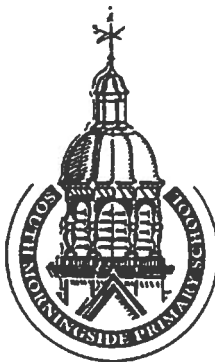
This is always a busy time of the year and I would like to thank everyone for their continued efforts. Whilst everyone is busy, I would like to mention two specific areas where we need more help.

The Summer Fair is on Saturday 7th June and we really need more people to help out. If you can, please contact me or the fundraising committee

And our secretary, Jonathan Mundy, will be stepping down at the end of this school year. If you know someone who might be able to fill his shoes, then please get in touch.

Craig Hilton

Chair, South Morningside Parent Council



Head Teacher Report to Parent Council

2 May, 2014

School Day Times: Proposals for August 2014

Please refer to proposals and rationale.
Feedback and comment welcome.

P1 Numbers for August 2014

Update on P1 catchment children enrolled for Aug 14.

We currently have 104 catchment children enrolled.
We have been granted staffing for two team taught P1 classes and one class of 25.
The local authority is waiting to see if numbers drop further, ideally to cap at 99.
This would allow classes to be re organised into 3x 33 in P4.

Next session, due to this large P1 intake, all P1 children will be accommodated on the main site.

Two P2 classes will be allocated to the annexe.

I will be contacting all current P1 parents to arrange a meeting to explain our planned arrangements.

Class Re organisation

All P1 children moving onto P2 and all P3 children moving onto P4 will be involved in reorganisation of classes.

P1 will be reorganised into 3 classes of 30 children.

P3 will be reorganised into 3 classes of 33 children.

We predict 70 P7 children in August and therefore do not foresee a need to reform classes.
However, there have been so many positive aspects to the reformation of P6 into P7 this year that we are going to discuss this further before making a final decision.
As pupil numbers stand, this would mean reorganisation into 3 P7 classes.

Hot Lunches for all P1-3

The Scottish Government require hot lunches to be available for all children in P1-3 from January 2015.

I can confirm that hot lunches will be available in our annexe.
Planning for this is well underway.

PE at our Annexe

We have negotiated use of an annexe hall for 4 full days from August 14.

The local authority is paying for this increased rent.

However, school is only reimbursed for one day of Pupil Support Assistant time required to accompany class teachers when walking children to and from the annexe.

I believe that SMPS should not have to cover these costs from our own school budget.

I believe we should be supported in trying to meet our two hour PE target in our uniquely challenging circumstances, rather than being further disadvantaged because of our split site.

Health & Safety

School staff would like to see further road calming measures and improved signage at our annexe.

Is this something that the Parent Council or Travel Group could take forward?

Vandalism and Offensive Graffiti

There have been a number of relatively minor incidents over a number of weekends.

These have been reported to the community police.

Sadly, this has escalated and a recent incidence of vandalism and offensive graffiti has occurred and has also been reported to the police.

The police are making regular evening and weekend checks of the school grounds.

Please report any persons within school grounds outwith hours directly to the police.

After School Clubs and Parent Council Support

All children who were not taking up the opportunity attending an after school club have now been offered places or are on a waiting list. Thank you.

Mrs Grierson
Head teacher

SOUTH MORNINGSIDE PRIMARY SCHOOL SMPC
Treasurer Report 060514

	<u>Income</u>	<u>Expenditure</u>	<u>Profit/(loss)</u>	<u>Notes</u>
Cash bal at start of yr	32,206.74		32,206.74	
Events				
200 Club	1,180.00	348.00	832.00	
Christmas Cards	5,215.00	3,885.66	1,329.34	
Fashion Show	-	-	-	
Ceillidh	2,404.25	990.20	1,414.05	
Hallowe'en Party	375.00	197.21	177.79	
Car Boot Sale	550.47	-	550.47	
Summer Fair	-	38.00	(38.00)	
Quiz Night	-	-	-	
Winter Festival	7,705.65	2,785.93	4,919.72	
SUB TOTAL EVENTS	17,430.37	8,245.00	9,185.37	
Clubs				
Guitar *	1,400.00	1,260.00	140.00	
Basketball	128.00	165.00	(37.00)	
Brazilian Football	3,066.00	2,370.00	696.00	
Chess	1,980.00	1,464.69	515.31	
Chanter & Drumming *	8,505.00	5,200.00	3,305.00	
French	3,197.00	3,197.00	-	
Gym *	3,379.00	2,580.60	798.40	
Judo *	3,101.25	2,805.00	296.25	
Recorder *	2,004.80	1,512.00	492.80	
Ski-ing	15,671.60	10,981.00	4,690.60	
Stage *	11,348.50	8,785.92	2,562.58	
Snowboarding	1,462.00	1,287.70	174.30	
Girls Football	1,012.00	1,035.02	(23.02)	
Clubs Doorperson *		747.85	(747.85)	
SUB TOTAL CLUBS	55,243.15	41,608.91	12,863.37	
Sundry Income	851.69	-	851.69	
Payments				
Ski-ing Term 3 (2012-13)		4,270.40	(4,270.40)	
Library Books - approved Jun 13		641.95	(641.95)	
Ski Races		423.40	(423.40)	
Teacher's Allocation-approved Jun13		2,595.00	(2,595.00)	
P1 Curriculum/AGM wine-app'd Jun 13		263.90	(263.90)	
SMPC website/Annual Maint- app'd Jun13		108.28	(108.28)	
Playground Consultant - approved May 13		250.00	(250.00)	
Ipod Purchases		3,560.91	(3,560.91)	
Arts & crafts supplies-approved Jun 13		768.52	(768.52)	
Science Budget		433.41	(433.41)	
Drama Workshops-approved Jun 13		547.00	(547.00)	
Expressive Arts - approved Jan 14		1,450.45	(1,450.45)	
P3 Football Set Up Grant approved Jun 13		£150.00	(150.00)	
Other General Expenditure		116.00	(116.00)	
SUB TOTAL PROJECT EXP	-	15,579.22	(15,579.22)	
2013-2014 NET INCOME/(EXP)	73,526.21	66,433.13	7,321.21	
CURRENT BANK BALANCE	105,731.95	65,433.13	39,527.95	
		<i>Control</i>	-	
Available to spend				39,527.95
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			-£12,863.37	
200 Club Winners			-£232.00	
				-£13,095.37
Uncommitted funds				£23,432.58
Approved Payments o/s:				
Science Week			-£3,000.00	Approved Jun 13
Scottish Opera			-£350.00	Approved Jun 13
Library Books			-£358.05	Approved Jun 13
Parentmail			-£300.00	Approved Jun 13
Drama Workshops			-£453.00	Approved Jun 13
Playground Improvements			-£4,410.27	Summer Fair 2012 ring-fencing
Playground Improvements			-£13,000.00	Approved Jan 14
Technologies			-£1,500.00	Approved Jan 14
ICT (include projector bulbs)			-£5,000.00	Approved Jan 14
				-£28,371.32
Unallocated funds				-£4,938.74

Notes

Ceillidh made a profit of £1400
Car Boot Sale made profit of £550

Alison Dalrymple
Treasurer

Finance Group Report to 12 May 2014 SMPC

1. Requests requiring approval

None.

2. Requests requiring more information

None.

3. Budget for 2013-14

At the January meeting we agreed a budget for this academic year, this requires us to raise funds as projected to breakeven. This makes the summer fair very important.

4. Budget for 2014-15

At the June meeting we will attempt to agree a budget for 2014-15, normally this covers ongoing expenditure plus other things we would like to spend money on. With funds now more constrained than in the past is this something we should survey the wider parent group on? We would do this by explaining where money has gone recently and giving a list of choices of alternatives that could be chosen. This would give us a mandate for agreeing future budgets.

Peter Sibson on behalf of the finance sub-group

Report to Council from SMPC Comms Group

Group Members: Eileen Maclean, Stella Sinclair, Jonathan Mundy, Craig Hilton, Olly Headley

A: Activity Update

1. Google Groups/Code of Conduct

- a) The Google Group Forum was immediately disabled after the March 3rd PC meeting. Agreed that to open up the site again there needs to be a code of conduct adhered to by the users. A draft code of conduct is included below for discussion and agreement in the meeting pack.

2. Website Content

- a) Clubs document: A new schedule was published in November 2013 but some Club information is still to be updated. Jonathan is pulling together a list of all School, PC and other Clubs and this will assist with updating the main Clubs document. Ongoing.
- b) Eventually we would like our website at www.sm-pc.org to be the principal resource of all information regarding the Council, Events/fundraising schedule, Accommodation updates and news on the playground development. Anyone who has ideas for information that can be included or which you would like to see, please let us know.

For example: Process for starting a Club: we are drafting a document for the Clubs group, to give anyone wishing to set up a new Club. This document should be published on the website.

How to send a ParentMail request: agreed that the instructions & guidance (who to send it to, use of pdfs, etc.) should be circulated on the Google Form once it has been reinstated, and published on the website.

3. New website/content management platform

- a) The group agreed that a separate meeting will be held for the Comms team purely to discuss the plans for the website. The longer term plan is to migrate the existing content to a new platform with added functionality advantages, more content management flexibility.

4. Online/social media strategy:

- a) The group agreed that one focus of promotion & awareness of the online/social media strategy would be on the new P1 intake in August, and a plan to get the new website platform ready for August/September.
- b) It was noted that Kate Hillier had previously mentioned that it would be useful to put together a 'top tips for new P1 parents' document to hand out at the P1 intro evenings, covering, for example, information that P1 parents aren't naturally told about or may not assume. Suggestion by Eileen to contact existing P1 parents to ask them for a list of items. Parent Mail to go out next week.
- c) We tweeted the link to the Edinburgh Evening News article on the huts and accommodation situation and the News retweeted our tweet to its 33.1k followers. We also tweeted to our four local councillors, and thanks to our councillors Melanie and Paul who are now following us.

5. Group addresses

- a) Jonathan reported that he has set up the remaining list of @sm-pc.org email addresses to be consistent and to help parents and PC members to route emails to the correct place. We still need to publish the addresses in a central location on the PC website, potentially with a name & photo of the 'head' of each group.

B: Code of Conduct

Online Community Code of Conduct

Overview

We want our online forums to provide a positive tool for the discussion and airing of views on a range of topics. Anything that supports this aim is encouraged, provided it does not violate our community guidelines.

Community Guidelines

By using this site, you are agreeing to the following community guidelines regardless of whether they have been read or not:

- Stay on topic. Posts should only discuss Parent Council and school-related matters.
- Always be polite and respectful in your tone of voice. Try and limit the use of sarcasm/humour to avoid misinterpretations.
- Don't post anything that infringes the copyright of another person, or contains personal information (names, address, phone number, email etc.) without obtaining prior written consent.
- The use of vulgar, indecent or offensive language/images is unacceptable.
- No defaming, abusing or threatening of others.
- No bigoted, hateful or racially offensive language.
- No material that advocates illegal activity or discusses illegal activities with the intent to commit them.

Posts which are deemed inappropriate by the site administrators will be deleted upon discovery. Users who continue to violate these guidelines may lose their account permanently. Account suspensions are at the sole discretion of the Parent Council Communications Group.

C: Draft ParentMail message

South Morningside Parent Council: Communications Update

How did we manage before we had Parent Mail, keeping us up to date with everything that is going on in our school community?

Well, that's not the only method of communication that the Parent Council is using.

Find out about the Council, events, accommodation and playground plans by logging on regularly to our website at www.sm-pc.org – add it to your favourites

If you are a Facebook user, and would like details of upcoming events organised by SMPC, search for South Morningside Primary School Parent Council and click on Follow and Like us.

And if you are a fan of Twitter, follow us at @smorningsidepc We follow Edinburgh Council, education commentators and lots of Edinburgh museums and institutions.

We hope that in that list there is a method of communication that suits you.

Join our online community!

Situations Vacant

Secretary

There will be a vacancy for the role of Secretary from June 2014 when Jonathan Mundy steps down. Jonathan explained briefly some of the small tasks that the Secretary has to perform. The work of Secretary is largely concentrated around the two weeks prior to each PC meeting. These tasks include:-

- communication of the date and time of the meeting to PC members, the parent body and invited guests.
- talking to the Chair about the agenda.
- gathering in papers and checking their format.
- collating and distributing the meeting pack.
- updating the PC meeting date on the website.
- checking the SMPC mailbox.
- completing the lottery license paperwork for the fair raffles.
- producing the meeting minutes (currently delegated to Joanna Loxley), collecting a list of attendees for each PC meeting and recording the results of all votes taken at the PC.

Clubs Convenor

SMPC does not currently have a clubs convenor. This led to a backlog of items to be dealt with which was compounded by an audit in early 2014. A clubs group was formed which has been extremely effective at dealing with the major issues and documenting processes etc.

As we move to a more “business as usual” approach to clubs, we still need a clubs convenor to act as a first point of contact for queries about clubs. It’s not the big job it once was!

200 Club

After 19 years with the school, Anne Crawley is retiring at the end of this session, leaving a need for someone to take over running the 200 club. Anne has provided a description of the tasks involved:

- End of August - send out letter explaining the system and inviting applications
- Collect applications from Parent Council postbox
- Make a list of applicants and issue share numbers via pupils
- End of September - send out reminder letter
- As at 3 above
- Arrange draw in October for September and October and advise Treasurer
- As above for December, February, April and finally June
- Back to 1. above.



South Morningside Primary

Review of school day

Consultations form March 14

Considerations for reconfiguration of school day:

- Increasing roll for August 2014
- Predicted ongoing increased roll, with additional class from Aug 15
- Grounds development and development of more creative play
- Health & safety considerations
- Introduction of free school lunches for all P1 to P3 from January 15
Implications for school lunch numbers, further staggered lunchtimes and numbers of supervising staff required.
- Consideration of starting times across 3 locations on split site.
- Nursery increases hours
- Parent waiting time and lack of sheltered space for families.

Mrs Grierson

@ March 14

S.M.P.S Proposed hours for 2014/15

Annexe

									TOTAL minutes
Monday	09:00	10:45	11:00	12:30	13:25	15:00			04:50
Tuesday	09:00	10:45	11:00	12:30	13:25	15:00			04:50
Wednesday	09:00	10:45	11:00	12:30	13:25	15:00			04:50
Thursday	09:00	10:45	11:00	12:30	13:25	15:00			04:50
Friday*	08:50	10:25	10:45	12:20					03:10
Grand Total									22:30

* Main site on Fridays

P1/P2 (Main school)

									TOTAL minutes
Monday	08:50	10:45	11:05	12:30	13:30	15:00			04:50
Tuesday	08:50	10:45	11:05	12:30	13:30	15:00			04:50
Wednesday	08:50	10:45	11:05	12:30	13:30	15:00			04:50
Thursday	08:50	10:45	11:05	12:30	13:30	15:00			04:50
Friday	08:50	10:25	10:45	12:20					03:10
Grand Total									22:30

P3

									TOTAL minutes
Monday	08:45	10:45	11:05	12:15	13:00	15:15			05:25
Tuesday	08:45	10:45	11:05	12:15	13:00	15:15			05:25
Wednesday	08:45	10:45	11:05	12:15	13:00	15:15			05:25
Thursday	08:45	10:45	11:05	12:15	13:00	15:15			05:25
Friday	08:45	10:25	10:45	12:25					03:20
Grand Total									25:00

P4

									TOTAL minutes
Monday	08:45	10:25	10:40	12:10	13:00	15:15			05:25
Tuesday	08:45	10:25	10:40	12:10	13:00	15:15			05:25
Wednesday	08:45	10:25	10:40	12:10	13:00	15:15			05:25
Thursday	08:45	10:25	10:40	12:10	13:00	15:15			05:25
Friday	08:45	10:25	10:45	12:25					03:20
Grand Total									25:00

P5-7

									TOTAL minutes
Monday	08:45	10:25	10:40	12:00	12:50	15:15			05:25
Tuesday	08:45	10:25	10:40	12:00	12:50	15:15			05:25
Wednesday	08:45	10:25	10:40	12:00	12:50	15:15			05:25
Thursday	08:45	10:25	10:40	12:00	12:50	15:15			05:25
Friday	08:45	10:25	10:45	12:25					03:20
Grand Total									25:00