

# Agenda

## South Morningside Parent Council Meeting

Monday 9<sup>th</sup> May 2016 at 6.45pm in Staff Room

- 6.45 Welcome, attendees and apologies
  - Review & Approval of Minutes of 7<sup>th</sup> March 2016 meeting (Secretary)
- 6.50 Review of matters arising & actions from last meeting (Secretary)
- 6.55 Comiston Road/SGN Gas Works
- 7.15 Report: Chair (paper submitted)
- 7.20 Report: Head Teacher (paper submitted)
- 7.30 Report: Treasurer (paper submitted)
- 7.35 Review of Funding Requests (paper submitted)
  
- 7.40 Standing Agenda items
  - a) Accommodation update
  - b) Clubs Group update
    - i. i) Clubs Funding
  - c) Fundraising update:
    - ii. Summer Fair
  - d) Morningside Community Council update
  - e) Transport update
  - f) Playground update
  - g) Communications update
  - h) Situations vacant
- 8.05 Requested Items
  - i) PVG
  - j) Greenspace / Tesco Grants
- 8:10 AOB
- 8.15 Close

**Date of next meeting:** Monday 6<sup>th</sup> June 2016

## **Supporting Papers**

### **South Morningside Parent Council Meeting**

**Monday 9<sup>th</sup> May 2016 at 6.45pm in Staff Room**

1. Draft Minutes of the Parent Council meeting 7<sup>th</sup> March 2016 (Susanna Waller)
2. Matters Arising/Action log (Susanna Waller)
3. Chair Report (Craig Hilton)
4. Head Teacher Report (Susan Morgan)
5. Treasurer Report (Chris Hebden)
6. Finance Group Report (Miriam Jackson)
7. Situations Vacant (Craig Hilton)

SOUTH MORNINGSIDe PRIMARY SCHOOL  
SOUTH MORNINGSIDe PARENT COUNCIL

Draft minutes of the SMPC meeting held on Monday 7<sup>th</sup> March 2016 at 6.45pm in the staff room.

**Total Attendees: (21)**

**Parent Council Members (17)**

Craig Hilton (Chair)	Anna Cuthbert (Fundraising)
Chris Hebden (Treasurer)	Kirstin Beard
Susanna Waller (Secretary)	Jenny Sheill
Miriam Jackson (Finance)	Hazel Little
Kathy Gillies (Clubs)	Irene-Marie Esser
Ellie Trotter	Beth Clearwater
Deborah Murphy	Susan Morgan *(Acting Head Teacher)
Brian Sharp	Lauren Jack *
	Pam Ferguson *

Parent council made up of 14 Parent Members plus 3 non-voting staff members\*

**Guests (4)**

Lucy Birch	Priy Gilmour
Howard Kippax	Karen Richmond *

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

Olly Headey (Comms)	Joanna Loxley
Noelle O'Doherty (MCC Link)	Victoria Bowman
Alan Rehfish (Transport)	Sheri Wallace
Lesley Macniven	Antonia Hynd (Playground)
Yvonne Moore*	Cllr Sandy Howat
Alison Ussing	Cllr Godzik (belated apologies received)

#### **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. There was a correction to be made in the Chair's Report of the meeting pack – Summer Fair date should be Saturday 4<sup>th</sup> June 2016. The minutes of the meeting held on 5<sup>th</sup> January 2016 were then approved.

(13 in favour, 0 against and 0 abstentions)

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

**#12/15: Query lunchtime drinks at South Neighbourhood Group** – Kirsten and Sheri will be conducting a short parent questionnaire to establish what parents would like their children to drink at lunchtime.

**#21/15: Amend Constitution at AGM in Sept 2016 re Internet Bank Account** – action ongoing until AGM

**#26/15: Nativity Costs at Deanbank** –Mrs Richmond advised that the main overhead was the labour involved in setting up, not the equipment hire, and this could not be avoided. PC agreed to leave this as an annual funding request, offset by Enterprise fundraising from selling the children's photos. **(action closed)**

**#27/15: Main School Playground, railings and markings** – Mrs Morgan spoke to a workman who will be attending to some repointing and he recommended building a wall and take the steps away. Parents wondered if a wall was required at all or even a half sized wall that the children could then sit on. Mrs Morgan to investigate further as to best way forward.

**#28/15: Timetable of Works for Deanbank** – Howard Kippax recently emailed the council regarding this and is now waiting for a reply.

**#32/15: PVG Job Description** – Craig still waiting to receive this from Graeme who is very busy at work.

**#01/16:** There has been an overwhelmingly positive response to the Mrs Morgans' parent mail regarding latecomers and the issue has almost complete disappeared. Deanbank has also adopted the new policy recently and the same response is hoped for there. **(action closed)**

**#02/16: Girls' Football Fees:** Chris Hebden to chase them again

**#03/16: Teacher Allocation Reminder:** Mrs Morgan has sent an email to remind staff **(action closed)**

### **7.00 Votes held since the last meeting:**

**What we say at our deputation?** – (background information) Having discussed this at the previous meeting and in Google groups, and looking at the advice from Melanie Main, then the PC believed that the main point of debate amongst the PC was the retention of the Deanbank building ie. Within Option 1C of the recent consultation as it stands, Deanbank is retained? If this was the case it would imply to the council that we don't support the report.

Therefore this point needed to be clarified and should be done by a PC vote, and thus be the basis of our formal response/deputation. Options were as follows:

**Option One:** We support proposal 1C, recognising that this will include the retention of the Deanbank building. We will urge the council to work with us, the wider parent body and other schools to address issues of overall size, transport and make this the best school it can be.

**Option Two:** We believe that a fit for purpose educational establishment, good for the next 50 years, cannot be achieved with the retention of the aging Deanbank property. Although we support option 1C, we cannot support it unless it is amended to include the demolition of this building and the provision of a new school building.

#### **Results were as follows:**

Option One: 14 votes

Option Two: 9 votes

Abstentions: 1 votes

No votes: 2 votes

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

See full report for detail.

Headteacher interviews being held in April.

Harriet Moll (Hattie) has volunteered as the new Chair and will be shadowing Craig from now until the AGM in September. Harriet and Susanna, the PC secretary, will be copied into all the Chair's emails from now on in order to assist the handover. Hattie would have been at the meeting to introduce herself however has had babysitting issues and been unable to make it. She has had experience within a parent council in Italy and currently works for Shelter within their corporate fundraising. She has a lot of fundraising experience and was hugely helpful with her advice in our recent discussions around Charitable Status.

**7.10 Report: Head Teacher (paper submitted by Susan Morgan).**

See full report for detail.

Staffing - Full time temporary replacement for P1A is Miss Fiona Monk. This is a 'temporary' replacement due to P1 roll numbers for this year.

Loose Parts Play – Open Afternoon was very successful although there aren't quite enough resources to start. Mrs Morgan to email parents a revised list of what is still needed. #04/16

Deanbank – Astroturf was ruled out as a possible playground surface at Deanbank due to the poor drainage. During a discussion in January with the council Howard Kippax was given a date for completion of the playground issues as the February break or Easter. Disappointingly, this has had to be moved back to the summer break due to the knock on effect of the roofing delays, soon to be finished and then crucial repairs on the boundary walls to be completed first. Parents expressed concerns regarding the lack of lighting again on the pathway and that the route risk assessment did not include the path. Mrs Richmond advised that the lighting has been mentioned again to the council and they had been advised that although the path would be widened to accommodate families, the gate itself however would not be.

Parent Consultations - Mrs Morgan thanked Mrs Moore and Mrs Coutts for their commitment to the new parent mail Parent Consultations system that is now successfully up and running.

**7.20 Report: Treasurer (paper submitted by Chris Hebden).**

See report for detail.

Bank Account Vote for Dual Authorisation Payments Online:

For: 11

Against: 0

Abstentions: 3

**7.25 Review of Funding Requests:**

See report for detail

A vote was done to "agree in principle" for funding request for a new PC Coding Club on the basis that there would be more details around fees and setup given from the owner/convenor:

For: 13

Against: 0

Abstentions: 1

Miriam to liaise with Club's Corodinators, Brian Sharp and Laurence Molloy re monitors and further details relating to set up of the new Code Club #05/16

Ideas welcome for how to spend £9.2k still available for 2015/16.

**7.35 Standing Agenda items:**

**a) Accommodation update** – Howard Kippax reported that the Council has agreed to go head with Option 1c as a result of the consultation and also the recent deputation. (Many thanks to both Anna Cuthbert and Howard for representing the school at this meeting.) Although there is no funding available at present, there has been no slippage with the Council's date of August 2019 for the new school to be ready. There is an expectation that the money will be found and therefore the planning process can begin and as the money is available from the Treasury department then the council can begin the work.

This model of decision making, working and discussing with other parent councils has definitely helped and a collective voice much more powerful. Melanie Main and Mark McInnes have both been very helpful throughout – asking pertinent questions and giving valuable advice on how to put the deputation together. The SMPC is hugely thankful to them both.

Associated/ongoing concerns regarding transport and playground etc should be dealt with at the planning stage so its important that the parents stay involved particularly those at Deanbank and the nursery. #06/16 Susanna to email Amina Slimani to see if there would be any nursery parents interested in joining the Accommodation group.

**b) Clubs Group update** - Deanbank Spanish Club successfully started  
Deanbank French Club to start after Easter  
P6/7 Code Club progressing and hoping to trial this with a group at the main school after Easter  
Ski Club PVG 'recruitment' going so well we need more forms!

**c) Fundraising update** - Summer fair date Saturday 4<sup>th</sup> June 2016. Planning has started and sign up parent mail to come out soon. Some fantastic raffle prizes such as a Sonos Speaker. Cllr Ian Murray has volunteered to award prizes and Cllr Mark McInnes has offered to help run the bar. PC members to think about local businesses for prizes.

Ceilidh has sold out in record time and are looking for donations to their Raffle and Tombola. Bring along on the night or contact Fundraising group.

**d) Morningside Community Council update** – no update

**e) Transport update** – An advert has gone out for a new Lollipop Person to help with the crossing at Morningside Drive and Comiston Road. It is hoped that someone within our school community will apply.

There have been some concerns that children going to and from Deanbank should not be cycling or scooting on the pavement, however we have been reassured by Alan Rehfisch that this is legal. However, there may need to be some more thought about the route taken by bikes and scooters to avoid accidents and incidents with local pedestrians. Craig to contact Mark Simmonds, our local Road Safety Officer, to ask for advice. #07/16

Karen Richmond advised the PC that the road closures around St Peter's primary were starting 14<sup>th</sup> March 2016. This will be heavily patrolled initially and we are to expect a knock on effect with more St Peters parents dropping off and picking up from the Canaan Lane side. This no parking zone was introduced before Deanbank was opened or considered and it may be worth asking the Council to reconsider.

Relationships between the care home and neighbouring community are very fragile at the moment. The driveway is still being used by parents to drop their children off by car and some parents seem to be deliberately arriving late so that they can have access. This is not only causing unpleasant and unnecessary run ins between parents, school staff and care home staff but it also it is putting our children at risk. The situation has become so difficult that the Road Department have now been contacted to install a barrier at the bottom of the driveway that will only allow authorised vehicles in.

**f) Playground update** – Karen Richmond advised that we now have a project manager and a structural engineer allocated to our playground project. SMPS is being used as a pilot school with a project manager so as to learn from previous school experiences in recent years. We are now at the stage to pulling together a design brief, with the help from parents and the pupils. We want to be sure our brief is fairly flexible so that we can meet with the architects and be sure to choose the right one for the job.

Once we have a Plan in place we can then use this to access funding and fundraise. There will be a design briefing meeting on the 16<sup>th</sup> March and then it is hoped that a meeting with Kelly would be arranged soon after that.

It is also hoped that the chosen architect will approach the 'Big Picture' work in phases and therefore we will see some progress after the summer holidays.

**g) Communication update** – There has been some Website training for the Clubs Coordinators . Website and Facebook now engaging parents and becoming more popular. If anything needs advertising regarding school events then please contact the Comms group. ([comms@sm-pc.org](mailto:comms@sm-pc.org))

Comms Group are looking for someone to do 'website hosting' – please contact them if you're interested in helping out.

Debbie is going to advise parents about the road closures to be enforced very soon around St Peters primary. #08/16

**h) Situations Vacant (paper submitted) –**

PVG vacancy: this will become more critical at the start on next year. Kathy is standing in just now but looking for 2 or more volunteers to make this job much easier.

**8:20 Requested items –**

i) Boroughmuir High School Parent Council Secretary Vacancy – Susanna to send a parent mail to P5-7 parents and an email to Comms to put advert on Website and on Facebook.

**#09/16**

j) How Good is our School – Mrs Morgan to do a spotlight presentation at next Parent Council meeting to explain what this National Improvement Framework is. **#10/16**

**8.30 AOB**

Charitable Status – at a recent meeting with some experienced volunteer parents, Harriet Moll, Scott Craig and Alison Rimell, and our treasurer Chris Hebden, it was decided that we are better to remain as we are as an organisation of charitable intent and hold fire on pursuing any Charitable Status at present. Many thanks to all the parents who offered to help us out with this.

**8.35 Close**

The meeting was closed by the Chair.

**Date of next meeting:** Monday 9th May 2016

**Supporting Papers Supplied in the Meeting Pack**

1. Draft Minutes of the Parent Council meeting 8<sup>th</sup> June 2015 (Susanna Waller)
2. Matters Arising/Action log (Susanna Waller)
3. Chair Report (Craig Hilton)
4. Head Teacher Report (Susan Morgan)
5. Treasurer Report (Chris Hebden)
6. Finance Report (Miriam Jackson)
7. Situations Vacant (Craig Hilton)

**South Morningside Parent Council  
Matters Arising/Action Log to be reviewed on 9th May 2016**

**OPEN MATTERS**

Reference	Date Raised	Issue/Action	Owner(s)	Status
#12/15	January 19th 2015	Query lunchtime drinks at South Neighbourhood Group	Kirstin Beard/Sheri Wallace	Short Questionnaire to be sent to parents
#21/15	November 2nd 2015	Amend Constitution at AGM re Internet Bank Account	Susanna Waller	change at AGM
#27/15	December 7th 2015	Main school playground, railings and markings	Mrs Morgan	Investigations ongoing
#28/15	December 7th 2015	Timetable of works to be requested from council	Accommodation group	Howard Kippax has emailed council
#32/15	December 7th 2015	PVG job description	Craig Hilton	Craig to contact Graeme
#02/16	January 25th 2016	Girls football fees	Chris Hebden	Chris to chase again
#04/16	March 7th 2016	Revised list needed for Loose Parts Play	Mrs Morgan	Parents to be emailed for more resources
#05/16	March 7th 2016	Details relating to Code Club setup	Miriam/Brian/Clubs	
#06/16	March 7th 2016	email PC nursery rep Amina re Accom group	Susanna Waller	emailed 8/3, awaiting reply
#07/16	March 7th 2016	Safe route to school - Mark Simmonds	Craig Hilton	Craig to email local Road Saafety Officer
#08/16	March 7th 2016	St Peters Road Closures- website+FB	Comms/Debbie Murphy	Information re date of road closure to be shared
#09/16	March 7th 2016	BHS PC Secretary vacancy on Website+FB	Susanna/Comms	Susanna to email comms and school with advert
#10/16	March 7th 2016	How Good is Our School Spotlight Session	Mrs Morgan	to be organised

**CLOSED MATTERS**

Reference	Date Raised	Issue/Action	Owner(s)	Last Status Before closure	Closed
#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 Nation	Priyanka Kulasegaram	action closed	Mar 2nd 2015
#07/15	January 19th 2015	To issue more info re MS Office 365 & check enabler	Olly Headey/Mrs Grierson	action closed	Mar 2nd 2015
#08/15	January 19th 2015	Club co-ordinator emails to allow easier parent contact	Olly Headey	now set up - action closed	May 11th 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 website	Olly Headey/School Staff	action closed	Mar 2nd 2015
#11/15	January 19th 2015	Treasurer and Fundraising Co-ordinator parentmail	Craig Hilton	covered in situations vacant - action closed	Mar 2nd 2015
#13/15	January 19th 2015	ASC/BC Priority spaces for families with 3 site drop off	Priyanka Kulasegaram	priority to be given to 3 site families - action closed	May 11th 2015
#14/15	March 2nd 2015	inform parents about alterations to term for p1&p2	Craig Hilton/Mrs Grierson	update provided in HT report - action closed	Mar 2nd 2015
#16/15	June 8th 2015	Girls Football Funding	Craig Hilton/Alison Dalrymple	action closed	May 11th 2015
#17/15	June 8th 2015	Resources and funding allocation for Deanbank	Howard Kippax	action closed	Nov 2nd 2015
#18/15	June 8th 2015	Parent body to consider Deanbank options	Howard Kippax	action closed	Nov 2nd 2015
#20/15	November 2nd 2015	Mrs Grierson to give Craig copy Deanbank snagging list	Mrs Grierson/Craig Hilton	action closed	Dec 7th 2015
#23/15	November 2nd 2015	Playground Plans/Harrison Stevens	Mrs Grierson/Craig Hilton	action closed	Dec 7th 2015
#19/15	November 2nd 2015	Clubs places available and confirm PC funding	Clubs Co-ordinator/Mrs Morgan	action closed	Jan 25th 2016
#22/15	November 2nd 2015	Greenspace Funding for Morningside Park	Niamh Shortt	action closed	Jan 25th 2016
#24/15	December 7th 2015	Christmas Cards - quality and design	Susanna Waller	action closed	Jan 25th 2016
#25/15	December 7th 2015	Nursery Welcome Evening Invoice Query amount	Susanna Waller	action closed	Jan 25th 2016
#26/15	December 7th 2015	Nativity lighting and backdrop funding	Karen Richmond	annual funding request- action closed	Mar 7th 2016
#29/15	December 7th 2015	Photos to be taken and sent to Accm re Deanbank	Jenny Sheill	action closed	Jan 25th 2016
#30/15	December 7th 2015	Pursue deigns and evidence from architect	Karen Richmond	action closed	Jan 25th 2016
#31/15	December 7th 2015	Research playground design ideas on line	Antonia Hynd	action closed	Jan 25th 2016
#33/15	December 7th 2015	New PC Chair replacement	Susanna Waller	action closed	Jan 25th 2016
#34/15	December 7th 2015	New HT job advert to go out in January 2016	Parent Council	action closed	Jan 25th 2016
#35/15	December 7th 2015	Tricky Ricky book to issue to kids	Craig Hilton	action closed	Jan 25th 2016
#01/16	January 25th 2016	Latecomers and Deanbank bell timings	Mrs Morgan	action closed	Mar 7th 2016
#03/16	January 25th 2016	Teacher Allocation reminder	Mrs Morgan	action closed	Mar 7th 2016



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

**Chair:** Craig Hilton

**Secretary:** Susanna Waller

**Treasurer:** Chris Hebden

## South Morningside Parent Council

### Chairman's Report – May 2016

I'm sure everyone will have seen the announcement of our new head, Mr Urquhart. I'd like to thank the parent council members who gave up their time to help with the recruitment process. Mrs Morgan and the senior staff have done a fantastic job of running the school since the start of the year, but it will be great to have a permanent head in place.

The fact that the school has been able to accommodate a number of classes from St Peter's is a demonstration of how well the school is operating.

Whilst I'm pleased to say that a parent has stepped forward to take over the Chairperson's role in September, you'll see from our "situations vacant" that our secretary will be moving on. This is a critical role on the PC (and one of the three roles which we must fill to operate). If you think you could help, or know someone who might, please get in touch.

Finally, the next milestone on the school calendar is fast approaching with the Summer Fair. **4<sup>th</sup> June** (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/10c0f49a9ae2aa7fb6-smps>

I'll see you there.

Craig Hilton  
Chair, South Morningside Parent Council

## Head Teacher report for Parent Council meeting on 9<sup>th</sup> May

We have had a busy few weeks since returning from the Easter holidays! We are hosting the P1s and one P5 class from St Peters while their school is shut, and I am very grateful that we have a solid Victorian building that will weather storms for the next 100 years! I have been proud of the way our children have welcomed the St Peters children and made them feel welcome. At the moment St Peters is expected to re-open on 24<sup>th</sup> May.

### Next sessionS

As well as being busy in the present, we are planning for next session. At the moment, our class structure for next session will be 21 classes, with one team-taught class in P1, P2 and P3. Many of the classes are at capacity and the office receive enquiries on a daily basis from families moving into the area.

### Flu vaccine

We received information about the uptake of the flu vaccine in 2015 from NHS Lothian. The uptake was significantly lower than the previous year, despite higher levels of returned consent forms. This pattern was seen across the city, so for autumn 2016 they will revert to scheduling all sessions at school and within the school day.

### National Improvement Framework

I would like to share some of the main points of the National Improvement Framework with you. I have some handouts which I will pass round, and there is a very full Power Point which I will be put onto the school web-site and the Parent Council website.

The NIF comes from the Scottish Government and builds on the frameworks that are already firmly established in Scottish schools, Curriculum for Excellence and GIRFEC. The vision of the NIF is **Excellence through raising attainment**: ensuring that every child achieves the highest standards in literacy and numeracy and the right range of skills, qualifications and achievements to allow them to succeed; and **Achieving equity**: ensuring every child has the same opportunity to succeed. The Scottish Attainment Challenge will help to focus our efforts and deliver this ambition.

Gathering evidence is a key part of the NIF. There are six key drivers of improvement: school leadership, teacher professionalism, parental engagement, assessment of children's progress, school improvement and performance information.

These six key drivers for improvement will be instrumental in achieving the key priorities which are:

Improvement in attainment, particularly in literacy and numeracy;

- Closing the attainment gap between the most and least disadvantaged children;
- Improvement in children and young people's health and wellbeing; and
- Improvement in employability skills and sustained, positive school leaver destinations for all young people;

The two handouts give a brief guide to the NIF, and there is more information in the PowerPoint.

## Treasurers Report – South Morningside Parent Council Meeting Monday, 9 May 2016

### 1. Surplus for the period

<b>SOUTH MORNINGSIDES PRIMARY SCHOOL SMPC</b>				
<b>Period ending 30 April 2016</b>				
		<b>Income</b>	<b>Expenditure</b>	<b>Profit/(loss)</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>Opening Cash</b>	Bank	<b>43,049.70</b>		43,049.70
	Accruals - ski and snowboard	<b>(6,017.60)</b>		<b>(6,017.60)</b>
		<b>37,032.10</b>	-	<b>37,032.10</b>
<b>Events</b>	Christmas Cards	6,179.50	4,547.76	1,631.74
	Ceilidh	1,630.31	965.00	665.31
	Halloween Party	476.60	268.80	207.80
	Summer Fair	-	147.54	<b>(147.54)</b>
	Winter Festival	8,791.20	2,898.22	5,892.98
	<b>SUB TOTAL EVENTS</b>	<b>17,077.61</b>	<b>8,827.32</b>	<b>8,250.29</b>
<b>Clubs</b>	Guitar	1,031.50	844.80	186.70
	Friday Night Football	3,722.40	2,700.00	1,022.40
	Chess	2,576.00	1,807.87	768.13
	Chanter & Drumming	5,069.80	7,250.00	<b>(2,180.20)</b>
	French	3,283.00	3,283.00	-
	Gym	2,930.00	2,452.00	478.00
	Judo	3,188.00	2,640.00	548.00
	Knitting	752.30	482.50	269.80
	Recorder	1,529.90	1,470.40	59.50
	Ski-ing	14,360.20	6,773.50	7,586.70
	Stage	14,001.44	13,419.08	582.36
	Snowboarding	2,650.00	1,247.40	1,402.60
	Girls Football	-	647.72	<b>(647.72)</b>
	Spanish	4,804.92	3,013.71	1,791.21
	Clubs Doorperson	-	967.88	<b>(967.88)</b>
	<b>SUB TOTAL CLUBS</b>	<b>59,899.46</b>	<b>48,999.86</b>	<b>10,899.60</b>
	<b>Sundry Income</b>	<b>394.97</b>	-	<b>394.97</b>
<b>Payments</b>	Shed -light & storage crates		100.85	<b>(100.85)</b>
	Football goals/grants		1,483.40	<b>(1,483.40)</b>
	Latest and best Jotters		495.00	<b>(495.00)</b>
	Library books		486.87	<b>(486.87)</b>
	Web-site expenses		47.00	<b>(47.00)</b>
	AGM refreshments		289.10	<b>(289.10)</b>
	Fischy Music Workshops		1,488.00	<b>(1,488.00)</b>
	Stage Club Hall rental		400.00	<b>(400.00)</b>
	Gift for Janitor		125.00	<b>(125.00)</b>
	Replacement keys for SMPC mailbox		9.00	<b>(9.00)</b>
	P1 Nativity		221.96	<b>(221.96)</b>
	Popcorn for Christmas Capers		152.90	<b>(152.90)</b>
	Teachers allocation		894.89	<b>(894.89)</b>
	Ski race entry		48.00	<b>(48.00)</b>
	Drama Workshops - storytelling		720.00	<b>(720.00)</b>
	Science Week		2,625.00	<b>(2,625.00)</b>
	email hosting services		39.12	<b>(39.12)</b>
	Bank charges, diff		28.20	<b>(28.20)</b>
	P5 Lendrick Muir Trip		260.00	<b>(260.00)</b>
	<b>SUB TOTAL PROJECT EXP</b>	-	<b>9,914.29</b>	<b>(9,914.29)</b>
	<b>2014-2015 NET INCOME/(EXP)</b>	<b>77,372.04</b>	<b>67,741.47</b>	<b>9,630.57</b>

## Highlights:

- Ceilidh net income of £665;
- Chanter and Drumming Club: deficit reflects timing of invoices and receipt of fees; expect to make small loss due to drop outs post setting of term 3 fees;
- Girls Football: Convener hasn't passed on cheques for banking and has moved club from SMPC to be independantly run (similar to Boys football); chasing for payment to cover costs incurred by SMPC in the current year

## 2. Available funds

<b>CURRENT BANK BALANCE</b>			<b>46,662.67</b>
<b>Less:</b> floats 'fund' re fairs			<b>(3,000.00)</b>
clubs surplus*			<b>(10,899.60)</b>
<b>Available to spend before committed funds</b>			<b>42,393.64</b>
Committed funds			<b>(22,433.52)</b>
<b>UNALLOCATED FUNDS</b>			<b>19,960.12</b>
*Clubs Surplus - note that any surplus as at 30 June becomes available for general use			

## 3. Committed funds

Description	Approval date	Approved £	YTD Spend £	Released £	Balance £
Playground Improvements 2012	ring fenced	4,380.28	-	-	<b>4,380.28</b>
Playground Improvements 2014	Approved Jan 14	13,000.00	-	-	<b>13,000.00</b>
Fischy Music Workshops	Approved 03/15	1,536.00	(1,488.00)	(48.00)	-
Maths bee-bot robots	Approved 03/15	600.00	-	-	<b>600.00</b>
Shed -light & storage crates	Approved 06/15	100.00	(100.85)	0.85	-
Football Goals for P3-P7 Football	Approved 06/15	1,390.00	(1,233.40)	(156.60)	-
Science Week 2015/16	Approved 06/15	3,000.00	(2,625.00)	(375.00)	-
Teacher's Allocation	Approved 06/15	2,500.00	(894.89)	250.00	<b>1,855.11</b>
Library Books 2015/16	Approved 06/15	1,000.00	(486.87)	-	<b>513.13</b>
Drama Workshops	Approved 06/15	1,000.00	(720.00)	-	<b>280.00</b>
Arts and Crafts Supplies 2015/16	Approved 06/15	750.00	-	-	<b>750.00</b>
Scottish Opera	Approved 06/15	350.00	-	-	<b>350.00</b>
P3 Football Set up	Approved 06/15	250.00	(250.00)	-	-
Parentmail	Approved 06/15	300.00	-	-	<b>300.00</b>
SMPC Website Annual Maintenance 2015/16	Approved 06/15	150.00	(86.12)	(63.88)	-
AGM & Intro to parents Evening	Approved 06/15	200.00	(211.90)	11.90	-
Stage Club hall hire fees 2015/16	Approved 06/15	400.00	(400.00)	-	-
Latest & best Jotters	Approved 06/15	500.00	(495.00)	(5.00)	-
Leaving gift for Janitor	Approved 11/15	125.00	(125.00)	-	-
Popcorn for Christmas Capers	Approved 12/15	160.00	(152.90)	(7.10)	-
Ski Race Team - Boyd Anderson Race	Approved 12/15	48.00	(48.00)	-	-
P1 Nativity Lighting and Backdrop	Approved 12/15	470.00	(221.96)	(248.04)	-
P5 Lendrick Muir Trip	Approved 01/16	260.00	(260.00)	-	-
AGM Wine	Approved 01/16	75.00	(77.20)	2.20	-
Code Club set-up costs	Approved 03/16	405.00	-	-	<b>405.00</b>
		<b>32,949.28</b>	<b>(9,877.09)</b>	<b>(638.67)</b>	<b>22,433.52</b>

#### 4. Teachers allocation

The Teachers allocation outstanding represents:

Class	Pupils	Allowance	Claimed	Balance O/S
		£	£	£
Nursery	37	166.00	166.00	-
P1A	35	140.00	111.75	<b>28.25</b>
P1B	35	140.00	-	<b>140.00</b>
P1C	24	96.00	96.00	-
P2A	39	156.00	6.40	<b>149.60</b>
P2B	30	120.00	-	<b>120.00</b>
P2C	30	120.00	-	<b>120.00</b>
P3A	30	120.00	12.61	<b>107.39</b>
P3B	30	120.00	12.77	<b>107.23</b>
P3C	29	116.00	86.39	<b>29.61</b>
P4A	29	116.00	49.72	<b>66.28</b>
P4B	29	116.00	-	<b>116.00</b>
P4C	32	128.00	-	<b>128.00</b>
P5A	33	132.00	35.00	<b>97.00</b>
P5B	32	128.00	43.86	<b>84.14</b>
P5C	33	132.00	35.00	<b>97.00</b>
P6A	30	120.00	-	<b>120.00</b>
P6B	31	124.00	31.01	<b>92.99</b>
P6C	28	112.00	-	<b>112.00</b>
P7A	29	116.00	50.00	<b>66.00</b>
P7B	29	116.00	108.38	<b>7.62</b>
P7C	29	116.00	50.00	<b>66.00</b>
		<b>2,750.00</b>	<b>894.89</b>	<b>1,855.11</b>

#### 5. Other matters to report

- a. New bank account now opened with Bank of Scotland;
  - awaiting set-up of online facilities before transferring funds
  - current bankers RBS to start charging on Treasurer accounts
- b. To provide float to school cover "Make a Difference" project of £1 per pupil

**Chris Hebden**  
Treasurer 4 May 2016

## Finance Group Report to 9 May 2016 SMPC

### 1. Requests requiring approval

The following funding request have been received:

<b>1</b>	New padlock & keys for the Shed:  Replacement padlock and 6 keys for the PC Storage shed as the old lock was broken. This benefits the PC, fundraisers and Club users of the shed.	£34
	<b>Total:</b>	<b>£34</b>

The Finance group recommend approval for the £34 requested.

### Requests requiring more information

None.

## 2. Fundraising Finances committed to date

The fundraising finances committed to 9 May are as follows:

Accounts at the start of the year show cash available of	30,572
Less committed funds up to 2014/15 and earlier:	-18,032
<b>Total:</b>	<b>12,540</b>
Less approved recurring expenditure for 2015/16:	
Science Week	-3,000
Teacher's Allocation	-2,500
Library Books	-1,000
Drama Workshops	-1,000
Arts and Crafts Supplies	-750
Scottish Opera	-350
P3 Football Set up	-250
Parentmail	-300
SMPC Website Annual Maintenance	-150
AGM & Intro to P1 parents Evening	-200
<b>Total recurring expenditure for 2015/16:</b>	<b>-9,500</b>
<b>This leaves available funds for 15/16 of</b>	<b>3,040</b>
<b>2015/16 Fundraising Income Estimate (based on average income over past 3 years)</b>	<b>16,500</b>
Less one off 15/16 funding requests:	
Christmas Capers popcorn	-160
Boyd Anderson School ski team fees	-48
Lighting for the P1 Nativity play	-222
P5 Lendrick Muir trip assistance	-260
AGM Wine	-75
Code club start-up costs	-405
<b>This leaves uncommitted funds for 2015/16 of</b>	<b>18,370*</b>

**\* Note: £18,370 includes £9.5K of annual recurring for 16/17 (not approved yet).**

As in previous years we have planned a number of fund raising events that we hope will raise £16,500. We expect the clubs to run at breakeven and should expect all costs already approved to be spent. If fund raising continues at current levels this should leave us with about £18,370 to spend this year – assuming £9.5K to be ring-fenced for the annual recurring spends for 16/17 session, then there is c. £8.8K remaining for new funding requests in 15/16.

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



## Situations Vacant

### PVG Signatory

A small number of people act as PVG administrators for SMPC. They check and complete PVG forms, review proof of ID and submit information to Disclosure Scotland. 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.

\* You do not need to be a member of the Parent Council to help with PVG \*

### Parent Council Secretary

Our current secretary has done a great job, but is standing down at the end of the summer term.

Please consider volunteering. Everyone is welcome, especially new parents.

The work of the secretary is largely concentrated around the two weeks prior to each PC meeting (6 times per year). Tasks relate to organising the meeting, working with the chair on the agenda and helping document decisions made at the meeting.

### Finance Group

Finance Group works to understand the spending priorities of the parent body (e.g. by Surveys) and deals with any expenditure requests that come in. The current representative on the Parent Council will be standing down in the summer term, as they have completed 3 years on the parent council. We therefore need a new representative to be a member of this group and also come to the PC meetings to provide updates from the group.