

Agenda

South Morningside Parent Council Meeting

Monday 7th December 2015 at 6.45pm in Staff Room

- 6.45 Welcome, attendees and apologies
 - Review & Approval of Minutes of 2nd November 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 Report: Finance/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
 - h) Situations vacant

- 8.00 Requested Items
 - a) Head Teacher Recruitment
- 8:15 AOB
- 8.20 Close

Date of next meeting: 25th January 2016

Supporting Papers

South Morningside Parent Council Meeting

Monday 7th December 2015 at 6.45pm in Staff Room

1. Draft Minutes of the Parent Council meeting Monday 2nd November 2015 (Susanna Waller)
2. Matters Arising/Action log (Susanna Waller)
3. Chair Report (Craig Hilton)
4. Head Teacher Report (Elizabeth Grierson)
5. Treasurer Report (Alison Dalrymple)
6. Finance Report/Funding Requests (Miriam Jackson)
7. Situations Vacant (Susanna Waller)

SOUTH MORNINGSIDE PRIMARY SCHOOL
SOUTH MORNINGSIDE PARENT COUNCIL

Draft minutes of the SMPC meeting held on Monday 2nd November 2015 at 6.45pm in the staff room.

Total Attendees: (32)

Parent Council Members (27)

Craig Hilton (Chair)	Hamish Innes
Chris Hebden (Treasurer)	Anna Cuthbert
Susanna Waller (Secretary)	Kirstin Beard
Noelle O'Doherty (MCC Link)	Amina Slimani-Fersia
Stephen James	Kathy Gillies
Miriam Jackson (Finance)	Antonia Hynd
Nikki McNair	Hazel Little
Olly Headey (Comms)	Jenny Sheill
Ellie Trotter	Elizabeth Grierson *(Head Teacher)
Alan Rehfish (Transport)	Susan Morgan *(Acting Head)
Deborah Murphy	Fiona Gilmour *
Brian Sharp	Lauren Jack *
Joanna Loxley	Pam Ferguson*
Alex Quinn	

Parent council made up of 22 Parent Members plus 5* non-voting staff members

Guests (5)

Priyanka Gilmore	Helen Miller
Niamh Shortt	David Belsey
Cllr Melanie Main	

Apologies (8) received in advance of the meeting

Irene-Marie Esser	Morag Macdonald*
Yvonne Moore*	Lesley Macniven
Beth Clearwater	Cllr Mark McInnes
Cllr Paul Godzik	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 8th June 2015 were approved.
(14 in favour, 0 against and 1 abstention)

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

#07/14: Disposal of IT Equipment – action now closed

#12/15: Query lunchtime drinks at South Neighbourhood Group – Kirstin Beard will take over this matter from Vanessa Charlton. The school stressed that the catering contract is city wide. The drinks now provided at South Morningside are plain semi-skimmed milk, water and ‘flavoured water’.

#16/15: Girls football funding – action now closed

#17/15: Resources and funding allocation for Deanbank – action now closed

#18/15: Parentbody to consider Deanbank options – discussed in Accommodation update, action now closed

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

- Craig welcomed all members and in particular all new members to the parent council.

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

- Mrs Grierson will be retiring at the end of this term. Her post will be advertised on Friday 6th November, with a closing date of 20th November.

- The system of financial controls has been further revised. The PC should seek advice from the Business Manager, Margo O’Connor about how to comply with the regulations regarding teacher allocations.

- The school has identified a number of children who do not access clubs. Mrs Grierson asked whether the PC would be able to identify places available from January 2016 which can be offered to these children and confirm that the PC will financially support these places.
(#19/15)

- No snagging was done over the October break at Deanbank. The contractor has a year to complete the snagging. There are major issues such as the cloakrooms, trip hazards and the levelling of the playground, special markings etc. on the snagging list. Mrs Grierson will

supply the list to Craig Hilton in order that the PC can assist with lobbying the council and councillors on these snagging issues. (#20/15)

- Mrs Grierson met with Paul Godzik and another senior officer, who agreed that the area of Deanbank was very restricted. There is likely to be no quick solution. It was suggested at this PC meeting that the gate needs enlarging, the scooter park could be moved nearer the wall and the flow of parents and children at Deanbank could be examined. There will be new road markings put in on Friday 6th November.

- As part of the improvement plan all staff and children will be introduced to Loose Parts Play. This is a concept of play using an abundance of reused/recycled objects - pipes, ropes, bottle tops, plastic sheeting, tyres, barrels etc. This teaches the children how to play safely and improves the quality of play. The school has identified money to buy a shed and will ask for donations of suitable objects. A Friday afternoon will be identified as an open afternoon for this loose parts play project.

7.10 Report: Treasurer (paper submitted by Chris Hebden).

- Chris Hebden proposed that Brain Sharp be appointed as an additional cheque signatory on the SMPC bank account. There are four cheque signatories – the three office bearers and an additional member. (18 in favour, 0 against and 2 abstention)

- Chris also proposed that he transfer the SMPC bank account from RBS to the Bank of Scotland. The Bank of Scotland offers a treasurer's account with internet banking, however they also offer the ability to enforce controls requiring two-person authorisation of payments; as required under the SMPC constitution. (18 in favour, 0 against and 2 abstention)

-A slight amendment will be required to the SMPC constitution. It is proposed that this change be formally considered at the next AGM. (#21/15)

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

-The survey of the parent body on funding priorities received 269 responses. The order of priorities for funding were: playground enhancements, followed by sports workshops and equipment, drama and music workshops and lastly ICT equipment. A number of responses stated that they did not want all the fund-raising income to be spent on playground improvements at the expense of other activities. There were various interesting suggestions made about what the money could be spent on, which are outlined in the survey notes. It was suggested that the school newsletter could highlight those suggestions from parents, which are already being covered by planned school activities. Mrs Grierson pointed out for example; that the school was spending £12,000 on books for reading groups etc. and the whole resources area was being reorganised.

7.25 Votes held since the last meeting:

a) Response to Rising Rolls consultation – option 1C (including the removal of Deanbank) was approved by 19 votes.

b) Playground contractor and spending plans – The vote agreed to phases C& D which would use Harrison Stevens for the initial stages of the planning and budgeting, required to progress the playground project at a cost £2,800 plus VAT paid by the PC. The vote was passed by 14 in favour and 1 abstention. Mrs Grierson was not sure whether it was permissible to use Harrison Stevens as proposed, however Mrs Grierson said she would check this and report back to the PC.

7.25 Standing Agenda items:

a) Accommodation update - PC volunteers for the accommodation group are needed. Cllr Melanie Main informed the meeting that the Astley Ainslie site is to be vacated by 2017. In the past plans for a new primary school were to be included here, however Cllr Main is not sure if the school is still on the agenda. The health board has no obligation to work with the council.

b) Clubs Group update - A clubs co-ordinator is still needed. Kate has been in touch with the active schools co-ordinator regarding Deanbank. There was a request to start a coding club, but the school has no space for this at the moment. PVG signatories are desperately required, especially volunteers who can meet with parents during the school day to review ID documents. This is a purely admin task, no specific skills are required. The clubs group tasks can be divided into smaller roles and more volunteers are always welcome.

b) Fundraising update - The winter fair is to be held on Saturday 5th December. Volunteers are required.

d) Morningside Community Council update – Noelle O’Doherty received an email from Steve Gregory the Secretary of the MCC about whether parents might be interested in upgrading the playpark in Morningside Park. The MCC have been made aware of a new ‘Community Greenspace Fund’ which awards grants of up to £12,000. Apparently, there are 12 such awards every year in Edinburgh and if applied for Greenspace Scotland will provide a caseworker to help work up a proposal. The MCC suggested that a group of interested parents might be best placed to progress this. . Niamh Shortt will look into this. (#22/15)

e) Transport update - Alan Rehfisch informed the meeting that a £50,000 award was made available to each neighbourhood partnership for traffic improvements. Alan asked for improvements to be made around Greenbank, however Cllr Main said these had not gone forward as they were too expensive. The council was very aware of all the safety problems and will get back to Alan. It was suggested that council departments needed to be brought together to discuss a potential plan. Mrs Grierson said she had complained that there was no lighting on the path from Deanbank to the gate.

f) Playground update - Mrs Grierson pointed out that it would be important for the main school playground development project to establish who the client would be. The school as the client would not pay VAT. A tendering process with a least three quotes would need to be performed and the business manager has said that appropriate surveys and risk assessments would be necessary. All funding would need to be in place prior to commencing any work. It was also pointed out that as an organisation, the PC might be able to get HMRC charitable status on certain activities; which has a VAT exemption. There are still many issues to be addressed in relation to the playground, such as the costs involved, the plans, fundraising, maintenance issues etc. The PC should find out what other schools have done and how they have done it. It will be important to identify all the people who need to be involved and ensure they are present at every meeting about the playground. (#23/15)

g) Communication update - Olly Headey would like some more volunteers. He has been working on instructions for google groups and documenting the PC knowledge base. The Facebook page has been very popular. Susanna Waller said she had been made aware of difficulties accessing the forms on parentmail. At the next communications meeting parentmail will be discussed. It was suggested that it may be easier to access the forms when certain browsers are used rather than others.

h) Situations Vacant (paper submitted) - A list of vacant roles was included in the meeting pack. Stage club seem to have enough new volunteers. The post of chair is still vacant and becoming critical, as Craig will have completed his three years in December.

7:30 Requested items –

a) Martin's Retirement Gift and Stairwell Goodbye (Susanna Waller) - £175 was raised for Martin from parent contributions. The fundraising group asked if the PC could contribute to his farewell gift in recognition of the help he has given the PC over the years. A vote was taken to contribute £125 to make the total up to £300.

(19 in favour, 0 against and 1 abstention)

. The farewell will take place on Friday 13th November. If anyone would like to join the farewell group please email Susanna.

b) Council budget meeting (Paper submitted by Craig Hilton) – This takes place on Tuesday 24th November at 6.30pm.

c) National Improvement Framework (Paper submitted by Craig Hilton) - A letter was sent to all PC Chairs from Angela Constance, Education Secretary. As part of the proposed improvements to education, new standardised assessments will be introduced in 2017 for P1, P4, P7 and S3 in aspects of literacy and numeracy. Mrs Grierson informed the PC that the school already assesses pupils in a similar way and that she felt this was good practice.

8.15 AOB

8.20 Close

The meeting was closed by the Chair.

Date of next meeting: Monday 7th December 2015

Supporting Papers Supplied in the Meeting Pack

1. Draft Minutes of the Parent Council meeting 8th June 2015 (Susanna Waller)
2. Matters Arising/Action log (Susanna Waller)
3. Chair Report (Craig Hilton)
4. Head Teacher Report (Elizabeth Grierson)
5. Treasurer Report (Chris Hebden)
6. Finance Report (Miriam Jackson)
7. Communications Update (Olly Headey)
8. MCC Playpark in Morningside Park
9. Budget Framework (Craig Hilton)
10. National Improvement Framework (Craig Hilton)
11. Situations Vacant (Craig Hilton)

South Morningside Parent Council
Matters Arising/Action Log to be reviewed on December 7th 2015

OPEN MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Status
#12/15	January 19th 2015	Query lunchtime drinks at South Neighbourhood Gr	Kirsten Beard	to look into
#19/15	November 2nd 2015	Clubs places available and confirm PC funding	Clubs Co-ordinator	to let Mrs Grierson know of place availability
#20/15	November 2nd 2015	Mrs Grierson to give Craig copy Deanbank snagging	Mrs Grierson/Craig Hilton	Craig to lobby council and councillors
#21/15	November 2nd 2015	Amend Constitution at AGM re Internet Bank Accou	Susanna Waller	change at AGM
#22/15	November 2nd 2015	Greenspace Funding for Mornigside Park	Niamph Shortt	
#23/15	November 2nd 2015	Playground Plans/Harrison Stevens	Mrs Grierson/Craig Hilton	meeting regarding playground later this month

CLOSED MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Last Status Before closure	Closed
#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
#07/14	June 9th 2014	Disposal of IT equipment	Jonathan Mundy	action closed	Nov 2nd 2015
#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
#07/15	January 19th 2015	To issue more info re MS Office 365 & check enable	Olly Headey/Mrs Grierson	action closed	May 11th 2015
#08/15	January 19th 2015	Club co-ordinator emails to allow easier parent cont	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
#11/15	January 19th 2015	Treasurer and Fundraising Co-ordinator parentmail	Craig Hilton	covered in situations vacant - action closed	May 11th 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
#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	May 11th 2015
#16/15	June 8th 2015	Grils Football Funding	Craig Hilton/Alison Dalrymple	action closed	Nov 2nd 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



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

Chair: Craig Hilton

Secretary: Susanna Waller

Treasurer: Chris Hebden

Chairman's Report – Dec 2015

Some great news - we now have not one, but two clubs co-ordinators. I would like to thank Kathy and Beth for stepping forward to take on the job. This is one of our many "behind the scenes" roles, which isn't particularly visible to the parent body, but is vital to keeping our many clubs running smoothly.

This term also sees the retirement of our head, Mrs Grierson. I'd like to thank her on behalf of the parent council for all the work she has put in above and beyond what is required to make South Morningside a fantastic school. I don't think it is an easy school to lead, but she has done so with determination which has seen us through a number of major upheavals and changes - flooded basements, broken boilers, the threat of more huts, move to a new primary school annex and demolition of the huts - to list just a few things since I became PC chair.

I would like to wish her a very long and happy retirement and whilst she will certainly be missed, she has left behind an extremely capable team. I would also like to add my personal thanks - there's quite a steep learning curve to being a parent council chair and Mrs Grierson has been a great counsel, advisor and friend.

At the time of writing, there is a whirlwind of activity arranging the Winter Fair this weekend. Having just signed-up to volunteer, it is again terrific to see so many parents helping to make this event a success (which I'm sure it will be/was). Our fundraising team are another example of those people behind the scenes that make these things a success.

Some more good news - initial meetings with the council to look at progressing our playground project also look extremely positive, with the potential that the council may help us remove some costs and help us do things more quickly.

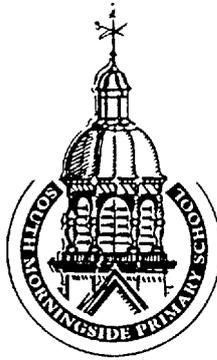
And finally, I should highlight that December is a milestone for me, as I have now been chair of the Parent Council for 3 years. Our constitution allows an officer to continue for a fourth year, but this should be considered an exception and an opportunity for a new candidate to learn by shadowing the incumbent.

Whilst it isn't a role to be taken on lightly, I have found it to be an extremely rewarding position. I have learnt a huge amount and it is a real pleasure to be part of an organisation which does so much good work on behalf of the children, the school, the parents and the local community.

If you are interested, or know somebody who might be interested in taking on this role, then please point speak to me or our secretary, Susanna.

Have a good break.

Craig Hilton



Head Teacher Report to Parent Council 2 Dec, 2015

Thank you.

I would like to sincerely thank all of the PC members that I've worked with and got to know over the past 6 years. I can't begin to thank you enough for the wonderful and essential work you do for SMPS.

I would like to say a special thank you to Craig for his tremendous hard work as PC Chair. He has been a superb support and has played a key role in ensuring good that the parent voice for SMPS is heard. I've really appreciated all of his hard work and working in true partnership with him as chair.

Deanbank Resources.

The additional staffing allocation of 2 further DHT days is for this school session only. The school will have to manage staffing from our own budget thereafter. I don't believe this supports the unique circumstances of SMPS.

There has been no allocation of additional Pupil Support staff, PSAs. We are recruiting for 11 additional PSA hours to assist with supervision over breaks and lunchtimes. Numbers in lunch hall and supervision of split lunch breaks, necessary due to compromised playground space, have led for the need to fund this from our own school budget. I do not believe that this is sustainable.

New P1 August 2016

There are 88 catchment children enrolled and 2 further families to confirm details. Deferrals tbc. So, presently it looks like classes of 2x25 and one class team taught class of 40.

Staff News.

Sadly, the candidates for the head teacher post have withdrawn and the post will now need to be re advertised.

We welcome a number of new staff:
Miss Downie as permanent 3 day PE teacher.
Mrs Kemble as maternity cover in nursery for Mrs Ward.

We have appointed a new full time PSA, to replace Mrs Williams.
We have also appointed an additional temp 15 hour PSA post for Main School to assist with supervision, rising role and changing needs.

Acting posts; Mrs Morgan will act up as Head teacher and Mrs Moore will act up as DHT until new HT is appointed.

PC Funding

To confirm that 5 additional days Drama have been arranged, involving all children, nursery to P7, to enrich Scottish themes in January/ Feb. The costs of this are around £1K.

School Funded Storytelling Sessions

Storytelling sessions have also been arranged for Nursery, Deanbank and Main School with The Scottish StoryTelling Centre. The £700 cost for this will be paid from School Fund.

Mrs Grierson
Head teacher

Treasurers Report – South Morningside Parent Council Meeting Monday, 7 December 2015

1. Surplus for the period

SOUTH MORNINGSIDES PRIMARY SCHOOL SMPC PERIOD FROM 1 JULY 2015 TO 30 NOVEMBER 2015

		<u>Income</u>	<u>Expenditure</u>	<u>Profit/(loss)</u>
Cash bal at start of yr	Bank	43,049.70		43,049.70
	Accruals - ski and snowboard	(6,017.60)		(6,017.60)
		<u>37,032.10</u>	-	<u>37,032.10</u>
Events and fundraising	Christmas Cards	6,175.00	4,542.76	1,632.24
	Halloween Party	476.60	268.80	207.80
	Winter Festival	-	208.58	(208.58)
	SUB TOTAL EVENTS	<u>6,651.60</u>	<u>5,020.14</u>	<u>1,631.46</u>
Clubs	Guitar *	934.80	360.00	574.80
	Friday Night Football	1,881.00	900.00	981.00
	Chess	1,624.00	761.41	862.59
	Chanter & Drumming *	2,867.50	2,750.00	117.50
	French	1,964.00	-	1,964.00
	Gym *	1,710.00	750.00	960.00
	Judo *	1,428.00	1,155.00	273.00
	Knitting	447.30	42.50	404.80
	Recorder *	-	-	-
	Ski-ing	7,021.70	8.50	7,013.20
	Stage *	7,510.00	362.00	7,148.00
	Snowboarding	1,371.00	-	1,371.00
	Girls Football	-	492.72	(492.72)
	Spanish*	1,780.84	1,722.64	58.20
	Clubs Doorperson *	-	362.25	(362.25)
	SUB TOTAL CLUBS	<u>30,540.14</u>	<u>9,667.02</u>	<u>20,873.12</u>
	Sundry Income	<u>96.77</u>	-	<u>96.77</u>
Payments	Shed -light & storage crates		100.85	(100.85)
	Football goals		1,233.40	(1,233.40)
	Latest and best Jotters		495.00	(495.00)
	Library books		229.22	(229.22)
	Web-site expenses		47.00	(47.00)
	AGM refreshments		11.90	(11.90)
	Fischy Music Workshops		1,488.00	(1,488.00)
	Stage Club Hall rental		250.00	(250.00)
	Gift for Janitor		125.00	(125.00)
	Replacement keys for SMPC mailbox		9.00	(9.00)
	Bank charges,diff		4.20	(4.20)
	SUB TOTAL PROJECT EXP	-	<u>3,993.57</u>	<u>(3,993.57)</u>
	<u>2014-2015 NET INCOME/(EXP)</u>	37,288.51	18,680.73	18,607.78
	<u>CURRENT BANK BALANCE</u>			<u>55,639.88</u>

Fundraising events in the month of November 2015 raised £1,840; pupil designed Christmas cards raised £1,632 (2014: £1,515) and the P3 Halloween Party £208 (2014: nil).

2. Available funds

<u>CURRENT BANK BALANCE</u>	<u>£55,639.88</u>
Less floats 'fund' re fairs	(£3,000.00)
Clubs Surplus*	(£20,873.12)
<u>Available to spend before committed funds</u>	<u>£31,766.76</u>
Committed funds	(£27,506.16)
<u>Unallocated funds</u>	<u>£4,260.60</u>

* - 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	Summer Fair 2012 ring-fencing	4,380.28	-	-	4,380.28
Playground Improvements 2014	Approved Jan 14	13,000.00	-	-	13,000.00
Fischy Music Workshops	Approved 03/15	1,536.00	(1,488.00)	(48.00)	-
Maths bee-bot robots	Approved 03/15	600.00	-	-	600.00
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	-	-	3,000.00
Teacher's Allocation	Approved 06/15	2,500.00	-	232.00	2,732.00
Library Books 2015/16	Approved 06/15	1,000.00	(229.22)	-	770.78
Drama Workshops	Approved 06/15	1,000.00	-	-	1,000.00
Arts and Crafts Supplies 2015/16	Approved 06/15	750.00	-	-	750.00
Scottish Opera	Approved 06/15	350.00	-	-	350.00
P3 Football Set up	Approved 06/15	250.00	-	-	250.00
Parentmail	Approved 06/15	300.00	-	-	300.00
SMPC Website Annual Maintenance 2015/16	Approved 06/15	150.00	(47.00)	(68.00)	35.00
AGM & Intro to parents Evening	Approved 06/15	200.00	(11.90)	-	188.10
Stage Club hall hire fees 2015/16	Approved 06/15	400.00	(250.00)	-	150.00
Latest & best Jotters	Approved 06/15	500.00	(495.00)	(5.00)	-
Leaving gift for Janitor	Approved 11/15	125.00	-	-	-
		31,531.28	(3,855.37)	(44.75)	27,506.16

The only additional spend against Committed funds in November was a further £27 on Library books.

Chris Hebden
Treasurer
2 December 2015

Finance Group Report to 7 December 2015 SMPC

1. Requests requiring approval

The following funding requests have been received:

1	Popcorn for the Christmas Capers at school: Request from Yvonne Moore to fund some popcorn for the School House Christmas Capers in December – the children will be watching a movie of the Lion, the Witch & the Wardrobe and the request is to provide each child with a small bag of popcorn while watching the movie. Due to Council supplier restrictions, there is no way for this to be ordered through the school. There is a benefit to each child during their festive fun at school.	£160
2	Entry fees for the school ski team for the Boyd Anderson race: Alexa Guy is requesting the entrance fees for the school team for the ski race. The kids are representing the school in this sports event.	£48
3	Nursery evening wine: Wine for the Introduction to Nursery evening for parents (similar to the P1 parents evening funded by PC).	£75
	Total:	£283

The Finance group have discussed the above requests and recommend approval for the £283 requested.

Requests requiring more information

None.

2. Fundraising Finances committed to date

The fundraising finances committed to 7 December 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
Total:	12,540
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
Total recurring expenditure for 2015/16:	-9,500
This leaves available funds for 15/16 of	3,040
2015/16 Fundraising Income Estimate (based on average income over past 3 years)	16,500
This leaves uncommitted funds for 2015/16 of	19,540*

* Note: £19,540 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 £19,540 to spend this year – assuming £9.5K to be ring-fenced for the annual recurring spends for 16/17 session, then there is c. £10K 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 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.

Fundraising Coordinator

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 4th 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.

Accommodation Group

Our accommodation group are looking for new volunteers. There's always plenty going on in this group, but Deanbank and the consultation on Options for Rising Rolls (e.g. a New School) means it's extra busy.

Parents who have children at Deanbank or the nursery are especially welcome, to ensure we capture the views from those sites. The group are planning a site visit to Deanbank with the local councilors - if anyone would like to be a part of that, please let them know.

Finance Group

Finance Group are also looking for new members. This group works to understand the spending priorities of the parent body (e.g. by Surveys) and deals with any expenditure requests that come in.

Note: You don't need to be a member of the Parent Council to do any of these.