

Agenda

South Morningside Parent Council Meeting

Monday 8th June 2015 at 6.45pm in Staff Room

- 6.45 Welcome, attendees and apologies
 - Review & Approval of Minutes of 11th May 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 Group (paper submitted)

- 7.25 Standing Agenda items
 - a) Accommodation update (paper submitted)
 - b) Clubs Group update
 - c) Fundraising update
 - d) Morningside Community Council update
 - e) Transport update (Interim Survey Results submitted)
 - f) Playground update
 - g) Communications update
 - h) Situations vacant (paper submitted)

- 8.00 Requested Items
 - a) Parent Mail (Marion)
 - b) Paying People (Eileen)
 - c) St Peter's
 - d) The Shed

- 8:15 AOB
- 8.20 Close

Date of next meeting: AGM TBC – September 2015

Supporting Papers

South Morningside Parent Council Meeting

Monday 8th June 2015 at 6.45pm in Staff Room

1. Draft Minutes of the Parent Council meeting 11th May 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 Group Report (Miriam Jackson)
7. Accommodation Update (Howard Kippax)
8. Accommodation Email Correspondence (Craig Hilton)
9. Travel Survey Interim Results (Alan Rehfisch)
10. Situations Vacant (Craig Hilton)

SOUTH MORNINGSIDE PRIMARY SCHOOL

SOUTH MORNINGSIDE PARENT COUNCIL

Draft minutes of the SMPC meeting held on Monday 11th May 2015 at 6.45pm in the staff room.

Total Attendees: (27)

Parent Council Members (20)

Craig Hilton (Chair)	Deborah Murphy
Alison Dalrymple (Treasurer)	Brian Sharp
Susanna Waller (Secretary)	Lesley Macniven
Noelle O'Doherty (MCC Link)	Elizabeth Grierson * (Head Teacher)
Nikki McNair	Susan Morgan *(Acting Head Teacher)
Jamie Bookless	Lauren Jack *
Howard Kippax (Accommodation)	Fiona Gilmour*
Olly Headey (Comms)	Pam Ferguson*
Ellie Trotter	Morag Macdonald*
Sheri Wallace (Clubs&Finance)	
Alan Rehfisch (Transport)	

Parent council made up of 14 Parent Members plus 6* non-voting staff members

Guests (7)

Joanna Loxley (parent)	Kirstin Beard (parent)
Sarah Caney (parent)	Colin MacRae (parent)
Karen Richmond *(staff)	Chris Hebden (parent)
Hamish Innes (parent)	

Apologies (8) received in advance of the meeting

Cllr Melanie Main	Miriam Jackson
Andy Maciver	Marion Bourbouze
Graeme Drummond	Kerry Simpson
Vanessa Charlton	Priyanka Kulasegaram

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. Susanna Waller (Secretary) requested that all those wishing to attend PC meetings should email her to confirm prior to the meeting whether they will be attending. This also indicates to Susanna that the meeting pack has been received.

Mrs Grierson wished to clarify from the last meeting and respond to the query about children bringing birthday sweets into school for the class. The teaching staff request that the children take the treats home and ask their parent/carer whether they can be eaten. Mrs Grierson will email all new staff on this matter. Minutes amended by SW.

The minutes of the meeting held on 2nd March 2015 were approved (8 in favour, 0 against and 3 abstentions from members not present at the last meeting).

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

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

#02/15: Afterschool Club provision for the Annexe – Priyanka Kulasegaram will report back on this issue.

#07/15: To issue more information re: MS office 365 – action closed

#11/15: Treasurer and Fundraising Co-ordinator parentmail – Chris Hebden has offered to take on Treasurer role wef AGM; Fundraising coordinator still required and noted under situations vacant.

#12/15: Query lunchtime drinks at South Neighbourhood Group – Vanessa Charlton has not been well however is still looking into it and will speak on this at next meeting.

#14/15: Information to parents about alterations to term for p1&p2 – latest update in HT report and Mrs G will continue to update with progress at next meeting. (action now closed)

#15/15: Holiday club cover 24-26th June for p1&p2 children – investigation and discussions still open with Priyanka and holiday club.

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

- Craig wished to thank the Transport and Accommodation groups who have met with parents about their concerns in relation to the relocation to Deanbank.
- The role of Treasurer has been filled, however several other posts require volunteers. The PC also needs to think about a future replacement Chair.
- The summer fair is on 30th May. A few more volunteers are needed.

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

- There are 102 catchment children enrolled for P1. The current staff allocation is for 99 (two team taught classes of 37 and one of 25).
- There are currently 30 morning children placed at the nursery and only 9 afternoon places. It is hoped more children will enrol for January after turning three. Staffing numbers will depend on final numbers in August. This is a council decision and nothing as yet has been discussed with the staff.
- Karen Richmond has produced a proposal for revised nursery hours to allow families to drop off children at all three school sites. There was a query from Sarah Caney about the degree of flexibility in the number of days offered. Karen Richmond said they had flexibility, but encouraged a minimum of three days due to the continuity of the curriculum at the nursery.
- Mrs Grierson has requested the closure of the school for P1 & P2's to allow pack up time for the infant departments. The requested exceptional closure days are now Thursday 25th and Friday 26th June 2015 for pack up and Monday 17th August for set up. This plan is still awaiting approval; Robbie Crockatt has been very supportive.
- Mrs Grierson felt contingency planning was necessary and she will meet with her management team. There are currently delays starting the work on Deanbank and she is concerned that the new junior department may not be ready on time. Craig Hilton felt that getting information to parents before the summer holidays would be important. Craig offered the PC support in communicating our concerns to the council. Noelle O'Doherty felt that this should be emphasised as a council responsibility.
- Karen Richmond will shortly send a letter to all new P1 parents about arrangements for the start of school and Mrs Grierson will be speaking to these parents in June. A separate letter will be sent out to all current P1s. This will include a question/response slip for any concerns about the move. Mrs Grierson spoke about the importance of keeping a common identity and the whole school ethos across the sites. This will be promoted through whole school

events, the buddy programme and managed transition from P2 to the main school. Sherri Wallace asked whether parents could be asked to help prepare their children for the move to Deanbank. Mrs Grierson felt that if there are any delays in the move the teaching staff would make the transition as positive and exciting for the children as possible.

- The council are committed to remove the huts eventually from the playground. Mrs Grierson believes there are opportunities to work their removal into the playground development plans.

- Mrs Grierson had a helpful meeting with Anita and the parent representatives of the afterschool club. There will be 50 places available at Deanbank and they are hopeful of being able to use the Cluny Hall for the P1-2's on the exceptional closure days.

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

Parent Council thanked Chris Hebden for volunteering to take on Treasurer with effect from AGM.

The Ceilidh raised £970. The sports T-shirts have not yet come in. Susie Morgan would like to thank the parent council for their continued support of the Scottish Opera for P6, which was yet again a fantastic experience.

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

- Susie Morgan has put in a request for £705 for 30 Sports Tracksuits with the school logo in a range of sizes and ages. The Funding Requests sub-group felt this proposal was in line with parent funding priorities and would benefit many children representing the school.

Vote 13 in favour, 0 against and 1 abstention (from treasurer).

- The procedure for the annual teacher's allocation will change from next August 2015. The teachers will purchase items up front and then submit an expense form to the treasurer for the academic year.

- Craig Hilton suggested it would be good to send out an email showing what the PC had spent the money on. Susie Morgan thought it would be better to include photos where possible and praised the current purchase of the interactive white board.

7.25 Standing Agenda items:

a) Clubs Group – Maria Dickson has stood down as clubs co-ordinator. At the recent South Neighbourhood Group meeting Craig was pleased that our PVG Policy and Procedures were thought to be an example of best practice.

b) Fundraising – The summer fair is on 30th May and volunteers are still needed. A sign-up sheet will be circulated.

c) Morningside Community Council – Noelle O’Doherty reported no update

d) Boroughmuir update – The building work is apparently proceeding to plan. A very large S1 intake of 220-222 children is expected this year. This would take the new school over capacity. The council are shortly to decide on the sale of the old school. Cala Homes wants to develop the site for 100 flats and Out of the Blue wishes to develop a community resource for the arts and small businesses. More information on the Boroughmuir PC website.

e) Transport – Alan Rehfisch said the group would survey P1 parents on their concerns in relation to Deanbank and transport. If we can quantify the number of parents responding this will help us present their views to the council.

- We are waiting a second survey on the Braid Road crossing. No update on this.

- The council is to hold a public meeting at the school on 2nd June about road safety around the school. Craig reported Cllr Melanie Main has said there is an issue about traffic around Greenbank at nursery drop off and pick up times. Alan Rehfisch will circulate information about this meeting.

- St Peter’s Primary is to be in wave 2 of the road closure around schools pilot project. The roads north of St Peter’s will be closed by signage at pick up and drop off time. Alan Rehfisch pointed out the very limited capacity in these roads and it was thought that this would impact on traffic around Deanbank. Craig Hilton proposed that we clarify this proposal and put it on our agenda for the next PC meeting.

f) Playground – The scaffolding will hopefully be removed by the summer holidays and the removal of the huts will affect the plans for the playground. Karen Richmond attended a very helpful meeting where she heard from several schools that had already embarked on the redevelopment of their playgrounds. The pupil council and Karen Richmond are currently revisiting their plans and are keen to proceed with phase one and two as quickly as possible. The playground group are keen for more volunteers from the parent body to work with them.

g) Communication – Olly Headey would like to put together information about how the PC is run on the PC website. Please send any content to Olly as he would like to complete this task by the summer.

h) Situations Vacant – A new clubs co-ordinator is needed. More volunteers are sought to be PVG signatories. The whole stage club team will be standing down after the show in March 2016. A Director is required (currently a non-parent with drama qualifications) as well as an assistant director, production manager and administrator. More fundraising co-ordinators are also needed. Craig Hilton is now in his third year as Chair. Although, there is provision to extend this for a fourth year and Craig would be happy to continue; a future candidate will need to be sought soon to take over. It was felt that it would be useful to know not just what was involved for each role, but how much time they would take. This information where available will be put on the website.

i) Accomodation – Sheri Wallace reported that the numbers for afterschool club at Deanbank did not seem to be a problem. There are 50 spaces and they are thought to be very fractionally oversubscribed. A waiting list will be operated if necessary.

7:30 Requested items –

a) Nursery hours - The hours have been revised with an earlier start, longer lunch break and a later pick up. Initial feedback seemed to think this was a positive proposal. Mrs Grierson will communicate changes to parents shortly.

b) Tidying the shed – Phase 1 will require volunteers from the PC to help on Friday afternoons to clean out the shed and perhaps clear the plant growth from the roof. The contents need to be thoroughly sorted. There was a suggestion that plastic storage containers and metal racks would improve organisation and may need to be purchased. A couple of dates in June will be identified. Susie Morgan pointed out that cars are only allowed in the playground for any removals after 5pm on Fridays. Phase 2 would involve seeking approval from the council for an electricity supply for permanent lighting, ventilation and extraction.

c) Walking bus - Craig explained that a walking bus was made up of children being escorted from one site to another accompanied by parent volunteers. The afterschool care club has said they cannot help with this. The bulk of the parental concerns over Deanbank has been in relation to childcare and transport. A walking bus can either be informal, arranged by parents making an agreement between themselves or formal. A formal walking bus organised by the PC would be covered by our SPTC insurance. The council would have to risk assess the route. And the ratio would be 1 adult to 4 children. The co-op will fund up to 40 day-glo jackets for children. Organisation of the walking bus, communication and rotas would be a task requiring a willing volunteer. Parent views on the walking bus will be incorporated by Alan Rehfisch in the Transport Survey and the idea will also be put on our website. There was a question about whether the walking bus could have multiple pick up points – the walking bus would effectively operate like a bus with prearranged ‘bus stops’ en route for picking up and dropping off children. Eileen thought it could be useful for older children too.

8.15 AOB

1) There was a query about whether we could use the summer fair to showcase what the PC does.

2) Use the P1 pitch on 17th and 18th June to encourage more parents to get involved in the PC.

3) There was concern expressed that children were having juice for lunch daily. Mrs Grierson said that they had free choice between milk, water and juice and she was surprised how many chose water. Mrs Grierson suggested parents talk to the children about their choices. Concern was also expressed about the younger children not getting sufficient food options as they eat last. Karen Richmond explained that the food was divided into the three sittings. The school was constantly monitoring children’s choices. School requests were always addressed by the kitchens and great improvements had been made. Mrs Grierson said the school was really focused on ensuring that the children get a good food deal and the children were encouraged to take let over fruit out into the playground or take it home to eat.

8.20 Close

The meeting was closed by the Chair.

Date of Final Meeting – 8th June 2015

Supporting Papers Supplied in Meeting Pack

- 1) Draft Minutes of the Parent Council meeting held on 19th January 2015 (Susanna Waller)
- 2) Matters Arising/Action Log (Susanna Waller)
- 3) Report: Chair (Craig Hilton)
- 4) Report: Headteacher (Elizabeth Grierson)
- 5) Report: Treasurer (Alison Dalrymple)
- 6) Finance Sub-Group Report and Funding Requests (Miriam Jackson)
- 7) Situations Vacant (Craig Hilton)
- 8) Nursery Hours (Elizabeth Grierson)
- 9) Walking Bus (Craig Hilton)

DRAFT

South Morningside Parent Council
Matters Arising/Action Log to be reviewed on June 8th 2015

OPEN MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Status
#07/14	June 9th 2014	Disposal of IT equipment	Jonathan Mundy	Jonathan to continue researching
#02/15	January 19th 2015	Afterschool Club provision for Annexe	Priyanka Kulasegaram/Mrs Grierson	capacity for 60 children - 3 concerns raised
#12/15	January 19th 2015	Query lunchtime drinks at South Neighbourhood Grd	Craig Hilton	views to be sought from school community
#15/15	March 2nd 2015	holiday club cover 24-26th june for p1&p2 children	Priyanka Kulasegaram	investigations & discussions still ongoing

CLOSED MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Last Status Before closure	Closed
#05/13	May 13th 2013	Parent Survey	Craig Hilton	Survey issued to full Parent Forum	May 13th 2013
#02/13	Jan 28th 2013	SMPC Email Addresses	Jonathan Mundy	Update provided in Nov 18th pack	Nov 18th 2013
#04/13	May 13th 2013	Clubs coordinator understudy	Roksan Hur	Kate Hillier agreed to take on role	Nov 18th 2013
#06/13	May 13th 2013	Input into Configuration of school day	Karen Richmond	Action agreed with Chair & becomes #01/14	Jan 27th 2014
#07/13	May 13th 2013	PVG Scheme	Graeme Drummond	Update planned for Jan 27th meeting	Jan 27th 2014
#08/13	May 13th 2013	Social Media Policy & moderation	Jonathan Mundy	Jonathan confirmed arrangements on Nov 18th	Nov 18th 2013
#09/13	Nov 18th 2013	Clubs access/security	Craig Hilton/Kerry Simpson	Update planned for Jan 27th meeting	Jan 27th 2014
#10/13	Nov 18th 2013	Polling Station Review	Craig Hilton	Discussed at Nov 18th meeting	Jan 27th 2014
#11/13	Nov 18th 2013	Recruitment training	Craig Hilton	Jamie Bookless volunteered 27/01 to attend training	May 3rd 2014
#01/14	Jan 27th 2014	Input into Configuration of school day	Craig Hilton	PC volunteers agreed	May 3rd 2014
#02/14	Jan 27th 2014	Setting up Clubs Group	Craig Hilton	Group set up to oversee activities	May 3rd 2014
#04/14	Jan 27th 2014	Clubs Management/PVG/Access	New Clubs group	Issues being addressed by new Group	May 3rd 2014
#03/14	Jan 27th 2014	Secretary vacancy	All PC members	Susanna Waller proposed and seconded at AGM	Oct 6th 2014
#05/14	June 9th 2014	Outside shed lighting	Craig Hilton	Cost for shed lights £18.76 approved	Oct 6th 2014
#08/14	a) October 6th 2014	Canvass parents' opinions on expenditure	Volunteer required	closed- being actioned by Finance Group	Nov 10th 2014
	b) October 6th 2014	Any PC Parent mail to link to PC website	all PC members	closed- being actioned by Comms Group	Nov 10th 2014
#06/14	June 9th 2014	Portable play equipment for the annexe	Karen Richmond/Miriam Jackson	closed	Mar 2nd 2015
#01/15	January 19th 2015	Parents to email Craig re Deanbank concerns	Parents/Craig Hilton	2 responses received, discussed -action closed	Mar 2nd 2015
#03/15	January 19th 2015	Finance Survey results- on PC website & in newsletter	Oly 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	Oly Headey/Mrs Grierson	action closed	May 11th 2015
#08/15	January 19th 2015	Club co-ordinator emails to allow easier parent conta	Oly Headey	now set up - action closed	Mar 2nd 2015
#09/15	January 19th 2015	Permanent Club Policy/Document on PC website	Oly Headey	now set up - action closed	Mar 2nd 2015
#10/15	January 19th 2015	Info section re Accomodation and Transition on web	Oly 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

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



Chair: Craig Hilton

Secretary: Susanna Waller

Treasurer: Alison Dalrymple

Chairman's Report – June 2015

This is the last parent council meeting of the year. A good time to reflect on what we have **achieved**:

- Consulted on the school day changes
- Campaigned for a crossing on Braid Road to support the Cluny Annex, with deputations made to the council
- Installed lights in the shed
- Provided play equipment at the Annex
- Attended Morningside Community Council and feeding into their Craighouse comments
- Extended the transport group (beyond just Gordon!)
- Funded bike and scooter shelters
- Revamped the SMPC website
- Found a new secretary
- Looked at improving how the school disposes of old IT equipment
- Canvassed the parent body to identify priorities for spending. The view was:
1. Sports workshops/equipment 2) Drama & Music workshops 3) Projectors 4) Ipad
- Found a new clubs ~~convener~~ coordinator
- Organised the winter fair (which raised 21% more than last year)
- Consulted on the options for Rising rolls (more huts in the playground / **something else**)
- Offered and financed clubs places to children who haven't used them previously
- Started our first new club for many years (Spanish. A great club - they bought us chocolates)
- Campaigned on the 20mph consultation
- Sorted out PVG for **all** our clubs
- Funded our standard yearly commitments (about £10,000)
Science Week, teacher's allocation, library books, drama workshop, Scottish opera and more
- Supported the Deanbank consultation through;
parent survey, public consolation evening, working group meetings, parent communications,
- Found a new treasurer
- Listened to parents views on Deanbank and the Annex and looked for solutions (Deanbank travel survey, communication with ward councillors)
- Funded sports sweatshirts for children representing the school
- Obtained a project design for phase 1 of the playground improvements
- Consulted on amended nursery hours
- Started knitting club
- Funded an interactive white board which can benefit the whole school
- Funded maths robots and music, drama and dance workshops
- Looked into healthier lunches for our children
- Sorted out a way to allow teacher allocations to continue to be funded
- Started to "retain our knowledge" to ensure the Parent Council is more effective going forward
- Supported 13 clubs (over 22hrs per week of after school activities)

All achieved through the hard work and brainpower of our unpaid volunteers. How good is that?

There are always things heading our way and areas where we could do with **more help**:

- We need a new clubs convenor (we lost the one we found!)
- Our fundraising group is based upon the efforts of two hugely effective people. We could really do with more help
- PVG continues to be a laborious admin task and we could spread the load
- The consolation on the long-term solution to rising rolls is just starting and is bound to be one of our major issues going forward
- Once we get rid of the huts and the scaffolding (fingers crossed) the playground improvements can finally start. We need help with the execution of this and planning for future phases
- Deanbank - support for the new parents travelling to the site, clubs opportunities, etc.
- Wouldn't it be great if we started more clubs!
- We've stopped offering tables to local businesses at our school fairs. A great idea is to have a dedicated event to support small businesses and the school, but we need a volunteer...
- We're going to clean-out the shed. No, really.

To close, I'd like to **thank** everyone that made this possible.

- PC members
- Mrs. Grierson and the senior staff
- Committee members
- Parent helpers at our fundraising events
- Clubs convenors
- The school office staff
- Local business that support our fundraising
- Teachers
- Our ward councillors
- The Children and Families department
- The Pupil Council
- Alex

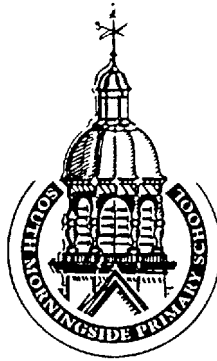
I'm sure I have missed some people, for which I apologise; there's just too much to keep track of.

See you after the summer.

Craig Hilton

Chair, South Morningside Parent council

P.S. I should remind you that we did all this for a school recommended by **TATLER**



HT Report to Parent Council

8th June 2015

New P1 Intake

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

There are now 98 P1 catchment children enrolled.
The final place will be kept for a catchment family.

Deanbank

Update on Exceptional Closure Days for all P1 and P2 confirmed in newsletter.

Resources update on allocations for new Infant Annexe at Caanan Lane.

Staff News.

Mrs Gaffney, Mrs McLennan and Mrs Symon are retiring at the end of this session in June.
We are interviewing all day Thursday 4th June and I will have more staff news to share by next Monday.

Improvement Priorities for 2015-2016

1+2 Modern Languages

French to be introduced from Nursery to P7 next session.
Phased cluster implementation over 3 years, leading to aim of all P7 children being secure at second level French and German.

Language and Literacy

SMPS Reading Journey and Learning and Teaching approaches to continue to share and embed.
Breadth of reading experiences and progression to be improved.

Maths/ Numeracy

Our key focus will be looking at further improving attainment in maths/ numeracy across our school.

We will create a clear and progressive programme of study.

We will look at establishing best learning and teaching practice in all classes.

To develop maths/ numeracy across learning.

MADD

Expressive Arts sculpture and Literacy link.

All teachers booked to attend CPD at Jupiter Artland.

All P3-P7 classes will visit Jupiter Artland, and all P1 and P2 children will visit SCOMO 1 and 2 to look at sculpture and the work of Eduardo Palotzi.

Children will share their learning at end of focus block with whole school.

Whole School Ethos

To plan for further increased Pupil Voice, Whole School Events, House Events and Buddy mornings.

SOUTH MORNINGSIDE PRIMARY SCHOOL SMPC
Treasurer Report 8th June 2015

	<u>Income</u>	<u>Expenditure</u>	<u>Profit/(loss)</u>	<u>Notes</u>
Cash bal at start of yr	35,588.82		35,588.82	
Events				
Christmas Cards	5,690.59	4,174.74	1,515.85	
Ceilidh	2,047.97	1,077.00	970.97	
Car Boot Sale	-	-	-	
Summer Fair	10,583.07	3,475.40	7,107.67	
Winter Festival	8,405.31	2,761.12	5,644.19	
SUB TOTAL EVENTS	26,726.94	11,488.26	15,238.68	
Clubs				
Guitar *	2,095.25	1,139.00	956.25	
Brazilian Football	2,406.00	2,385.00	21.00	
Chess	3,042.00	2,308.98	733.02	
Chanter & Drumming *	9,111.69	8,529.00	582.69	
French	3,451.00	3,436.00	15.00	
Gym *	4,657.50	2,743.00	1,914.50	
Judo *	4,960.00	3,813.00	1,147.00	
Knitting	168.00	66.00	102.00	
Recorder *	2,387.20	2,301.40	85.80	
Ski-ing	19,531.70	14,734.00	4,797.70	
Stage *	12,110.15	12,015.41	94.74	
Snowboarding	3,376.00	2,991.20	384.80	
Girls Football	784.00	167.30	616.70	
Spanish*	5,879.27	5,680.57	198.70	
Clubs Doorperson *	-	1,460.38	(1,460.38)	
SUB TOTAL CLUBS	73,959.76	63,770.24	10,189.52	
Sundry Income	758.83	-	758.83	
Payments				
10 x l pads - approved Jan 14		3,406.90	(3,406.90)	
Fridge Freezer for Tech Rm - app Jan 14		206.25	(206.25)	
Projector lamps x 2-approved Jan 14		216.60	(216.60)	
Library Books - approved Oct 14		322.59	(322.59)	
Teacher's Allocation - App Oct 14		2,700.00	(2,700.00)	
Parentmail - Approved Jun 13		300.00	(300.00)	
Technologies - approved Jan 14		1,293.75	(1,293.75)	
SMPC Website Annual Maint - appd Oct 14		62.00	(62.00)	
Free Club Places		392.09	(392.09)	
ICT - Lamp - appd Jan 14		346.26	(346.26)	
Playground Improvements - 2012		29.99	(29.99)	
Arts & craft supplies		63.00	(63.00)	
P3 Football Setup - approved Oct 14		184.55	(184.55)	
Annexe Playground Equipment- 06/14		1,280.27	(1,280.27)	
Drama workshops - approved Oct 14		500.00	(500.00)	
Interactive whiteboard- approved 03/15		3,145.70	(3,145.70)	
Science Week -approved Oct 14		2,905.00	(2,905.00)	
Sports t-shirts with logo - approved 03/15		440.50	(440.50)	
Scottish Opera -approved 10/14		350.00	(350.00)	
Dance workshops -approved 03/15		600.00	(600.00)	
Other General Expenditure		132.53	(132.53)	
SUB TOTAL PROJECT EXP	-	18,877.98	(18,877.98)	
2014-2015 NET INCOME/(EXP)	101,445.53	94,136.48	7,309.05	-
CURRENT BANK BALANCE	137,034.35	94,136.48	42,897.87	
		<i>Control</i>	-	
Available to spend				£42,897.87
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				-£10,189.52
				-£10,189.52
Uncommitted funds				£29,708.35
Approved Payments o/s:				
Playground Improvements			-£4,380.28	Summer Fair 2012 ring-fencing
Playground Improvements			-£13,000.00	Approved Jan 14
ICT (include projector bulbs)			-£1,030.24	Approved Jan 14
Arts and Crafts Supplies			-£687.00	Approved Oct 14
Library Books			-£677.41	Approved Oct 14
Parentmail 2015			-£300.00	Approved Oct 14
Drama Workshops			-£500.00	Approved Oct 14
P3 Football Set Up Grant			-£65.45	Approved Oct 14
SMPC Website Annual Maintenance			-£88.00	Approved Oct 14
Fischy Music Workshops			-£1,536.00	Approved 03/15
Maths bee-bot robots			-£600.00	Approved 03/15
				-£22,864.38
Unallocated funds				£6,843.97

Notes

Alison Dalrymple
Treasurer

Finance Sub group Report to 8 June 2015 SMPC

1. Requests requiring approval

1	New storage crates to tidy the school shed. This will benefit parent council & all shed users.	£50
2	Ongoing annual expenditure agreed each June for the coming academic year (2015-16):	
	Science Week	£3,000
	Teachers Allocation	£2,500
	Library books	£1,000
	Drama Workshops	£1,000
	Arts & Crafts Supplies	£750
	Scottish Opera	£350
	Parent Mail, P3 Football Set Up Grant, SMPC Website Annual Maintenance, AGM & Introduction to P1 Parents Wine	£900
	Total:	£9,550

The finance group recommend approval of the £9,550 above. Please note that the on-going annual items listed above will form part of the 2015-2016 accounts. Approval is sought now due to the timings of some of the items (i.e. Science week takes place before the first PC meeting of 2015-2016 session).

Requests requiring more information

None.

2. Fundraising Finances committed to date

The fundraising finances committed to 8 June 2015 are as follows:

Whilst the accounts at the start of the 2014/15 academic year showed cash available of	35,500
The PC has already committed to the following expenditure in 2014/15	
Phase 1 Playground improvements (£4,910 raised at summer fair 2012 ring-fenced, plus £13,000 from 2013/14. £500 spent).	-17,500
ICT Resource 2013/14 £5000 (including replacement projector £1000).	-5,000
Technologies whole school priority 2013/14	-1,500
The PC must retain a working balance to be used for floats at the fairs.	-3,000
This leaves uncommitted funds at the start of the academic year of	8,500
2014/15 Fundraising Income Estimate (based on average incomes over past 3 years)	16,500
The PC has committed to the following expenditure so far through 2014/15	
Ongoing expenditure agreed each June:	
Science Week	-3,000
Teachers Allocation	-2,500
Library books	-1,000
Drama Workshops	-1,000
Arts & Crafts Supplies	-750
Scottish Opera	-350
Parent Mail, P3 Football Set Up Grant, SMPC Website Annual Maintenance, AGM & Introduction to P1 Parents Wine	-900
Additional one-off expenditure for 2014/15:	
Annex playground improvements	-1,281
Interactive White Board for Support for Learning base	-3,650
Fischy music workshops	-1,536
Sports t-shirts with school logo	-441
Maths Bee-Bot robots x 2	-600
"Simon says Dance" workshops	-600
Sports Tracksuits with School Logo	-705
This leaves uncommitted funds for 2014/15 of	6,687

Miriam Jackson on behalf of the Finance sub-group

Deanbank for August

The building appears to be on schedule for August start – Craig Hilton has had a full update from council's asset planning team.

On 31st July the school management and administration teams will be at the school and a full update will be sent to parents regarding full steam ahead or contingency arrangements.

An outstanding issue for P1/P2 parents will be that the breakfast/afterschool club will not start at Deanbank until week of 24th August – this is an additional problem for parents and we should press the Council to work with the SMACC for a solution.

Long term solutions for provision of primary education in Edinburgh South

The children and families department have published a draft document outlining the options for addressing the overcrowding in schools in South Edinburgh. The consultation process is expected to start in August with a decision taken next February. Some funding has been allocated from the proceeds of the sale of Boroughmuir. The document outlines 3 options using the Deanbank site and Oakfield, currently a care home, located next door.

Key points: A new separate primary school is not a done deal and the location of the nursery is up for debate.

1 Establish a new school which may or may not include a nursery.

This would encompass Deanbank and Oakfield and the establishment of new catchment areas for the new school, SMPS, Bruntsfield and Gillespies.

2 Use Deanbank/Oakfield as a permanent annexe to smps and increasing it to a 4 stream school by accommodating p1-p3 in the annexe - this would include widening the current smps catchment area and increasing the role to +760 pupils.

3 Use Deanbank/Oakfield as a permanent annexe for smps - ie similar to the arrangement for next year but a bit of an upgrade.

Option 3 appears the easiest and cheapest option for the council but it does not appear to address capacity issues at Bruntsfield or Gillespies.

Action points

- A meeting with Council/school accommodation working group is to be held on 5th June to get better understanding of council thoughts, timescales and raise initial queries. Some feedback from this meeting will be provided at the PC meeting.
- A parent mail should go out to all parents before the end of term alerting them to the consultation process - this will be done after the meeting on 5th June.
- The parent council will need to consider the options and seek views of parent body – There appears is no immediate rush to get it done before summer holidays. It should be remembered that a new school was the top priority previous accommodation surveys.
- However we cannot expect a unanimous parent view on a preferred option, especially when parents see the details on the potential catchment areas changes. It also cannot be guaranteed that parents at Bruntsfield or Gillespies will have similar views. However it will be worth contacting the PC's at these schools to get an understanding of their initial thoughts.

Boroughmuir capacity issues – looking as bad as ours...

Howard Kippax

From: notnowcraig@gmail.com [<mailto:notnowcraig@gmail.com>] **On Behalf Of** Craig Hilton
Sent: 27 May 2015 21:01
To: Crawford McGhie; Paul Godzik
Subject: Deanbank

Hello Crawford/Councillor Godzik,

I'm writing on a couple of matters, both related to Deanbank.

The first was raised at our last parent council meeting. As part of the update on Deanbank there was a discussion on when parents would get confirmation that the site would/wouldn't be ready. A number of parents highlighted that they need to make child care arrangements which would be vary based upon the site of the P1 and P2 children. Some child minders, etc. take their bookings for the next school year at this time, which means parents are having to defer making arrangements and are worried that they may not be able to find spaces later in the summer.

During his update at our PC meeting I remember Crawford highlighting that the commitment to move to the new site would only be made when there was absolute certainty that it would be available in time. This is absolutely sensible, but I wondered if it would be possible to confirm a date when a go/no-go decision would be shared with the parents.

An ideal situation would be if it is possible to provide this information before the school term ends in June, though I realise that this might be quite ambitious. If this isn't until later in the summer, it will leave many of our P1 and P2 parents with little time to make arrangements.

I'd appreciate your thoughts – I think having a date for this decision would make a real difference to some of our parents. Our next PC meeting is on the 8th June where I will provide an update on this suggestion – if you have any thoughts before then, that would be great.

Secondly, as we have another parent council meeting in a week or so, I caught-up with Mrs Grierson this morning and asked her how she felt the Deanbank move was going. It was only a brief meeting and I may have got the wrong end of the stick, but she gave me the impression that some of the logistics had still to be worked through and there was not yet agreement to fund tge the extra staff roles required at the new site.

It seems to me with 4 weeks until the end of term this seems like a huge gap in the plan to bring Deanbank online. I am a layman here, but I would appreciate you confirmation that we have a viable plan to get into Deanbank for the new school year and all of the required resources and activity is underway.

I realise you are both very busy and I'm not trying to distract you from the huge task that Deanbank reflects, but I hope you'll agree both of the points I raise are important.

If it transpires that there is a delay in getting into Deanbank, I think there will be some disappointment, but being able to provide early and accurate communication to our parents will go a long way to sweetening the pill.

Regards, Craig
Chair, South Morningside Parent Council

From: Crawford McGhie [mailto:Crawford.McGhie@edinburgh.gov.uk]
Sent: 01 June 2015 13:29
To: Craig Hilton
Cc: Paul Godzik
Subject: RE: Deanbank

Hi Craig

The completion dates for Deanbank remain as advised with completion targeted by Friday 14 August and beneficial access arranged in the week preceding this date for moving and set up. We have not received any communications from the contractor to suggest that the building will be delivered any later than scheduled.

However, while we do not anticipate it being required, it is standard practise in any building project to prepare a contingency plan and this has been discussed and agreed with the School Management Team. On Friday 31 July the school management and administration teams will be at the school and on that date a full update will be sent to parents. As above, at this stage there is no reason to suggest that the contingency plan will be required however if it is, all P1 and P2 parents will be notified on that day. In such circumstances all of the resources, which at that point will be packed up and ready for transfer to Deanbank annexe, will be unpacked back into the classrooms at the main site or the Cluny Centre annexe as required.

As this stage, advice to parents with pupils in P1 and P2 would be to make arrangements based on their children attending Deanbank annexe after the summer holidays in the knowledge that if any problems arise and the contingency plan has to be put in place they will be made aware of this by parent mail on Friday 31 July. Registered P1 and P2 parents will get a full update on arrangements before the end of term.

In terms of the logistics of the move and the staffing allocations for the new annexe there are some details to be finalised and planning has been slightly affected by the retirement of the Senior Manager within School and Communities Services who was leading on these issues. I am aware that the HT had raised this issue directly with Cllr Godzik. I'm informed that a new manager has now taken on this work and has now engaged with the school to finalise arrangements.

I trust this update is helpful but if you would like any further information before your parent council meeting please let me know.

Regards

Crawford

Crawford McGhie | Asset Planning Manager | Children & Families | The City of Edinburgh Council
| Waverley Court, Business Centre 1/2 | 4 East Market Street, Edinburgh, EH8 8BG |
Tel 0131 469 3149 | crawford.mcghie@edinburgh.gov.uk | www.edinburgh.gov.uk



South Morningside Primary School Parent Council

Deanbank Travel Survey: Interim Results

Background

South Morningside Parent Council launched an online survey on 12 May 2015 to gather the views of parents and guardians on transport to, from and between the three school sites - the main school, the new Deanbank annexe and the nursery. There have been 138 responses to date, a very high response rate given that there will be less than 200 children at Deanbank.

Key Results

The following bullet points summarise key results from the survey, including suggestions as to how transport between the three school sites could be improved. It is not intended to be an exhaustive list, rather a summary of key results or particularly popular suggestions. More information can be found in the attached detailed analysis.

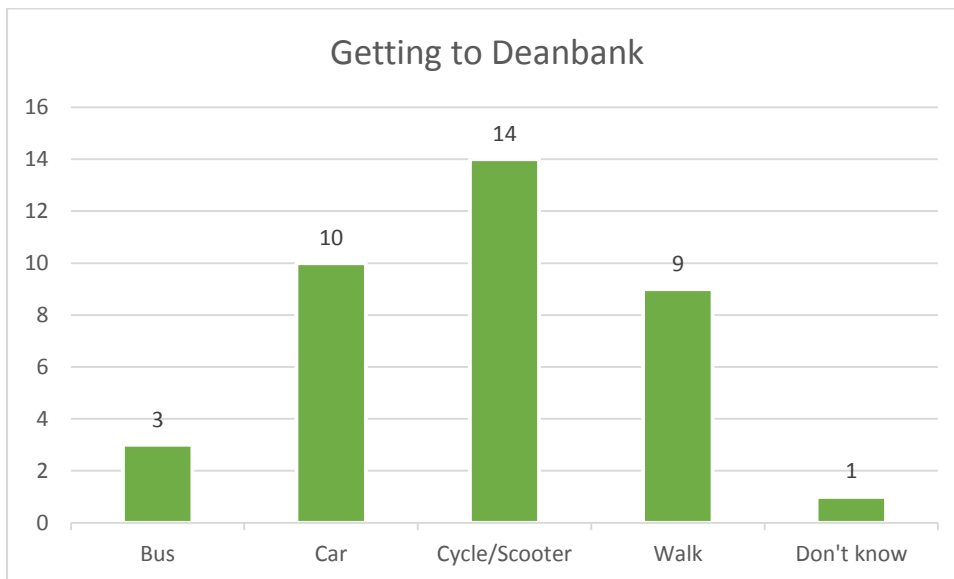
- Approximately two thirds of trips to, from and between the three school sites are expected to be by active travel modes (walking, scooting and cycling)
- Approximately one fifth of trips to, from and between the three school sites are expected to be made by car
- Bus trips to, from and between the three school sites are predicted to be almost negligible
- Parents/guardians with children at all three sites are almost exclusively reliant on cars for getting to, from and between sites
- Approximately 90% of parents/guardians with children at both Deanbank and the main school intend to drop children off at the main school first in the morning and pick children up from Deanbank first in the afternoon
- Approximately 75% of respondents support the establishment of a shuttle bus linking Deanbank and the main school
- Approximately 65% of respondents support the establishment of some form of walking bus
- There is moderate support for the creation of a drop-off/pick-up point, or improved on-street parking, at or near Deanbank
- There is moderate concern about general road safety issues on the streets linking Deanbank and the main school and calls for roads safety improvements and the creation of a “safe route to school” between the two sites

Detailed analysis of survey results

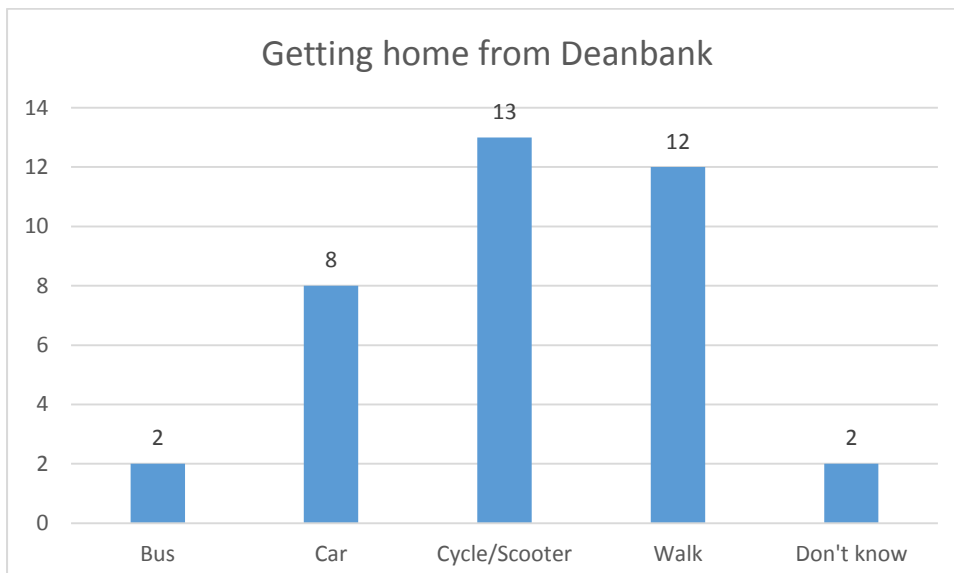
The following sections set out the results of the survey, broken down by how many South Morningside Primary School sites children from each family will attend.

Children attending Deanbank Only

A total of 37 respondents (26% of the total) have children attending Deanbank and no other school site. 62% intend to walk, cycle or scoot to Deanbank, 27% arrive by car, 8% by bus and the remainder don't know how they will travel.



As with the morning, active modes predominate – with 68% walking, cycling or scooting, 22% leaving by car and 5% either travel by bus or don't know.

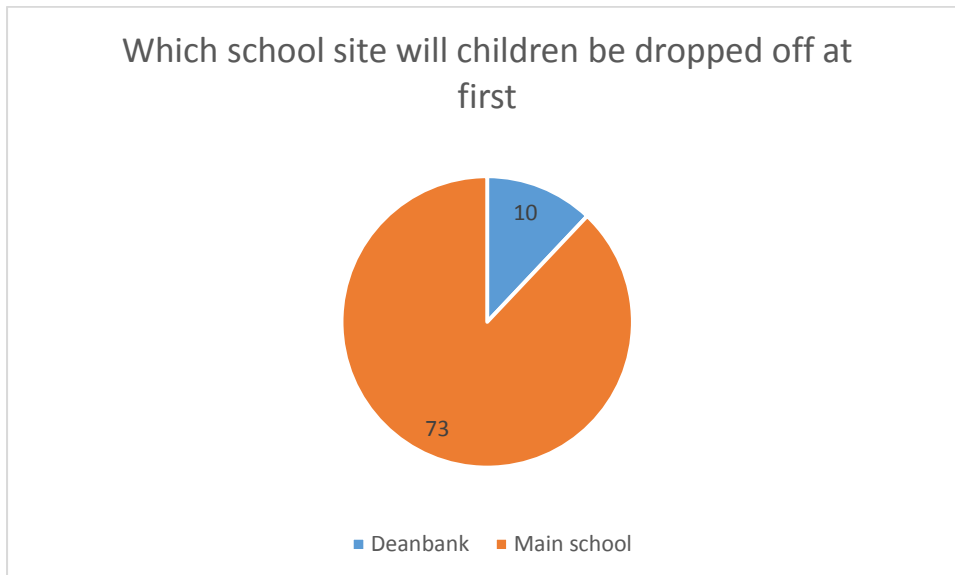


Children attending Deanbank and the main school

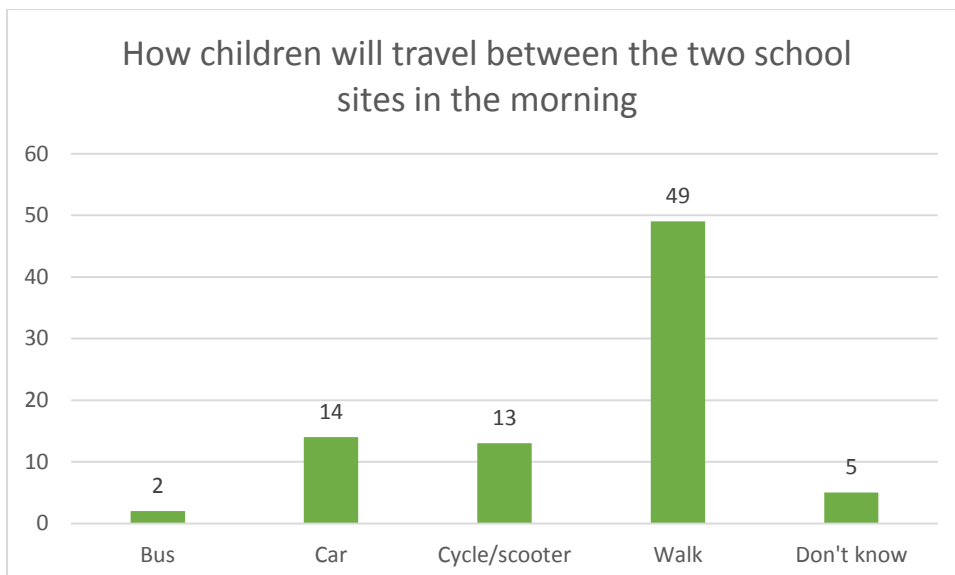
A total of 83 respondents (61% of the total) have children attending both Deanbank and the main school.

Morning drop-offs

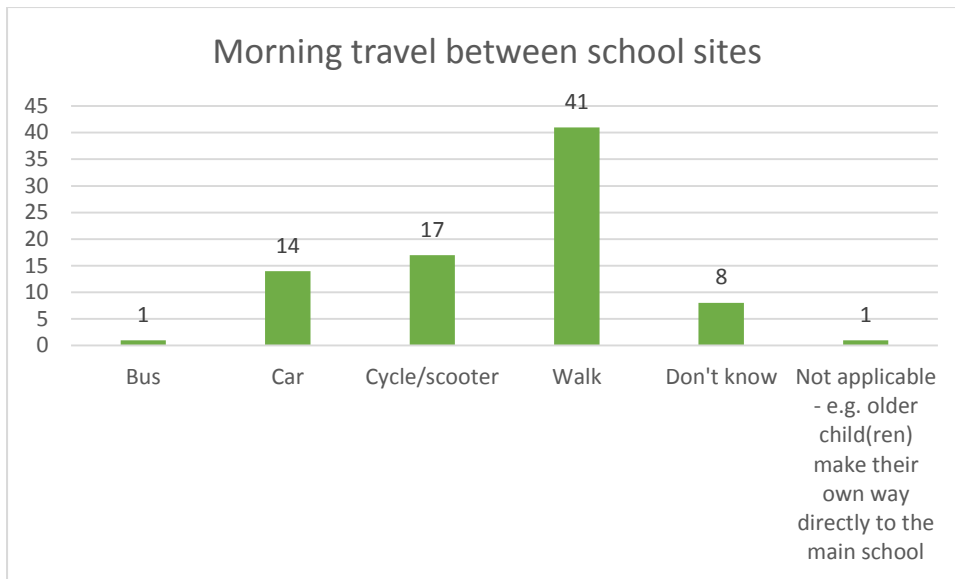
The main school will be the first drop-off point for 88% of parents with children at both Deanbank and the main school.



In the morning 75% of children will walk, cycle or scoot to their first drop-off point, 17% will be driven, 2% will take the bus and 6% don't know how they will travel.

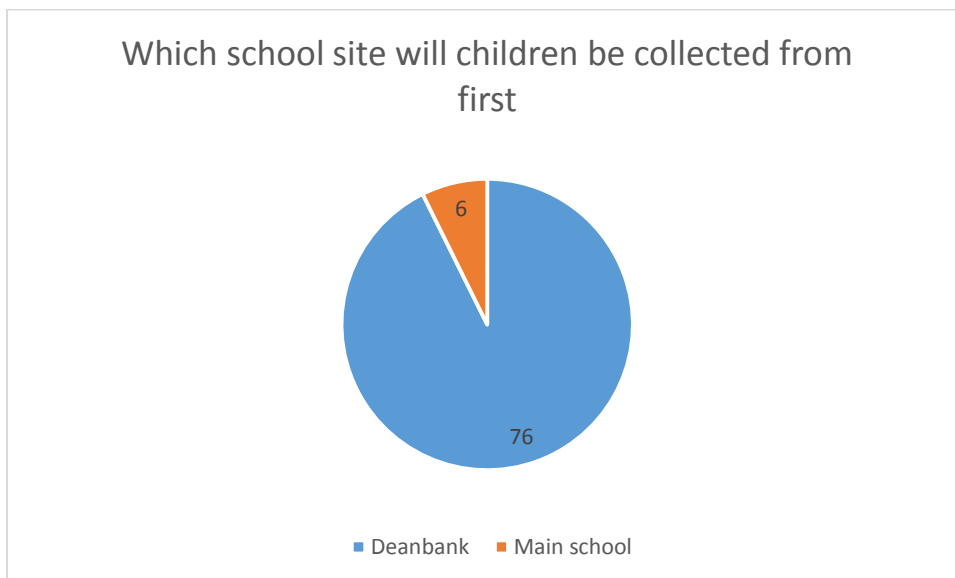


The 17% who drive their children to their first drop-off point then drive on to their second drop-off. The proportion intending to walk, cycle or scoot between the two sites falls slightly to 70% with a rise in don't knows to 7%.

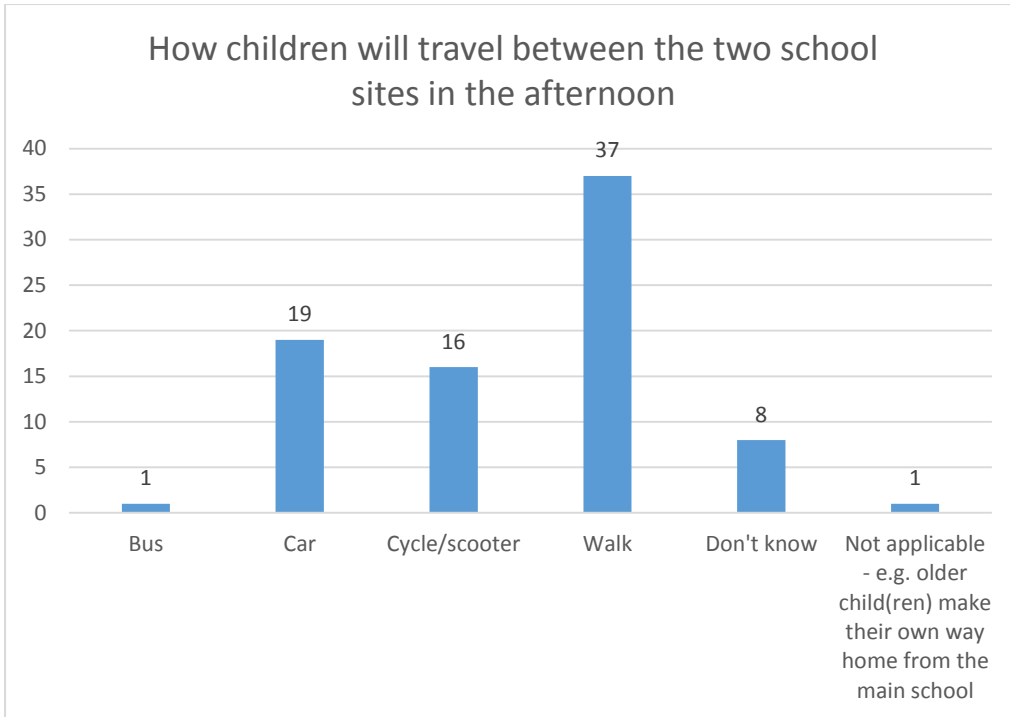


Afternoon pick-ups

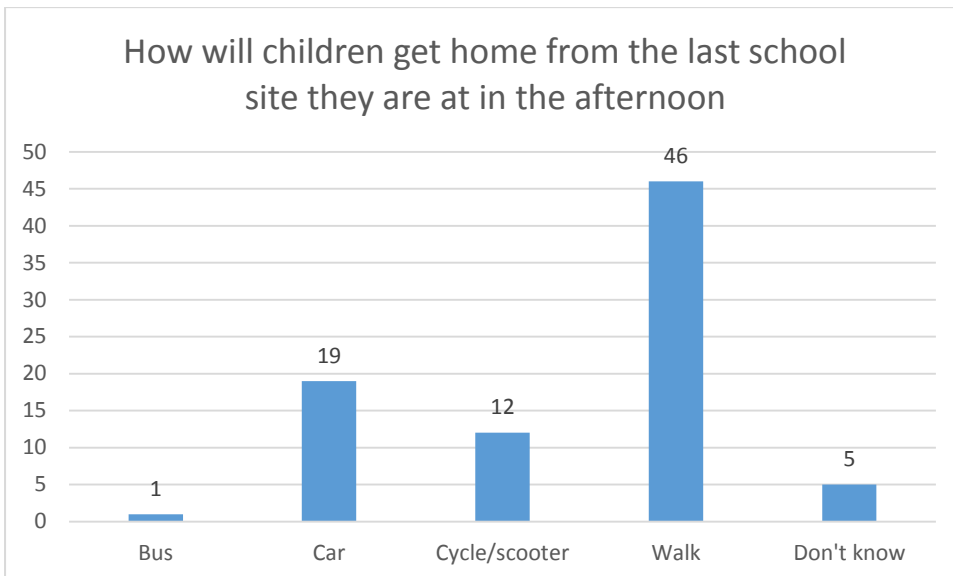
In a reverse of the morning trend, 93% of parents intend to collect children from Deanbank first and only 8% expect to visit the main school first.



The proportion of trips at afternoon pick up between the two school sites taken by car increases from 17% in the morning to 23%, with the proportion walking, cycling and scooting reducing accordingly to 65%. Bus, don't know and N/A remain unchanged from the morning.



The number travelling home from the final school site by car remains at 23%, with 70% walking, cycling or scooting. Just 1% will travel by bus and 6% don't know how they will travel home.

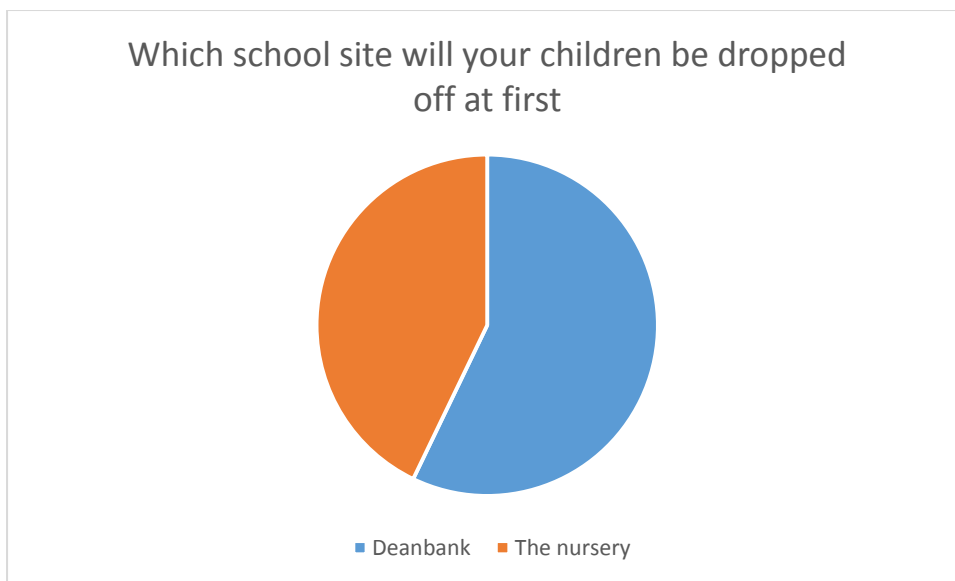


Children attending Deanbank and the nursery (morning session)

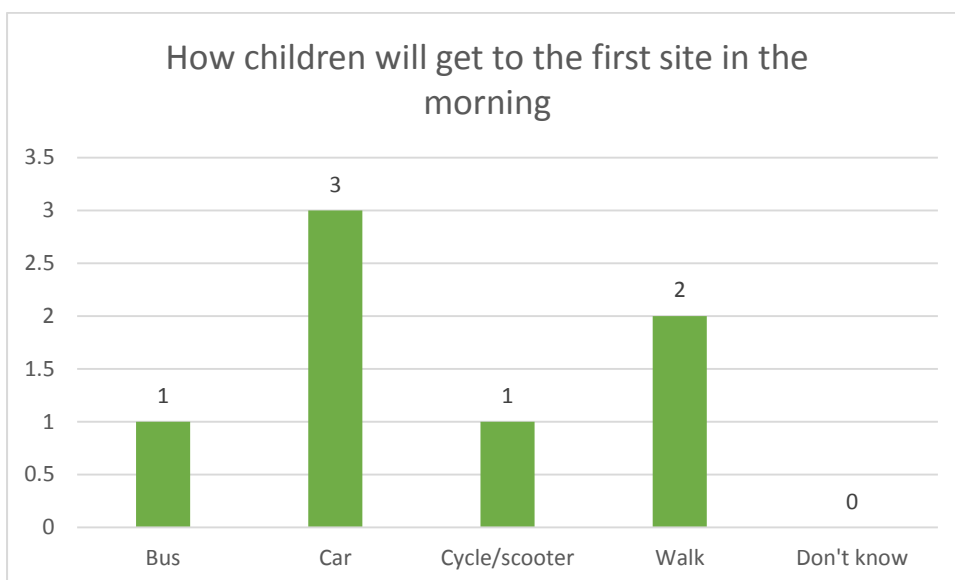
There were only seven respondents to this section of the survey (5% of the total). However, given the small number of families with children at these two sites the results do still give a reasonable indication of how people intend to travel between these two sites.

Morning drop-offs

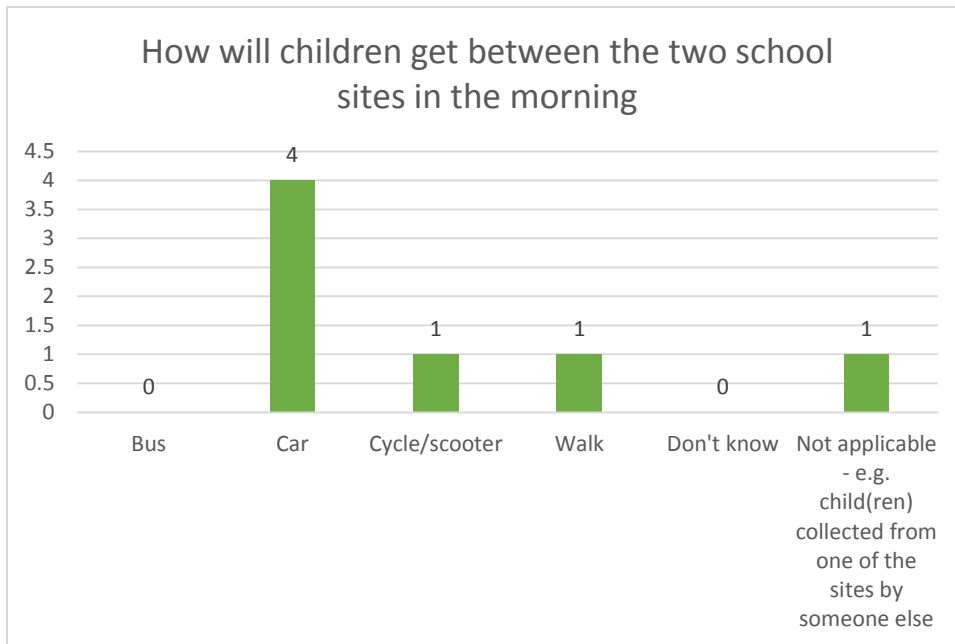
There is no clear preference for the first site that children will be dropped-off at.



There is no clear pattern as to how children will get to the first school site, although 43% will arrive by car and 43% by walk, cycle or scoot. The remaining 14% come by bus.

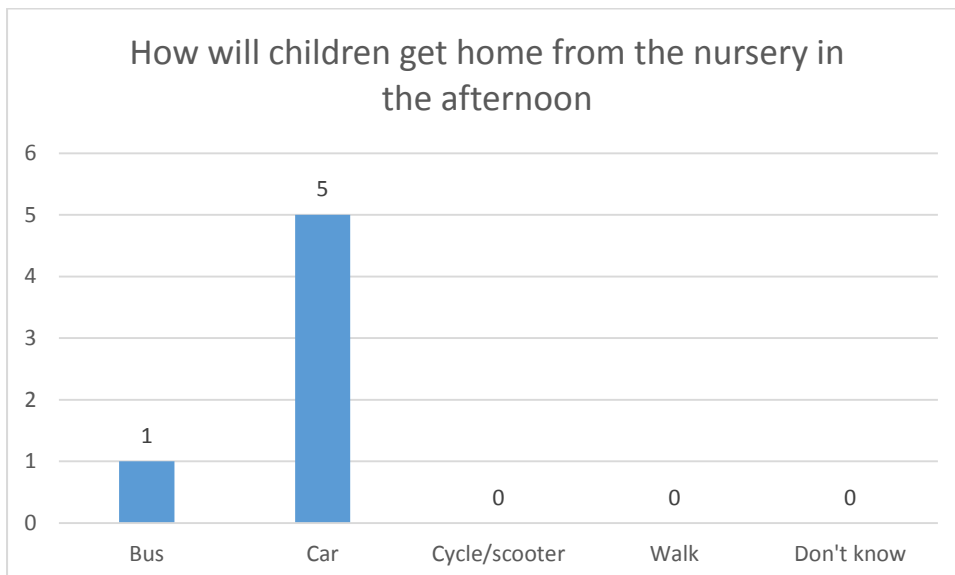


57% of children will travel between the main school and the nursery (or vice versa) by car. 14% (that is one respondent each) will either walk, cycle or be taken directly to the second by someone else.

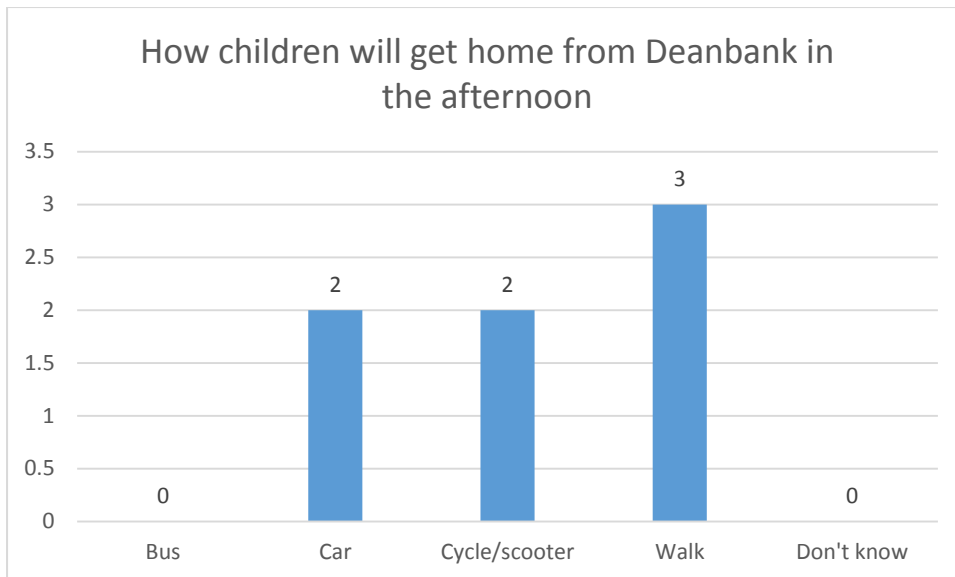


Afternoon pick-ups

83% of children travelling home from the nursery after a morning session will do so by car, with the remaining 17% travelling on the bus.



71% of children will travel home from Deanbank in the afternoon by walk, cycle or scooter. The remaining 29% will go by car.



Children attending Deanbank and the nursery (afternoon session)

Only three people responded to this section. Two respondents will collect their children from Deanbank first, the other from the nursery first. Two respondents intend to travel to, from and between the sites by car while one intends to walk.

Children attending all three school sites (Deanbank, the main school and nursery)

Parents/guardians with children attending Deanbank, the main school and the nursery were asked an open question on how they anticipated dropping-off and collecting children from the three sites.

Seven parents/guardians responded to this section of the survey (5% of the total). Five respondents (71%) were clear that they would have to travel by car to all three sites in both the morning and afternoon, as this was the only possible option that allowed them to get between sites within the time available. The remaining two respondents only had partial plans in place and were unclear how they could get between all three sites within the required time.

One respondent requested that all children be registered at the main school and then busses to their respective school sites. Another highlighted that it would take around one hour to complete the morning drop-offs and 40 minutes to complete the afternoon pick-up.

Potential Transport Improvements

Parents and guardians were asked to suggest how transport to, from and between the three school sites could be improved. 69 responses were received to this

question, with answers including a broad range of suggestions. The most popular of which are summarised below:

- **Shuttle bus:** 51 respondents (74%) supported the establishment of a dedicated bus service linking the main school and Deanbank.
- **Walking bus:** 10 respondents (14%) supported the establishment of a walking bus linking the main school and Deanbank
- **Drop-off/Pick-up point:** Eight respondents (12%) supported the creation of a safe drop-off/pick-up point for cars at Deanbank
- **Active travel infrastructure improvements:** Seven respondents (10%) supported improvements to pavements and pedestrian crossing on the route between the main school and Deanbank. Several respondents also suggested the creation of a dedicated safe route to school between the two sites and the installation of improved signage.

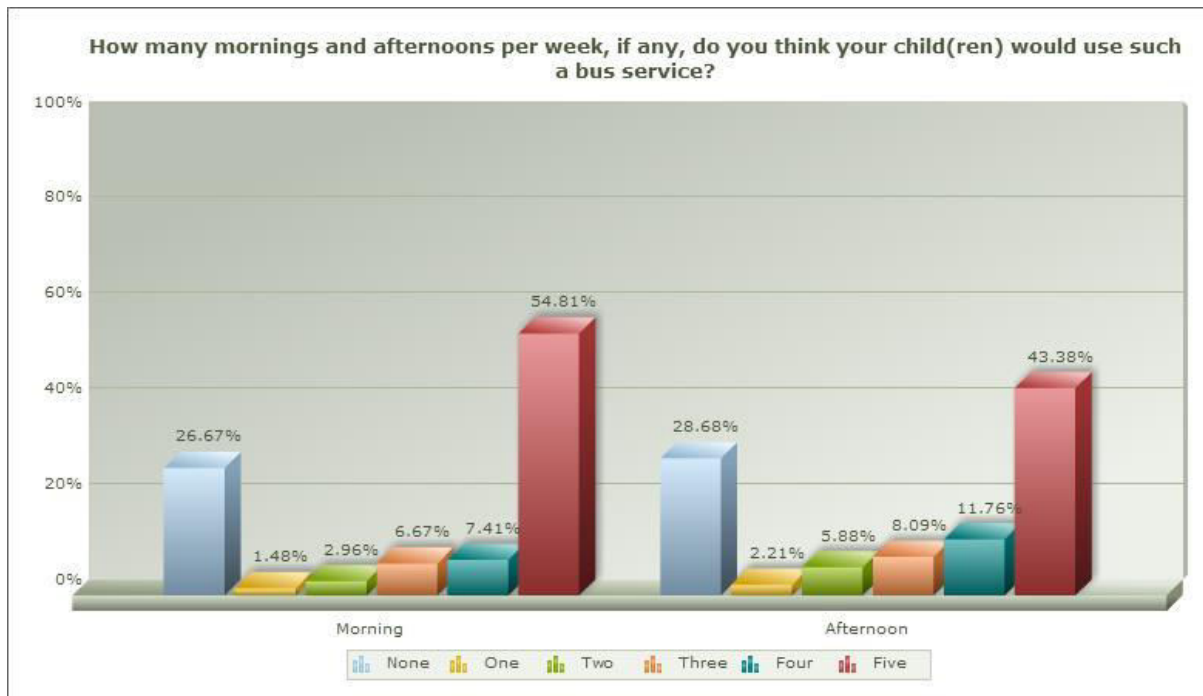
Shuttle Bus

Parents/guardians were asked whether the City of Edinburgh Council should establish a bus service that would:

1. Transport children from the main school to Deanbank at the start of the school day
2. Transport children from Deanbank to the main school at the end of the school day

Parents and guardians were asked how often they think their child(ren) would use such a service if it were to run. The results are set out in the chart below. Approximately 50% of respondents indicated that their child(ren) would use the service both ways on each school day. Only 27% of respondents indicated that their children would never use such a service.

Parents and guardians were also asked how much, if anything, they would be willing to pay for their child(ren) to use such a service. 59 respondents (45% of the total) would not pay for their children to use service, 44 respondents (33%) would pay up to 50p per trip, 19 respondents (14%) would pay between 51p and 99p per trip and five respondents each (4%) would pay £1 to £1.49 or £1.50+ per trip.



Walking bus

Parents/guardians were asked if they would be interested in their children using a walking bus, linking Deanbank and the main school. Two walking bus options were proposed:

- 1. Informal:** The Parent Council would facilitate contact between parents and guardians interested in organising their own walking bus(es).
- 2. Formal:** The Parent Council would organise a rota of parent volunteers to staff a walking bus that would run between the main school and Deanbank in the morning, and Deanbank and the main school at the end of the school day.

55 respondents (36% of the total) indicated that they would not be interested in a walking bus, 36 respondents (26%) would be interested in an informal walking bus and 61 (44%) in a formal walking bus. 19 respondents (14%) did not know whether this might be of use or not.

Anything Else?

Parents and guardians were asked a final question on whether there were they had any other transport related issues, concerns or suggestions. 54 responses were received to this question, with a very wide range of issues covered and suggestions made. The most popular responses are summarised below:

- **Drop-off/Pick-up point/parking:** 14 respondents (26%) supported the creation of a safe drop-off/pick-up point for cars at Deanbank or raised issues about a lack of parking at, or around, the Deanbank site.

- **Road safety issues:** Eight respondents (15%) raised concerns about requiring large numbers of young children to walk alongside busy roads, some with narrow pavements, during peak traffic times.
- **Walking bus safety:** Eight respondents (15%) were concerned about the safety of children using any walking bus and/or issues of liability of adult helpers.
- **Too far/additional walking:** Six respondents (11%) expressed a view that the additional walking distance involved in getting to/from Deanbank was too far for young children and may have a negative effect on their schooling due to tiredness.
- **Shuttle bus:** Five respondents (9%) supported the establishment of a dedicated bus service linking the main school and Deanbank.
- **Crossing patrols/safe route to school:** Three respondents (6%) each supported additional lollipop people on the route between Deanbank and the main school or the creation of a safe route to school between the two sites.
- **School Street:** Two respondents (4%) were opposed to the establishment of a school street outside St Peter's Primary School, as this would restrict access to Deanbank.

Situations Vacant

Clubs Co-ordinator

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

PVG Signatory

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

Stage Club Convenor

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

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

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

Any interested parents should email southmorningside.stageclub@gmail.com

Fundraising Co-ordinator

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

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

Chair

An officer of SMPC should be in role for 3 years. I will have reached this by December 2015. Our constitution allows a chair to be in office for a 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.