

SOUTH MORNINGSIDE PRIMARY SCHOOL  
SOUTH MORNINGSIDE PARENT COUNCIL

Draft minutes of the SMPC meeting held on Monday 5th June 2017 at 6.45pm in the staff room.

**Total Attendees: (25)**

**Parent Council Members (20)**

Craig Hilton (Acting Chair)	Jenny Shiell
Chris Hebden (Treasurer)	Howard Kippax
Ruth Campbell (Secretary)	Antonia Hynd
Deborah Murphy (Comms)	Kirstin Beard
Sheri Wallace (Finance)	Aga Morrison
Olly Headey (Comms)	Michael Urquhart (Headteacher)*
Ellie Trotter	Susan Morgan*
Helen New	Karen Richmond*
Jude Balfour	Lauren Lambie*
Hamish Innes	Pam Ferguson*

Parent council made up of 15 Parent Members plus 5\* non-voting staff members

**Guests (5)**

Colin McRae	Councillor Neil Cook
Councillor Melanie Main	Councillor Mandy Watt
Councillor Nick Ross	

**Apologies (6) received in advance of the meeting**

Lesley Macniven	Emma Cunningham
Kathy Gilles (Clubs)	Irene-marie Esser
Kate Forster	Victoria

**6.45 Welcome, attendees and apologies – Craig Hilton (Acting Chair) and Ruth Campbell (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 8<sup>th</sup> May 2017 were approved.

**(12 in favour, 0 against and 4 abstentions)**

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

**#27/16 – Alteration in clubs code of conduct** – Kathy and Mr Urquhart to arrange meeting following decisions over new club joining and payment system. Ongoing into the new school year.

**#31/16 – Class link person for every class** – Work ongoing.

**#02/17 – Clubs online joining/payment system** – Questions over whether this is absolutely necessary. Changes through information available to parents for the new school year may be enough to reduce previous problems.

**#04/17 – Remote controls for school heating** – Work is ongoing. A meeting of the accommodation group will take place tomorrow.

**#05/17 – School uniform supplier vote** – The Parent Council voted on their preferred new supplier via the Google group. The outcome by a small majority was that Superlogo based in Leith would be the new supplier. The online system has been set up prior to the new school year, as hoped. **(action closed)**

### **6.55 Report: Chair (paper submitted by Brian Sharp)**

See report for detail.

Craig thanked all the Parent Council members who are coming to the end of their term on the Parent Council – Olly, Ellie, Sheri, Debbie, Alan and Lesley. He reminded everyone that although their membership had ended for the time being, they were able to rejoin after one year, and also that their volunteering on groups need not come to an end!

Craig's daughter will be leaving the school this year, and therefore will also leave the Parent Council. The PC gave a round of applause for all his hard work and support over the years.

### **7.05 Report: Head Teacher (Michael Urquhart)**

Mr Urquhart explained that this has been a busy term at school, balancing the budget for next year. A temporary position has been advertised to cover two maternity leaves. The School had 46 applicants, and will hold three interviews. The new Primary One will have 90 pupils, including 6 non-catchment places. There will be two new probation teachers.

The Primary Three pupils will be joining their new classes on the next few Mondays.

A budget surplus will allow for 2 ½ hours of preparation time for teachers. It is hoped that allowing an increase in support for teachers will increase attainment. This year has focused on numeracy support, and the coming school year will focus on literacy support.

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

See report for detail.

Chris highlighted the unallocated funds available – over £18,500. He also gave a forecasted profit for the Summer Fair of £8400, and of the upcoming Fashion Show of £3000.

The Parent Council has funded new cutlery and crockery for the Main School as a trial, at a cost of £1500. Deanbank will follow suit if this is successful. The PC expressed dismay that the Council did not fund this, and hoped that the Councillors would appeal for this amount to be refunded. Brian will contact the Councillors to discuss this further.

**#06/17**

Mr Urquhart reported that markers for standing positions in the dinner queue had the positive effect of allowing the children time to ask for what they want. Councillor Melanie Main explained that in James Gillespies PS children of different ages were given different amounts.

### **7.35 Review of Funding Requests/Finance Group Update (report submitted by Sheri Wallace)**

See report for details.

Sheri reported no outstanding requests requiring approval. Five funding requests were approved under de-minimus limit. These included several instances of helping children whose families need financial assistance to take part in school activities.

Sheri discussed the addition of items to the annual recurring commitments – P1 Nativity lighting hire (£600), ice lollies for Sports Day (£250), popcorn for Christmas Capers (£160), Christmas trees for all sites (£75), and bulbs (£30).

**(14 in favour, 0 against, and 1 abstention)**

Sheri is happy to continue running as Head of Finance, although a PC link person will have to be found given that Sheri's term on the PC has now come to an end.

### **7.45 Standing Agenda items:**

**a) Accommodation update** – Howard explained that the barrier at the entrance of the Deanbank side road will not go ahead. This is due to safety concerns with cars reversing back onto a one-way street. Planning permission has been given for revamping the access to Deanbank, and this will start in the Summer holidays.

The Council are looking to relocate Oaklands Nursing Home with a view to progressing with North Morningside School, however with no alternate site being found this will inevitably delay the planned August 2020 opening.

The planned Boroughmuir HS opening date is now January 2018. Councillor Melanie Main informed the PC that the existing Boroughmuir site, which had planning permission refused, is now undergoing appeal. Ruth to contact Melanie to find out details of where to comment on this appeal. **#07/16**

Howard suggested that a split Accommodation group, one for each site, may be the best plan going forward.

**b) Clubs Group update** – no update.

**PVG Lead Signatory** – Craig suggested that he continue in his position as PVG Lead Signatory, despite leaving the School. Having a neutral person in the position will be of benefit to the School. The PC was in agreement with this suggestion, and thanked Craig for continuing in this role.

**c) Fundraising Update** – The Summer Fair was a great success, however there was a problem with cleaning up. It was suggested that spray string be banned from Fairs, that ice cream be kept outside, and that consideration be given to coffee. It was questioned if cleaning should be added to the volunteer list. Antonia suggested that the duty times be altered to include a cleaning section for the second volunteers.

Colin McRae suggested that there be more free things to watch. The PC felt that any volunteers willing to organise shows of, for example the childrens bands or gymnastics, would be welcomed.

There were three instances where medical assistance was required, but this was not easy to access. Going forward it would be helpful, and necessary, to have a designated medical person. A medical plan will be added to the strategy for the next Fair. **#08/17**

**d) Morningside Community Update** – no update.

**d) Transport update** – An email was sent to the Chair and Senior Staff informing them of the School Streets Scheme; an initiative to reduce traffic around the school during starting and finishing times. The deadline for application is 16<sup>th</sup> June. A volunteer for the application will be sought via Google groups. **#09/17**

There is still no lollipop person on Morningside Drive, arguably the most dangerous road for crossing with children. The Parent Council was unsure whether this was due to a vacancy or funding, but will research this point. **#10/17**

**e) Playground update** – The trim track is to be removed. If the cost of removal is under £1000, then the School can organise this themselves, but if the cost exceeds this amount then the Council will be required to tender for the removal. The Loose Parts play items have arrived for the Main School, which is generating much excitement!

The Senior Staff are to attend Towerbank Primary School to view their environmental garden – the first stage in SMPC playground plan. At this point, holding back Parent Council funds for the playground development is ideal. Mrs Richmond will send a playground update to parents. #11/17

**g) Communications update (paper submitted by Deborah Murphy)**

See report for detail.

Deborah reported that now there are 363 South Morningside likes of Facebook, and encouraged more to show support. She also highlighted the success of the Engage events publicised by the Comms group.

**h) Situations Vacant** – A Finance Group link person will be necessary since Sheri's term will come to an end. In addition, Craig advised that thoughts be given to long-term support for Fundraising.

**8:10 Requested items** – none.

**8.20 AOB**

- Craiglockhart Primary School are participating in a study into the value of homework. Mrs Richmond was asked whether homework would be part of the Oneary. Mr Urquhart suggested that homework should be used to reinforce School learning, not introduce new learning.
- It was thought that insufficient information was available to parents about the Oneary. Mrs Richmond suggested that, in addition to the planned Primary One afternoon, an additional Engage event be held.
- The changeover of uniform supplier has been successful, however the previous supplier is disappointed about losing South Morningside business. Mrs Richmond announced a new sweatshirt for the Oneary, which will distinguish younger children in the playground.

**8.25 Close**

The meeting was closed by the Chair.

### **Supporting Papers Supplied in the Meeting Pack**

- Draft Minutes of the Parent Council meeting 8<sup>th</sup> May 2017 (Secretary)
- Matters Arising/Action log (Secretary)
- Chair Report (Brian Sharp)
- Treasurer Report (Chris Hebden)
- Communications Update (Olly Headley)