

SOUTH MORNINGSIDE PRIMARY SCHOOL

**SOUTH MORNINGSIDE PARENT COUNCIL**

Draft minutes of the SMPC meeting held on Monday 6th May 2017 at 6.45pm in the staff room.

**Total Attendees: (28)**

**Parent Council Members (21)**

Craig Hilton	Helen New
Chris Hebden (Treasurer)	Jude Balfour
Ruth Campbell (Secretary)	Kate Forster
Deborah Murphy (Comms)	Kirsten Beard
Kathy Gillies (Clubs)	Antonia Hynd
Alan Rehfish (Transport)	Jenny Shiell
Olly Headey (Comms)	Irene-marie Esser
Sheri Wallace (Finance)	Michael Urquhart (Headteacher)*
Howard Kippax (Accommodation)	Karen Richmond*
Ellie Trotter	Morag Macdonald*
Emma Cunningham	

Parent council made up of 18 Parent Members plus 3\* non-voting staff members

**Guests (7)**

Daniel O'Hara	Andrea Moncur
Lindsay Urquhart	Ruth Paterson
Margo O'Connor	Hugh Paterson
Sarah Green	

**Apologies (5) received in advance of the meeting**

Pam Ferguson*	Susan Morgan*
Lauren Lambie*	Amina Slimani-Fersia
Victoria McCafferty	

#### **6.45 Welcome, attendees and apologies - Ruth Campbell (Secretary)**

The Secretary welcomed all attendees and confirmed the apologies that had been received prior to the meeting.

The minutes of the meeting held on 23<sup>rd</sup> January 2017 were approved.  
**( in 14 favour, 0 against and 7 abstentions)**

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

**#27/16 – Alteration of clubs Code of Conduct** – A meeting to discuss necessary additions to be arranged.

**#29/16 – Elgin Keith Garage movement of cars** – Deanbank Caretaker has been helping with parking issues. MCC will highlight school parking at the next meeting.  
**(action closed)**

**#30/16 - School uniform changes** - Ongoing discussion.

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

**#33/16 – School Fair Policy** – New policy been drawn up and is awaiting comments.  
**(action closed)**

**#01/17 – Club Joining Policy** – Work ongoing with Club Convenors. **(action closed)**

### **7.00 ParentPay Update (Margo O'Connor)**

ParentMail to be discontinued, and replaced by ParentPay in both schools and the nursery. Work will begin on the transfer this coming week. Until the system is fully up-and-running, paper copies of letters will be sent to parents in schoolbags to minimise the disruption.

The Council will pay for this service, meaning that the Parent Council Parentmail contribution will be saved. The query of whether ParentPay could be used for clubs was rejected by the Council.

### **7.05 Report: Head Teacher**

Mr Urquhart praised the success of both Science Week and the Scottish Opera visit. He has been taking part in training taken across the entire Council, aimed at improving performance and developing skills across the services.

He highlighted the problem which remains with parking at Deanbank, and is keen to implement the Junior Road Safety Officer programme within the school. He has also been considering pollution from the streets surrounding the school.

Spaces are being developed where the PSAs can meet with pupils. The two Parent Council funded places for wider achievements have been a great boost.

The showcase events for parents have been very successful, and despite some problems the Learning Journals are off to a great start. Mrs Richmond will be talking to parent focus groups about reporting and sharing events.

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

See report for detail.

Chris encouraged teachers to use their allocated allowance.

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

See report for detail.

Sheri noted the request for new football goals for Meadowspot. Chris believed that £250 had been set aside by the Club at the beginning of the year, but had remained unused. Although this is a non-PC club, it was felt that we should be encouraging sports and that the goals would fit in the existing storage space.

Vote: For 15 Against 0 Abstentions 3

### **7.25 Standing Agenda items:**

- a) **Accommodation update** – North Morningside Primary School has now been confirmed, with a projected opening date of 2020. Howard has offered our support for the project. There remains ongoing questions on whether the new Boroughmuir High School will exist over split sites.

### **b) Clubs Group update (paper submitted by Kathy Gillies)**

See report for detail.

A meeting of a few of the Club Convenors was held. It was decided that a blanket questionnaire would not best suit the needs of every club, but that they should work towards transparency over how clubs operate, allowing parents to be fully informed. The school website changes will allow Club pages to have added information. A template will be set for each club, explaining the process of getting a club place, and payment.

Different ideas on how best to streamline club joining and payment were discussed. Comms have offered their help in finding the best option #02/17, and suggested that the ParentMail saving be put towards a new Clubs system.

- c) **Fundraising Update** – none

**d) Morningside Community Update** – There was a discussion over the Canaan Lane ecobuildings plan. Many negative comments were documented prior to the consultation closing. There is concern over the Craighouse site blasting, and mental health issues. Deborah encouraged volunteers to go to the MCC meetings to support family views on issues affecting children.

**e) Transport update** – Parking has improved at Deanbank with the help of the Caretaker. The Community Police Officer has been helping with advice and presence in the area. Changes, such as a barrier and widening pavements, are to be made prior to the new school opening. The lane inbetween the Deanbank building and current nursing home poses a problem as it splits the new school site. This will be brought up at the next MCC meeting #03/17. The Canaan Lane ecobuilding plans proposed no parking for the flats, but bike spaces only.

**f) Playground update** – A health and safety report on natural playgrounds in schools has expressed concerns to the Council, who have appointed an independent consultant. Playground plans now have to be submitted to a central panel. Evidence of budget availability must be shown, along with an ongoing maintenance budget. Our current plan has been submitted for consideration this week. Mrs Richmond hopes that a sectional approach to funding and planning may be possible, with an optimistic start date of this summer. The maintenance plan may have to become an ongoing Parent Council commitment.

It was proposed that the After School Club take over watering of the plants during the School holidays.

Deanbank will have a Royal Horticultural Society volunteer once a week, to work with primary two children and parents initially. It is hoped that the garden will begin to come together as part of the curriculum.

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

See report for detail.

Deborah explained that the new joint school and PC website would act as a central point for parents, with no information being lost. The proposed Policy for School Fairs was opened for discussion.

**h) Situations Vacant** - none.

## **8:25 Requested items**

### **School Heating (Sarah Green)**

Sarah highlighted the problem of overheating within the school. School heating is controlled externally. With some thermostats broken and windows unable to open, the teachers are struggling to control the heat within the classrooms. Mr Urquhart is also keen for change on this front, and noted that even the water heater in the staff room runs all night. Sarah will work with Accommodation to contact the Education department and petition for change. #04/17

### **8.30 AOB - none**

### **8.35 Close**

The meeting was closed by the Secretary.

**Date of next meeting: Monday 8<sup>th</sup> May 2017**

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

- \* Draft Minutes of the Parent Council meeting 23rd January 2017 (Secretary)
- \* Matters Arising/Action log (Secretary)
- \* Chair Report (Brian Sharp)
- \* Treasurer Report (Chris Hebden)
- \* Finance Report (Sheri Wallace)
- \* Clubs Update (Kathy Gillies)
- \* Communication Update (Deborah Murphy)
- \* Policy for SMPS School Fairs and Third Party Involvement (Deborah Murphy)

