

SOUTH MORNINGSIDE PRIMARY SCHOOL

**SOUTH MORNINGSIDE PARENT COUNCIL**

Draft minutes of the SMPC meeting held on Monday 28th November 2016 at 6.45pm in the staff room.

**Total Attendees: (23)**

**Parent Council Members (20)**

Brian Sharp (Chair)	Aga Morrison
Chris Hebden (Treasurer)	Kate Forster
Ruth Campbell (Secretary)	Nina MacFarlane
Deborah Murphy (Comms)	Emma Cunningham
Kathy Gillies (Clubs)	Helen New
Olly Headey (Comms)	
Ellie Trotter	Michael Urquhart (Headteacher)*
Sheri Wallace (Finance)	Karen Richmond*
Alan Rehfisch (Transport)	
Hamish Innes	
Kirsten Beard (Accom)	
Irene-Marie Esser	
Craig Hilton	

Parent council made up of 18 Parent Members plus 2\* non-voting staff members

**Guests (3)**

David Davies	Feihong Zou
Priyanka Kulasegaram	

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

Jenny Shiell	Joss Watson
Jude Balfour	Amina Slimani-Fersia
Victoria McCafferty	Susan Morgan*
Lesley MacNiven	Howard Kippax
Pam Ferguson*	Miriam Jackson
Lauren Jack*	

**6.45 Welcome, attendees and apologies - Brian Sharp (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 10th October 2016 were approved.  
**(10 in favour, 0 against and 1 abstentions)**

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

**#27/15 - Main school playground, railings and markings** - Investigations ongoing.

**#22/16 - Clarification of role of PVG volunteers** - Recent PVG meeting. **(action closed)**

**#23/16 - Barrier to access road** - Plans drawn by the Council to address road safety issues surrounding Deanbank. **(action closed)**

**#24/16 - Loose Parts plan for the Main School** - Mrs Richmond and Mrs Morgan have started Main School action plan. Parentmail sent to enlist parent help. **(action closed)**

**#25/16 - Brief playground group on Loose Parts plan** - Ruth in email contact with Antonia. **(action closed)**

**#26/16 - Reinstatement of French Club** - Kathy to initiate SMPC group discussion.

**#27/16 - Alteration in Clubs Code of Conduct** - Meeting has yet to be held.

**#28/16 - Importance of safe parking around the schools** - Parentmail sent and Assembly held to reinforce pupil and parent cooperation. **(action closed)**

**#29/16 - Elgin Keith Garage movement of cars** - Priority given to emergency vehicles using Caanan Lane as a ratrun at MCC meeting.

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

### **6:55 Report: Chair (paper submitted by Brian Sharp)**

See report for detail.

Brian encouraged anyone who hadn't taken a slot at the Winter Fair to help out. Only six slots remain!

Brian also discussed fundraising for the impending playground improvements at the Main School.

### **7.00 Report: Head Teacher**

The Care Inspectorate had recently carried out an unannounced Nursery Inspection. The inspection was extremely successful, with high praise being given for the sense of community and staff, amongst other things.

Mrs Richmond was keen to explore parental views on reporting learning. It would be helpful to have a class link person for every class, who can speak for parental views.  
**#31/16**

Mr Urquhart discussed the success of sharing learning with the P3 and P4 parents.

He also discussed training that he had benefitted from. Especially noting training on creativity, which looked at developing childrens social skills through wider achievements, such as out-of-school clubs. There are a number of pupils at the school who do not take part in any social out-of-school activities, and Mr Urquhart was keen to have an 'achievement fund' which would allow such childrens likes to be explored and developed upon. **#32/16** Sheri will look at a funding proposal for clubs and after-school clubs.

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

See report for detail.

- profit on Halloween Party £253.00, and Christmas cards nearly £2000
- online banking is now up-and-running!

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

See report for detail.

Funding requests were received for -

- 1) P1 Nativity lighting hire
  - 2) Loose parts play equipment - all of which will be portable and can be used across the sites.
  - 3) Additional outdoor equipment for the Nursery play garden
  - 4) Popcorn for Christmas Capers
- (For 17, Against 0, Abstentions 1)**

In addition, it was suggested that the Parent Council consider annual funding of the P7 Ceilidh band hire. This is the main end-of-school event for P7 children.

**(For 17, Against 0, Abstentions 1)**

Christmas trees for all sites, and bulbs for the planters at the Main School were approved by de-minimus limit.

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

**a) Accommodation update** - no update.

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

See report for detail.

A Parentmail is to be sent in the coming week to let parents know about plans for a Deanbank Choir, and Science Club in the new year.

It has been decided that no refunds be given if a child decides not to continue with a club, and early payment of next term fees are recommended.

All tutors/instructors should hopefully be PVG registered by the end of this year. Each Club may have to bear the cost of tutors without PVG registration - a £18 one-off charge.

Gavin, the Gym Club instructor, has requested that the children be allowed to fundraise for equipment. Gavin himself will own this equipment and will use it across different schools. It was felt that this would be acceptable.

**c) Fundraising Update** - no update. The Winter Fair is to be held this coming Saturday, and only 6 helper roles remain!

**d) Morningside Community Update** - The problem of emergency vehicles using Caanan Lane as a rat-run is being investigated. The Council has suggested making Braidburn Terrace one-way, away from Greenbank Parish Church, to reduce congestion in the area. There was also discussion surrounding the Scottish Government's vision for Edinburgh in 2050, and the top priorities for the local area in the coming five years.

**e) Transport update** - Alan attended a meeting with Councillor Melanie Main on the subject of the Braidburn redesign. The suggestion is that it will become one-way towards the current roundabout, with a widened pavement on one side, to improve safety.

**f) Playground update** - Planning has been frozen until December. It is generally felt that the PC should wait for plans before engaging in fundraising for the playground on a more serious level. The new playground at the Main School must be designed to accommodate P1 and P2 in the future. Loose Parts play for the Main School is in development. It may be helpful to have smaller storage for Loose Parts around Deanbank playground.

**g) Communications update** - Comms would like to welcome Helen New as a new member to the team. Work is being carried out on the Headmaster's Facebook page, and also class lists. Discussions around merging of the Parent Council and School websites are taking place.

**h) Situations Vacant** - none.

## **8:25 Requested items**

### **Morningside Christmas Light Switch-On**

The Council will no longer fund barriers or a PA system for the Christmas Light Switch-On. Despite lack of funding, the Christmas Light Switch-On will go ahead on Friday 9th December at 5.30pm, with choirs from both South Morningside and St Peters Primary Schools. Sainsburys have donated mince pies and hats. The cost of a PA system and compere is £450. Morningside Trades Association will donate £50.

It was decided that the Parent Council would approve funding of £99 by de-minimus limit.

### **School Fair Policy for External Contributors**

The Summer and Winter School Fairs often attract applications for space from external contributors; parents with small businesses, former pupils raising money for Young Enterprise endeavours, larger companies promoting themselves in return for raffle or auction prizes. There has been no protocol for dealing with such applications in the past, but it would be useful to have a set policy. Policy wording will be discussed. #33/16

**8.30 AOB** - none.

### **8.35 Close**

The meeting was closed by the Chair.

**Date of next meeting: Monday 23rd January 2017**

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

- Draft Minutes of the Parent Council meeting 10<sup>th</sup> October 2016 (Secretary)
- Matters Arising/Action log (Secretary)
- Chair Report (Brian Sharp)
- Treasurer Report (Chris Hebden)
- Finance Report (Sheri Wallace)
- Clubs Update (Kathy Gillies)
- Governance Review of Scottish Education - for information