

SOUTH MORNINGSIDE PRIMARY SCHOOL
SOUTH MORNINGSIDE PARENT COUNCIL

Draft minutes of the SMPC meeting held on Monday 7th March 2016 at 6.45pm in the staff room.

Total Attendees: (21)

Parent Council Members (17)

Craig Hilton (Chair)	Anna Cuthbert (Fundraising)
Chris Hebden (Treasurer)	Kirstin Beard
Susanna Waller (Secretary)	Jenny Sheill
Miriam Jackson (Finance)	Hazel Little
Kathy Gillies (Clubs)	Irene-Marie Esser
Ellie Trotter	Beth Clearwater
Deborah Murphy	Susan Morgan *(Acting Head Teacher)
Brian Sharp	Lauren Jack *
	Pam Ferguson *

Parent council made up of 14 Parent Members plus 3 non-voting staff members*

Guests (4)

Lucy Birch	Priy Gilmour
Howard Kippax	Karen Richmond *

Apologies (11) received in advance of the meeting

Olly Headey (Comms)	Joanna Loxley
Noelle O'Doherty (MCC Link)	Victoria Bowman
Alan Rehfisch (Transport)	Sheri Wallace
Lesley Macniven	Antonia Hynd (Playground)
Yvonne Moore*	Cllr Sandy Howat
Alison Ussing	Cllr Godzik (belated apologies received)

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. There was a correction to be made in the Chair's Report of the meeting pack – Summer Fair date should be Saturday 4th June 2016. The minutes of the meeting held on 5th January 2016 were then approved.

(13 in favour, 0 against and 0 abstentions)

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

#12/15: Query lunchtime drinks at South Neighbourhood Group – Kirsten and Sheri will be conducting a short parent questionnaire to establish what parents would like their children to drink at lunchtime.

#21/15: Amend Constitution at AGM in Sept 2016 re Internet Bank Account – action ongoing until AGM

#26/15: Nativity Costs at Deanbank –Mrs Richmond advised that the main overhead was the labour involved in setting up, not the equipment hire, and this could not be avoided. PC agreed to leave this as an annual funding request, offset by Enterprise fundraising from selling the children's photos. **(action closed)**

#27/15: Main School Playground, railings and markings – Mrs Morgan spoke to a workman who will be attending to some repointing and he recommended building a wall and take the steps away. Parents wondered if a wall was required at all or even a half sized wall that the children could then sit on. Mrs Morgan to investigate further as to best way forward.

#28/15: Timetable of Works for Deanbank – Howard Kippax recently emailed the council regarding this and is now waiting for a reply.

#32/15: PVG Job Description – Craig still waiting to receive this from Graeme who is very busy at work.

#01/16: There has been an overwhelmingly positive response to the Mrs Morgans' parent mail regarding latecomers and the issue has almost complete disappeared. Deanbank has also adopted the new policy recently and the same response is hoped for there. **(action closed)**

#02/16: Girls' Football Fees: Chris Hebden to chase them again

#03/16: Teacher Allocation Reminder: Mrs Morgan has sent an email to remind staff **(action closed)**

7.00 Votes held since the last meeting:

What we say at our deputation? – (background information) Having discussed this at the previous meeting and in Google groups, and looking at the advice from Melanie Main, then the PC believed that the main point of debate amongst the PC was the retention of the Deanbank building ie. Within Option 1C of the recent consultation as it stands, Deanbank is retained? If this was the case it would imply to the council that we don't support the report.

Therefore this point needed to be clarified and should be done by a PC vote, and thus be the basis of our formal response/deputation. Options were as follows:

Option One: We support proposal 1C, recognising that this will include the retention of the Deanbank building. We will urge the council to work with us, the wider parent body and other schools to address issues of overall size, transport and make this the best school it can be.

Option Two: We believe that a fit for purpose educational establishment, good for the next 50 years, cannot be achieved with the retention of the aging Deanbank property. Although we support option 1C, we cannot support it unless it is amended to include the demolition of this building and the provision of a new school building.

Results were as follows:

Option One: 14 votes

Option Two: 9 votes

Abstentions: 1 votes

No votes: 2 votes

7.05 Report: Chair (paper submitted by Craig Hilton)

See full report for detail.

Headteacher interviews being held in April.

Harriet Moll (Hattie) has volunteered as the new Chair and will be shadowing Craig from now until the AGM in September. Harriet and Susanna, the PC secretary, will be copied into all the Chair's emails from now on in order to assist the handover. Hattie would have been at the meeting to introduce herself however has had babysitting issues and been unable to make it. She has had experience within a parent council in Italy and currently works for Shelter within their corporate fundraising. She has a lot of fundraising experience and was hugely helpful with her advice in our recent discussions around Charitable Status.

7.10 Report: Head Teacher (paper submitted by Susan Morgan).

See full report for detail.

Staffing - Full time temporary replacement for P1A is Miss Fiona Monk. This is a 'temporary' replacement due to P1 roll numbers for this year.

Loose Parts Play – Open Afternoon was very successful although there aren't quite enough resources to start. Mrs Morgan to email parents a revised list of what is still needed. #04/16

Deanbank – Astroturf was ruled out as a possible playground surface at Deanbank due to the poor drainage. During a discussion in January with the council Howard Kippax was given a date for completion of the playground issues as the February break or Easter. Disappointingly, this has had to be moved back to the summer break due to the knock on effect of the roofing delays, soon to be finished and then crucial repairs on the boundary walls to be completed first. Parents expressed concerns regarding the lack of lighting again on the pathway and that the route risk assessment did not include the path. Mrs Richmond advised that the lighting has been mentioned again to the council and they had been advised that although the path would be widened to accommodate families, the gate itself however would not be.

Parent Consultations - Mrs Morgan thanked Mrs Moore and Mrs Coutts for their commitment to the new parent mail Parent Consultations system that is now successfully up and running.

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

See report for detail.

Bank Account Vote for Dual Authorisation Payments Online:

For: 11

Against: 0

Abstentions: 3

7.25 Review of Funding Requests:

See report for detail

A vote was done to "agree in principle" for funding request for a new PC Coding Club on the basis that there would be more details around fees and setup given from the owner/convenor:

For: 13

Against: 0

Abstentions: 1

Miriam to liaise with Club's Corodinators, Brian Sharp and Laurence Molloy re monitors and further details relating to set up of the new Code Club #05/16

Ideas welcome for how to spend £9.2k still available for 2015/16.

7.35 Standing Agenda items:

a) Accommodation update – Howard Kippax reported that the Council has agreed to go head with Option 1c as a result of the consultation and also the recent deputation. (Many thanks to both Anna Cuthbert and Howard for representing the school at this meeting.) Although there is no funding available at present, there has been no slippage with the Council's date of August 2019 for the new school to be ready. There is an expectation that the money will be found and therefore the planning process can begin and as the money is available from the Treasury department then the council can begin the work.

This model of decision making, working and discussing with other parent councils has definitely helped and a collective voice much more powerful. Melanie Main and Mark McInnes have both been very helpful throughout – asking pertinent questions and giving valuable advice on how to put the deputation together. The SMPC is hugely thankful to them both.

Associated/ongoing concerns regarding transport and playground etc should be dealt with at the planning stage so its important that the parents stay involved particularly those at Deanbank and the nursery. #06/16 Susanna to email Amina Slimani to see if there would be any nursery parents interested in joining the Accommodation group.

b) Clubs Group update - Deanbank Spanish Club successfully started
Deanbank French Club to start after Easter
P6/7 Code Club progressing and hoping to trial this with a group at the main school after Easter
Ski Club PVG 'recruitment' going so well we need more forms!

c) Fundraising update - Summer fair date Saturday 4th June 2016. Planning has started and sign up parent mail to come out soon. Some fantastic raffle prizes such as a Sonos Speaker. Cllr Ian Murray has volunteered to award prizes and Cllr Mark McInnes has offered to help run the bar. PC members to think about local businesses for prizes.

Ceilidh has sold out in record time and are looking for donations to their Raffle and Tombola. Bring along on the night or contact Fundraising group.

d) Morningside Community Council update – no update

e) Transport update – An advert has gone out for a new Lollipop Person to help with the crossing at Morningside Drive and Comiston Road. It is hoped that someone within our school community will apply.

There have been some concerns that children going to and from Deanbank should not be cycling or scooting on the pavement, however we have been reassured by Alan Rehfisch that this is legal. However, there may need to be some more thought about the route taken by bikes and scooters to avoid accidents and incidents with local pedestrians. Craig to contact Mark Simmonds, our local Road Safety Officer, to ask for advice. #07/16

Karen Richmond advised the PC that the road closures around St Peter's primary were starting 14th March 2016. This will be heavily patrolled initially and we are to expect a knock on effect with more St Peters parents dropping off and picking up from the Canaan Lane side. This no parking zone was introduced before Deanbank was opened or considered and it may be worth asking the Council to reconsider.

Relationships between the care home and neighbouring community are very fragile at the moment. The driveway is still being used by parents to drop their children off by car and some parents seem to be deliberately arriving late so that they can have access. This is not only causing unpleasant and unnecessary run ins between parents, school staff and care home staff but it also it is putting our children at risk. The situation has become so difficult that the Road Department have now been contacted to install a barrier at the bottom of the driveway that will only allow authorised vehicles in.

f) Playground update – Karen Richmond advised that we now have a project manager and a structural engineer allocated to our playground project. SMPS is being used as a pilot school with a project manager so as to learn from previous school experiences in recent years. We are now at the stage to pulling together a design brief, with the help from parents and the pupils. We want to be sure our brief is fairly flexible so that we can meet with the architects and be sure to choose the right one for the job.

Once we have a Plan in place we can then use this to access funding and fundraise. There will be a design briefing meeting on the 16th March and then it is hoped that a meeting with Kelly would be arranged soon after that.

It is also hoped that the chosen architect will approach the 'Big Picture' work in phases and therefore we will see some progress after the summer holidays.

g) Communication update – There has been some Website training for the Clubs Coordinators . Website and Facebook now engaging parents and becoming more popular. If anything needs advertising regarding school events then please contact the Comms group. (comms@sm-pc.org)

Comms Group are looking for someone to do 'website hosting' – please contact them if you're interested in helping out.

Debbie is going to advise parents about the road closures to be enforced very soon around St Peters primary. #08/16

h) Situations Vacant (paper submitted) –

PVG vacancy: this will become more critical at the start on next year. Kathy is standing in just now but looking for 2 or more volunteers to make this job much easier.

8:20 Requested items –

i) Boroughmuir High School Parent Council Secretary Vacancy – Susanna to send a parent mail to P5-7 parents and an email to Comms to put advert on Website and on Facebook. #09/16

j) How Good is our School – Mrs Morgan to do a spotlight presentation at next Parent Council meeting to explain what this National Improvement Framework is. #10/16

8.30 AOB

Charitable Status – at a recent meeting with some experienced volunteer parents, Harriet Moll, Scott Craig and Alison Rimell, and our treasurer Chris Hebden, it was decided that we are better to remain as we are as an organisation of charitable intent and hold fire on pursuing any Charitable Status at present. Many thanks to all the parents who offered to help us out with this.

8.35 Close

The meeting was closed by the Chair.

Date of next meeting: Monday 9th May 2016

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 (Susan Morgan)
5. Treasurer Report (Chris Hebden)
6. Finance Report (Miriam Jackson)
7. Situations Vacant (Craig Hilton)