

SOUTH MORNINGSIDE PRIMARY SCHOOL

**SOUTH MORNINGSIDE PARENT COUNCIL**

Draft minutes of the SMPC meeting held on Monday 2<sup>nd</sup> March 2015 at 6.45pm in the staff room.

**Total Attendees: (32)**

**Parent Council Members (18)**

Craig Hilton (Chair)	Deborah Murphy
Alison Dalrymple (Treasurer)	Vanessa Charlton
Noelle O'Doherty (MCC Link)	Lesley Macniven
Stephen James	Kerry Simpson
Miriam Jackson (Finance)	Susie Morgan (Acting Head Teacher)
Howard Kippax (Accommodation)	Lauren Jack (staff)*
Olly Headey (Comms)	Fiona Gilmour (staff)*
Maria Dickson (Clubs Co-ordinator)	Yvonne Moore (staff)*
Ellie Trotter	
Priyanka Kulasegaram	

Parent council made up of 14 Parent Members plus 4\* non-voting staff members

**Guests (14)**

Joanna Loxley (parent)	Kirstin Beard (parent)
Morgo O'Connor (Business Manager)	Robbie Crockatt (Asset Planning Team, CEC)
Kenneth Fordyce	Crawford McGhie (Asset Planning Manager, CEC)
Fiona Kippax (parent)	Olga Feher
Brendan Caney (parent)	Colin MacRae (parent)
Sarah Caney (parent)	Anna Cuthbert (parent)
Rob Waller (parent)	Jenny Shiell (parent)

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

Susanna Waller (Secretary)	Pam Ferguson (staff)*
Alan Rehfisch (Transport)	CLlr Paul Godzik
Eileen Maclean	Jamie Bookless
Morag Macdonald (staff)*	Brian Sharp
CLlr Sandy Howat	CLlr Melanie Main
Sheri Wallace	

**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. The minutes of the meeting held on 19<sup>th</sup> January 2015 were approved (14 in favour, 0 against and 0 abstentions).

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

**#06/14:** Portable play equipment for the annexe – (action closed).

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

**#01/15:** Parents to email Craig re: Deanbank concerns – Two responses received, to be discussed at this meeting (action closed).

**#02/15:** Afterschool Club provision for the Annexe – Priyanka Kulasegaram reported that there would be capacity for 60 children. Priority spaces would be available for the 8 families with drop offs at multiple sites. No problems were anticipated with fulfilling demand for places. Priyanka believed the council had approved any changes to Afterschool club facilities at Deanbank.

There were three concerns raised at the meeting regarding the Afterschool club provision. The first was whether we could be comfortable with the 10 unfilled places for Afterschool provision as there are currently 50 children already enrolled. The second was whether there was a case for performing a wider review of demand and the third was whether the licence would come through on time. The PC could not respond to this last query. This would need to be checked with the Care Commission.

**#03/15:** Finance Survey results on PC website and in newsletter – A parentmail was sent out last week with the results. Sheri Wallace will take over the website and will receive training from Olly Headey (action closed).

**#04/15:** Finance Survey proposals to Teaching Staff Meeting (action closed).

**#05 & 06/15:** Sports Team T-shirts to be discussed at this meeting (action closed).

**#07/15:** **To issue more information re: MS office 365** – Edinburgh Council has approved this for all children. However, to access this the school would have to create email accounts for every pupil and is not in a position to support this at the moment.

**#08/15:** **Club co-ordinator emails to allow easier parent contact** – now set up on PC website (action closed).

**#09/15: Permanent Club Policy/Document on PC website** including PVG policy now on website (action closed).

**#10/15: Info section re: Accommodation and Transition on website** (action closed).

**#11/15: Treasurer and Fundraising Co-ordinator parentmail** - Craig has two possible candidates for the Treasurer position. A parentmail was sent out about the fundraising meeting on 18<sup>th</sup> March.

**#12/15: Query lunchtime drinks at South Neighbourhood Group** – Craig attended the last meeting. At least one other school has achieved a change in lunchtime. This was supported by their parent body and then requested by their school. Mrs Moore clarified that over the last 6-8 weeks the drinks available at lunch had been plain milk, water, apple or orange juice. A volunteer was sought and obtained to take this forward and come up with a proposal to obtain the views of parents/carers and children (?) on lunchtime drink provision.

There was also a query about whether there should be a school policy on handing out sweets for birthdays. Mrs Morgan thought that having a school policy on this would not be appropriate as she felt it was a home issue, but stated that no teacher would actively encourage this practice and would encourage the children to take the sweets home.

**#13/15: Afterschool Club and Breakfast Club priority spaces for families with 3 site drop offs** – priority could be given to the families affected (action closed).

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

- including a copy of correspondence with Councillor Godzik.

#### **7.00 Report: Head Teacher (paper submitted by Elizabeth Grierson delivered by Mrs Morgan).**

- Currently 107 catchment children are enrolled for P1. Current staff allocation is for 90, however the Council will review pupil numbers and teacher allocation after Easter.

- 99 P2 children are expected to start in August in two team taught classes and one of 25.

- Mrs Grierson has requested the closure of school for P1 & P2's on Wednesday 24<sup>th</sup>, Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> June to allow pack up time for the infant departments. All P2's will commence school on Wednesday 18<sup>th</sup> August and full days for P1's will start on Monday 24<sup>th</sup> August. The devolved school manager will make a final application to the Scottish Government on behalf of the school for these additional days. The move cannot be done in holiday times due to existing terms and conditions of staff employment.

**#14/15 Action on Craig Hilton** - to see if the PC can inform the parent body about these potential alterations to the school term for P1 and P2, as the school is currently unable to do so.

**#15/15 Action on Priyanka Kulasegaram** – to ask if the Holiday Club could provide some childcare for 24<sup>th</sup> – 26<sup>th</sup> June either at the school or on alternative premises for the affected P1 and P2 children.

-Review of the Cluny annexe route agreed that the original route was safest with the addition of high visibility vests.

#### **7.05 Report: Treasurer (paper submitted by Alison Dalrymple).**

No comments or queries.

#### **7.10 Review of Funding Requests/Finance Group Update (paper submitted by Miriam Jackson)**

a) Following the results of the Finance sub group survey of parental spending priorities. The school management team have produced five costed proposals:-

- 1) Interactive White Board for the Support for Learning base £3,650.
- 2) Fischy Music Workshops £1,536.
- 3) Sports T-shirts with logo £441.
- 4) Maths Bee-bot robots (2 sets) £600.
- 5) Dance workshops with 'Simon says Dance' £600. **Total £6,827**

Vote in favour 15, against 0 and 1 abstention.

b) Stephen James queried whether a cover could be purchased for the outdoor sports area. Craig said that someone could volunteer to follow the approved procedures and take this forward and investigate this as a formal funding request.

#### **7.15 Standing Agenda items:**

##### **a) Clubs Group update –**

Maria Dickson reported that knitting club will be starting soon after school on a Thursday in the library. Any suggestions about the clubs section of the PC website should be directed to Olly Headey.

**b) Fundraising** – A parentmail has been circulated encouraging anyone interested to attend the next meeting on 18<sup>th</sup> March.

**c) Morningside Community Council Update** - no update

**d) Boroughmuir update** – proceeding on plan, no update

**e) Transport Update** – A parentmail will be sent out on the 20mile/hr consultation and we are waiting a second survey on the Braid Road crossing.

**f) Playground update** – A meeting took place with John Jack on Friday regarding the external building and scaffolding. The works are progressing and will hopefully be completed by the end of the Easter break. Mrs Richmond will update us as soon as possible on phase 1 of the playground improvements which are not impacted by the work.

**g) Communication update** –

Olly Headey would like to piece together information about how the PC is run; on the PC website . Please send any content to Olly.

**h) Situations Vacant** – Two potential candidates for Treasurer have been identified. 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.

**i) Accomodation update** – Deanbank to be discussed at this meeting.

### **7:30 Requested items** –

**a) PVG Policy** (paper submitted to the meeting)

– The policy has been updated and presented to the meeting. Anyone left with unsupervised access to children must have a PVG certificate. It is a pro-active system and a flag will be raised to the SMPC lead signatory if an individual gains a criminal record. The PVG policy in relation to clubs is now clearly outlined and posted on the PC website.

Vote 16 in favour, against 0, abstentions 0

**b) Deanbank discussion:** Two papers were submitted to the meeting. The first from the council and the second from parents concerned they will be adversely affected by the move to Deanbank.

### **1) Deanbank update by Crawford McGhie Asset Planning Manager**

The timescale for the works and current plans were discussed and the contractor will be Morrison Construction. Although the timescale is tight it is anticipated that they will be completed on time. The works are due to start before the end of March. The activity area will serve the Afterschool/Breakfast club and also be the dining area. Detailed discussions

have taken place with the school, Afterschool/Breakfast club and Fire Safety about the plans. Mrs Morgan said the changes to the plans have been very positive. There are currently 6 classrooms, 3 general purpose spaces, a library, kitchen, medical room, planned storage areas inside and out etc. There is a ramp for disabled access and a small lift. There will be a pedestrian drop off area and bicycle and scooter storage will be provided. The school will be able to use the existing Cluny Annexe during term time until the lease expires in June 2017. The huts will remain in place at the main school until Deanbank is fully up and running. It will take several weeks to remove them and reinstate the ground. No timescale has yet been set for this. The huts will probably remain in place until after the summer. Craig will put the Deanbank update on the PC website, it could also be sent out as a parentmail. There was a request to also put the second presentation delivered by Dr Sarah Caney on the PC website.

2) The case against proceeding with Deanbank was presented by Dr Sarah Caney and the views of some of the parents who will be impacted by Deanbank were expressed to the meeting and given as a presentation. 15 families have signed a petition requesting that the PC re-evaluate the decision to move to Deanbank. It was explained that the PC were informed by the survey of the wider parent body and the final decision was made by the council. This group of parents requested that plans be put on hold pending further consultation. It was explained that all the alternatives to the Deanbank proposal had been previously considered and an open meeting had been held to discuss all the options with council officials. Howard Kippax from the accommodation group pointed out the inadequacy of the Cluny Annexe, the need to replace the huts and the fact the main site was full and could not accommodate the extra children safely or adequately. Although Deanbank was not thought to be ideal, it was considered the best option presented to us by the majority of parent body who expressed a view when surveyed. The PC will continue to look at ways to make Deanbank work for us all and see if there are ways that affected parents can be supported.

### **8.15 AOB**

### **8.20 Close**

The meeting was closed by the Chair.

**Date of Next Meeting – 11<sup>th</sup> May 2015**

**Supporting Papers Supplied in Meeting Pack**

- 1) Draft Minutes of the Parent Council meeting held on 19<sup>th</sup> 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 (Miriam Jackson)
- 7) Situations Vacant (Craig Hilton)
- 8) Clubs PVG Certification Requirement (Craig Hilton)
- 9) Chair Action Updates (Craig Hilton)