

SOUTH MORNINGSIDE PRIMARY SCHOOL

SOUTH MORNINGSIDE PARENT COUNCIL

Approved minutes of the SMPC meeting held on Monday 12th May 2014 at 6.45pm in the staff room.

Total Attendees: (17)

Parent Council Members (13)

Craig Hilton (Chair)	Susan Regnart
Jonathan Mundy (Secretary)	Stephen James
Liz Grierson (Head Teacher)*	Jamie Bookless
Kerry Simpson (Finance)	Yvonne Moore (staff)*
Peter Sibson (Finance Group)	Lauren Jack (Staff) *
Howard Kippax (Accommodation)	Miriam Jackson (Finance Group)
Noelle O'Doherty (MCC)	

Parent council made up of 24 Parent Members plus 5* non-voting staff members

Guests (4)

Joanna Loxley (Parent)	Pam Ferguson (Staff)
Fiona Gilmour (Staff)	Colin McRae (Parent)

Apologies (9) received in advance of the meeting

Marion Bourbouze (Fundraising/Playground)	Kate Smith
Cllr Mark McInnes	Alison Dalrymple (Treasurer)
Elaine Jones (Fundraising)	Stella Sinclair (Communications)
Eileen Maclean (Comms)	Fiona Parker**
Morag MacDonald (Staff)*	

** confirmed intention to resign from PC after the AGM 2014

6.45 Welcome, attendees and apologies - Craig Hilton (Chair) and Jonathan Mundy (Secretary)

The Chair welcomed all attendees and Jonathan Mundy confirmed the apologies that had been received prior to the meeting. The minutes of the meeting held on March 3rd were verbally agreed by the attendees, however they were not put to a vote as insufficient number of PC members were in attendance to allow a vote.

6.50 Review of matters arising & actions from the last meeting – Jonathan Mundy (Secretary)

#03/14: Secretary vacancy – This action is still open. The vacancy will be discussed again later in the meeting.

6.55 Report: Chair paper submitted by Craig Hilton to the meeting.

- The fashion show was a huge success and raised approximately £1000.
- Craig thanked the accommodation group for their on-going campaigning and in particular the recent press release, video and article about the Huts.
- The new Boroughmuir planning application has been approved.
- The Summer Fair is on Saturday 7th June. More volunteers are needed and a further parent mail will be sent out to encourage volunteers to sign up on-line. Fiona Kippax has already managed to obtain about £980 worth of fantastic prizes for the raffle and silent auction at the fair.
- The outer shed needs a light and Mrs Grierson will speak to Margo who can take the issue up with property services.

7.00 Report: Head Teacher paper submitted by Mrs Grierson to the meeting.

- Currently 102 catchment children have enrolled for August 2014. Staffing has been allocated for two team taught classes and one of 25. All P1's will be taught at the main school and two P2 classes will be at the annex.
- All P1-3 children will be offered a hot meal at lunchtime from January 2015. P1-2 classes will eat together. New tables and chairs will be provided at the annex. The children will all have a change of space and an opportunity to interact socially at meal times. There will also be a greater supervision ratio.
- The arrangements for the new school day have been made and they will start from August 2014. The aim is to improve the quality of experiences for all the children. Mrs Grierson will speak to the After School Club about the changes to starting and finishing times.
- The school now has 4 full days of hall use at the annex for PE, but the council will only fund one day of pupil support time. The school needs to continue to press for more funding for pupil support for PE.
- Parent Council support was requested to press for further traffic calming measures and improved signage at the annex.

7.10 Report: Treasurer paper submitted by Alison Dalrymple to the meeting.

There was no discussion of any matters arising from Alison's paper.

7.15 Review of Funding Requests - paper submitted by Peter Sibson to the meeting.

- The success of the Summer Fair is crucial if the Parent Council is to meet its funding obligations and break even targets.

- Peter suggested the PC increase its visibility and improve communication with the wider school and parent body. A single communication should be drafted outlining where the money has been spent, what our commitments are, stressing the importance of support for the summer fair and requesting ideas for future spending. The PC should seek suggestions and thereby a mandate for agreeing future budgets.

- Mrs Grierson will report back with a breakdown of the teacher allocations. This will show what all the money was spent on.

- The pupil challenge will take place on Wednesday. This event was an attempt to get the pupil council involved in fundraising. The school will identify what the money raised from it will go to.

- Mrs Richmond has said that once the school has demonstrated some initial investment in the playground (phase 1) there is a case for a parent group to put together a grant application for further projects.

7.25 Standing Agenda items:

a) Accommodation update – Howard Kippax reported that he considers there to be no good options currently on the table for our accommodation problems. The parents consider the school to be full, but the council will not consider a catchment review. The council is now considering replacing both huts. No options are currently off the table and the council has even suggested building on the sports area. There was a discussion about the existence of the old plans to build units around the back wall of the school. The accommodation group will keep us updated.

b) Clubs Group update – Kerry Simpson provided a brief update on behalf of the clubs group. The Group currently has no clubs convenor in post. A convenor is needed to book the “lets”, keep a list of clubs and be a point of contact for club issues. A ParentMail will be sent out asking for a volunteer. The procedures for how to set up a club are under development. All children not attending a school club have been offered places or put at the top of waiting lists for their desired club.

c) Fundraising – More volunteers required for the Summer Fair. A ParentMail message will be sent out.

d) Morningside Community Council Update – Noelle O’Doherty suggested a link be established from either the school website or PC website to the MCC. Noelle suggested inviting the MCC to have a stall at the Summer Fair. She pointed out that the Community Councils are the only group with a statutory right to feedback on planning. This is an important way to keep in touch with developments such as the Craighouse development.

e) Transport Update – A PC representative still required. Parking outside schools is an on-going issue. The South Neighbourhood Group are looking for 3-5 schools to take part in a 2-3 year trial involving the closure of certain streets around schools for part of the day. Susan Regnart felt the annex could

be a good location for this. The deadline for this is 30th May 2014.

f) Playground update – The council procedures have caused delays to phase 1 of the playground development.

g) Communication update – paper submitted to the meeting. A draft Code of Conduct has been written by Jonathan Mundy for the Google Group Forum, which is currently disabled. All future users will need to adhere to a code of conduct to take part.

h) Situations Vacant - The PC still needs a replacement secretary, clubs co-ordinator, transport representative and “200 Club” organiser.

8.00 Requested items

a) Polling Place Review - On 1st May the council approved a report on the continuing use of the school as a polling site. Our only course of action now is to appeal to the electoral commission. Howard Kippax suggested we make a freedom of information request to see how many people actually vote at the school.

b) School Day Proposals – The changes to the school timetable were submitted to the meeting in the meeting pack and outlined by Mrs Grierson. The PC were comfortable with the proposed amendments.

8.15 AOB

No matters were discussed.

8.20 Close

The meeting was closed by the Chair.

Date of Next Meeting – Monday 9th June 2014.

Supporting Papers Supplied in Meeting Pack

- 1) Draft Minutes of the Parent Council meeting held on 3rd March 2014 (Jonathan Mundy)
- 2) Matters Arising/Action Log (Jonathan Mundy)
- 3) Report: Chair (Craig Hilton)
- 4) Report: Head Teacher (Mrs Grierson)
- 5) Report: Treasurer (Alison Dalrymple)
- 6) Funding Requests (Peter Sibson)
- 7) Communications update (Eileen Maclean)
- 8) Situations vacant (Craig Hilton)
- 9) School Day Proposals (Liz Grierson)