

SOUTH MORNINGSIDE PRIMARY SCHOOL

SOUTH MORNINGSIDE PARENT COUNCIL

Approved minutes of the SMPC meeting held on Monday 27th January 2014 at 6.45pm in the staff room.

Total Attendees 29

Parent Council Members (21)

Craig Hilton (Chair)	Peter Sibson (Finance Group)
Jonathan Mundy (Secretary)	Nikki McNair
Liz Grierson (Head Teacher)*	Eileen Maclean (Comms)
Kerry Simpson (Finance)	Yvonne Moore (staff)*
Alison Dalrymple (Treasurer)	Marion Bourbouze (Fundraising/playground)
Noelle O'Doherty (MCC)	Elaine Jones (Fundraising)
Howard Kippax (Accommodation)	Miriam Jackson
Trish Watson (staff)*	Gillian Anderson (Gym Club)
Morag MacDonald (staff)*	Graeme Drummond
Lauren Jack (staff)*	Stephen James
Jamie Bookless	

Parent Council made up of 25 Parent Members plus 5* non-voting staff members

Guests (8)

Joanna Loxley (parent)	Andrea Constable (parent)
Cllr Melanie Main	Kieron O'Brien (parent)
Karen Richmond (staff)	Angi O'Brien (parent)
Fiona Gilmour (staff)	Pam Ferguson (staff)

Apologies (6) received in advance of the meeting.

Ken Macnamara**	Kate Hillier (clubs)
Cllr Sandy Howat	Roksan Hür (Clubs)
Kate Smith	Stella Sinclair (Comms)

** resigned from PC January 2014

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

The Minutes of the SMPC meeting held on the 18th November 2013 were approved – 9 in favour, 0 against and no abstentions.

6.50 Review of matters arising & actions from the last meeting – Craig Hilton (Chair) for Jonathan Mundy (Secretary) (Secretary performing door entry system).

- #06/13: Input into the configuration of the school day – to be discussed during this meeting.
- #07/13: PVG scheme – to be discussed during this meeting. This action is now closed.
- #09/13: Clubs access/security – to be discussed during this meeting. This action is now closed.
- #10/13: Polling Station Review – to be discussed during this meeting. This action is now closed.
- #11/13: Recruitment Training – Jamie Bookless volunteered to attend a training session. This action will remain open.

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

Craig Hilton wanted to thank all those who have worked so hard recently on the access control procedure for clubs and our school security issues.

Polling Station Review - Craig Hilton approached the Council about the continued use of the school as a polling station. We have no current update on this issue, but Craig is hopeful that the council will engage in further consultations. Cllr Melanie Main said there was unlikely to be any change prior to the referendum.

7pm Report: Head Teacher paper submitted by Mrs Grierson to the meeting.

- 1) Staffing issues - Trish Watson has been offered a career break and will be joining the NHS under 3 services in February.
- 2) Online Parent Survey – all schools are required to survey a sample of parents/carers bi annually. The link to this survey will be circulated in the February newsletter.
- 3) Budget Update – There will be a further 0.74% reduction in school budgets in the next session. The school is not yet sure what this will mean for our budget. Our school has been working with a new management model for some time to reduce costs. Howard Kippax asked whether teachers will still be allocated according to the school roll. The projected school roll is currently 637 for 2014-2015. Howard was assured that teacher allocation will match rolls, although changes can be made up until the October break if rolls fall.

- 4) Configuration of the School Day – P1-3 children are to be offered free school lunches from 15th January 2015. The lunch times for younger and older children will need to be separated. The PC needs to be involved in a consultation process about managing changes to the school day. **Action** for Craig Hilton (#01/14).
- 5) ICT progress and Strategy – The ICT Strategy group has taken advice from the Digital Learning Team on how best to deploy school ICT resources to support learning and teaching. There has been a change in how the school can procure apps, which has caused some delays in getting new ipads and ipad minis into the classroom. An ITC Skills Progression Programme is in place from nursery to P7. Each class is to receive an additional laptop and ipad and all P5-7 classes will have one ipad or ipad mini for every co-operative learning group of four children.
- 6) Four members of the Learning Directorate will visit the school on 5th February 2014.
- 7) Health and Safety audit will take place on 10th February 2014.
- 8) MADD (Music, Art, Drama and Dance) – as part of the Expressive Arts aspect of the Curriculum for Excellence the whole school will select a Commonwealth Country and use MADD to represent their chosen country at an Opening Ceremony Parade. Each class will present their work to the rest of the school.

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

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

- 1) Request for approval of £1100 to purchase 10 projector bulbs for the promethean electronic white boards. Votes in favour 15, votes against 0 and 1 abstention by Alison Dalrymple (Treasurer).
- 2) The Janitor requested additional CCTV and recording equipment. Mrs Grierson pointed out this was a local authority issue.
- 3) The Finance group had canvassed opinion on PC spending priorities by email/Google group. All 15 respondents prioritised the playground. The Finance group has proposed a budget, this includes phase one of the playground improvements which will cost £17,300. The vote on the budget/funding proposal 14 in favour, 1 vote against and 1 abstention by Alison Dalrymple (Treasurer).

7.30 Standing Agenda items

a) Accommodation update – Paper submitted to the meeting. South Morningside is not rated as a priority for maintenance spending in the Children and Families Capital Asset Management Programme 2014-2019. The accommodation group will take further information and data to the council to press the school case. Cllr Melanie Main said there is currently no money for an additional primary school locally. The best we can currently hope for is to get a new school for South Edinburgh placed on the council spending list. The NHS would also need to agree to sell land to the council on the NHS Astley Ainslie site. The Accommodation group has also made a submission to the council on the Craighouse campus planning application. We have no further update on this.

b) Fundraising update – Mention was made of the increase in the Funds being raised through the easyfundraising initiative, and the Ceilidh on March 29th was noted.

c) Morningside Community Council Update – Noelle O’Doherty attended the last meeting and reported back. She will share the minutes with the PC.

d) Boroughmuir Development Update – no update at this meeting.

e) Transport update – no update at this meeting.

f) Communication update – no update at this meeting.

7.45 Requested items

a) Situations vacant/movements (chair) – Jamie Bookless has volunteered to take the recruitment training course. There is currently no clubs convenor in post. Craig Hilton suggested a clubs group be established to share the work burden. A ParentMail communication will need to be circulated asking for willing volunteers. There will be a vacancy for the role of Secretary in June when Jonathan Mundy steps down.

Clubs group – **Action** #02/14 for Craig Hilton

Secretary vacancy – **Action** #03/14 for All to consider

b) Playground Project – paper submitted to the meeting by Marion Bourbouze. Phase 1 of the playground redevelopment will be ready to go ahead when council approved contractors can be appointed. The work will be carried out in the holiday periods. Susan Brown has been supportive of our plans. Parental help could be sought where there are no liability issues. Phase one is planned to have an immediate visual appeal. Karen Richmond said it has been impossible to apply for or obtain any grant support without first demonstrating our commitment to make improvements to the playground. Phase 2 will involve removing and eventually replacing the trim track. Phase 3 will concentrate on the

back of the playground and phase 4 involves the planned resurfacing of the sports area (projected cost for phase 4 is £35,000).

c) Clubs Management/PVG/Access – Kerry Simpson reported that we currently have a paid member of the After School Club manning the front door and controlling access to clubs until 6pm. These employees are PVG checked and many of the users of the clubs are from the After School Club. The license of the After School Club is dependent on the school being secure. How to fund this staff member will need to be agreed. The issue of PC clubs that run between 6-8pm was raised and needs to be addressed. All convenors and helpers at regular PC supported clubs must be PVG checked. There are no costs associated with volunteers. A policy on PVG checks needs to be agreed and written and a volunteer needs to take on the PVG check administration role. Mrs Grierson said she has now joined a group looking at managing the future use of schools as community lets. **Action #04/14** for new Clubs group.

8.15 AOB

8.20 Close

The Date of Next Meeting – Monday 3rd March 2014.

Supporting Papers Supplied in Meeting Pack

- 1) Draft Minutes of the Parent Council meeting held on 18th November 2013 (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) Accommodation Update (Howard Kippax)
- 8) Playground Update (Marion Bourbouze)