

SOUTH MORNINGSIDE PRIMARY SCHOOL

SOUTH MORNINGSIDE PARENT COUNCIL

Approved minutes of the SMPC meeting held on Monday June 9th 2014 at 6.45pm in the Staff Room.

Total Attendees: (26)

Parent Council Members (18)

Craig Hilton (Chair)	Elaine Jones (Fundraising)
Jonathan Mundy (Secretary)	Stephen James
Graeme Drummond (Clubs)	Jamie Bookless
Kerry Simpson (Finance)	Yvonne Moore (Staff)*
Peter Sibson (Finance)	Lauren Jack (Staff) *
Morag Macdonald (Staff)*	Miriam Jackson (Finance)
Noelle O'Doherty (MCC)	Fiona Gilmour (Staff)*
Alison Dalrymple (Treasurer)	Nikki McNair
Stella Sinclair (Communications)	Eileen Maclean (Communications)

Parent council made up of 24 Parent Members plus 7* non-voting staff members

Guests (8)

Joanna Loxley (Parent)	Jenny Shiell (Parent)
Karen Richmond (Staff)*	Barbara Livingstone (Parent)
Georgina McLellan (Parent)	Anna Cuthbert (Parent)
Kate Donvito (Parent)	Priyanka Kulasegaram (Parent)

Apologies (5) received in advance of the meeting

Howard Kippax (Accommodation)	Kate Smith
ClIr Mark McInnes	Fiona Parker**
Liz Grierson (Head Teacher)*	

** 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 Parent Council meeting held on May 12th were approved (12 in favour, 0 against and 2 abstentions).

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

#03/14: Secretary vacancy – This action is still open.

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

- Craig wanted to express a special thank you to Jonathan Mundy, our departing secretary. Jonathan will officially complete his duties at the September AGM.

7.00 Report: Head Teacher (paper submitted by Mrs Grierson and delivered to the meeting by Karen Richmond in her absence).

- The changes to the school day have been approved for August 2014 and parents have now been informed. P1 and P2 children will now be having lunch entirely on their own. There will be a slightly longer lunch break to accommodate the changes.
- A budget has been approved for extensive stonework repairs in the next session, which will involve scaffolding around the whole building.
- There are currently 99 P1 children for the August 2014 intake. Staffing has been allocated for two team-taught classes of 37 and one of 25. Peter Sibson asked whether the numbers would be capped at 99. There are a number of in-catchment children awaiting a place and Mrs Grierson is to attend a number of appeals later in the week.
- The Council's preferred option to cope with the rising intake for August 2015 seems to be 5 new single storey classrooms around the perimeter wall at the rear of the building. Mrs Grierson feels very strongly that an additional general purpose room is also needed for activities such as drama, dance and music and to accommodate the annex children on a Friday. The next meeting of the Accommodation Group is on Tuesday June 17th.
- Mrs Grierson has contacted the Convenor of Education Cllr Paul Godzik about our concerns regarding road crossings and road safety around the Cluny Annex. The Annex should be treated as any other school, with reduced speed limits, clear signage and traffic calming measures. Mrs Grierson has requested assistance from the PC and Transport Group. Cllr Godzik will apparently give this his full support.
- The school will have use of one hall at the annexe 4 days a week next term. We currently only have funding for support staff to help transfer children between the main school and annexe, for one of those days. The PC needs to help put pressure on the council regarding this funding shortfall. It was also mentioned that the toilets at the annexe are also accessible to the public and not exclusively for school use. Children must therefore be escorted to the toilets.
- The school improvement priorities for 2014-15 are literacy and language, numeracy and maths, health and wellbeing and ICT.

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

The summer fair raised around £4,700, the fashion show and Ceilidh both raised about £1,400 each. It was agreed that the float for the summer fair should remain at £3,000. Alison is still chasing up late payment from Clan House.

7.15 Review of Funding Requests – (paper submitted by Peter Sibson to the meeting).

-The school Promethean Projectors are now coming to the end of their shelf life. There has been a request to redirect the funds of £1,100 approved by the PC for bulbs, to purchase one new projector costing only £875. The bulbs for this projector will be covered by a 3 year guarantee. The school has set aside a budget for a phased replacement of projectors and future bulb purchases (after 2017) will come out of school funds. This funding request was approved by the PC (13 in favour, 0 against and 2 abstentions).

-The outside shed needs a light. Martin has said he will try to source a suitable light and get council approval for its installation. If this is not possible, Craig suggested the PC should purchase a battery operated light. **Action: #05/14 with Craig Hilton**

-Morag Macdonald wanted to say how very important the teacher allocations are and how very much they are appreciated by all the teaching staff.

-Before agreeing the budget for 2014-15, the PC agreed to survey the wider parent group to help provide us with a mandate for agreeing future budgets. It was agreed to conduct this survey after the summer holidays in order to collect and include the views of new parents.

-A request was made to approve a budget of possibly around £1,000 towards purchasing portable play equipment for the annexe, aimed at 4-7 year olds. Karen Richmond said that this year's Sainsbury's vouchers will also be used to enhance the annexe play experience. Costings will be required prior to purchase and there will be an issue around storage of the equipment in our existing rental space at the annexe. A vote was taken on the principle of this funding request (13 in favour, 0 against and 1 abstention). **Action: #06/14 with Karen Richmond/Miriam Jackson**

7.25 Standing Agenda items:

a) Clubs Group update – A clubs convenor/co-ordinator is still required. The PC are looking for someone to co-ordinate the lets every year and act as a point of contact. The co-ordinator will be supported by the clubs group which has already set up the controls for clubs, PVG checks etc. Craig will circulate a parent mail requesting a volunteer.

b) Fundraising – The group agreed that the summer fair had been a great event and a success. Many thanks to Fiona Kippax who made a huge contribution to its success. Fiona would really appreciate more help in future.

c) Morningside Community Council Update – Noelle O'Doherty reported that a representative from the MCC was present at the summer fair distributing leaflets and the PC will also invite the MCC to

the Christmas fair. The deadline for commenting on the proposed Craighouse Campus development (scheme 3) is July 4th. A public meeting on 13th June to discuss the proposals, is to be held this week at St Peter's Primary school and all those interested are encouraged to attend. Noelle said that it was thought that with a few amendments, the current scheme is very likely to be approved. Anna Cuthbert pointed out that the revised proposals have a new reference number. Jonathan Mundy suggested that our previous objections as a PC should stand and be resubmitted. Craig will help Noelle draft and submit a parent mail about the public meeting and deadline. The next meeting of MCC will be June 18th. Noelle will be unable to attend this meeting. Noelle has suggested that there should be a link to the MCC from the PC website.

d) Boroughmuir update –There have been no further updates recently.

e) Transport Update – A complaint about an unsafe incident near the Cluny Annex was made recently by local resident and parent Hilda West. The school is continuing to put pressure on the council about road safety around the annex. The school is transporting children throughout the day to and from the annex to use the hall. Mrs Grierson has requested assessment for a crossing. The transport committee has indicated that making Braid Road a 20mile/hour zone could take up to 3 years. Karen Richmond reported to the PC that when the bus was discontinued between the annex and the main school, improved signage had been part of the agreement. The annex is still not clearly indicated as a school. It was reported that as the entrance to the annexe is not on Braid Road, warning signs will not be placed on Braid Road. Speed bumps will also not be considered for Braid Road. There was a suggestion that a parent mail be sent to encourage the parent body to contact their councillors with their views. The PC currently has no transport representative.

f) Playground update – Karen Richmond reported that the first phase to the front of the school will not be impacted by the building work. However, further phases will have to be realigned once the issue of changes to the school accommodation have been settled. Phase one of the playground project has been delayed by the council, who have insisted on three independent quotes for the works. Peter Sibson queried how the council could block or influence our plans to use the PC funded EPS play as our chosen professional project managers for the playground improvements. Apparently, the council regulations require that any expenditure of over £3000 must involve three proper tenders, health and safety risk assessments etc.

Phase 1 – Sustran will match fund us for our bike and scooter shelter. If we provide £4,000, they will provide £4,000, giving a total budget of £8,000. The council have to be involved in any changes to the bin storage.

Phase 2- Karen outlined a plan to raise about £20,000 using a crowd fund approach. The children will make an advert about why they want their playground improved. Very exciting prizes will be on offer. -Craig queried if we could learn anything from Bruntsfield Primary School which recently received a very significant grant from Sport Scotland.

g) Communication update – The website will be revamped over the summer. The communications group will collect information on the running of every stall at the fairs and the running of every club, so that the information will be available on the website for future years.

h) Situations Vacant - The PC still needs a replacement secretary, clubs co-ordinator, transport representative and 200 club organiser. Jonathan Mundy has had some very promising discussions

with individuals about the secretary role. Parentmail messages will be sent out about the vacancies. Volunteers were sought to speak to new P1 parents on Wednesday 18th and Thursday 19th June at 2.30pm. Anna Cuthbert and Kerry Simpson both volunteered for the 19th.

I) Accommodation update – The accommodation group has been working hard consulting with the council since March. The next meeting is on 17th June, with Mrs Grierson present. Clarification will be sought from the council regarding their plans for accommodation changes, the number of units, their size and their impact on the playground and the rest of the school. The new huts are to be installed from Easter 2015. The desired sixth general purpose space now seems to be off the council agenda. There was concern at the meeting that a general purpose space would just be turned into another classroom in the future.

Georgina McLellan suggested we asked the council for their school roll projections for the next five years. She said that if the school roll increased, a larger annex might be required as a short to medium term option. Parents feel very strongly that there should be no more children on the main site. The council are apparently looking at all options. Ian Murray MP has visited the school and he will continue to press for a new school in south Edinburgh. However, no land or budget exists. The accommodation group will keep the PC and the parent body updated on this issue.

8.15 AOB

- Jonathan Mundy raised the matter that he discovered old school computer equipment was being sold off to children at the summer fair very cheaply, often being incomplete components for a PC. The computer equipment was returned to the school, as he felt very strongly that there were better/more helpful ways to dispose of surplus IT equipment. Jonathan said he would try to find out more about this issue. **Action: #07/14 with Jonathan Mundy.**
- Would any members of the PC who wish to stand down at the AGM please let Jonathan Mundy know in advance.
- Clarification was sought about whether fire drills had been conducted on the main site with all children including annex children present. Karen Richmond assured the PC that they had and everyone was safely out of the building in the required time. Kerry Simpson also clarified that all club tutors must go through the fire safety procedures.

8.20 Close

The meeting was closed by the Chair.

Date of Next Meeting – AGM (tbc).

Supporting Papers Supplied in Meeting Pack

- 1) Draft Minutes of the Parent Council meeting held on 12th May 2014 (Jonathan Mundy)
- 2) Matters Arising/Action Log (Jonathan Mundy)
- 3) Report: Chair (Craig Hilton)

- 4) Report: Head Teacher (Liz Grierson)
- 5) Report: Treasurer (Alison Dalrymple)
- 6) Funding Requests (Peter Sibson)