

SOUTH MORNINGSIDE PRIMARY SCHOOL

**SOUTH MORNINGSIDE PARENT COUNCIL**

Draft minutes of the SMPC meeting held on Monday 10th October at 6.45pm in the staff room.

**Total Attendees: (29)**

**Parent Council Members (25)**

Brian Sharp (Chair)	Kathy Gilles (Clubs)
Chris Hebden (Treasurer)	Olly Headey (Comms)
Susanna Waller (Outgoing Secretary)	Kirsten Beard (Accom)
Ruth Campbell (Incoming Secretary)	Alan Rehfish (Transport)
Ellie Trotter	Kirstin Beard (Accom)
Sherri Wallace (Finance)	Amina Slimani-Fersia
Jenny Shiell	Hazel Little
Aga Morrison	Craig Hilton
Nina MacFarlane	Emma Cunningham
Jude Balfour	Joss Watson
Helen New	Kate Forster
Victoria McCafferty	Michael Urquhart* (Head Teacher)
Susie Morgan*	

Parent council made up of 23 Parent Members plus 2\* non-voting staff members

**Guests (4)**

Claire McPherson	Louisa Grubb
Victoria Bowman	Miriam Jackson

**Apologies (14) received in advance of the meeting**

Deborah Murphy (Comms)	Antonia Hynd (Playground)
Irene-Marie Esser	Daniel Johnson MSP
Pam Ferguson*	Howard Kippax (Accommodation)
Lauren Jack*	Karen Richmond
Lesley Macniven	Wendy Bleazard
Yvonne Moore	Morag Macdonald
Fiona Gilmour	Cllr Melanie Main

**6.45 Welcome, attendees and apologies - Brian Sharp (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 Monday 6th June 2016 were approved.  
**(11 in favour, 0 against and 6 abstentions)**

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

**#21/15: Amend Constitution at AGM re Internet Bank Account - change made at AGM. (action closed)**

**#27/15: Main school playground, railings and marking - Investigations ongoing. Robbie Crockett emailed. Markings now in place.**

**#07/16: Safe route to school - Mark Simmonds – Still awaiting email reply. Craig to discuss with Alan. (action closed)**

**#13/16: Raise discussion re club's carry forward finance - Google groups discussion – Jenny to speak with Olly. (action closed)**

**#14/16: P1&P2 Thank you letters Morrissions&Sainsburys – Letters delivered to all suppliers. (action closed)**

**#15/16: Raise Deanbank road safety with Brian Heaney – New St Peter's PC liason appointed. (action closed)**

**#16/16: Confirm End of Term time for Deanbank – Parents informed. (action closed)**

**#17/16: Review Teacher Allocation claim format - Create an Invoice followed by receipt claim process. (action closed)**

**#18/16: De-minimus Limit Finance Group Constitution – No amendment to constitution required. (action closed)**

**#19/16: Advertise MCC rep vacancy within PC – Paul Murphy volunteered. (action closed)**

**#20/16: Reminders to Parents about parking and gardens - Deanbank parking and respect gardens of neighbours. (action closed)**

**#21/16: Cost Moveable shelter for Deanbank - To provide shelter for parents and bikes in wet weather. Explored. The other shelter was removed as a result of youths congregating at night, and the resulting neighbour complaints. (action closed)**

**#22/16: Craig to clarify role of PVG volunteers - Concern regarding sending forms/indentification. Planning meeting to discuss.**

**6:55 Report: Chair (paper submitted by Brian Sharp).**

See report for detail.

Brian offered a warm welcome to the new parents, and encouraged everyone to use [signupgenius.com](http://signupgenius.com) to donate their time at the Winter Fair.

**7.00 Report: Head Teacher (Michael Urquhart)**

The focus for this term has been ‘raising attainment’, which aims to close the gap in learning. SMPC is consistently above the city attainment average across all year groups. High achievers should also be given what they need to develop. Mr Urquhart will be sending out a report to parents in due course.

A reduction in low level complaints may be seen with enhanced online communication between the school and parents.

Security at the school is to be tightened. Teachers are to be given electronic passes for access to the school, and others will wear visitor passes.

**7.10 Report: Treasurer (paper submitted by Chris Hebden).**

See report for detail.

Teachers are allocated £4 per pupil to spend in a school year. Approximately £970 of the teachers allocation of funds remains unspent due to staff not having the spare money to spend then claim back. Changes to the process are proposed. The proposal is for teachers to be able to seek an advance from the PC , at any time in the school year, for their allocation. This advance would be matched against the receipts given to the treasurer by the teachers.

**Vote: For 18 Against 0 Abstentions 2**

**7.15 Review of Funding Requests/Finance Group Update (paper submitted by Sheri Wallace)**

See report for detail.

Funding requests received – totalling £2213

- 1) P7 Lagganlia trip assistance
- 2) Stage Club hall fees
- 3) Replacement of outdoor equipment for the Nursery play garden (£513) – Aga Morrison showed photos of current unsafe play equipment. A garden spruce-up party is planned for the end of October. Mr Urquhart suggested equipment relating to ‘open ended play’ rather than outdated ‘set play’. New equipment should have the ability to be moved over the three sites.

**Vote: For 19 Against 0 Abstentions 1**

School team hoodie - Expecting application, including costs, to be made prior to next PC meeting.

Uncommitted funds at the start of 2016/2017 were £14,303.

**7.25 Standing Agenda items:**

- a) Accommodation update** – Following a meeting with the Education Department, a consultant architect and a representative of Oaklands nursing home considerations are being made into ways to disuade poor parking in the Deanbank area. Among these are improved access by removing part of the stone boundary wall, addition of safety railings alongside the road, and placement of a barrier to the access road. At the meeting, concerns were raised that such a barrier would require planning consent. Alan to speak with Howard about changes to planning permission. **#23/16**

Leading on from the success of loose parts play at Deanbank, it is hoped that an equivacable scheme be launched at the Main School. This is hoped to be available ‘a day a year group’. Mrs Morgan will be the school contact for the project, and will request funding from the Health and Wellbeing Group, engage with pupils over what would be best to buy, and consider a Parentmail for parental help with the project. **#24/16** Ruth to contact Antonia to make her aware of what has been decided. **#25/16** Jenny Sheill volunteered to help with listing what is available and what is required. It

was suggested that some of last years funding is still available for playground improvements, and this may be of help with the Loose Parts project.

- b) **Clubs Group update** - Two new clubs successfully started at the Main School, and one at Deanbank with another aiming to begin in the New Year. Amina Slimani-Fersia volunteered to be the Deanbank Club Representative. Space for clubs is an issue. The PC may enforce club room swaps to increase space for new clubs. The focus is on 'keeping clubs fair' by maximising access to pupils by, for example, having a beginners club with new pupils each term.

The re-introduction of French club has been questioned, as French is being taught in-class. A Google Group discussion between PC members will explore this topic. **#26/16**

The Clubs Code of Conduct may be altered to cover disruptive behaviour in Clubs and within the school. Mr Urquhart will look into this. **#27/16**

- c) **Fundraising Update** – Awaiting the P2/3 and P4 Halloween Parties, and the Winter Fair.

- d) **Morningside Community Update** – No update.

- e) **Transport update** – Of the recommended five crossing patrols in the area, only one is operational. Alan is to attend a road re-design meeting at the end of the month. Dangerous driving around school at drop off and pick up times is still a concern. Ideas on how to make the school journey safer to be discussed on Google Groups. Mr Urquhart to send a Parentmail reiterating the importance of safe parking. **#28/16** Paul Murphy, our new MCC representative, will ask Elgin Keith Garage on Caanan Lane if it is possible to move cars earlier at 8.30am, to avoid the school run. **#29/16**

- f) **Playground update** – No update.

- g) **Communications update** - Parent Questionnaires worked well and were positive on the whole. This mechanism could be used again in future. The main focus for social media is on facebook, and potentially a single SMPS and SMPC website. Google Groups is an effective way to reach all PC members, and requires only one email!

- h) **Situations Vacant** - none

### **8:25 Requested items**

i) Uniform Suppliers – Quality and price of the current uniform supplier are both an issue. A temporary uniform subgroup should be set up, with a volunteer from the PC to act as a rep for the group. #30/16 Mrs Morgan would act as the school contact. The wider parent community should be involved in deciding which items of uniform would be necessary. It may also be possible to incorporate the P7 hoodies from the new supplier.

ii) Recruitment and Selection Training - PC members can be involved in recruitment of school senior staff members following the necessary training. For more information contact the chair@sm-pc.org.

### **8.30 AOB - none**

### **8.35 Close**

The meeting was closed by the Chair.

**Date of next meeting:** Monday 28th November 2016

### **Supporting Papers Supplied in the Meeting Pack**

- Draft Minutes of the Parent Council meeting 6th June 2016 (Susanna Waller)
- Matters Arising/Action log (Susanna Waller)
- Chair Report (Brian Sharp)
- Treasurer Report (Chris Hebden)
- Finance Report (Sheri Wallace)
- Accommodation Update (submitted by Howard Kippax)
- Clubs Update (Kathy Gillies)
- Uniform Information (submitted by Deborah Murphy)
- Recruitment and Selection Training