

SOUTH MORNINGSIDE PRIMARY SCHOOL

PARENT COUNCIL

Minutes of the SMPC meeting held on 14 May 2018 at 6.45pm in the staff room.

Total Attendees: (14)

Brian Sharp (Chair)	Howard Kippax
Shelagh Halford (Secretary)	Lisa Fletcher
Brendan Paddy	Jenny Shiell
Joana Valdez-Tullett	David Davies
Kirsten Beard	Michael Urquhart*
Yvonne Moore*	

Parent Council Members (9)

Parent council made up of 29 Parent Members plus 7* non-voting staff members

Guests (5)

Angelica Gonzalez	David Belsey
Sheri Wallace	Cllr Melanie Main
Cllr Nick Cook (2 nd half of the meeting)	

Apologies (11) received in advance of the meeting

6.45 Welcome, attendees and apologies – Brian Sharp (Chair) and Shelagh Halford (Secretary)

The Chair welcomed all attendees and confirmed that apologies had been received prior to the meeting.

The minutes of the meeting held on 5 March 2018 were approved.

6.50 Review of matters arising & actions from the last meeting – Shelagh Halford (Secretary)

Kirsten queried why parent consultations were now in different places on different days. Ms Moore responded that the school was in the second year of a trial to find a better way of managing parent consultations to ensure teachers were able to conduct these effectively at the end of a long day (and so are trialling undertaking fewer per day over a longer time frame). The new approach will be reviewed at the end of the year and so feedback from parents is appreciated.

7.30 Report: Chair (paper submitted by Brian Sharp)

See report for detail.

Brian encouraged parents to sign up to assist at the summer fair. Howard added that a goalkeeper was required for 'beat the goalie'.

7.05 Report: Head Teacher (Michael Urquhart)

Mr Urquhart advised that there was a HMI inspection taking place on 29 and 30 May and that a few Parent Council members would be required to attend for one of the sessions for approximately 30 minutes on 30 May at around 1.30pm. The review will include an audit of support for learning and feedback. Brian offered to attend.

Mr Urquhart advised that playground works were taking a long time to move forward. He confirmed that due to the spend involved, the school was required to go out to tender for 3 tenders. The works are to have turf removed, a climbing frame and set of planeters put in to develop outdoor learning, and a stage in the centre. All new equipment will be movable.

Mr Urquhart updated on 4 partially refurbished classrooms and offered to show Parent Council members the classrooms after the meeting. £30,000 had been paid out of the school budget for the refurb.

Mr Urquhart advised that P7 children had spoken well at the 1 in 5 children in poverty conference and had received applause and praise. Mr Urquhart added that the fruit bowl initiative has helped some children access fresh fruit on a daily basis and that this initiative was self funding as fruit which isn't eaten at lunchtime is put into a bowl (children can then help themselves).

Mr Urquhart advised that there was a focus on science and creative arts on the curriculum and an opportunity for parents to influence the teaching of science and technology in school. He added that at the in service days in August, the school will be looking at expressive arts to ensure all pupils are able to experience high quality music and music skills.

7.35 Report: Treasurer (paper submitted by Chris Hebden)

See separate report for detail.

It was agreed that a request for a new Treasurer would be posted on facebook.

7.40 Review of Funding Requests/Finance Group Update (update provided by Sheri Wallace)

Sheri advised that a request to fund a barbeque for use at school fairs had been received. The cost is £250, which would be quickly recouped through the sale of burgers at the fair. Although all PC members and the Finance committee are supportive of the spend, there were insufficient number of PC members present for a vote so a doodlepoll will be set up.

7.45 Standing Agenda items:

a) Accommodation update – updates provided under actions arising.

Jenny advised that she had been investigating the heating issues at the school and had met with Cllr Neil Ross to look at the pipes. Jenny added she then went to see Roberto (janitor) and he pointed out where the boiler is. Jenny advised that the thermostat is in the coldest position in the school. She added that Roberto is only trained to switch the boiler on or off. When it needs to be switched off, Roberto is on his lunch break and no-one else is able to do it. Jenny advised that it would help if the thermostat is moved to the foyer and the timer on the boiler could be set to go on off during the day. Jenny will

write up her findings to pass on to someone else on the Parent Council to take forward next year. She commented that Neil Ross had contacted someone in the Council but had not heard anything back. Cllrs (Main and Cook) will send another email to the Council.

b) Clubs Group update – no update

Mr Urquhart advised that clubs will need to take on janitorial costs with the introduction of the new janitorial hours unless they operate before 6pm as that's when afterschool club runs to. Mr Urquhart added that 36 hours (Comiston Road) and 25 hours (Deanbank) would be free but anything over that would need to be paid for. Mr Urquhart said there will no janitorial provision after 4.30pm from August.

Mr Urquhart was asked to find out how much extra janitorial hours will cost. There were mixed thoughts on whether the Parent Council could offer to pay some of this as not all children have access to clubs.

Lisa offered to help out with Clubs and will make contact with Emily.

c) Fundraising – no update except the request for volunteers at the school fair.

d) Morningside Community Update – no update.

e) Transport update – covered under matters arising.

f) Playground update – covered under Mr Urquhart's update.

g) Communications update –

Brendan updated that the Comms group were working on segmenting out communications so that they go to relevant year group.

A parent provided feedback that the tabs on Expressions for each child were not getting used and that nothing was filtered. It was also not clear whether communications are for children at the main school or Deanbank. Mr Urquhart said he had raised it with the office but that any communications from Kate are for Deanbank and any from Shannon/Fiona are for the main school.

A PC member commented that some people were not receiving any Groupcall emails. Parents having problems should contact the school. The comms group will put a message about this on Facebook.

Brendan advised that Olly is keen to get opinions on how Facebook is being used. Sheri advised that some 'thank you' messages weren't being put up on Facebook in a timely manner and that it was important to thank local businesses promptly for their donations.

Brendan advised that he had put together some guidelines on the General Data Protection Regulations and would publish these.

h) Situations Vacant

Clubs – covered under Club’s update. Position remain vacant.

Finance - position remains vacant

Treasurer – covered under Treasurer’s update. Position remains vacant

7:50 Requested items

- i. Heating issues – covered under Accommodation
- ii. Save the World group

David Belsey advised that some children in P3B have started a Save the World group, have made a short video and have been looking at ways to reduce plastics in school, e.g. doing away with using disposable plastic cups at lunchtime. Other ideas include encouraging children to have water bottles so that they can be refilled and to encourage drinking lots of water. There were also gym bags made from non-plastic materials available. The children are looking to develop these ideas further.

Brian will speak to Chris re funding some of these initiatives.

Mr Urquhart advised that the Council were looking into removing plastic spoons, water bottles and straws which come with the packed lunches on Fridays. He also said that the school were keen on the smaller drawstring gym bags as rucksacks are too big.

- iii. Clubs – requests for new clubs
 - a. Cooking club – requires access to the kitchen which may be problematic as the space is already used by afterschool club.
 - b. Ukulele class and choir – the school is supportive of these but there is an issue with space unless any other clubs close down. It was agreed that a review of the list of clubs should be undertaken at the next PC meeting.

8.25 AOB

Kirsten suggested that Braidburn Park could be used as a potential space for the school fair and the location may be more likely to get people from the community passing by. It also offers a bit more space. The Parent Council agreed someone would need to volunteer to look into this to take it forward, e.g. by getting in touch with the Friends of Braidburn group. A suggestion was made to potentially utilise the slot usually used for the September duck race as this isn’t going ahead this year.

8.20 Close

The meeting was closed by the Chair.

Supporting Papers Supplied in the Meeting Pack

1. Draft Minutes of the Parent Council meeting 5 March 2018 (Shelagh Halford)
2. Matters Arising/Action log (Shelagh Halford)
3. Chair Report (Brian Sharp)
4. Reply from Council (Brian Sharp)
5. Treasurer Report (Chris Hebden)