

SOUTH MORNINGSIDE PRIMARY SCHOOL

PARENT COUNCIL

Minutes of the SMPC meeting held on 22 January 2018 at 6.45pm in the staff room.

Total Attendees: (17)

Parent Council Members (13)

Brian Sharp (Chair)	Jude Balfour
Chris Hebden (Treasurer)	Lisa Fletcher
Shelagh Halford (Secretary)	Emily Hargreaves
Kirsten Beard (Accommodation)	Elidh Stimpson
Nina MacFarlane	David Davies
Emma Cunningham	Michael Urquhart (Headteacher)*
Jenny Shiell	

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

Guests (4)

Sheri Wallace	Andy Valdez-Tullett
Caroline Simpson	Ellie Trotter

Apologies (16) received in advance of the meeting

Hamish Innes	Joana Valdez-Tullett
Irene-Marie Esser	Donna McFarlane
Kathy Gillies	Brendan Paddy
Howard Kippax	Philipa Coles
Helen New	Pam Ferguson
Lauren Lambie	Karen Richmond
Mandy Watt	Melanie Main
Nick Cook	Neil Ross

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 27 November 2017 were approved.

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

#31/16	Class link person for every class	Ongoing
#02/17	Online Clubs joining/payment system	In progress
#04/17	School remote heating and issue with temperature	Jenny, Jude and Emily to take forward
#06/17	Refund of cutlery/crockery funds	Ongoing
#09/17	School Streets Scheme volunteer	Ongoing
#10/17	Lollipop person for Morningside Drive	Ongoing. Brian to contact Councillor Main for update
#12/17	Make contact with other Parent Councils	Ongoing. Howard has made contact with the Council.
#13/17	Clubs Co-ordinator role	Ongoing
#15/17	Traffic congestion on Caanan Lane	Ongoing. Brian to contact Councillor Main for update
#17/17	Technical support required for Comms Group	Closed
#20/17	Provide link to Canaan Lane new build appeal	Closed

6.55 Report: Chair (paper submitted by Brian Sharp)

See report for detail.

7.05 Report: Head Teacher (Michael Urquhart)

Mr Urquhart outlined that pollution outside the school was being monitored. It had been identified that the biggest contributors to pollution are bus stops and stopping and starting traffic (which can be found at pedestrian crossings). The school has both just outside. As

a result, the Business Development Manager was looking into putting planters with pollution-absorbing plants outside the school. The ivy pots were also being replaced and the Business Development Manager has design plans for these. The trim trail would be replaced with planters and astroturf. The work is being funded from the £25k agreed spend.

Mr Urquhart updated that Group Call and Parent Pay would be used for communications going forward. Group Call would be used for more informal information and newsletters as well as twitter and the website. The Comms group commented that some of the communication messages being sent out were not being targeted and suggested that the blog could be used for general school information and Parent Pay emails for more targeted comms. Mr Urquhart advised that he would ask RACI group to make contact with the Comms team to agree how the comms methods should be used more appropriately.

Mr Urquhart advised that the P5 Maths class was trialling the TJ maths resource to access homework electronically. These were going on 365 folios, which are electronic folios.

Mr Urquhart advised that some head teacher recruitment was likely in Edinburgh. There were currently 6 vacancies and potentially 15 by the summer. This was likely to result in changes to the management team at South Morningside.

Mr Urquhart advised that some additional money had been found in the Council budget, which needed to be spent by the end of February. The money was being used to refurbish some smaller classrooms including creating a teaching wall in the middle of a classroom which would hold a plasma screen, creating more space. Spending on the upper floors of the building was being prioritised since budget would likely become available for the lower floors once the P1s and P2s move back to the Comiston Road site.

Mr Urquhart updated that 3 interactive whiteboards had now been purchased for P7s. These had Windows 10, are not affected by sunlight and require less expensive bulbs. 3 more whiteboards were to be purchased for P6s after the February break.

Mr Urquhart reminded the PC that a 'no boots' policy had been implemented to make the school shared environment better for everyone.

Mr Urquhart advised that the school was trying to reduce paper and not send as much paper home or use as much paper in the school. One parent advised that the letter about the Building Resilience Workshop had been sent to them three times (one for each child at the school) and that this was a way to save paper.

Mr Urquhart advised that there were 130 people signed up for the Building Resilience Workshop on Wednesday 24 January. Smaller, targeted workshops would run thereafter.

Chris enquired as to whether there was an update on Edinburgh Council's school holiday consultation. Mr Urquhart advised that he had not had an update.

Finally, Mr Urquhart advised that there had been no further meetings about the new school, that 1/3 of children will migrate to the new school and that all schools were being asked to find space for nursery children since the Council needs to find 4000 new nursery places.

7.10 Report: Treasurer (paper submitted at the meeting by Chris Hebden and appended to the draft minutes)

See separate report for detail (issued separately at the meeting).

Chris advised that the Christmas cards had raised £1,500 and that the winter fair had raised over £6,000.

Chris explained that while the Choir and Guitar Clubs appeared to be in deficit, it was likely to be resolved itself by the next reporting period.

Chris advised that a portable sound system had been purchased. Mr Urquhart advised that the original sound system was now broken so it was likely the school would seek funds to purchase another one.

7.15 Review of Funding Requests/Finance Group Update

Sheri outlined that funding requests had been quiet. A funding request was awaited from the stage club.

Sheri advised that the group planned to issue a funding survey to check what parents' priorities for funding were. Previously, the playground had been a priority so it was positive that this was being taken forward by the Business Development Manager.

Shelagh advised that the nursery may put in a request for new tables.

7.30 Standing Agenda items:

- a) **Accommodation update** – Howard has contacted the Council regarding the the new school plans but is awaitng a reply.
- b) **Clubs Group update** – no update.
- c) **Fundraising** - no meetings had taken place since before the Winter Fair, which had been a great success.
- d) **Morningside Community Update** – no attendees at the PC meeting had attended the recent meeting so no update available.
- e) **Transport update** – no update available. David Davis has offered to be part of the Transport group and is looking for information to help understand the role and remit of the group. Brian will ask Alan Reifisch to provide information.
- f) **Playground update** – update provided as part of Mr Urquhart’s update.
- g) **Communications update** – the facebook page now has 467 likes. A handover from the ‘old’ to ‘new’ comms team is required.

The school’s Christmas ditty had been popular on social media and the website.

- h) **Situations Vacant** – Brian commented that Finance remains the only unfilled position on the Parent Council and encouraged anyone interested to get in touch with him. However, Sheri advised that she was happy to come along to PC meetings.

Kathy is still looking for other PC members to help with the Clubs group as the role is too big for one person. Chris advised that an online tool for clubs bookings and payments was likely to help with the administration for the clubs and that it would be good to get a subgroup set up to look into this further.

8:00 Requested items

i. Janitorial Review

Brian commented that the Council appeared to be reviewing janitorial hours. Mr Urquhart advised that the school were not aware of the review. Brian advised that this may affect the clubs and access to the school premises. Brian advised that he was contacting the Council to find out more about the situation. Lisa commented that there is an online petition against any changes to janitorial hours. The Comms group

will arrange to post it on the facebook page. Sheri also offered to raise it with the after school committee.

ii. Teachers' Collection

Brian advised that a parent had suggested a charitable donation as an alternative to a teachers' collection at the end of term. Mr Urquhart advised that there was no expectation that teachers would receive gifts at the end of term and that he had bought bacon rolls at Christmas, which had been very well received. It was suggested that an anonymous collection box could be placed centrally and the amount divided up equally. Sheri to seek views on this from parents as part of the fundraising survey.

iii. Astley Ainsley Public Meeting

Brian advised that a meeting was being held on 31 January at the Eric Liddell Centre regarding the Astley Ainsley site and encouraged all PC members to attend. Brian advised that communities can be given the opportunity to purchase the land if they are able to raise funds.

8.05 AOB

- Jenny asked whether the playground clock could be fixed. Mr Urquhart advised that the work required to be carried out by a contractor but that it was in hand. Mr Urquhart will check the status of the work with the Business Development Manager.
- Kirsten enquired as to why all toys and games brought in for playtime had been banned following an incident involving only a few children. Mr Urquhart advised that he was not aware of a blanket ban on toys and games. Mrs Morgan to address assembly on Friday about the issue.

8.15 Close

The meeting was closed by the Chair.

Supporting Papers Supplied in the Meeting Pack

1. Draft Minutes of the Parent Council meeting 27 November 2017 (Shelagh Halford)
2. Matters Arising/Action log (Shelagh Halford)
3. Chair Report (Brian Sharp)
4. Finance Report (Sheri Wallace)
5. Janitorial review
6. Teachers collection email
7. Astley Ainsley Public Meeting poster