

SOUTH MORNINGSIDE PRIMARY SCHOOL

PARENT COUNCIL

Minutes of the SMPC meeting held on 5 March 2018 at 6.45pm in the staff room.

Total Attendees: (17)

Brian Sharp (Chair)	Emily Hargreaves
Chris Hebden (Treasurer)	Eilidh Stimpson
Shelagh Halford (Secretary)	Lisa Fletcher
Hamish Innes	Donna McFarlane
Jenny Shiell	Brendan Paddy
Philipa Coles	David Davies
Michael Urquhart (Headteacher)*	

Parent Council Members (13)

Parent council made up of 28 Parent Members plus 7* non-voting staff members

Guests (4)

Cllr Neil Ross	Olly Headey
Ellie Trotter	Sheri Wallace

Apologies (3) received in advance of the meeting

Kirsten Beard	Joana Valdez-Tullett
Howard Kippax	

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 22 January 2018 were approved. It was noted that the comms update was provided by the comms team and clubs by the clubs team.

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

Reference	Issue/Action	Status
#31/16	Class link person for every class	Arrange someone from each class who can share parental views. Olly to follow-up with Anna.
#02/17	Online Clubs joining/payment system	3 different options provided to clubs convenors
#04/17	School remote heating	Undertake risk assessment and determine whether fans can be purchased.
#06/17	Refund of cutlery/crockery funds	Email sent to Councillors and Council, awaiting reply
#09/17	School Streets Scheme volunteer	Arrange volunteer via Google group
#10/17	Lollipop person for Morningside Drive	Email sent to Councillors and Council, awaiting reply
#12/17	PC has concerns about Council budget for refurb of existing school and capacity of new school	Discuss with other parent councils.
#13/17	Clubs group - requires lead and sub group to be established	Send job spec to Comms for publishing on Facebook
#15/17	Traffic congestion on Caanan Lane - look into part-time permit parking on Woodburn Terrace	Email sent to Councillors and Council, awaiting reply
#01/18	Utilise comms methods more effectively	Mr Urquhart to ask RACI group to make contact with Comms group
#02/18	Update travel plan (last update 2010)	Plan to be updated for all sites at existing school
#03/18	Administering clubs is time consuming	Closed
#04/18	PC are concerned about janitorial hours review	Closed
#05/18	Teachers' collection	Seek views on having anonymous central collection for teachers
#06/18	Playground clock	Check on status of work to fix the clock

6.55 Report: Chair (paper submitted by Brian Sharp)

See report for detail.

Brian added that a locality meeting had been held at St Thomas's. Brian raised the air quality and janitorial review. All in attendance at the meeting were equally as concerned.

7.05 Report: Head Teacher (Michael Urquhart)

Mr Urquhart advised that the school had been closed 3 days due to snow last week. However, he added that the early decision made by Head of Schools to close was helpful. Teachers had been asked to work at home using 365 including reviewing curriculum documents, attainment challenge plan, updating GTC records and profiles for PRDs and to undertake critical analysis of their learning partner.

Mr Urquhart commented that the stage club performance at Church Hill theatre had been fantastic. However, not all children get in to stage club which has been an issue for a number of years. The PC need to consider how to mitigate this including involving P6 children who didn't get in. If anyone has any ideas of how to deal with this, please let the PC know (as it's a PC run club). Olly commented that for children who do not get in to stage club, there is an option to pay for private classes. It was agreed that a sub club was needed to take it forward before the end of the year. Chris added that wider issues also need to be resolved regarding how it's run and funded.

Mr Urquhart updated that provisional request for planters for the playground has been put in.

Mr Urquhart advised that staffing is an issue currently as some staff are off sick and there is a shortage of supply teachers so the leadership team is also teaching full-time. Countrywide, only 3,400 of 4,000 teacher places had been filled.

Group Call – Edinburgh Council initiative. Mr Urquhart advised that parents will still receive emails from Easter even if they don't do anything. The app is easy to use and holds correspondence. A number of PC members reported difficulty accessing Group Call. If parents are having problems with numbers/emails not working, speak to school office as it may be a problem with the details which are held. By Easter, it will start to be publicized.

ParentPay – Mr Urquhart advised that the school was looking into issue of making £2 minimum purchases (not currently able to buy bus fares at £1.60). In relation to ParentPay, a PC member commented that it is helpful to know which year emails refer to on the email header.

7.10 Report: Treasurer (paper submitted by Chris Hebden)

See separate report for detail.

Chris advised that the bank had refunded charges.

Chris commented that any negative balances on the accounts relate to timings of payments and deductions.

Chris advised that advance for gym kit for main site had been processed (we have previously funded similar for Deanbank).

There is £26,000 unallocated spend.

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

Sheri updated that a few items within sign off limits had been approved by the Finance Group and would be provided to the PC for noting.

Sheri updated that the Stage Club funding request for T-shirts has not been resubmitted but advised that the stage club wishes to buy a new camcorder. £450 has been requested to be covered by the profit made by the club this year and last year.

The PC enquired as to whether the camcorder would be used as a shared resource. Sheri to check.

7.30 Standing Agenda items:

- a) **Accommodation update** – At locality meeting, Brian was made aware that there is little understanding capacity-wise about the new school, catchments, size etc. Mr Urquhart updated that in November 2019, the enrolment process for new catchment schools will commence for August 2020 joiners. The school will be half built for first few years. The new build is for P1, 2, 3 in 2020.

Via email, Howard would like to express thanks to Sandra Quickert who has greatly contributed to the progress within the accommodation group in recent years.

- b) **Clubs Group update** – no update. Amina may be able to help in the short term (Brian to contact her).
- i. **Fundraising** - the PC were advised that the sign-up genius for the Summer Fair is about to go live. Parents asked to sign up
- ii. **Morningside Community Update** – no update.
- iii. **Transport update** – as per matters arising.
- iv. **Playground update** – as per Mr Urquhart update.
- v. **Communications update** – as per meeting notes/matters arising. A request had been issued for parents to help clear snow from the playground, which had also featured in the press.

The comms team advised that NKD Pizza were keen to speak to children about the wholegrains in pizza and allow children to make pizza, which they can eat for lunch. Comms team to refer NKD pizza to the Business Manager (Margo).

- vi. **Situations Vacant** – Finance will discuss whether there is a need to have someone on the Parent Council. The PC agreed that comms required to all parents to ensure that all key positions on the Parent Council are filled. The PC agreed that it may be better to ask people for specific tasks to help so people don't feel it will be overwhelming. Comms can issue communications on tasks required, as needed. It was agreed that there is a need to encourage more parents to step forward.

Chris added that the Treasurer position needs to be filled for the end of the year.

Clubs – this will be included in Comms to encourage more PC members. Emily/Chris/Lisa have offered to help with transition.

7:50 Requested items

i. Data Protection Legislation

Jenny commented on the change to Data Protection legislation in May. This will make it better for people whose data is held. Clubs have a lot of data about other peoples' children. A concern is information being sent over email, which is then held and personal and sensitive information is potentially passed on to others. It was agreed that the PC should offer guidance over what information should be held and what shouldn't, e.g. date of birth, address and how to get rid of information and when to do this (e.g. at the end of the year, all information should be deleted). It was

agreed that the PC should look for a guide for smaller voluntary organisations. Brendan will have a look for something.

ii. Side gate light

Brian highlighted that the power supply to the side light was cut off when the hut was taken down. Mr Urqhart will ask the Business Manager whether a solar light can be provided although he cautioned that this may not be allowed.

iii. Uniform Stall

Brian advised that there had been an application for a more regular stall to sell used school uniforms which the PC had been asked to consider. Olly advised that Craiglockart make money for the PC from doing this. Mr Urqhart advised that space would be available. The PC confirmed that they are supportive of this. Brian to confirm to Agnes Byrne.

iv. Parklets

Brian advised that decking can be provided on the street for seating / conversation areas outside school. It was discussed that this would stop parents parking on the no parking zone and would absorb some of the fumes from the traffic.

It's currently being looked at for St Johns Road. Brian to try and speak to his contact there.

8.05 AOB

i. Parent Teacher Consultation Timings

Ellie raised a concern that parent consultation meetings are during the day which is awkward to get to for working parents. P1 appointments are at times when parents need to pick up children at another school. Mr Urqhart advised that a mixture of times are provided and that there is an opportunity to provide feedback on this. Sheri commented on the need to check where these take place as the Afterschool Club have a let on the main hall. It was noted that the November meetings likely to be main hall with later one in the classrooms.

ii. School Lunches

Mr Urqhart advised that some school lunches had not been ordered by parents in advance. It was noted that responsibility rests with the parents, the School would try and issue reminders before holidays.

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 22 January 2017 (Shelagh Halford)
2. Matters Arising/Action log (Shelagh Halford)
3. Chair Report (Brian Sharp)
4. Treasurer Report (Chris Hebden)
5. Accommodation update (Howard Kippax)
6. Clubs update (Eilidh Stimpson)
7. Comms update (Kathy Gillies)
8. Uniform Stall (email from Agnes Byrne)
9. Parklets - <https://nacto.org/publication/urban-street-design-guide/interim-design-strategies/parklets/>