

SOUTH MORNINGSIDE PRIMARY SCHOOL

SOUTH MORNINGSIDE PARENT COUNCIL

Minutes of the SMPC meeting held on Monday 9 October 2017 at 6.45pm in the staff room.

Total Attendees: (24)

Parent Council Members (14)

Brian Sharp (Chair)	Elidh Stimpson
Chris Hebden (Treasurer)	Brendan Paddy
Shelagh Halford (Secretary)	Melanie McCallum
Kirsten Beard	Emily Hargreaves
Antonia Hynd (Playground)	David Davies
Kathy Gillies (Clubs)	Michael Urquhart (Headteacher)*
Howard Kippax (Accommodation)	Karen Richmond*
Jude Balfour	Lauren Lambie*
Helen New	Pam Ferguson*

Parent council made up of 27 Parent Members plus 7* non-voting staff members

Guests (6)

Sheri Wallace	Deborah Murphy
Councillor Melanie Main	Joanna Hemingway
Hannah Williams	Agnes Byrne

Apologies (9) received in advance of the meeting

Cllr Nick Cook	Cllr Neil Ross
Ruth Campbell	Amina Slimani-Fersia
Irene-Marie Esser	Joana Valdez-Tullett
Lisa Fletcher	Emma Cunningham
Donna McFarlane	

6.45 Welcome, attendees and apologies – Brian Sharp (Chair) and Shelagh Halford (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 5 June 2017 were approved.

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

#27/16 – Alteration in clubs code of conduct – Ongoing.

#31/16 – Class link person for every class – Ongoing.

#02/17 – Clubs online joining/payment system – Ongoing.

#04/17 – Remote controls for school heating – No update. Ongoing.

#06/17 – Refund of cutlery/crockery funds – Ongoing.

#08/17 – Designated medical person for School Fairs – some names identified as first aiders (teacher and one other). Closed.

#09/17 – School Streets Scheme Volunteer – Ongoing.

#10/17 – Lollipop person for Morningside Drive – Cllr Main/ Deborah Murphy to investigate at Morningside Community Council.

#11/17 – Playground update for parents – ParentPay message sent out. Closed.

6.55 Report: Chair (paper submitted by Brian Sharp)

See report for detail.

7.05 Report: Head Teacher (Michael Urquhart)

Mr Urquhart stated that the school implementation plan would be available on the school's website by the end of October.

Mr Urquhart explained that the school was looking to achieve 95% of pupils meeting required levels (which equated to 1 or 2 children not attaining the expected level). Benchmarking against similar schools in Edinburgh had been done and overall there were good levels of attainment. SMPS were looking to learn from other schools and try different things, e.g. the Onery.

7.10 Report: Treasurer (paper submitted by Chris Hebden)

See report for detail.

Chris stated that a grant from Edinburgh City Council had been received and that the Clubs account was in surplus. Chris explained that some early requests for allocations had been received, e.g. the Football Saturday goals.

Chris outlined that there was £23k in unallocated funds. Committed funds had been agreed at the last Parent Council meeting in June including funding for the Onery.

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

Sheri outlined that two funding requests under £100 had been received, which the Finance Group had been able to approve. A request for £130 had been received from the Stage Club, which would be paid back in at the end of the year since the Stage Club always made a surplus.

Sheri stated that there were 2 funding requests for the Parent Council to consider:

- 1) a transportable sound system for the school (cost £200-300)
- 2) funds to develop an outdoor classroom at Deanbank (cost £400)

In relation to the second request, Sheri explained that the after school club had hoped to support this but that they were required to overhaul their finance system this year so were unable to contribute.

Parent Council voted to approve the above 2 requests (**10 in favour, 3 absetentions, 0 against**).

A Parent Council member asked whether there was provision for emergency after school care within the after school club. Sheri answered that there had always been emergency provision at the after school club.

A Parent Council member asked whether the school could consider other areas of spending, e.g. musical instruments. Mr Urquhart explained that they were not putting in any requests currently as had a number of things coming up. In relation to musical instruments, Mr Urquhart added that there was no shortage of musical instruments and SMPS were able to support children through school funds, as required.

A Parent Council member asked whether the school could consider playground equipment. Mr Urquhart explained that plans had been drawn up but that any additional playground equipment, e.g. loose parts play, needed to be considered carefully and managed on an ongoing basis.

Mr Urquhart explained that the school were trialling interactive whiteboards but that the technology varied for different ages and that a whiteboard for P7 was currently being trialled. The cost per whiteboard is approximately £3000 plus the correct software needs to be installed to ensure the full interactive benefits of whiteboards can be achieved.

7.30 Standing Agenda items:

- a) **Accommodation update** – Howard stated that Coucillors and MSPs had been contacted for an update on the new school. Cllr Ross had responded that it was unclear when Oaklands Care Home would be demolished. Howard commented that it was concerning that the school accommodation issue seemed to be falling off the agenda. Cllr Main commented that it was important parents ensured it didn't fall off the agenda and that the funding had been approved. Cllr Main added that it was concerning there were no longer any parents on the committee and suggested that SMPS Parent Council should make contact with other Parent Councils to agree an approach. Mr Urquhart commented the priority would be to have two sites, rather than three but that the school could continue as is if plans were delayed until 2020. Cllr Main commented that a decision about Oaklands Care Home would be made soon.

b) Clubs Group update - See report for detail.

Kathy stated that the school year had started smoothly but that a parent convenor was required.

In relation to Roberto, the school's Janitor, Kathy stated that the 'agreement' regarding behaviour aimed to minimise loitering in the school after hours.

In relation to the risk assessments, these should be completed online only when the club is involved in hazardous activities.

Kathy commented that the co-ordinator role was too big for one person to take on. It was suggested that a Clubs subgroup is established.

Sheri commented that the Finance group were expecting requests for funded club places to be submitted. Kathy added that it had worked well when the school approach the Clubs group about club places for certain children. Mr Urquhart commented that not all parents pay the full cost of clubs and that parents in need were supported.

Chris suggested that Tony Segal from Active Clubs could support the Clubs group to get bookings online.

Brian enquired as to whether the Stage Club had prioritised P7 over P6 for places. Kathy stated that the Stage Club had been asked to consider this but that they had chosen not to. Instead, they had taken on board the feedback to 1) ensure all P7 children have an opportunity to join Stage Club and 2) that they would look at the numbers as the club is oversubscribed.

c) Fundraising Update

Sign up genius is now live for the Christmas Fair. A Parent Council member stated that there was a policy on googledocs outlining how table requests should be managed, including the recent request from Boroughmuir to have a table at the fair. It was agreed that children from Boroughmuir required to be supervised in order to attend.

d) Morningside Community Update - Deborah gave an update as follows:

- 1) The Cluny Centre building has been sold to the owners of the Raeburn in Stockbridge and is likely to become a venue so will require to be soundproofed. As the building is listed, there are minimal alterations which can be made. Sheri added that an alternative venue had been sourced for the P3/4 after school club.

- 2) Planning consent to turn the site of the public lavatories on Caanan Lane into a 6 storey eco-friendly apartment block have been turned down. The application has been appealed and people can go online and comment.
 - 3) More permit parking is to be added to the east end of Comiston Road. A consultation for more permit parking will be released in November. This will impact on teachers, who use the road for parking.
 - 4) Building will start in the next few years at the site of the Astley Ainsley. There are a number of public rights of way across the grounds.
- e) **Transport update** – Cllr Main outlined that a number of road safety meetings had been taking place but that parent representatives were needed. Cllr Main stated that there were traffic issues on Braid Crescent and that Braidburn Terrace was to become one-way. Cllr Main added that Greenbank was to become a 20mph zone, with the exception of Greenbank Crescent. Some traffic modelling was being undertaken to look at the impact.

Mrs Richmond commented that a number of safety features had been put in place on Caanan Lane but that this had impacted on staff parking. A Parent Council member commented that traffic had been pushed up Caanan Lane as a result of the current traffic restrictions around Comiston Road. Kirsten suggested that if part-time permit spaces were made available on Woodburn Terrace, it would ease traffic on Caanan Lane. Cllr Main to look into.

- f) **Playground update** – Mrs Richmond gave an update as follows:

The school are looking at developing the Craiglea end of the playground. An approved builder and designer had been sourced but the original plans presented were not suitable. A further review of the plans is expected. £17k has been ringfenced for the work.

40 parents had helped to create an outdoor classroom as part of the Onery at Deanbank last Sunday. This is part of the vision to have access to the outdoors for the children. Mrs Richmond thanked parents and staff who had contributed.

Mrs Richmond commented that the trim tracks no longer meet health and safety checks and had now been condemned. Mrs Richmond added that it would cost £1000 to remove them and additional funds would need to be sourced to add something new. As parents had paid for the trim tracks, the Council would not pay for it to be removed. Whatever is put in its place also needs to be moveable as part of Council requirements. Anything put in its place should also encourage creativity and not just provide one-way stimulation.

- g) Communications update** – Helen advised that the Comms group had met. They requested a note of who the class reps were and for this information to also be passed to the Clubs group.

Helen commented that the group requires a technical person to take over from Olly. The person doesn't need to sit on the Parent Council but work behind the scenes. Howard to raise with Howard K's contact.

Helen asked whether anyone on the Parent Council used googledocs for discussion and as a historical record as it was quite a bit of work to maintain. It was agreed that the Finance and Fundraising groups still benefit from having googledocs.

Helen commented that there were not many people signed up to the school blogs and that further information should be shared via ParentPay to advise parents how to subscribe.

- h) Situations Vacant** – Brian outlined that a number of positions were vacant on the Parent Council: Part-time Secretary; Communications; Finance; Transport; and Clubs. Brian asked Parent Council members to speak to him if interested and he could explain what was involved. It was agreed that further information about the vacancies should be put on the Parent Council website (information to be taken from the AGM slides and the Parent Council Terms of Reference).

8:15 Requested items – 1 in 5 Poverty Initiative

Ms Byrne advised that the Pupil Equity Fund is designed to support all children to have the same opportunities regardless of their circumstances. An index is applied to determine which children may be living in poverty and is based on the child's postcode and mother's education. However, there was hidden poverty as a result of some children's postcode and limited funding available. Ms Byrne advised that the school are therefore looking to the Parent Council to help with the initiative and that there may be some funding requests coming in. It was agreed that the best way to handle these is to be discrete and that details of the children affected would not be provided to the Parent Council but it would be for the school to put forward appropriate children for support.

8.20 AOB

- Mr Urquhart advised that the school would be talking to parents about trips and were doing an assessment to advise parents of approximately how much they need to spend for each year of primary school for trips etc. Mr Urquhart advised that the school were aware of one parent who puts aside money each month into ParentPay and therefore uses the system as a banking tool to help them budget for trips.
- Brian asked Parent Council members to sign up for the Christmas Fair and to encourage others to do the same.

8.25 Close

The meeting was closed by the Chair.

Supporting Papers Supplied in the Meeting Pack

- Draft Minutes of the Parent Council meeting 5th June 2017 (Secretary)
- Matters Arising/Action log (Secretary)
- Chair Report (Brian Sharp)
- Treasurer Report (Chris Hebden)
- Clubs Update (Kathy Gilles)
- Fair Funding Briefing
- Fair Funding PDF