

Agenda

South Morningside Parent Council Meeting

Monday 4 June 2018 at 6.45pm in Staff Room

- 6.45 Welcome, attendees and apologies
 - Review & Approval of Minutes of 14 May 2018 meeting (Shelagh Halford)
- 6.50 Review of matters arising & actions from last meeting (Shelagh Halford)
- 6.55 Report: Chair (paper submitted) (Brian Sharp)
- 7.00 Report: Head Teacher (Michael Urquhart)
- 7.10 Report: Treasurer (paper submitted) (Chris Hebden)
- 7.15 Review of Funding Requests
- 7.25 Standing Agenda items
 - a) Accommodation update
 - b) Clubs Group update
 - c) Fundraising update
 - d) Morningside Community Council update
 - e) Transport update
 - f) Playground update
 - g) Communications update
 - h) Situations vacant:
 - a. Finance
 - b. Clubs
 - c. Treasurer
- 8.00 Requested Items
 - a. Review list of Clubs including janitorial hours
 - b. GDPR guidelines
- 8:15 AOB
- 8.20 Close

Date of next meeting: TBC

Supporting Papers

South Morningside Parent Council Meeting

Monday 4 June 2018 at 6.45pm in Staff Room

1. Draft Minutes of the Parent Council meeting 14 May 2018 (Shelagh Halford)
2. Matters Arising/Action log (Shelagh Halford)
3. Chair Report (Brian Sharp)
4. Council Reply (Brian Sharp)
5. Treasurer Report (Chris Hebden)
6. GDPR Guidelines (Brendan Paddy)

SOUTH MORNINGSIDE PRIMARY SCHOOL

PARENT COUNCIL

Draft 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 planets 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.

Brendan 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)

South Morningside Parent Council
Matters Arising/Action Log 14.Mai.18

OPEN MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Status
#31/16	November 28th 2016	Class link person for every class	Mrs Richmond/Comms	Arrange someone from each class who can share parental views. Oily to follow-up with Anna.
#02/17	March 6th 2017	Online Clubs joining/payment system	Chris	The Teamer app was tried with Friday Night Football but proved difficult to set up for club email addresses as its very focused around individual rather than club. Will keep looking for an alternative
#04/17	March 6th 2017	School remote heating	Jenny/Cllrs Main and Cook	Type up findings from investigation (Jenny) and email Council (Cllrs Main and Cook)
#06/17	June 5th 2017	Refund of cutlery/crockery funds	Chris	Council have confirmed that all costs should be reimbursed. Demand to be created.
#09/17	June 5th 2017	School Streets Scheme volunteer	Ruth Campbell	Arrange volunteer via google group
#10/17	June 5th 2017	Lollipop person for Morningside Drive	Comms Group	The Council have confirmed that there have been no applicants for the position. To be advertised on Facebook.
#12/17	October 9th 2017	PC has concerns about Council budget for refurb of existing school and capacity of new school	Accommodation/Cllr Main	Ask to meet with the Council to discuss. Someone required from PC to take forward the existing school refurb sub group. Open evening 13 June
#13/17	October 9th 2017	Clubs group - requires lead and sub group to be established	Brian/Comms	Send job spec to Comms for publishing on facebook. See whether Amina can help in the short term
#15/17	October 9th 2017	Traffic congestion on Caanan Lane - look into part-time permit parking on Woodburn Terrace	Brian/Cllr Main	Council looking into options
#02/18	January 22 2018	Update travel plan (last update 2010)	Transport/Comms	Set of questions to be circulated to parents via groupcall and facebook to be completed by the end of the month
#05/18	January 22 2018	Teachers' collection	Sheri	Seek views on having anonymous central collection for teachers in the new term
#06/18	January 22 2018	Playground clock	Mr Urquhart	Check on status of work to fix the clock
#08/18	March 5, 2018	Side gate light	Mr Urquhart	Speak to Business Manager to see whether a solar light can be installed
#09/18	March 5, 2018	Parklets	Brian Sharp	Speak to contact about parklet proposal for St Johns Road
#10/18	March 5, 2018	Data protection legislation	Brendan Paddy	1 page guidelines developed to be circulated
#11/19	May 14, 2018	Advertise for a new PC Treasurer on Facebook	Comms Group	
#11/20	May 14, 2018	Arrange a doodlepoll to vote for purchasing a barbeque for school fairs	Shelagh	
#11/21	May 14, 2018	Find out how much janitorial costs will be from August	Mr Urquhart	
#11/22	May 14, 2018	Some parents aren't getting emails	Comms Group	Put a note on Facebook
#11/23	May 14, 2018	Funding for Save the World group initiatives	Brian Sharp	Speak to Chris about funding the initiatives

CLOSED MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Last Status Before closure	Closed
#23/16	October 10th 2016	Barrier to access road	Alan Rehlfisch	action closed	Nov 28th 2016
#24/16	October 10th 2016	Loose Parts plan for Main School	Mrs Morgan	action closed	Nov 28th 2016
#25/16	October 10th 2016	Brief Playground group on Loose Parts plan for Main School	Ruth Campbell	action closed	Nov 28th 2016
#26/16	October 10th 2016	Reinstatement of French Club	Kathy Gillies	action closed	Jan 23rd 2017
#27/16	October 10th 2016	Alteration in Clubs Code of Conduct	Mr Urquhart/Kathy Gilles	action closed	November 27, 2017
#28/16	October 10th 2016	Importance of safe parking around the schools	Mr Urquhart	action closed	Nov 28th 2016
#30/16	October 10th 2016	School uniform changes	Ruth Campbell	action closed	May 8th 2017
#29/16	October 10th 2016	Elgin Keith Garage movement of cars	Paul Murphy	action closed	March 6th 2017
#32/16	November 28th 2016	Funding proposal for Clubs and After-School Club	Sheri Wallace	action closed	Jan 23rd 2017
#33/16	November 28th 2016	School Fair Policy	Deborah Murphy	action closed	March 6th 2017
#01/17	January 23rd 2017	Club Joining Policy	Kathy Gilles	action closed	March 6th 2017
#03/17	March 6th 2017	Side lane at Deanbank site	Paul Murphy	action closed	May 8th 2017
#05/17	May 8th 2017	Vote on school uniform supplier	Ruth Campbell	action closed	June 5th 2017
#07/17	June 5th 2017	Comments on Boroughmuir appeal	Ruth Campbell	action closed	October 2nd, 2017
#08/17	June 5th 2017	Designated medical person for School Fairs	Fiona Kippax	action closed	October 9th, 2017
#11/17	June 5th 2017	Playground update for parents	Mrs Richmond	action closed	October 9th, 2017
#14/17	October 9th 2017	Clubs bookings online	Kathy Gilles	action closed	November 27, 2017
#16/17	October 9th 2017	Class reps list	Mrs Richmond/Comms	action closed	November 27, 2017
#18/17	October 9th 2017	Sign up to school blogs is low	Comms	action closed	November 27, 2017
#19/17	October 9th 2017	A number of positions vacant on Parent Council	Comms	action closed	November 27, 2017
#17/17	October 9th 2017	Technical support required for Comms Group	Howard Kippas	action closed	January 22, 2018
#20/17	November 27th 2017	Provide link to Canaan Lane new build appeal	Comms	action closed	January 22, 2018
#01/18	January 22 2018	Utilise comms methods more effectively	Comms Group	action closed	May 14th, 2018
#03/18	January 22 2018	Administering clubs is time consuming	Clubs	action closed	March 5th, 2018
#04/18	January 22 2018	PC are concerned about janitorial hours review	Comms Group/Sheri	action closed	March 5th, 2018
#07/18	March 5, 2018	Stage club request for camcorder funds (no update received)	Sheri	action closed	May 14th, 2018
#11/18	March 5, 2018	Main hall cannot be used for parent/teacher consultations	Mr Urquhart	action closed	May 14th, 2018

Chair Report for SMPC meeting 2nd June 2018

A warm welcome to the final SMPC meeting for the School year 2017 / 2018.

We are very fortunate to have so many parents keen to become involved in the journey that our little - and not so little - ones are on and a huge thanks is extended from me for all your sterling efforts over the last 12 months.

Looking to the future, we are in dire need of a Treasurer to take over from Chris Hebden. Parent Council rules require he moves on at the end of this year so if you know anyone with the necessary skills - and a little bit of spare time on their hands – please “encourage” them to step up.

I am willing to continue on as Chair for the year 2018 / 2019 although, would point out that under the aforementioned PC rules, next year will be my last – although I intend continuing on as a member.

As ever, thank you all for your time and effort in volunteering to promote / help out / raise funds for our school all with the underlying aim of making our children’s experience at South Morningside Primary School a positive and happy one.

Kind regards,

Brian Sharp, Chair SMPC

Treasurers Report – South Morningside Parent Council Meeting Monday, 4 June 2018

1. Surplus for the period

SOUTH MORNINGSIDE PRIMARY SCHOOL SMPC PERIOD ENDED 31 MAY 2018				
		Income	Expenditure	Profit/(loss)
Cash bal at start of yr	Bank	65,472.64		65,472.64
	Accruals - club costs	(8,400.00)		(8,400.00)
	OPENING BALANCE	57,072.64	-	57,072.64
Surplus on Events	Christmas Cards	5,968.50	4,407.44	1,561.06
	Ceilidh	-	-	-
	Fashion Show	-	-	-
	Halloween Party	-	-	-
	Summer Fair	-	256.75	(256.75)
	Winter Festival	9,054.21	3,069.70	5,984.51
	SUB TOTAL EVENTS	15,022.71	7,733.89	7,288.82
Other Income	Edinburgh Council Grant	833.00	-	833.00
	EasyFundraising	150.81		150.81
	Blue Sky Photography commission	30.00		30.00
	Employer donations	-		-
	Other sundry income	124.83		124.83
	SUB TOTAL OTHER INCOME	1,138.64	-	1,138.64
Clubs	Chanter & Drumming *	8,358.00	5,550.02	2,807.98
	Choir	1,482.00	1,060.00	422.00
	Chess	2,701.00	2,312.00	389.00
	Coding Club	606.00	550.73	55.27
	Creative Writing Club	3,487.50	3,301.50	186.00
	Football coached club - P6	2,197.00	2,325.00	(128.00)
	Friday Night Football	4,810.00	4,200.00	610.00
	Guitar *	2,244.60	2,272.32	(27.72)
	Gym *	4,041.62	3,312.00	729.62
	Judo *	7,967.60	6,390.00	1,577.60
	Knitting	1,778.80	581.36	1,197.44
	Recorder *	3,236.10	2,366.00	870.10
	Ski-ing	13,315.28	13,167.80	147.48
	Snowboarding	-	88.00	(88.00)
	Spanish*	5,168.68	4,029.23	1,139.45
	Stage *	18,343.61	18,458.13	(114.52)
	Zoom Club	3,697.00	(17.00)	3,714.00
	Clubs Doorperson *	-	1,946.00	(1,946.00)
	SUB TOTAL CLUBS	83,434.79	71,893.09	11,541.70
Expenditure	AGM expenses	-	266.47	(266.47)
	Teachers allocation	-	1,973.74	(1,973.74)
	Football Goals	-	1,148.96	(1,148.96)
	Sports entry fees	-	194.00	(194.00)
	Library books	-	34.50	(34.50)
	Morningside Christmas Lights	-	71.20	(71.20)
	Web site expenses	-	122.90	(122.90)
	Celidh Band - P7	-	470.00	(470.00)
	Christmas trees	-	75.00	(75.00)
	P3 Football set-up	-	187.85	(187.85)
	Food and Science technologies	-	99.91	(99.91)
	Teachers allocation - addinal one-ery	-	690.00	(690.00)
	Advance for Gym Spares	-	30.00	(30.00)
	Arts supplies	-	687.61	(687.61)
	Portable sound system	-	1,685.00	(1,685.00)
	Power adaptor	-	12.00	(12.00)
	P7 Activity	-	200.00	(200.00)
		-	7,949.14	(7,949.14)
	Other General Expenditure	-	27.00	(27.00)
	SUB TOTAL EXPENDITURE	-	7,976.14	(7,976.14)
	2017-2018 NET INCOME/(EXP)	99,596.14	87,603.12	11,993.02
Loan	Loan advanced to school	-	495.00	(495.00)
	CURRENT BANK BALANCE	156,668.78	88,098.12	68,570.66

2. Available funds

CURRENT BANK BALANCE	156,668.78	88,098.12	68,570.66
Add Loan repayable from school			495.00
Less floats 'fund' re fairs			(3,000.00)
Less clubs surplus			(11,541.70)
Less committed:			(27,806.95)
UNALLOCATED FUNDS			26,717.01

3. Committed funds

Description	Approval date	Approved £	YTD Spend £	Released £	Balance £
2015/16 Brought Forward					
Playground Improvements 2012	Summer Fair 2012 ring-fencing	3,850.28	-	-	3,850.28
Playground Improvements 2014	Approved Jan 14	13,000.00	-	-	13,000.00
2016/17 Commitments					
P3 School Football Set-up	Approved 06/16	250.00	(187.85)	(62.15)	-
Football goals	Approved 03/17	1,148.96	(1,148.96)	-	-
Teachers allocation	Approved 06/16	522.00	(232.00)	(290.00)	-
2017/18 Commitments					
Science week	Approved 06/17	3,000.00			3,000.00
Teachers allocation	Approved 06/17	2,804.00	(1,741.74)		1,062.26
Science teacher allocation	Approved 06/17	500.00	(99.91)		400.09
Library books	Approved 06/17	1,000.00	(34.50)		965.50
Drama workshops	Approved 06/17	1,000.00			1,000.00
Arts and crafts supplies	Approved 06/17	750.00	(687.61)		62.39
Scottish opera	Approved 06/17	350.00			350.00
SMPC web maintenance	Approved 06/17	150.00	(122.90)		27.10
AGM	Approved 06/17	300.00	(266.47)	(33.53)	-
School team fees	Approved 06/17	450.00	(194.00)		256.00
JASS award activity	Approved 06/17	450.00			450.00
P7 Ceilidh band	Approved 06/17	450.00	(470.00)	20.00	-
P7 Activity day	Approved 06/17	260.00	(200.00)		60.00
P1 Nativity	Approved 06/17	600.00			600.00
Sports day lollies	Approved 06/17	250.00			250.00
Christmas Capers snack	Approved 06/17	160.00			160.00
Morningside Christmas lights	Approved 06/17	100.00	(71.20)	(28.80)	-
Christmas trees	Approved 06/17	75.00	(75.00)		-
Bulbs	Approved 06/17	35.00			35.00
Teachers one-ery	Approved 10/17	690.00	(690.00)		-
P7 Lagganlia trip assistance	Approved 11/17	656.00			656.00
Numeracy packs	Approved 11/17	504.33			504.33
Electricity kits	Approved 11/17	700.00			700.00
Textile Resources	Approved 11/17	103.00			103.00
P7 Risk Factory transport	Approved 11/17	315.00			315.00
Portable Sound system	Approved 12/17	2,022.00	(1,685.00)	(337.00)	-
Adaptor for keyboards	Approved 02/18	12.00	(12.00)		-
Spare gym clothing	Approved 02/18	30.00	(30.00)		-
		36,487.57	(7,949.14)	(731.48)	27,806.95

Chris Hebden, 30 May 2018

Handling of personal data for SMPS clubs

On 25 May 2018 the law is changing to tighten up the way all organisations in the UK gather and use personal data. Although the focus will be on companies and charities, in theory even small voluntary organisations like school clubs are included in these changes. This is not a guide on legal compliance with the new law but some simple, common sense suggestions on handling personal data.

- Personal data can be anything that could directly or indirectly be used to identify a specific person. This includes names, emails, phone numbers, bank accounts, dates of birth, addresses and photos where people are recognisable.
- You will have to collect some personal information and contact details for the children in your club, and their parents, to run the club but make sure you only collect information you really need.
- Tell parents why you are collecting any data you ask for and how you will use it. Only use the data for the stated purposes.
- An example, when you request names and contact details for a child or their parents you could say: “We will only use the information you provide to facilitate the participation of your child in club activities.” This would include contacting parents about club activities, alerting them to changes in schedules, checking any memberships of relevant governing bodies, etc.
- If you need to share a list of names, contact details, etc, of club members/parents with other club members/parents then you should get and keep evidence that each parent has explicitly and proactively consented to their information being shared in this way.
- If you do want to send club members marketing information for any products, activity or services not run by the club itself or directly necessary for participation in your activities - even if these are free - then you should get and keep evidence that parents have explicitly and proactively consented to being contacted with these kinds of marketing offers.
- If you are going to use a child’s picture or name or other identifying details in any form of internal or external publicity – emails, newsletters, websites, social media, brochures, etc, you should get and keep evidence of written parental consent for this.
- You can use forms or tick boxes to get consent but an email can also be sufficient so long as parents are clear what they are consenting to and explicit in giving consent.
- You can’t assume consent or ask people to opt out if they don’t want to give consent. The default option is always that you can’t use someone’s data unless you have explicit, informed, proactive consent.
- Make sure you store all data securely by ensuring any devices or services on which the data is stored are password protected. If you are storing data online use a trusted provider.
- Delete all personal data of anyone no longer involved in the club at least annually.
- If someone asks about gathering, holding or using personal data you should be as transparent as possible and seek advice from the Parent Council Comms Group if you need it by emailing: comms@sm-pc.org

For further information about these changes here is the [ICO FAQs on GDPR for charities](#)