

# Agenda

## South Morningside Parent Council Meeting

Monday 1 October 2018 at 6.45pm in Staff Room

- 6.45 Welcome, attendees and apologies
  - Review & Approval of Minutes of 4 June 2018 meeting (Brian Sharp)
- 6.50 Review of matters arising & actions from last meeting (Shelagh Halford)
- 6.55 Report: Chair (paper submitted) (Brian Sharp)
- 7.00 Report: SMPC (Susie Morgan)
- 7.10 Report: Treasurer (paper submitted) (Chris Hebden)
- 7.15 Review of Funding Requests
  - a) Uniform Upcycle (paper submitted)
- 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 (paper submitted)
  - h) Situations vacant:
    - a. Treasurer
- 8.00 Requested Items
  - a. Website/email licence payments (Olly Headey)
  - b. Trail run and festive run (Peter Ness)
- 8:15 AOB
- 8.20 Close

**Date of next meeting:** 19 November 2018

# **Supporting Papers**

## **South Morningside Parent Council Meeting**

**Monday 1 October 2018 at 6.45pm in Staff Room**

1. Draft Minutes of the Parent Council meeting 4 June 2018 (Shelagh Halford)
2. Matters Arising/Action log (Shelagh Halford)
3. Chair Report (Brian Sharp)
4. Treasurer Report (Chris Hebden)
5. Funding request (Agnes Campbell)
6. Comms update (Elidh Stimpson)

## **SOUTH MORNINGSIDE PRIMARY SCHOOL**

### **PARENT COUNCIL**

Draft minutes of the SMPC meeting held on 4 June 2018 at 6.45pm in the staff room.

#### **Total Attendees: (17)**

Brian Sharp	Emily Hargreaves
Chris Hebden	Elidh Stimpson
Shelagh Halford	Lisa Fletcher
Kirsten Beard	Donna McFarlane
Jude Balfour	Brendan Paddy
Helen New	David Davies
Mrs Morgan*	

#### **Parent Council Members (12)**

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

#### **Guests (5)**

Olly Headey	Andrew Valdez-Tullett
Debbie Murphy	Moray Tait
John McFarlane	

#### **Apologies (6) 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 14 May 2018 were approved. However, Brendan commented that it wasn't him who had raised concerns about communications reaching parents at the last meeting.

Shelagh commented that not all nursery parents were receiving communications still. It was suggested that a user guide would be helpful. Mrs Morgan said she would look into it as well as a communication letting parents know what to look out for, e.g. incorrect email addresses. In the meantime, any parents having problems should speak to the school office. Sheri suggested a communication could be issued via the class rep. Olly asked whether the school was questioning the Xpressions application's fitness for purpose. Mrs Morgan advised that it was a Council initiative. Brian agreed to feed back to the Council on behalf of the PC that there were concerns about Xpressions.

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

Brian advised that he had attended a meeting to discuss the school with the Council and had raised concerns regarding the impending loss of janitorial support. He advised that the Council suggested raising with them directly the implications for clubs, extra curricular activities and the fact that the PC would rather not use PC funds to fund additional janitorial hours. Brian gained approval from PC to raise with Council.

Sheri advised that the afterschool club will be booking the janitor for breakfast club and afterschool clubs. It was agreed that the janitorial fee for clubs should be spread across all clubs including those which don't run after 6pm. Any clubs not associated with the PC would also have to help with the cost of the janitor. It was agreed that all clubs leaders should email parents of children in clubs to advise them that clubs will cost more, to heighten awareness of the issue. It is not clear how the PC will be 'billed' for the hours and there is likely to be a pooled janitor who will work across different schools.

#### **7.25 Report: Chair (paper submitted by Brian Sharp)**

See report for detail.

Brian reminded the Council that two key positions on the PC remain unfilled – Treasurer and Clubs.

### **7.30 Report: Head Teacher (updated provided by Susie Morgan)**

Mrs Morgan advised that there had been a visit from three Quality Inspection Officers for a School Self Evaluation (not a HMI inspection). She advised that this was routine for all schools and part of the normal self evaluation which goes on. Mrs Morgan commented that it is similar to an inspection as it uses same paperwork. Mrs Morgan advised that the visit had been very positive and that SMPS had many strengths. She advised that the focus was on next steps and that all next steps identified were already written into school improvement plans. Mrs Morgan said that they would be developing a rationale linked to the values and vision, which had to be meaningful and involve parents.

Mrs Morgan commented that the visit to the Scottish Opera had been an amazing experience and thanked the Parent Council for supporting P6.

Mrs Morgan advised that 105 P1 children would be starting in August.

Sports day will take place on Thursday for P3 – 5 at the main school. It is being held on Friday for P1 and 2 at Deanbank. She advised that the management team decision to have two separate sports days was not ideal and would feed this back. Kirsten commented that having separate activities at each site, e.g. Christmas assembly and Easter church services was difficult to manage for parents of children at more than one site. Kirsten said she had been told it was an issue with the afterschool club. Sheri agreed to take the feedback back to the Trustees. It was commented that this is contributing to the school feeling like it is operating as two separate schools rather than one integrated school.

Mrs Morgan advised that Howard had raised the issue of Virgin Money, which was a huge success, but that unsecured orders were taken on the day (i.e. children placed orders but didn't have money with them). Mrs Morgan advised that this was unbeknown to teachers and that the feedback will be taken on for next year. Emily commented that it perhaps wasn't ideal to have the Virgin Money scheme on the same week as the school fair.

Mrs Morgan advised that there had been a suggestion that the children have games to play with in the playground. A table for this would be set up imminently. Mrs Morgan advised that no PC funds were required to purchase games as these were all ready to go. Emily offered to donate some chess boards.

#### **7.45 Report: Treasurer (paper submitted by Chris Hebden)**

See separate report for detail.

Chris advised that the summer fair had raised a £7,800 profit, which is slightly down on last year but still very good. Approximately £16,000 raised this year in total.

#### **7.50 Review of Funding Requests/Finance Group Update (update provided by Sheri Wallace)**

There were no funding requests and that the school fair barbeque had been approved out with the meeting.

Sheri advised that at the last meeting of the year, the Finance group look to approve recurring spend. Sheri advised that some recurring spend had not been drawn down, e.g. library books (£30 spent but £1000 approved). Mrs Morgan said she would raise this with the school. Sheri advised that an increased amount had been put aside for drama workshops as the school would be having a focus on expressive arts in August. Additionally, £500 had been put aside for science. It was agreed that Mrs Morgan and Sheri would go over the list of recurring spend before circulating it to the PC via doodlepoll for approval. The Comms Group agreed to communicate how money is being spent but asked that those utilising funds provide them with information to enable them to do so.

Debbie commented that Fiona Kippax organises school fairs and it was important for the school to think about succession planning. Debbie suggested it may be worth splitting up fundraising work throughout the year, e.g other fundraising activities which other parents could take forward, e.g. celidh or ladies golf day. Debbie added that views from teachers and parents should be sought on what funds should be spent on. It was suggested that those offering to help out at fundraising events should have a say on what the funds are spent on. Comms agreed that this could be possible via sign up genius. It would also be good to let people know what the funds raised from the fairs are spent on, e.g. trips to the Scottish Opera. Sheri commented that a survey could go out to parents straight away to confirm to parents what re-occurring approved spend will be, e.g. via Expressions, Facebook. Mrs Morgan added that teachers would consider what would make a difference to them.

### **8.10 Standing Agenda items:**

- a) **Accommodation update** – no update. Emily commented that the inspectors had been advised about the heating issues.
- b) **Clubs Group update** – Lisa has volunteered and knows at least two other people who are happy to be involved from P1.
- c) **Fundraising** – no update except for school fair as above.
- d) **Morningside Community Update** – Debbie commented that Sustrans are undertaking a cycle review for South Edinburgh.
- e) **Transport update** – the survey seeking parental feedback for the transport plan has been issued.
- f) **Playground update** – no update. The PC are concerned that no-one is driving this forward. Mrs Morgan will speak to the school.
- g) **Communications update** – The Comms reps commented that they both have children at Deanbank so they have limited awareness of what goes on at the main school. Comms suggested a newsletter about all three sites would be helpful. Olly commented that the headteachers blog was intended to address this but that not enough people had signed up to the blog. It was suggested that comms for the whole school could be sent out via email. Mrs Morgan will speak to Mr Urquhart. Comms advised that if anyone wants anything from main school publicised to email the Comms group. Mrs Morgan will see if she can find photos to help publicise what has been raised and spent from PC funds.
- h) **Situations Vacant**
  - Clubs – filled.
  - Finance - Sheri can rejoin Parent Council next year, which will help.
  - Treasurer – Brian to send terms and conditions to Jude as her husband could potentially undertake the role (although has a political background)

### **8:25 Requested items**

- i. Review list of Clubs including janitorial hours

Clubs group to carry out review. Mrs Morgan to confirm how lets are organised for clubs leaders.

ii. GDPR guidelines

Brendan advised that a factsheet had been prepared for Clubs.

**8.27 AOB**

Brian advised that the AGM would take place on 3 September 2018 potentially at Deanbank but location TBC.

**8.30 Close**

The meeting was closed by the Chair.

### **Supporting Papers Supplied in the Meeting Pack**

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. Treasurer Report (Chris Hebden)

South Morningside Parent Council  
Matters Arising/Action Log 04 Jun.18

OPEN MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Status
#31/16	November 28th 2016	Class link person for every class - arrange someone from each class who can share parental views	Comms	For start of next year, request class rep from each class for them to co-ordinate more informal comms between parents, e.g. via Whatsapp. In August, issue comms out to everyone to see who is happy to be a class rep
#02/17	March 6th 2017	Online Clubs joining/payment system	Chris	The Treasurer 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/Clrs Main and Cook	Type up findings from investigation (Jenny) and email Council (Clrs 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/Brian	The Council have confirmed that there have been no applicants for the position. To be advertised on Facebook - Brian to obtain a copy of the advert from Clrs.
#12/17	October 9th 2017	PC has concerns about Council budget for refurb of existing school and capacity of new school	Accommodation/Clr 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
#15/17	October 9th 2017	Traffic congestion on Caanan Lane - look into part-time permit parking on Woodburn Terrace	Brian/Clr Main	Council looking into options
#02/18	January 22 2018	Update travel plan (last update 2010)	Comms	Send a reminder to parents to complete the travel plan
#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	Treasurer post remains unfilled	Comms Group/Brian	Readvertise the post on facebook. Send overview of role to Jude
#11/21	May 14, 2018	Reduction in janitorial hours	Mr Urquhart/Brian/Clubs	Find out how much janitorial costs will be from August. Raise concerns about janitorial hours with Council. Contact club leaders to ask them to advise parents of children in clubs that costs will increase to cover janitorial hours
#11/22	May 14, 2018	Xpressions still not working for some parents	Mrs Morgan/Brian	See if a user guide can be arranged. Feed back to Council that it's not working for everyone.
#11/23	May 14, 2018	Funding for Save the World group initiatives	Brian Sharp	Speak to Chris about funding the initiatives.
#11/24	June 4th, 2018	Main school and Deanbank operating as two separate schools	Mrs Morgan/Sheri	Raise the separate activities, e.g. sports day with the management team. Also talk to the school management team about whole school communications as not enough people signed up to blog. Speak to the afterschool club Trustees about whether there is an issue with having a whole school sports day
#11/25	June 4th, 2018	Recurring spend	Mrs Morgan/Sheri/Shelagh	Review list of recurring spend the circulate to PC for approval
#11/26	June 4th, 2018	Fundraising - not clear what money is being spent on and is it being spent on what matters to parents and teachers?	Finance/Comms/Mrs Morgan	Seek feedback from those people who helped out at the school fair on what they would like funds spent on. Communicate to all parents what fundraising has been spent on. Seek teachers views on what funds should be
#11/27	June 4th, 2018	Playground works	Mrs Morgan	Find out who will be able to take this forward as project has stalled

CLOSED MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Last Status Before closure	Closed
#23/16	October 10th 2016	Barrier to access road	Alan Rehfishch	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 Boroughmair 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	Howard Kippax	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
#13/17	October 9th 2017	Clubs group - requires lead and sub group to be established	Brian/Comms	action closed	June 4th, 2018
#11/20	May 14, 2018	Arrange a dooodlepoll to vote for purchasing a barbeque for school fairs	Shelagh	action closed	June 4th, 2018

## Chair Report 1 October 2018

Good evening all and a warm welcome to the first PC Meeting for the scholastic year 2018 / 19. I hope you all had a relaxing summer and following the very successful AGM Attendance I have my fingers crossed that a few newbies will be joining us tonight ?!

A busy year is ahead of us with the ongoing new Primary School development , the proposed extension to Boroughmuir High plus the usual Playground and Fairs to keep us occupied

I believe the Janitorial situation is resolved ish with cover now in place for all applied for Let's however, I would ask if any club do have problems then they flag them up. FYI, just as well last Thursday's Cubs had alternate plans as the Comiston Road site was closed.

My latest rant is to try and secure " Animal" Crossings - either Pelican or Zebra - over Morningside Drive at the with Junction Comiston Rd and by the entrance to M/side Park / Headstart Nursery. Please feel free to contact our local representatives.

Finally And as ever, thank you for your time in volunteering to make all of our children's school experience an enjoyable one.

## Treasurers Report – South Morningside Parent Council Meeting Monday, 1 October 2018

### 1. Surplus for the period and available funds

SOUTH MORNINGSIDES PRIMARY SCHOOL SMPC PERIOD ENDED 30 SEPTEMBER 2018				
		<u>Income</u>	<u>Expenditure</u>	<u>Profit/(loss)</u>
<b>Cash bal at start of yr</b>	Bank	62,451.11		62,451.11
	Accruals - club costs	(4,364.00)		(4,364.00)
	<b>OPENING BALANCE</b>	<b>58,087.11</b>	<b>-</b>	<b>58,087.11</b>
<b>Surplus on Events</b>		-	-	-
	<b>SUB TOTAL EVENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Income</b>	Edinburgh Council Grant	840.40	-	840.40
	<b>SUB TOTAL OTHER INCOME</b>	<b>840.40</b>	<b>-</b>	<b>840.40</b>
<b>Clubs</b>	Chanter & Drumming	1,115.60	-	1,115.60
	Choir	-	-	-
	Chess	-	-	-
	Coding Club	-	-	-
	Creative Writing Club	1,485.00	1,448.40	36.60
	Football coached club	-	-	-
	Friday Night Football	2,065.00	1,680.00	385.00
	Guitar	-	-	-
	Gym	-	-	-
	Judo	-	-	-
	Knitting	-	419.12	(419.12)
	Recorder	-	-	-
	Ski-ing	-	(1,104.00)	1,104.00
	Snowboarding	-	-	-
	Spanish	-	-	-
	Stage	9,715.00	1,892.32	7,822.68
	Zoom Club	-	-	-
	Clubs Doorperson	-	-	-
	<b>SUB TOTAL CLUBS</b>	<b>14,380.60</b>	<b>4,335.84</b>	<b>10,044.76</b>
<b>Expenditure</b>	Teachers allocation	-	1,105.87	(1,105.87)
	P3 Football set-up	-	134.82	(134.82)
	Food and Science technologies	-	412.14	(412.14)
	<b>SUB TOTAL EXPENDITURE</b>	<b>-</b>	<b>1,652.83</b>	<b>(1,652.83)</b>
	<b>2018-2019 NET INCOME/(EXP)</b>			<b>9,232.33</b>
	<b>CURRENT BANK BALANCE</b>			<b>67,319.44</b>
<b>Restricted funds</b>	Float requirements			(3,000.00)
	Surplus on Clubs*			(10,044.76)
	Committed Funds			(32,382.79)
	<b>AVAILABLE TO SPEND</b>			<b>21,891.89</b>

\*Clubs Surplus - note that any surplus as at 30 June becomes available for general use

## 2. Committed funds

Description	Approval date	Approved £	YTD Spend £	Released £	Balance £
<b>2014 Brought Forward</b>					
Playground Improvements 2012	Summer Fair 2012 ring-fencing	3,850.28	-	-	<b>3,850.28</b>
Playground Improvements 2014	Approved Jan 14	13,000.00	-	-	<b>13,000.00</b>
<b>2017/18 Brough forward commitments</b>					
Teachers allocation	Approved 06/17	1,062.26	(205.87)	(856.39)	-
Numeracy packs	Approved 11/17	504.33	-	-	<b>504.33</b>
Science room resources	Approved 06/18	450.00	(412.14)	(37.86)	-
<b>2018/19 Commitments</b>					
AGM expenses	Approved 06/18	300.00	-	-	<b>300.00</b>
SMPC Web-site	Approved 06/18	150.00	-	-	<b>150.00</b>
Science Week	Approved 06/18	3,500.00	-	-	<b>3,500.00</b>
Theatre visits	Approved 06/18	3,500.00	-	-	<b>3,500.00</b>
Teachers allocation	Approved 06/18	3,000.00	(900.00)	-	<b>2,100.00</b>
Library books	Approved 06/18	1,000.00	-	-	<b>1,000.00</b>
Arts and crafts supplies	Approved 06/18	750.00	-	-	<b>750.00</b>
Science resources for teachers	Approved 06/18	500.00	-	-	<b>500.00</b>
Scottish opera	Approved 06/18	500.00	-	-	<b>500.00</b>
P7 Ceilidh band	Approved 06/18	500.00	-	-	<b>500.00</b>
Schools competition entry fees	Approved 06/18	450.00	-	-	<b>450.00</b>
One-ery funding	Approved 06/18	300.00	-	-	<b>300.00</b>
P7 Activity day	Approved 06/18	260.00	-	-	<b>260.00</b>
P3 football set-up	Approved 06/18	250.00	(134.82)	-	<b>115.18</b>
Sports day ice-lollies	Approved 06/18	250.00	-	-	<b>250.00</b>
P1 Nativity	Approved 06/18	200.00	-	-	<b>200.00</b>
Christmas capers snack	Approved 06/18	160.00	-	-	<b>160.00</b>
Christmas tress	Approved 06/18	75.00	-	-	<b>75.00</b>
		36,963.87	(3,349.83)	(1,231.25)	<b>32,382.79</b>

## 3. New Sub-accounts

We have started to process to open 18 new sub-accounts with the bank, one for each club currently running in addition to a general fundraising account. This will allow each club to request on-line payment into a unique account, eliminating the need to cash or cheque payments.

The authorised signatories for the new sub-accounts are proposed to be the same as those for the existing account; i.e. Treasurer, Secretary and Chair plus one committee member (currently vacant).

The current proposal is that club conveners will not have direct access to the accounts, though weekly statements shall be produced and circulated by the Treasurer, however this can be re-assessed after a trial period.

Monies remitted into the sub accounts shall then be transferred periodically the main SMPC Bank of Scotland account from which all payments shall continue to be made.

**Chris Hebden,  
Treasurer  
1 October 2018**

## Funding request

There are is an additional funding request from Agnes Campbell for £138 re the pop-up uniform (see below) £78 is for PE kit, £60 for cleaning products and hangers.

"I am just writing to ask about some money for some PEF work we are in the process of doing. We are really keen to push our Uniform Upcycle this year so there is more access to free uniform. I now have a permanent space in the house which is brilliant and I am hoping to find a space a Deanbank too so I can open another Upcycle Boutique!

I am about to send photos out on the website but in order to start this up I had to buy some hangers and quite a lot of fragrance for the cupboards I am using! I cleaned as best I could but a few smells would shift!

We are really pushing PE kit again. I know you gave me money last year but we are struggling for bigger sizes so I have bought some bigger sizes from Asda. It is going to be our policy that every child wears PE kit every lesson to hopefully make sure children aren't doing PE because they don't have the kit.

This year we had some children without P7 hoodies. They are such a major part of being P7 that we decided to buy some so they felt included and happy at school."

## Comms team update 1 October 2018

Not much to report after the summer other than continuing to promote PC via fb and we produced a leaflet advertising the AGM that went to all SMPS pupils. Hopefully to try and improve engagement/attendance. This year hoping to look at google drive/documents and whether this is the best way to share information within PC. Going to review website and info on there. Also hoping to update knowledge base as a lot seems out of date/missing. Hoping to keep in touch with RACI group regarding whole school comms and feedback on blog changes.