

Agenda

South Morningside Parent Council Meeting

Monday 14 January 2019 at 6.45pm in Staff Room

- 6.45 Welcome, attendees and apologies
- Review & Approval of Minutes of 19 November 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 (Head Teacher)
- 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. Treasurer
- 8.00 Requested Items
- a. PVG Policy Craig H
 - b. Parking (see separate email from Council)
- 8:15 AOB
- 8.20 Close

Date of next meeting: 4 March 2019

Supporting Papers

South Morningside Parent Council Meeting

Monday 14 January 2019 at 6.45pm in Staff Room

1. Draft Minutes of the Parent Council meeting 19 November 2018 (Shelagh Halford)
2. Matters Arising/Action log (Shelagh Halford)
3. Chair Report (Brian Sharp)
4. Treasurer Report (Chris Hebden)
5. PVG Policy
6. Email from Council re parking

SOUTH MORNINGSIDE PRIMARY SCHOOL

PARENT COUNCIL

Draft minutes of the SMPC meeting held on 19 November 2018 at 6.45pm in the staff room.

Total Attendees (24)

Brian Sharp	Brendan Paddy
Chris Hebden	David Davies
Shelagh Halford	Philipa Coles
Jeremy Balfour	Fraser Walker
Helen New	Peter Ness
Olly Headey	Gedimias Burba
Emily Hargreaves	Clare Bowyer
Eilidh Stimpson	Andrew Leiper
Lisa Fletcher	John Cameron
Susie Morgan (Acting Head Teacher)	Yvonne Moore
Karen Richmond	

Parent Council Members (22)

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

Guests (2)

Tom Baird	Daniel Johnson
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Welcome, attendees and apologies – Brian Sharp (Chair) and Shelagh Halford (Secretary)

Brian welcomed everyone to the meeting and confirmed that apologies had been received in advance of the meeting.

The minutes of the meeting on 1 October 2018 were approved.

Review of matters arising & actions from last meeting

See separate document.

Report: Chair

Report provided in meeting pack.

Report: SMPC (Mrs Morgan)

Successful open days had been held prior to registration, which were busy at both sites. Good feedback received. Registration took place the following week. Currently 120 applications for P1 for August 2019.

P7s have been involved in memorial events at Morningside Cemetery and at Morningside Parish Church.

An internet safety evening was held last Monday for P6 & 7 parents. Output to be put on the internet.

The upcycle uniform boutique is taking off including now at Deanbank. Brian said there was a lot of uniform in the shed to be handed over to the upcycle boutique.

Staffing news – email today from Senior Education Manager to say that the plan is for Mr Urquhart to be back in January at the start of the new term. Lots of other staffing changes.

Christmas jumper/top swap – looking to make this the norm. Running it at Deanbank and Comiston Road sites. Keen to push this as an initiative and looking for donations. Week commencing 3 December the school will be open from 8.20am to look at the selection. An email will be issued shortly. There is also a drop off point for Forth 1 Christmas present donations for children in Edinburgh living in poverty. Items are not to be wrapped and to suit age 3-18.

The school are doing a lot of work to define what makes South Morningside Primary School unique (e.g. its position, history). The school has done some work with the staff to consider: if they were writing the mission statement, what would it be? Mrs Morgan will show these at the next PC meeting. The school will also be doing some work with the children over the next few weeks. Caring, considerate, co-operative community (was previous mission). PC was asked to capture something that represents the school on post-it notes, which were handed back to Mrs Morgan at the meeting.

There was discussion and concern regarding the number of applications for P1 in 2019. Mrs Richmond explained that the numbers were similar to the previous year but that this had a

knock-on impact on future years. It is the Council's responsibility to review applications, to try to bring them down and to resolve the resulting accommodation issues.

Report: Treasurer

Report provided in meeting pack.

Review of Funding Requests

1.) Recorder books for P4 (form provided in meeting pack)

14 votes in favour, 9 against, 2 abstentions.

Eilidh asked whether requests for books for Deanbank could be paid for by the PC. It was agreed that this could form part of PC funds. There was discussion about whether further information about how to make funding requests could be provided. It was agreed that further clarity could be provided to teachers. Mrs Richmond also said there were other items that Deanbank could request to support play based learning. Coffee mornings are being run at Deanbank currently and it was suggested that the PC could match funds. Mrs Moore said that at her children's school, they identify things that they wanted to fundraise for and then communications were provided as to what had been raised. The application for funding is to be circulated to teachers.

Standing Agenda items

a) Accommodation update

Brian updated that the new school in Morningside won't now be ready in August 2020.

Daniel said he didn't know much more and had asked questions about what this would mean. He explained there was a lot of concern about the possibility of children being caught between catchment schools.

Jeremy explained that there is an issue financially. Money raised for the new school could be spent on other priorities/projects in the meantime and therefore it would be a good idea to write to the Council to check that the monies had been ring-fenced.

Daniel agreed and said it would be worth keeping the spotlight on the Council with regards to funding but also in relation to how the new school will come online. Daniel explained that the Council has committed to a school building programme that extends beyond the funds it is receiving. The Council has committed to building a number of schools and has a figure earmarked for renovation in the hope that a funding package is forthcoming from the Scottish Government. This should be known in December.

Mrs Morgan said that the plan currently is better and less disruptive (having the extra year and having children from Deanbank moving into new building while Deanbank is renovated). It is expected that the timeframe for the Deanbank refurbishment will be 1 year.

Olly raised a concern that the current building on Comiston Road would be left behind and that perhaps the playground works should be pushed ahead. Mrs Richmond confirmed that the Comiston Road site was a priority.

Brian outlined that one of Daniel's office staff was looking to set up a group of parents from all catchment schools to come up with a comprehensive set of questions for the Council to get clarity. Brian has confirmed SMPC interest in the focus group.

Daniel said language such as preventative maintenance, e.g. clearing gutters/drains, might help to get attention at the Council given the additional pressures of having infants back on site.

The lights at the Craiglea Drive entrance are not fixed. Mrs Morgan checked with the janitor and the request is with the Council for repair.

b) Clubs Group update

Lisa said everything was going along smoothly. A meeting was being held with convenors in relation to the costs.

Brian said that there had been trouble getting access to school on some nights and that there had been issues with lets from the Council. A meeting is being arranged.

Emily said that the Chess tutor had discussed the cost of his let at another school with Edinburgh Council. He has successfully argued it is an educational activity and the Council has reduced the cost of the let. Emily suggested South Morningside Primary's Chess and Code Clubs could try discussing this with the Council. Emily is awaiting an email from the Chess tutor.

c) Fundraising update

Brian said that the Winter Fair is the main focus of fundraising activity currently.

A further Facebook post to be put out to get the remaining volunteering slots filled for the fair.

Emily suggested holding a bake sale at the school a few times a year to boost fundraising. Mrs Morgan said it was quite tricky trying to ensure equity and that all children were able to buy something due to the size of school. Mrs Morgan said there were ways around it and it's likely to work better if parents are involved.

Peter said there was an opportunity to do a bake sale at the fun run. Peter/Emily to discuss.

d) Morningside Community Council update

No update provided.

e) Transport update

David said that following the transport survey, they would like to get the plan up and running but have some actions which require joint working with teachers. David will call Mrs Morgan to discuss how to take it forward. One of the things is to get the P6 Junior Safety Officers involved.

David explained that traffic engineers would review local junctions at Comiston Drive, Morningside Drive and at Greenbank Drive (where it is narrow). Canaan Lane is also an issue. Concerns have been raised about parents double parking on Canaan Lane, vehicles riding the pavement. Reminders, e.g. Facebook, to parents need to go out that there is no parking around Deanbank. Traffic has massively increased around school and care home.

Eilidh queried whether the communications would be better coming from the school. Mrs Richmond/Comms to co-ordinate a campaign. Mrs Richmond explained that the lane

around Deanbank is not owned so can't be enforced by traffic wardens. Traffic wardens can come in but any affect tends to be short-term. Mrs Morgan said that walking routes exist, e.g. via Woodburn Terrace, which could be publicised.

f) Playground update

Mrs Richmond updated that following a meeting at the end of September 2018, a new team has taken on getting playgrounds moving under the limits allowed. There was also a meeting last Monday with the team from the Council who are happy with the proposals. Mrs Richmond has also met with a playground company for a January instalment (Craiglea end of the playground). She explained it won't be everything at once but will be a staged area with seating around it. The trim track and broken trellising is to be removed. On the blue circle will be trees and planters with AstroTurf for seating. There will be some painted designs at the front. Mrs Richmond said she will be looking for the ring-fenced monies to be released ASAP for spending over the next 6 weeks. She explained there would be a first phase (around £20,000). Everything needs to be able to be moved and can't be fixed down. Mrs Richmond can put together a visual to enable some promotion about it. Children have met with Mrs Moore regarding which games they would like painted on the surface, e.g. a grid, snakes and ladders. Mrs Richmond said it was too costly to replace concrete with grass and underneath the playground, there is a large tunnel.

Phil asked whether planters could be put at the front of the school for pollution control. She suggested building these into the ground to limit maintenance. It was agreed this was a good suggestion. Mrs Richmond said that the tendering process complicates the flexibility the school has to bring in contractors.

g) Communications update

The comms team have been busy updating knowledgebase, particularly with information about the fair, and are working with Fundraising to develop a feedback questionnaire. Facebook is being used frequently and the site now has over 500 followers.

h) Situations vacant:

a. Treasurer

It was agreed to readvertise the Treasurer post. Mrs Morgan said the post is very helpful to the running of the school and needs someone who wants to make a difference.

Mrs Morgan will issue a parent mail about it. She suggested it could also be advertised on the noticeboard on the stairwell. Eilidh said that Comms were running the café at the School Fair so would make it a Parent Council café.

Brian said that the Chair position is also coming up, as this is his 3rd year as Chair of the PC. Brian said that the Parent Council couldn't run without Treasurer, Chair and Secretary.

Requested Items

a. Trail run and festive run

Peter explained that communications have been issued on Facebook. Ideally, he is looking for more people to sign up to help. Both 5 and 10k runs will be sold out. The fun run is busy already. If there are any leftovers from the café/bake sale at the school fair, these will be very handy for the fun run.

b. Gun shop

Daniel said he had spoken to the Police Divisional Commander along with policing for Scotland and they explained that they had not received a formal application for a licence. Daniel explained that the Police regulate the individual and not the property it is being run from. He said there was not much the Police could do if the individual does apply for a licence and that it was a grey area in the law. As far as Council is concerned, it's a retail unit. Daniel has raised it with the Scottish Government and had a meeting with their special advisor. He explained it was a similar situation with gambling shops so the Scottish Government has created a special category for this. They are looking at whether this can be introduced for gun shops. However, it is unlikely this will happen prior to the gun shop opening for business. Daniel's concern is the volume of people saying they don't want it. Primarily the issue is sensitivity, selling firearms in proximity to children and having them on display to promote them. He said there was nothing to prevent the shop owner from having firearms in the window (although he understood this was not planned).

Fraser said that if the Parent Council objected, it needed to be clear what it was objecting to. Dr Burka said that it was surely better to have a gun shop away from children.

Daniel agreed to keep the PC updated.

c. Study of 20mph speed limit in Edinburgh

There was concern that no one adheres to the 20mph limit. Daniel said that a traffic survey for Myreside was planned (although the scope needs to be wider). Emily said that the 20mph limit has possibly helped to slow traffic down.

AOB

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 to improve comms between parents and PC. Issue is that school cannot give out email addresses but parents may be happy to provide theirs to comms direct. Comms to resend blurb to Mrs Morgan to circulate to teachers
#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)
#10/17	June 5th 2017	Lollipop person for Morningside Drive	Brian	The Council have confirmed that there have been no applicants for the position. To be advertised on railings.
#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. Brian to speak to Cllr Main
#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
#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	Mrs Morgan	Check on status of work to fix the clock
#12/18	May 14, 2018	Treasurer post remains unfilled	Comms Group/Brian	Look into advertising Treasurer and Chair posts again to fill before Christmas to enable handover
#16/18	May 14, 2018	Funding for Save the World group initiatives	Brian Sharp	Speak to Chris about funding the initiatives
#17/18	October 1st, 2018	Surplus funds	Deborah Murphy	Survey to parents to seek views on what they would like funds to be spent on
#24/18	November 19th, 2018	Provide the form for applying for funds to teachers	Finance	
#25/18	November 19th, 2018	Write to Edinburgh Council to check that funds for the new school have been ringfenced	Accommodation	
#26/18	November 19th, 2018	Readvertise for volunteers to help with the Winter Fair to fill remainings lots	Comms	
#27/18	November 19th, 2018	Discuss possibility of doing a bake sale at the December fun run	Peter Ness/Emily	
#28/18	November 19th, 2018	Co-ordinate a comms campaign to attempt to stop poor driving/parking around Canaan Lane	Comms/Mrs Richmond	
#29/18	November 19th, 2018	Readvertise Treasurer post via parent mail and on the noticeboard at school	Mrs Morgan	

CLOSED MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Last Status Before closure	Closed
#23/16	October 10th 2016	Barrier to access road	Alan Rehfisch	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
#02/17	March 6th 2017	Online Clubs joining/payment system - separate sub accounts set up for clubs to allow parents to pay online	Chris	action closed	October 1st, 2018
#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
#06/17	June 5th 2017	Refund of cutlery/crockery funds. Council have confirmed that all costs should be reimbursed. Demand to be created (awaiting advice re how to claim back).	Chris	action closed	October 1st, 2018
#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
#09/17	June 5th 2017	School Streets Scheme volunteer - via google group	Ruth Campbell	action closed	October 1st, 2018
#11/17	June 5th 2017	Playground update for parents	Mrs Richmond	action closed	October 9th, 2017
#13/17	October 9th 2017	Clubs group - requires lead and sub group to be established	Brian/Comms	action closed	June 4th, 2018
#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
#17/17	October 9th 2017	Technical support required for Comms Group	Howard Kippas	action closed	January 22, 2018

#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
#21/17	October 9th 2017	Clubs group - requires lead and sub group to be established	Brian/Comms	action closed	June 4th, 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
#02/18	January 22 2018	Update travel plan (last update 2010)	Comms	action closed	October 1st, 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
#08/18	March 5, 2018	Side gate light	Mr Urquhart	action closed	October 1st, 2018
#09/18	March 5, 2018	Parklets	Brian Sharp	Speak to contact about parklet proposal for St Johns Road	November 19, 2018
#10/18	March 5, 2018	Data protection legislation guidance to be circulated	Brendan Paddy	action closed	October 1st, 2018
#11/18	March 5, 2018	Main hall cannot be used for parent/teacher consultations	Mr Urquhart	action closed	May 14th, 2018
#13/18	May 14, 2018	Arrange a doodlepoll to vote for purchasing a barbeque for school fairs	Shelagh	action closed	June 4th, 2018
#15/18	May 14, 2018	Reduction in janitorial hours - internal lets all OK	Mr Urquhart/Brian/Clubs	action closed	October 1st, 2018
#18/18	May 14, 2018	Xpressions still not working for some parents - New parents being advised not to download the app (if parents are having an issue, delete the app).	Mrs Morgan/Brian	action closed	October 1st, 2018
#19/18	June 4th, 2018	Playground works - Mrs Morgan looking into painting games on to surfact and moveable planters	Mrs Morgan	action closed	October 1st, 2018

#20/18	June 4th, 2018	Main school and Deanbank operating as two separate schools (ref sports day) - Possibility of running sports day on May bank holiday Monday and running both on the same day - one in the morning and one in the afternoon	Mrs Morgan/Sheri	action closed	October 1st, 2018
#21/18	June 4th, 2018	Recurring spend	Mrs Morgan/Sheri/Shelagh	action closed	October 1st, 2018
#22/18	October 1st, 2018	Winter Fair	Comms	Circulate a link to the sign up Genius to the PC	November 19, 2018
#23/18	October 1st, 2018	Fun run 9 December	Peter/Fundraising/Comms	Send info re the fun run to Comms. Add volunteers for the fun run to the Winter Fair sign up Genius	November 19, 2018

South Morningside Parent Council – Chair Report – 14th January 2019

Good evening, a Happy New Year to all and a warm welcome to the first Parent Council Meeting of 2019.

Firstly, a quick resume of events that have occurred since our last get-together

The Gun Shop - discussed at our November 2018 meeting when we were advised that approval was pending – now has a freshly painted shop front

New “North M/side” School delay – no further details received but a request is being sent to the Council to ensure the ring-fencing of funds for this project.

And some good news

A successful Winter Fair - so funds there to be spent - lets get some funding requests in !

Let there be light ! – both the lampposts at the rear entry are now working

I look forward to seeing you all

Kind regards,

Brian Sharp
Chair SMPC

Treasurers Report – South Morningside Parent Council Meeting Monday, 14 January 2019

1. Surplus for the period and available funds

SOUTH MORNINGSIDES PRIMARY SCHOOL SMPC				
PERIOD ENDED 4 JANUARY 2019				
		<u>Income</u>	<u>Expenditure</u>	<u>Profit/(loss)</u>
Cash bal at start of yr	Bank	62,451.11		62,451.11
	Accruals - club costs	(4,364.00)		(4,364.00)
	OPENING BALANCE	58,087.11	-	58,087.11
Surplus on Events	Winter fair	9,249.90	2,866.91	6,382.99
	Christmas Cards	6,391.70	4,610.94	1,780.76
	SUB TOTAL EVENTS	15,641.60	7,477.85	8,163.75
Other Income	Edinburgh Council Grant	840.40	-	840.40
	EasyFundraising	19.49		19.49
	Blue Sky Photography commission	-		-
	Employer donations	-		-
	Other sundry income	340.00		340.00
	SUB TOTAL OTHER INCOME	840.40	-	840.40
Clubs	Chanter & Drumming	2,983.56	2,759.00	224.56
	Choir	312.00	-	312.00
	Chess	2,547.00	1,150.00	1,397.00
	Coding Club	-	-	-
	Creative Writing Club	1,575.00	1,538.40	36.60
	Football coached club	215.00	170.00	45.00
	Friday Night Football	2,480.00	1,715.00	765.00
	Guitar	1,874.00	-	1,874.00
	Gym	3,401.60	2,265.90	1,135.70
	Judo	3,596.50	2,535.00	1,061.50
	Knitting	708.20	419.12	289.08
	Recorder	1,607.70	1,521.00	86.70
	Ski-ing	5,861.60	(945.60)	6,807.20
	Snowboarding	648.00	-	648.00
	Spanish	3,777.08	2,435.55	1,341.53
	Stage	9,865.00	3,685.52	6,179.48
	Zoom Club	1,959.60	1,920.00	39.60
	Clubs Doorpersion	-	1,134.00	(1,134.00)
	SUB TOTAL CLUBS	43,411.84	22,302.89	21,108.95
Expenditure	Teachers allocation	-	1,516.30	(1,516.30)
	P3 Football set-up	-	134.82	(134.82)
	Food and Science technologies	-	472.45	(472.45)
	P7 Ceilidh band	-	470.00	(470.00)
	Uniform Boutique	-	138.48	(138.48)
	Morningside Christmas Lights	-	(100.00)	100.00
	Playground	-	6,671.00	(6,671.00)
	Food for Christmas Party	-	1,200.00	(1,200.00)
	Christmas decorations	-	160.00	(160.00)
	Chess Club t-shirts	-	150.00	(150.00)
	Funding - club spaces	-	80.00	(80.00)
	Sports entry fees	-	187.20	(187.20)
	AGM expenses	-	124.45	(124.45)
	SUB TOTAL EXPENDITURE	-	11,204.70	(11,204.70)
2018-2019 NET INCOME/(EXP)				18,908.40

2. Bank Balance

CURRENT BANK BALANCE				76,995.51
Restricted funds	Float requirements			(3,000.00)
	Surplus on Clubs*			(21,108.95)
	Committed Funds			(23,835.85)
AVAILABLE TO SPEND				29,050.71

3. Committed funds

Description	Approval date	Approved £	YTD Spend £	Released £	Balance £
2014 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	(2,820.72)	-	10,179.28
2017/18 Brough forward commitments					
Teachers allocation	Approved 06/17	205.87	(205.87)	-	-
Numeracy packs	Approved 11/17	504.33	-	-	504.33
Science room resources	Approved 06/18	450.00	(412.14)	(37.86)	-
2018/19 Commitments					
AGM expenses	Approved 06/18	300.00	(124.45)	(175.55)	-
SMPC Web-site	Approved 06/18	150.00	-	-	150.00
Science Week	Approved 06/18	3,500.00	-	-	3,500.00
Theatre visits	Approved 06/18	3,500.00	-	-	3,500.00
Teachers allocation	Approved 06/18	3,000.00	(1,310.43)	-	1,689.57
Library books	Approved 06/18	1,000.00	-	-	1,000.00
Arts and crafts supplies	Approved 06/18	750.00	-	-	750.00
Science resources for teachers	Approved 06/18	500.00	(60.31)	-	439.69
Scottish opera	Approved 06/18	500.00	-	-	500.00
P7 Ceilidh band	Approved 06/18	500.00	(470.00)	(30.00)	-
Schools competition entry fees	Approved 06/18	450.00	(187.20)	-	262.80
One-ery funding	Approved 06/18	300.00	-	-	300.00
P7 Activity day	Approved 06/18	260.00	-	-	260.00
P3 football set-up	Approved 06/18	250.00	(134.82)	-	115.18
Sports day ice-lollies	Approved 06/18	250.00	-	-	250.00
P1 Nativity	Approved 06/18	200.00	-	-	200.00
Christmas capers snack	Approved 06/18	160.00	-	-	160.00
Christmas tress	Approved 06/18	75.00	-	-	75.00
Morningside lights	Approved 06/18	100.00	100.00	-	200.00
Uniform Boutique	Approved 10/18	138.48	(138.48)	-	-
Competition T shirts	Approved 10/18	150.00	-	-	150.00
Golden Tokens	Approved 10/18*	100.00	-	-	100.00
Chess club t-shirts	Approved 11/18	150.00	(150.00)	-	-
Christmas decorations	Approved 12/18	160.00	(160.00)	-	-
Christmas Party food	Approved 12/18	1,200.00	(1,200.00)	-	-
Funded places		80.00	(80.00)	-	-
		35,733.96	(11,204.70)	(243.41)	23,835.85

*low-cost items approved by Finance Committee

Chris Hebden,
Treasurer
10 January 2019



South Morningside Parent Council (SMPC) PVG Policy

Background

South Morningside Parent Council aims to ensure that all children are kept safe from harm while they are with our club tutors and volunteers.

Those who undertake regulated work with children and within our organisation may be asked to complete a PVG disclosure application. Disclosure Scotland will continually monitor scheme members suitability to carry out regulated work and will notify our organisation if someone is barred as they have become unsuitable to do that type of regulated work or if someone is moved to consideration for listing. This can happen either at the time that someone applies to join the PVG Scheme or throughout the period that they are doing regulated work.

Policy Scope

This policy applies to all clubs that operate on behalf of SMPC.

School clubs (e.g. school teams) will have their PVGs managed directly by the school and are not covered by this policy.

This policy covers 4 areas;

1. PVG Registration and Monitoring
2. Making Referrals under the PVG Act
3. Secure Handling, Use, Storage and Retention of Disclosure Information
4. Covering PVG Costs

1. PVG Registration and Monitoring

Who needs a PVG?

All club tutors must have a PVG.

Further, any assistant or volunteer who has direct, unsupervised access to children must have a PVG.

If there are multiple individuals who have direct unsupervised access, they **all** require a PVG certificate.

As a minimum, at all times, at least one individual present must have a PVG registration.

Children must not be left supervised solely by an adult who does not hold a PVG certificate.

PVG Registration Requirements

Normally, the PVG must also be registered with the SMPC.

By exception, where the club is purchased as a “professional service”, the PVG may be registered with a 3rd party. Where this is the case;

- The 3rd party organisation must clearly be an independent organisation, not a business operated by the tutor/individual being PVG'd
- The 3rd party organisation must provide written confirmation that they will ensure all tutors have a PVG and the 3rd party organisation will not provide a tutor who is barred from regulated work or is under consideration

- This arrangement must be agreed with the SMPC PVG lead signatory and SMPC Clubs Coordinator(s).

Notification that an Individual is Barred or Under Consideration

If we are notified that an individual is barred from regulated work with children, the individual will not be recruited to do, or will be removed from that type of regulated work. Our organisation will be committing an offence if we engage or fail to remove someone who is barred from the relevant regulated work.

Disclosure Scotland may place a scheme member 'under consideration for listing' if they have information that they need to take time to review. During this time, the member is not barred from regulated work. If we are notified by Disclosure Scotland that an individual is under consideration for listing, our organisation will take the following action:

At Recruitment Stage:

- Suspend the recruitment decision until the final determination is made

As a Result of on-going Monitoring

- The individual will be suspended until the final determination is made

This decision will be fully explained in accordance with this policy.

2. Making Referrals under the PVG Act

Passing information to Disclosure Scotland is called making a referral.

Organisations have a legal obligation to pass information to Disclosure Scotland (make a referral) about an unsuitable individual when the individual who has been doing regulated work (paid or volunteering) meets both of the following:

- The individual doing regulated work has done something to harm a child and
- The impact is so serious that the individual is removed from the regulated work

What do we mean by harm?

Harm is when an individual who is doing regulated work, does any of the following:

- Harms a child
- Places a child at risk of harm
- Engages in inappropriate conduct involving pornography
- Engages in inappropriate conduct of a sexual nature involving a child
- Gives inappropriate medical treatment to a child

This may include behaviour which occurs outwith the person's work / volunteering with SMPC.

What do we mean by removed?

- Dismissed the individual from their paid or volunteering position, or
- Moved the individual to a new paid or volunteering post that is not a regulated work position
- Reached a decision that we would have dismissed or moved someone, had they not already left the organisation

Policy on making referrals

When a volunteer or tutor is removed from their regulated work position by SMPC, the PVG Lead Signatory will consider whether the grounds for making a referral have been met.

In some cases, information about inappropriate behaviour comes to light after someone leaves an organisation. SMPC will also consider making a referral when such information might have led to a referral being made had it been known while the person concerned was still doing regulated work.

Process of making referrals

When SMPC is clear that a referral should be made to Disclosure Scotland, we will do so within 3 months. This is a legal obligation and failure to make a referral to Disclosure Scotland will mean that an offence has been committed.

It is the responsibility of the PVG Lead Signatory to make such a referral. The SMPC Chair will deputise for the PVG Lead Signatory in fulfilling this responsibility. The person making the referral will have the freedom and authority to consult with all relevant people within SMPC in order to obtain the necessary information. A referral will be made at the end of the disciplinary process, once the decision has been reached to remove the individual from regulated work.

The relevant form for making a referral is available on the Disclosure Scotland website. There full Guidance on the PVG Act is also on the website and should be consulted as required. Advice on making a referral can be sought from CRBS.

3. Secure Handling, Use, Storage and Retention of Disclosure Information

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

SMPC will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. SMPC undertakes to make a copy of this policy available to any applicant for a post with SMPC that requires a Disclosure.

We are enrolled with Volunteer Scotland Disclosure Services to process disclosure checks for the purpose of assessing individual's suitability for paid and/or unpaid work with us. This policy has been developed to ensure that we comply with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information.

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for volunteering/recruitment purposes.

SMPC will ensure that an individual's consent is given before seeking a disclosure record, and will seek their consent before using disclosure information for any purpose other than recruitment/volunteering.

Furthermore, SMPC will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process. Disclosure information will only be shared with those authorised to see it in the course of their duties.

Disclosure information will be destroyed (via shredding) immediately after it has been disclosed to the relevant person at SMPC.

4. Covering PVG Costs

There is no cost for registering a PVG for a volunteer.

If a (paid) individual has a PVG, but it has not been registered with SMPC then there is a small cost. In this case, SMPC will pay for the registration.

If the individual has no PVG certification, then the cost is more significant. There are two options; a) The tutor pays for the cost of the PVG; b) The club pays for the cost and it is recouped via the fees charged to the club attendees. The club convenor will consult with the SMPC officers to decide the appropriate course of action.

From: Lorna Sharp landbsharp@sky.com
Subject: Fwd: Parking Fiasco outside South Morningside Primary School - Deanbank (Case Ref: DJ5915), SR - 1037082
Date: 8 January 2019 21:11
To: shelaghfoulis@hotmail.com

Attempt numero deux !

B #

Sent from my iPad

Begin forwarded message:

From: Lorna Sharp <landbsharp@sky.com>
Date: 20 December 2018 at 15:32:12 GMT
To: susan.morgan@southmorningside.edin.sch.uk, Karen Richmond <karen.richmond@southmorningside.edin.sch.uk>
Subject: Fwd: Parking Fiasco outside South Morningside Primary School - Deanbank (Case Ref: DJ5915), SR - 1037082

Ladies

Possibly a bit too close to Xmas to see what difference it makes but please see the email below from Ms Knops !!

Hopefully a start to better parental behaviour.

Regards

B # 🧑‍🎄 ❄️ 🧑‍🎄 ❄️

Sent from my iPad

Begin forwarded message:

From: daniel.johnson.msp@parliament.scot
Date: 20 December 2018 at 14:50:12 GMT
To: landbsharp@sky.com
Subject: FW: Parking Fiasco outside South Morningside Primary School - Deanbank (Case Ref: DJ5915), SR - 1037082

Dear Ben,

I would just like to pass on the email below and I hope that the situation will improve at Deanbank with the changes that have been made.

If I can be of any further help on any other matter then please don't hesitate to get back in touch.

Kind regards,
Daniel

Daniel Johnson MSP

0131 541 2145

danieljohnson.org.uk

Constituency Office

134 Comiston Road, Edinburgh, EH10 5QN

Daniel would like to keep you up to date with his activities in Parliament and in the constituency. You can sign up to receive regular updates and his eNewsletter [here](#).

Your data privacy will be taken seriously. Read Daniel's privacy notice [here](#).

From: Isabelle Knops On Behalf Of Parking Operations Customer Care

Sent: 19 December 2018 15:58

To: Johnson D (Daniel), MSP

Subject: Parking Fiasco outside South Morningside Primary School - Deanbank (Case Ref: DJ5915), SR - 1037082

Dear Mr Johnson,

Thank you for your correspondence received on 13 December 2018. I am contacting you directly as I have been unable to identify Mr Sharp's email address from your correspondence and would be grateful if you could forward this response on to him.

I regret to hear about the parking behaviour witnessed and while we appreciate that the safety of children is paramount, unfortunately we do not always have sufficient numbers of Parking Attendants to make all the additional visits to schools that are requested of us. We have therefore made changes to the Parking Attendants' visit schedule to ensure that schools will receive regular visits either at the school start or end times each week and these visits will be random. Visits will occur between 08.15-09.00 or between 14.45 - 15.30 and at lunchtime on Fridays, where required.

I can confirm that the area has been receiving two 'school' visits per week in addition to the Parking Attendants routine visits. However, we will aim to increase our presence in the new year.

If you have any questions or wish to discuss the matter further, please do not hesitate to contact me on 0131 469 2904 / 2859.

Yours sincerely

Isabelle Knops
Complaints Officer

* Complaints and Compliance | Customer and Digital Services | Resources | City of Edinburgh Council | 4 East Market Street| Edinburgh | EH8 8BG |

' 0131 469 2904 / 2859.

[cid:image001.jpg@01D446A8.2789F670]https://www.edinburgh2050.com/

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