

# Agenda

## South Morningside Parent Council Meeting

13 June 2022 at 6.45pm Comiston Road

1	Welcome, attendees and apologies	Co-chair
2	Review and approval of minutes of 25 April 2022	Bobby Pathak
3	Headteacher's update	Michael Urquhart
4	Chair's report	Co-chair
5	Clubs update	Alison Reeves
6	Budget and finance	Alistair Haig
7	Subgroups' update	Various
8	AOB	Various

PC meeting & AGM date:

- 12 September 2022 (Face to Face)

**Date of the next SMPC meeting is a combined meeting and AGM on 12 September 2022**

## Supporting Papers

### South Morningside Parent Council Meeting

13 June 2022 at 6.45pm Comiston Road

- 1 Draft Minutes of the Parent Council meeting 25 April 2022 (Louisa Dall)
- 2 Treasurer's update (Alistair Haig)
- 3 Clubs report (Alison Reeves)
- 4 Finance report (Fraser Walker)

## Minutes

Welcome, attendees and apologies

Welcome and introduction from Ange. Apologies from Bobby.

Review and approval of minutes of 7 March 2022

Comments on last meeting minutes (none) – Ange noted that if anyone had any comments they should send these direct to Bobby.

### Chair's report

Louisa noted that a significant amount of time since the last meeting had involved engagement on transitional arrangements with Michael and Karen (as well as the Accommodation Group). This had also included discussions around planning for future years at Comiston Road.

In addition, there had been discussions with the Council as well as around the remedial work on St Peter's playing field that was needed.

Louisa also mentioned that £13,089 had been raised from the bake sale for Ukraine, with around £2,300 match funding provided, which was a brilliant effort and thanks to the Fundraising Team and all that helped.

Elaine Jones (planning to voice over presentation and share with parents)

Update on learning beyond the classroom. Trying to show where children are in community and outside space. Pre pandemic did a lot of visits to zoo, parliament etc. P5 Landrick Muir P7 Lagganlea

John Muir award – introduced in 2019 – not established as much as had wanted and looking to re-establish.

Post pandemic numeracy literacy and health and wellbeing (one third each) in August 2020. 98% of parents said children enjoyed outdoor learning and staff are now much more familiar and confident taking children out.

### What next

City priority and SMPS priority to evolve the programme. High use of the playground but once a week use local parks / local areas. Social skills outdoor lessons was a key focus



Learning Beyond the Classroom Year Overview



	P1	P2	P3	P4	P5	P6	P7
<b>Hill</b>	4-6 week block at start of year focusing on DVW social skills of teamwork, listening and co-operation, use of outdoor spaces to work on these social skills.						
	Blackford Hill		Craghouse and East Craglockhart	Braid Hill	Castle Rock and Calton Hill	Corstorphine Hill	Arthur Seat
<b>Camp</b>	Day out walking on Blackford Hill.		Day out walking on Craghouse and East Craglockhart	Day out walking on Braid Hills.	Two and half days: Extended days at Bonaly and other local places.	Three days: Based at Bonaly and including two overnight stays.	Lagganlea One night end of term camp out - evening walk and campfire
<b>Local Adventures</b>	Morningside Park Fun Day.	Craghouse Woods Adventure	Campfire/Marshmallows November	Burn Trail including picnic at Bonaly.	Den Building and Fire Lighting	Skiving (Sep/Oct) Bike Ability (May/June) Fire Lighting (Saw, Axe, Knife)	Bike Ability (Sep/Oct) Port Edgar (June) Carving
<b>Mapping</b>	Where I live.	Houses and Homes	My School and Around	My Local Community	The Old and New Town	Corstorphine	The City of Edinburgh
<b>Outdoor Safety</b>	Clothing Packing a bag Mapping Food First Aid	Clothing Packing a bag Mapping Food First Aid	Clothing Packing a bag Mapping Food First Aid	Clothing Packing a bag Mapping Food First Aid	Clothing Packing a bag Mapping Food First Aid	Clothing Packing a bag Mapping Food First Aid	Clothing Packing a bag Mapping Food First Aid
<b>Science</b>	Living Things Solids, Liquids and Gases	Senses Living Things	Senses	Mrs Gren	Living Things	Water and Life Cycles	Buoyancy
<b>Social Studies</b>	Where I live	Houses and Homes	Our Streets Robert Louis Stevenson - Morningside Cemetery	Parks and Woodlands	Comparative Study - Rainforest Old Edinburgh	Comparative Study - Edinburgh/Europe Edinburgh in time of change	Natural Disasters/ Extreme Weather/Earth Structures World War Two
<b>John Muir</b>	Forrest Kindergarten	Forrest Kindergarten	Morningside Park	Hermitage	Braidburn	Craghouse Hill and Nature Reserve	Morningside Cemetery

Seven hills challenge – where are we in our local area and introduction of local adventure days – den building, carving, fire lighting

Feedback from parents was good but would prefer to know what day things were happening so they could know what to send children in wearing.

P1 & 2 BLACKFORD HILL

P3 CRAIGLOCKHART HILLS

P4 BRAID AND BLACKFORD

P5 CASTLE ROCK AND CALTON

P6 CORSTORPHINE

P7 ARTHUR SEAT



Clubs update

Ellie – Canaan Lane

Conversations have not progressed much further – CEC's plan is still to speak to parents with children in both schools and support will come from both schools (both HT's).

Raise any issues with Canaan Lane group [canaanlane@sm-pc.org](mailto:canaanlane@sm-pc.org)

Neil Inglis – after school care club

Neil noted that there were some HR issues with North Edinburgh Childcare with Care inspectorate involved. The current transfer is on pause but it was emphasised that a long term solution is still needed.

There is work underway to ring fence a sizeable cash reserve held by SMASCC, so that funds would transfer to SMPC, if any future provider ceased trading.

Neil noted the Extraordinary AGM was due to take place on 12 May (note: subsequently cancelled).

Alistair – appointment of independent examiner of accounts – we now have 4 notes of interest. We will go in order of interest expressed. There are other things that others could do – we might ask more people to help treasurer (payments, paymaster, help with invoices etc). Other things – counting cash, Virgin money, fair – having more people to help is always welcome. All clubs are running at a surplus.

Chess club hope to return when we return to the school and Michael mentioned he still had chess sets in his office.

Transport – Gordon had meeting with Councillor Main about improving Greenbank Terrace

It was noted that now Pollution Monitor – installed

Green barrier installed

AOB

Claire Forsman noted that there parent consultations had taken place as well as a follow up questionnaire from the school around on these, she asked how parents might be more involved in these discussions, for example how we maximise the brief time available. (Note: need to pick this up before next meeting).

Cllr Neil Ross – Neil noted that the Council had followed up on his motion on low cost zebra crossings, which the Parent Council had provided a submission to. As a trial requires authorisation from the UK Government, in the meantime the Council will carry out their own investigation of existing low cost zebra crossings to gather evidence of their effectiveness for improving pedestrian safety.

Summer fair – still have high rates of covid so watching brief. It was re-iterated that the school had the highest Covid rates in the city for 2-3 weeks and that keeping classes in person had been the first priority, but that things were looking hopeful.

There was a discussion about the continued parking outside the school entrances, on double yellow lines or double parking. It was agreed that taking photos could be confrontational and that people might not be comfortable doing so. Mr Urquhart mentioned that he had written to parents about the issue. It was noted that park and stride was still seen as a good option, but that still might not deter / be a solution for certain parents.

# SMPC Meeting Pack

Year to date Summary 30/06/2022

## SOUTH MORNINGSIDE PRIMARY SCHOOL SMPC YEAR ENDED 30 JUNE 2022

		<u>Income</u>	<u>Expenditure</u>	<u>Profit/(loss)</u>	<u>Notes</u>
<b>Cash bal at start of yr</b>	Bank	49,049.00	-	49,049.00	
	Accruals			-	
	<b>OPENING BALANCE</b>	<b>49,049.00</b>	<b>-</b>	<b>49,049.00</b>	
<b>Surplus on Fundraising</b>	Cards and December fundraising	8,189.00	5,988.74	2,200.26	
	Calendar	1,940.63	1,792.00	148.63	
	Winter Fundraising	10,019.38	337.50	9,681.88	
		-	-	-	
	<b>SUB TOTAL FUNDRAISING</b>	<b>20,149.01</b>	<b>8,118.24</b>	<b>12,030.77</b>	
<b>Other Income</b>	Edinburgh Council Grant	836.20	-	836.20	
	EasyFundraising	33.01	-	33.01	
	Virgin Money	-	-	-	
	<b>SUB TOTAL OTHER INCOME</b>	<b>869.21</b>	<b>-</b>	<b>869.21</b>	
<b>Clubs</b>	Chanter	2,097.25	1,989.16	108.09	
	Choir*	-	-	-	
	Drum	975.00	-	975.00	
	Coding Club*	-	-	-	
	Creative Writing Club*	3,051.50	2,717.50	334.00	
	Football coached club - P6*	-	-	-	
	Friday Night Football*	8,448.00	8,370.00	78.00	
	Guitar *	2,342.00	2,025.18	316.82	
	Gym *	-	-	-	
	Judo *	2,249.00	2,250.00	(1.00)	
	Knitting*	-	-	-	
	Recorder *	3,926.00	3,756.00	170.00	
	Ski-ing	15,571.40	8,649.60	6,921.80	
	Snowboarding	-	-	-	
	Spanish*	-	-	-	
	Stage *	21,931.46	19,581.60	2,349.86	
	Zoom Club*	-	-	-	
	Hall Hire	-	1,887.37	(1,887.37)	
	<b>SUB TOTAL CLUBS</b>	<b>60,591.61</b>	<b>51,226.41</b>	<b>9,365.20</b>	
<b>Expenditure</b>	P7 Activity	-	-	-	
	Workshops/Drama/Theatre trips	-	-	-	
	Hoodies	-	-	-	
	Teachers allocation	-	792.35	(792.35)	
	P1 Nativity	-	-	-	
	Library books	-	919.77	(919.77)	
	Tablets and IT equipment	-	-	-	
	Web site expenses	-	-	-	
	P7 Leaving Activity	-	-	-	
	Christmas trees	-	-	-	
	P3 Football set-up	-	-	-	
	Scottish Opera	-	-	-	
	Science Week	-	-	-	
	Funding - Club Spaces and Trip Subsidies	-	-	-	
	Sports day lollies	-	-	-	
	Food and Science technologies	-	-	-	
	Author visit	-	-	-	
	Disclosure expenses	-	-	-	
	Charity Grants	-	-	-	
	Other General Expenditure	-	-	-	
	<b>SUBTOTAL EXPENDITURE</b>	<b>-</b>	<b>1,712.12</b>	<b>(1,712.12)</b>	
	<b>2020-2021 NET INCOME/(EXP)</b>	<b>81,609.83</b>	<b>61,056.77</b>	<b>20,553.06</b>	
	<b>CURRENT BALANCE</b>	<b>130,658.83</b>	<b>61,056.77</b>	<b>69,602.06</b>	

C5 is manual input

### 2. Available Funds

**CURRENT BANK BALANCE** **69,602.06**

#### Less Restricted Funds

Event Float Requirement	(4,000.00)
Surplus on Clubs*	(9,365.20)
Committed Funds	(6,251.70)
Event Surplus**	

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

**AVAILABLE TO SPEND** **49,985.16**

### 2021/22 Commitments

Firm Spend – School Activities		
Teachers allocation	June 2021 SMPC meeting	3,000.00
Arts and crafts supplies	June 2021 SMPC meeting	750.00
Science resources for teachers	June 2021 SMPC meeting	500.00
P7 leaving activity	June 2021 SMPC meeting	500.00
Sports entry fees	June 2021 SMPC meeting	450.00
P7 activities	June 2021 SMPC meeting	260.00
P3 football set up	June 2021 SMPC meeting	250.00
Sports-day lollies	June 2021 SMPC meeting	250.00
P1 Nativity	June 2021 SMPC meeting	350.00
Christmas trees	June 2021 SMPC meeting	75.00
Morningside lights switch-on	June 2021 SMPC meeting	100.00
Library books	June 2021 SMPC meeting	1,000.00
Author Visit	June 2021 SMPC meeting	250.00
Sub-total		2,025.00
Firm Spend – SMPC Costs		
AGM expenses	June 2021 SMPC meeting	300.00
Insurance	June 2021 SMPC meeting	50.00
Web expenses	June 2021 SMPC meeting	50.00
P/VG expenses	June 2021 SMPC meeting	50.00
Sub-total		450.00
Contingent Spend		
Science Week	June 2021 SMPC meeting	3,500.00
Theatre visits	June 2021 SMPC meeting	3,500.00
Scottish opera	June 2021 SMPC meeting	500.00

# SMPC Meeting Pack

Year to date Summary 30/06/2022

## SOUTH MORNINGSIDE PRIMARY SCHOOL SMPC YEAR ENDED 30 JUNE 2022

Sub-total		7,500.00
Nurture Base	Oct 2021 SMPC meeting	250.00

### **Treasurer's Comment:**

Activity is increasing and expenditures include imagnate.

Any questions on this report can be raised at the PC meetings or at anytime by email to treasurer@sm-pc.org.

## Clubs report– June 2022

**Accommodation for 22/23 session** - The school agree that a return of Clubs to the school building should be pursued. We are working on a timetable for current clubs and ones that have an active parent convenor so we can make a booking to the external lets team for the rooms in the school we need. We are meeting with Tony Segall from Active Schools and Elaine Jones on Friday 10<sup>th</sup> to discuss how Active Schools sessions and PC clubs can both be accommodated in the hall. Update on this at PC meeting 13 June.

**Convenors** - There are some clubs that have not re-started since lockdown and now have no convenor. To re-start these clubs in August, we need parents/family members from the school community to come forward. I will put this request on Classlist this week. They are:

- Code
- Zoom animation
- Chess
- Gymnastics

We will also ask if anyone would like to be the convenor for a new club, of their choice. This could be anyone with a skill/hobby they would like to lead on delivering for the kids e.g., knitting, book club etc or with an idea for a club we could employ a professional to lead e.g., a musical instrument or sport.

**Marketing** - We are asking clubs for information on their schedules before the end of this term, so we can work on a single marketing campaign for all clubs in the first couple of weeks of term. Anyone who would like to design a flier for this, your help would be appreciated.

**Policies and Procedures** - These are due to be completed ...

- Referral procedure for Pupil Equity Framework / Fund supported families
- Safeguarding Policy and Procedures

To roll out for 2022/23 session. These both will need to be checked over and agreed by parent council. I have some support from the school and other parents who have offered and been helping so far with formulating.



## Finance Committee

### 1. General Update

This is the final Parent Council meeting of the year and hence typically we would agree the budget for academic year 2022/2023. However, after discussion with the Co-Chairs of the Parent Council (Ange Robinson and Louisa Dall) it has been agreed that approval of the budget should be delayed until the AGM. The rationale for this delay is the fact that a new Treasurer is starting in the summer and the Leadership Team at the school is undergoing significant change as well. In this context, it makes sense to wait until these new key personnel are in situ and able to have input before we present a budget for debate and approval by the Parent Council.

Notwithstanding the above, given the budget will be approved at the AGM, there is a requirement for expenses in relation to the AGM to be approved by the Parent Council ahead of this time (see "Requests requiring approval" below)

### 2. Requests requiring approval

1.1	Funding for the expenses associated with the AGM. This includes paperwork and refreshments. Typically, AGM costs are significantly less than the £300 being sought, but this amount is requested on the basis that the number of parents and carers that will choose to attend is uncertain.	<b>£300</b>
	<b>Total:</b>	<b>£300</b>