

# Agenda

## South Morningside Parent Council Meeting

25 April 2022 at 6.45pm via MS Teams

1	Welcome, attendees and apologies	Co-chair
2	Review and approval of minutes of 7 March 2022	Bobby Pathak
3	Chair's report	Co-chair
4	Clubs update	Alison Reeves
5	Canaan Lane update	Ellie Maizels
6	After school care club update & proposal	Neil Inglis
7	Independent examiner of accounts notes of interest	Alistair Haig
8	Subgroups' update	Various
9	AOB	Various

2021/22 meeting dates:

- 13 June 2022

AGM meeting date:

- 12 September 2022

**Date of the next SMPC meeting is 13 June 2022**

## Supporting Papers

### South Morningside Parent Council Meeting

25 April 2022 at 6.45pm via MS Teams

- 1 Draft Minutes of the Parent Council meeting 7 March 2022 (Bobby Pathak)
- 2 Treasurer's update (Alistair Haig)
- 3 Clubs report (Alison Reeves)

# Meeting Minutes

## South Morningside Parent Council Meeting

7 March 2022 at 6.45pm via TEAMS

### PC Voting Members – Attending

Louisa Dall	Elisabeth Quinn
Angela Robinson	Alison Reeves
Alistair Haig	Abigail Cabrelli
Bobby Pathak	Chris New
Eilidh Stimpson	Colin McRae
Shelagh Halford	Claire Forsman
Alice Nelson	

### PC Voting Members – Not attending

Brian Sharp	Nadia Cunden
Tatiana Tantarouda	Emelia McMenamin
Chris Hebden	Reuben Carr
Ellie Maizels	Stuart Herring
Helena Castro	Brendan Hyland
Lizzie Boyce	Dan Farthing

### PC Non-Voting Members – Attending

Michael Urquhart	Susie Morgan
Karen Richmond	

### Attending Parents/Carers/ Guests

Moira Gibson	Thom Kenrick
Andrew Leiper	Ellie Trotter
Marie-Clair Munro	Eva Fraser
Steven Yule	Hannah Law
Carol Batchelor	Elaine Jones
Jane Petty	Rachael Sinclair

Welcome, attendees and apologies – Ange Robinson

Welcome and apologies were made, the agenda was summarised and attendees thanked. Teams etiquette was introduced including the use of chat, muting of mics and the facility to raise hands.

Apologies received from Ellie Maizels & Cllr. Melanie Main.

Review & Approval of Minutes of 17 January 2022 meeting – Bobby Pathak

The meeting minutes were approved by the parent council (PC).

Headteacher update – Michael Urquhart

The school's senior leadership was afforded a first look into Canaan Lane Primary School, now the construction phases are nearing completion, in order to get a feel for the space and size. This included Michael Urquhart, Suzie Morgan and Karen Richmond.

At the time of the meeting, it was reiterated that no concrete handover date had been finalised; however, it was hoped it would be in the following term. It was suggested P1s & P2s were expected to move to the new school for the 9 weeks ahead of the summer holidays.

It was noted that while a great deal of energy has rightly been taken up with the new school at Canaan Ln, it was acknowledged that attention needs to be focussed towards Comiston Road in terms of its space and provision. Comiston Road remains very busy in terms of class sizes and space occupation with large P3 and P4 classes needing to use additional spaces such as the meeting room, science room and atrium in order to provide teaching in smaller groups.

It was acknowledged that while the Council had instigated greater relaxation within council run schools, a sharper than expected increase in covid cases at SMPS has meant that restrictions are being kept in place and a relaxation of measures will be instigated more slowly than some other schools.

This includes keeping numbers of playground users down by rotating cohorts within year groups so that smaller numbers use the grounds at different times. This has resulted in a quieter playground environment with more space for the children to play in as well as staff feeling less anxious given the mitigations against transmissions.

A question was raised whether there will be adequate staffing at Comiston Road given the opening of the new school at Canaan Lane and the potential for teachers to transfer to the new school. It was pointed out that initially only P1s would be occupying Canaan Lane and as such it is unlikely that there would be a shortfall in terms of staffing.

Chair update – Ange Robinson

The challenges of Comiston Road were discussed in a subgroup meeting ahead of this PC meeting with our PC looking to refocus attention onto Comiston Rad now the building work at Canaan Lane is beginning to come to an end.

Louisa attended the Edinburgh Council parent communications meeting looking at how communications can be enhanced between parents and the Council as well as the final two Covid impact meetings. The results of this will be fed forward when they become available.

A PC survey is planned to be sent out to parents around accommodation, once there were some clearer options following further work with the accommodation group.

The sourcing of a new container at Meadowspot for the football club remains active. The PC is following up on suggestions from Morgan Sindall and parents.

There has been a suggestion about setting up a neurodiverse subgroup within the PC. Alice Nelson spoke of her personal experience as a parent and how it would have helped to discuss issues with other parents in similar circumstances. Susie Morgan mentioned there was in fact a coffee morning run by Wendy Donegan before lockdown restriction forced the temporary stop of it. This was a chance to discuss issues with other parents and staff and it is hoped, restrictions allowing, this will be able to start again and help alongside the possible neurodiverse subgroup.

#### Sub-group's update – Various Clubs – Alison Reeves

In addition to the written clubs' report, a verbal update was given regarding the ski club: With 103 children in ski club before Christmas, Midlothian Snowsport Centre at Hillend announced they would only be able to accommodate seven groups of 10 children for April – June and August – October. This means there will be a reduction in the number of children being able to take part in the club. Parents therefore need to put in a request by the middle of March to be able to participate in the to sessions. This, as with all PC clubs, is to be allocated by ballot and there was a discussion about how families who might need financial support could be offered a place.

Regarding safeguarding, volunteers are being sought by clubs to give 2x1 hour sessions on Zoom and anyone with experience is asked to come forward.

A question was asked regarding how the ski club will deal with those children who are competing? It was pointed out that there shouldn't be an impact on the racing team given the competitions organiser is not connected to ski club directly.

#### Accommodation – Andrew Leiper

The completion of Canaan Lane Primary School is slated for Easter with P1s and P2s looking to move in after the Easter holidays. SMPS nursery will however be staying at Greenbank and will be moving into Canaan Lane after the summer holidays.

SMPS is expected to occupy the first floor of the new school with the ground floor is slated to being occupied by Canaan Lane School. There remains no update on the refurbishment of Deanbank House.

The hoarding that offers separation protection between Canaan Ln and Deanbank House is to remain in place but will be turned around to face the new school playground. While at this stage it is unknown, it is hoped that the new contractor at Deanbank House will follow the same procedure as Morgan Sindall

Vehicles reversing on Canaan Lane remain an issue because the street at the Morningside Road end is being used as a store by the contractors of the new flats. Multiple warnings have been issued by the Council and the issue is being monitored by the PC.

#### Communications – Eilidh Stimpson

It was noted that comms is ticking along and Shelagh Halford is continuing to make improvements to the PC website and subgroups are being asked to send up to date info to Shelagh.

Mrs Jones was thanked for the images she provided of the P7 fieldtrip to Lagganlia which were uploaded to the PC's Facebook page and any other newsworthy posts / images will be very welcome.

#### Treasurer's update – Alistair Haig

Jack Bruck is due to take over as treasurer when Alistair steps down later this year; however, the PC still requires a new independent examiner of accounts. for 2021/22 remains outstanding.

The task involves:

- Checking the accounts against main bank statements at the end of the year
- Liaising with the treasurer regarding invoices and details for selected large transactions
- All information is provided by email attachments and correspondence
- The role typically involves no more than a few hours and usually takes place in July or August
- No qualifications are required and there is no liability. I

#### AOB

Marie-Clair Munro introduced herself as a candidate looking to replace Cllr. Nick Cook who will be standing down.

Alison Reeves thanked the school for their road safety initiatives during pickup and drop off.

Karen Richmond announced the green screen at Comiston Road would be going ahead after the Easter holidays and PC funding may be sought in the future to contribute to the pruning.

The meeting closed at 19:54

# SMPC Meeting Pack

Year to date Summary 30/04/2022

## SOUTH MORNINGSIDES 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	1,457.25	1,594.50	(137.25)	
	Choir*	-	-	-	
	Drum	645.00	-	645.00	
	Coding Club*	-	-	-	
	Creative Writing Club*	3,051.50	2,717.50	334.00	
	Football coached club - P6*	-	-	-	
	Friday Night Football*	8,448.00	7,410.00	1,038.00	
	Guitar *	2,622.00	-	2,622.00	
	Gym *	-	-	-	
	Judo *	2,249.00	2,250.00	(1.00)	
	Knitting*	-	-	-	
	Recorder *	1,760.00	2,832.00	(1,072.00)	
	Ski-ing	15,571.40	8,649.60	6,921.80	
	Snowboarding	-	-	-	
	Spanish*	-	-	-	
	Stage *	21,931.46	16,597.60	5,333.86	
	Zoom Club*	-	-	-	
	Hall Hire	-	1,887.37	(1,887.37)	
	<b>SUB TOTAL CLUBS</b>	<b>57,735.61</b>	<b>43,938.57</b>	<b>13,797.04</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>78,753.83</b>	<b>53,768.93</b>	<b>24,984.90</b>	
	<b>CURRENT BALANCE</b>	<b>127,802.83</b>	<b>53,768.93</b>	<b>74,033.90</b>	

### 2. Available Funds

#### CURRENT BANK BALANCE

**74,033.90**

#### Less Restricted Funds

Event Float Requirement	(4,000.00)
Surplus on Clubs*	(13,797.04)
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

# SMPC Meeting Pack

Year to date Summary 20/04/2022

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

AGM expenses	June 2021 SMPC meeting	300.00
Insurance	June 2021 SMPC meeting	50.00
Web expenses	June 2021 SMPC meeting	50.00
PVG 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
Sub-total		7,500.00
Nurture Base	Oct 2021 SMPC meeting	250.00

### Treasurer's Comment:

Ukraine bake sale proceeds were paid to DEF in early April (additional £500 to Red Cross from Louise/BoS)

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

## Clubs report

The last term of clubs this year is about to start next week with the following running:

Recorder, Friday Night Football, Guitar, Creative Writing, Judo, Chanter, Drumming.

Congratulations to Stage Club show who pulled off a full run of performances of Ollie T at Churchill Theatre in March, very much enjoyed by audiences. And congratulations Recorder Club, whose senior players won in their class at the Edinburgh Music Competitions Festival on 9 March. Thanks to the parents who helped organise and manage the trip.

Ski Club have now allocated the spaces for the coming term and as expected had to go to ballot as they were well oversubscribed.

I met with Mrs Richmond and the Pupil Equity Fund team to discuss offering financial support and priority access to places in clubs for those families being supported by the school. We agreed a system which will be written into a protocol for convenors. Ski Club worked with a version of this protocol when allocating this terms spaces, thank you for this effort.

I also met with Mrs Jones to begin working on a Safeguarding review. We agreed that Clubs should have a Safeguarding policy and discussed the parameters of that. I will organise another meeting soon to look at a rough draft. If anyone is available to support you'd be welcome to join, just email clubs. Both these policies are in progress but my COVID recovery has slowed it all down! But all will be completed in the coming term to apply from August.

### Accommodation

All clubs are remaining in their current venues to the end of the school year as uncertainty as to letting of the school building out of school hours continues. We will work with the school, clubs and letting to find a way forward for August starts.

If anyone is able to step forward as a new club convenor or to resurrect a pre-existing club we would be grateful to hear from you. This is the term to get the preparation in place for August start, trying to start from standing after the summer holidays will be challenging.