

## **Parent Council Meeting Minutes 4 September 2017**

### **Introductions**

Apologies: Judith Mayson, Cllr Robert Alldridge, Eric Jackson

Attendees: Dawn Thomson (chair), Jen Foley (minute taker), Morag Morrison, Katie Campbell, Thomas Lynch, Rachael Liddle, Leanne Bradley, Orla Irwin, Mrs Forsyth, Mr McIntyre, Mrs Gilhooley, Mr Lithgow, Charlie Goldsmith, Melanie Ruxton, Neil Gibson, Andrew Ho, Kerry Courtney, Shabnam Hussain, Gillian Quinn, Jennifer Kirk, Rita Nogueira, Emma McLoughlin, Nicole Robertson, Ann Porterfield, Claire Waugh, Claire Archibald, Shazia Chaudhry, Hazel Baird, Malcolm Harper, Claire Edmondson, Kabela Wojnicz-Jankowski, Cllr Mark Brown, Rev Alistair Keil, Anne Scott

### **1. Minutes of last meeting and matters arising**

Confirmed as fine. Confirmed distribution list has been amended with the addition of members' photos. Distribution list (inc. photos) will need to be supplemented to include new members attending this meeting. Jen to do. This will bring membership to 38 (30 parent members, 4 co-opted members, 4 members of staff).

Mr McIntyre confirmed that new bins (green and grey) were on their way to the school playground and the current frog bins are outgoing.

### **2. Update from Headteacher**

Mr McIntyre circulated SQIP summary page. This is a working document that will be circulated to all parents and staff. There are 6 headings that detail the key things the school is working towards and is linked to the Scottish Governments National Improvement Framework. Mr McIntyre confirmed that the SQIP will be uploaded to the school website to be accessed by interested parties at any time.

Mr McIntyre reported that the trip to Lagganlia had been a great success with only positive feedback received from staff and pupils.

Mr McIntyre informed the group of proposed new school accommodation which would be in the form of one stand-alone modular unit with a 20-25 year lifespan which would comprise two classrooms and be a fully functioning unit to supplement the schools' usable space. It is intended that this unit will be in place for the commencement of the 2018-19 school year. The exact location of this unit within the school grounds is yet to be determined.

Mr McIntyre further informed the group that the school has been asked to be part of the Forest Kindergarten model which is a pilot that is currently running successfully in other parts the city. The idea of this is to give nursery children (up to 15) the opportunity to spend half days at the Forest Kindergarten based at Lauriston Castle. Cramond primary is also involved in the pilot. Transport to the facility is available in the middle of the day. Parents would then pick up their children from Lauriston Castle at the end of the Kindergarten session. Information regarding Forest Kindergarten will be issued to nursery parents soon with opportunity to take part commencing in October.

### **3, 4. Fundraising update and current financial position**

Andrew updated the group with the current figures:

Money in:	£329.40	school uniform	Money out:	£1038	Xmas coach hire
	£195.20	P6 fair		£245	drum fund
	£631.33	PC fair		£739.53	school fair
	£77.20	ragbag comms		£299.68	uniform outgoings
				£245	living eggs

Current total parent council funds: **£8914.61**

### **11, 15. Transparency and access to PC funds and PC banking processes**

Dawn highlighted the issue of the limited number of parent council members who can view its current financial position and access funds. Currently the members who have access rights are Andrew, Mel and Sarah-Jane. Andrew informed the group that this can be changed at the bank at any time.

**Action – Andrew to obtain forms from Bank of Scotland so that Dawn and Thomas can be added as office bearers.**

### **6. Appointment of Principal Teacher**

Dawn raised the appointment of Mrs Henderson to Principal Teacher before summer, adding that no parent council member was present during the selection process. Mr McIntyre highlighted that a council member need only be present during the appointment of a Head teacher or Deputy Head teacher, however the invitation to a PC member would have been forthcoming had there not been such a deluge of interviews around that time and the invitation will not be overlooked again. He further highlighted that the recruitment of Mrs Henderson naturally adhered to an open and honest recruitment process.

Dawn informed the group that any PC member can sit in on recruitment but additional training for this is required before it can be undertaken. The relevant training takes place at Liberton High School at 6-9pm on the following dates: 3<sup>rd</sup> Oct, 16<sup>th</sup> Jan, 27<sup>th</sup> Feb, 24<sup>th</sup> April, 5<sup>th</sup> June. Dawn and Charlie agreed that a group should get together and attend one of these sessions so that there is always a trained council member available for this duty.

### **5. Cascading school information to separated parents**

Andrew has been approached by another father regarding him missing school information due to being separated from his child's mother. The question was raised regarding ParentPay and whether it was possible to have more than one parent registered per child. Mr McIntyre will check this with Elaine O'Donnell. Mrs Forsyth suggested that this parent should phone or speak in person to the school office about requesting separate reports, appointments etc. as this is something that is in place for other families in similar situations. Andrew to advise parent in question of same.

### **7, 16. PC meeting dates and addition of weekday meetings**

To broaden the diversity of the parent council members and to make it accessible to more of the parent body, the idea was proposed by Thomas and Dawn to hold PC meetings 1-3pm on Tuesdays, and pilot alternating the meetings between afternoon/evening. There was some contention around this idea and concern was raised about this creating two disparate PC groups. It was subsequently agreed that for the pilot, both an afternoon and evening meeting should take place around the same time. The agendas should be the same and it was agreed there should be continuity between the two meetings in terms of PC member representation. Posters are to be placed around the school to alert parents to the new (and existing) timeslots.

#### Upcoming dates

Tuesday 7<sup>th</sup> Nov 1-3pm, Monday 13<sup>th</sup> Nov 6:30-8:30pm

Mon 15<sup>th</sup> Jan 2018 6:30-8:30pm

Tuesday 6<sup>th</sup> March 1-3pm, Monday 12<sup>th</sup> March 6:30-8:30pm

Monday 30<sup>th</sup> April 6:30-8:30pm

Monday 11<sup>th</sup> June 6:30-8:30pm (to include AGM)

Mel flagged up that the Parent Constitution states that the AGM has to take place in May, so Dawn has proposed Monday 28<sup>th</sup> May 6:30-8:30pm

#### **9. Walking bus update**

Emma provided an update, reporting a successful first morning from the Parkgrove direction. She suggested keeping the pilot going until Oct holidays and then perhaps issuing a survey monkey to gauge parental feedback. Thomas reported a less well-attended walking bus route from the Clermiston direction but still a good initiative; suggests a wait and watch approach.

#### **10, 17. Distribution of PC funds and making best use of PC funds**

No suggestions have been received from the parent body regarding use of PC funds. Emma suggests giving £100 to each class (18 classes plus nursery) for them to spend how best they see fit. This should be used as a valuable learning opportunity, i.e. engage pupils in the planning process and drafting a proposal outlining their intended use of the funds.

£3000 of the current PC funds is ringfenced for the new playground and £2500 is ringfenced annually for PC outgoings (transport, chicks etc.).

Mr McIntyre suggested £2000 should be used to support Bikeability. This would pay for 6 high spec bikes plus 10 helmets which will improve pupil engagement in the Bikeability scheme for those who may not have access to the required equipment. Bikeraks in Tollcross are potential partners in this purchase and they will undertake first years' service of the bikes with scope to go beyond this. Mrs Forsyth informed those not aware that Bikeability is the 'new' cycling proficiency and takes place in P6 & P7 to teach safe riding of bikes and key road safety messages.

Mrs Gilhooly spoke on behalf of the Pupil Council and Super Rights Group. She would like £100 to take 24 children from these groups (P5-P7) to view a film about human rights at the Filmhouse. Mrs

Gilhooley also proposed an extension of the successful Foodie Friday pilot last year and further extending the idea by purchasing a portable food trolley which could travel around different class groups to nurture interest in healthy food and cookery. It was proposed this could be a joint venture with the afterschool club and vegetables grown in the school garden could be utilised.

To promote reading and pupil equity, Mr McIntyre proposed spending funds on the erection of an enclosed shelving unit (or two – inside and outside) which would contain free books available to parents and pupils and contain a mixture of pre-owned and new books purchased from PC funds. It was suggested that there could be a 'Parent Council' plaque beside these to raise the profile of the PC. A cost of £200 per unit was suggested, the outdoor unit perhaps incurring a higher cost.

A majority voted in favour all of the spending proposals except the £100 per class proposal, which would still go ahead but should be deferred until January.

### **12. Communication to parents**

Emma raised the issue of a few instances of a lack of notice from the school to parents regarding pupil events they are invited to attend. Mr McIntyre takes this on board and will endeavour to improve the process. A yearly calendar is available on the school website but this can be further updated and accessible.

Rachel highlighted issue with Active Schools – other cluster schools received AS class information before Clermiston and therefore places were booked up by them. Mrs Forsyth volunteered to take this issue up with Active Schools and report back. The school has a new AS co-ordinator so this may have contributed to the problem.

### **13. Hallowe'en disco**

Katie is happy to take this task on again, with assistance from Charlie. The ticket price will be £3 per ticket, £5 for two. The disco will take place on Wed 25<sup>th</sup> October with the issuing of tickets Mon/Tues. Katie to email Mr McIntyre regarding class lists as reading the writing to check attendance/payment has proved difficult in previous years.

Volunteers are needed to take forward the running of the Christmas fair and communication needs to be issued to this effect.

**Action – Katie to re-word summer fair letter to fit with Christmas fair letter and issue.**

Melanie and Jude are running the Christmas card fundraiser this year.

### **14. Storage of Parent Council information**

Thomas proposed keeping all PC documentation (constitution, minutes etc.) in cloud storage so its access can be restricted and also made more easily accessible to those with the rights to do so. It was agreed that minutes should be in PDF format so they cannot be edited and also sent to Mrs Henderson to upload to school website. Neil warned the group of new legislation coming in May 2018 which puts heavier restrictions on how digital data is held.

### **18. Update from Pupil Council and Community Council**

Dawn reported that links are strengthening and she hopes to meet up with cluster parent councils soon.

### **19. AOB**

Rachael questioned why P6 pupils attending cluster schools are being offered residential trips, as well as in P7, whereas at Clermiston it's only P7. Mr McIntyre would rather offer shorter trips throughout the school year and Mrs Forsyth added that there is going to be a shift towards all City of Edinburgh schools using Lagganlia for trips.

Neil reported a fault with the locks in the girls toilet – Mr McIntyre to have these checked – and also that the dictionaries being used are too basic for some year groups. Mr McIntyre aware of this and reported that outdated dictionaries are being replaced.

CLlr Brown thanked the PC for his invitation to attend the meeting, which he found insightful. He runs a surgery at Drumbrae Hub on the 2<sup>nd</sup> Saturday of the month at 10am and his details are available on Edinburgh council website.