

Parent Council Meeting Minutes 30th September 2019

Attendees: Geraldine Forsyth, Dawn Thomson, Andrew Ho, Anne Scott, Neil Gibson, Katie Campbell, Emma McLoughlin, Rachel Liddell, Alastair Keil, Eric Jackson, Kirsty Gallen, Morag Morrison, Sandra Dargie, Hannah

Apologies: Gordon McIntyre, Orla Irwin, Cllr Mark Brown, Charlie Goldsmith, Stuart Lithgow, Melanie Ruxton, Karen Gray

Minutes

1. Minutes from previous meeting and actions

Minutes of the previous meeting were approved. One action remains to be followed up:

- Absence procedure - The school policy is to contact parents where a child is absent without prior notice but some parents did not think this was always occurring and cited recent examples. It was noted that this is still occurring. Geraldine to follow up with the office. **Action: Geraldine**

2. Head teacher report - Geraldine

Geraldine shared her report as follows:

- **Teacher absence:** Geraldine noted that the teachers involved in the car crash at the start of term continued to recover but were not yet back in school. Both classes have good continuity in place and are being supported by other year group teachers and the wider team. She added that Gordon planned to be back in school by the October break and that Mrs Mackie would be back following the break. Cover was also in place for a PSA in school who has been out on bereavement leave. It had been a difficult start to the school year given those combination of circumstances but provision has been in place for all classes during this time.
- **Building works progress:** scaffolding has now gone. Boiler work remains ongoing and some windows in the p1/2 block remain outstanding. Some snagging to be done but almost there. Very pleased to report on much improved toilets!
- **Pupil voice groups:** pupils have signed up for one group each and these have been formed around questions...."how can I..."? Mixed groups from p1 through to p7. Parent council members to be invited along.
- **Meet the teacher:** took place during September. There were mixed attendance numbers but positive feedback has been received. Focus on numeracy from Edinburgh Council this year has been explained. Parent evenings to take place the first week of October. Transition events for p7 to s1 taking place across the cluster schools. Each cluster school will host evenings – Clermiston will host Technology.

3. School Crossing and Parking Updates

- It was noted that the parent council have been successful in our bid for a zebra crossing (near the Munro Centre). Dates yet to be confirmed – Anne to ask Mark Brown for updates. **Action: Anne**

- Parking bollards have been delivered. We discussed how we can best manage these and it was agreed that ideally, the JRSOs will do this with some support from parents. Emma to put a request for volunteers on the Facebook page, once Geraldine has done some “weight testing” with the children. **Action: Geraldine / Emma**

4. Active School Classes – Emma

- Emma noted that a number of the Active School classes this term started at 4pm which make it impractical for p1/2 children who live more than 5 minutes from school to attend. Geraldine advised that the hall is available from 3.30pm and that she would feed this back to Active Schools. A short discussion took place about lunchtime classes where the smaller children do need reminders from teachers to attend and this doesn’t always happen, thus they miss out. Geraldine advised that she would remind teachers and coaches to prompt. **Action: Geraldine**

5. Halloween Party – Katie

- It was discussed and agreed that children could not wear masks at the disco as this makes interaction and identification difficult. Face painting is fine.
- Eric can no longer DJ and Katie to arrange playlists and to still include games for younger children as this interaction is an important part of the occasion. Katie will check if Stuart can help with this on the night.
- It was agreed to charge £2.50 to cover costs and add to the fundraising pot.

6. Christmas Cards

- Charlie, Katie and Morag to work together on these.

7. Christmas Fair

- Melanie will arrange a meeting shortly after the October break to coordinate this. Emma to post a “save the date” for the 7th of December on the Parent Council Facebook page.

8. Financial Update - Andrew

Incoming

PC Summer Fair Net Profits - £1,630.84

P6/7 Summer Fair Net Profits - £98.38

Rag Bag Commission - £63.20

School Uniform Order - £119.00

Outgoing

Lollipop Signs - £924.94

P7 Hoodies - £753.70

Drumfun - £245.00
Living Chicks - £245.00
DVDs - £1,019.76
Additional P1 Funding - £737.51
P7 Ties - £20.60
Reading Sheds - £1,004.10
P1 Homework bag - £403.20
Border Embroideries - £110.00

Current Balance £3,872.16

9. Requests for Funding

Every year, the parent council agrees to fund a number of items, where funds allow, as follows (approximate cost noted)

Christmas Coaches - £1,450.00
Drumfun - £245.00
Living Eggs - £245.00
P1 Homework bags - £410.00
Annual Transport Subsidy - £500.00
P7 Year Book - £260.00
P7 Hoodies £750

It was agreed it is important to balance out fundraising with providing the right spend commitments. Any surplus funds can be used, as in previous years, to meet pupil group requests / classroom funding / new initiatives. It was also suggested that some parents would like to donate via Parent Pay and Geraldine to follow up with the office how this can be done.

Action: Geraldine

10. Updates from Pupil Voice Groups and Community Council

- Eric advised that the ongoing parking issues had been discussed at the recent community council and that the police are working hard to support the school. The ongoing developments at West Craigs are also being closely followed with updates to come to this group as they emerge.

11. Newsletter update

- Dawn aiming to issue a newsletter in November – all items to be sent to Dawn or via the parent council email.
- Morag and Hannah to review and update the notice board.

12. AOB

- Dawn to share information on Parent Council Policy Evenings with the group
- It was noted that a number of parent council members will be moving on in the coming 2 years and that planning for new members / roles over this coming year would help with that transition to ensure the continued success of the group.

- Eric noted that Gala 2020 letters had gone out and that new volunteers were also needed for that. A new logo design competition for the children closes in October.
- Rachel expressed concern around p2/3 class homework communication. Geraldine advised that a letter has now gone out to parents and stressed that during the difficult start to the year, new teachers had always been supported by colleagues and encouraged parents to speak to school as soon as possible with any concerns.
- Sandra advised that her husband's work could offer some practical help to school as part of his employer's volunteer days – Geraldine welcomed this and asked her to get in touch directly.

2019 / 2020 Meeting Dates:

18th November, 13th January, 24th February, 27th April, 25th May (AGM)