

Parent Council AGM Minutes - 11th October 2021

Attendees: Sandra Dargie, Anne Scott, Rachel Liddell, Karen Souza, Gordon McIntyre, Mandy White, Emma McLoughlin, Stuart Lithgow, Jennifer Inglis-Jones, Shabnam Hussain, Katie Campbell, Mary Bisset, Fern Findlay-Greene, Kirsty Gallen, Neil Gibson, Mark Brown (part)

Apologies: Geraldine Forsyth, Alison Lynas, Elaine O'Donnell

1. Welcome and updates

Sandra welcomed everyone to the meeting and noted the following:

- a. The **painting day** was a great success, and the picnic area looks fantastic. The opportunity to tidy up a few extra bits was also taken – a huge thank you to everyone who came along and helped and an extra shout out for Mr Lithgow and his power tools!
- b. **P1 homework bags** have now gone out – thanks to Mrs Templeton for supporting us with that.
- c. We still plan to **register as a charity** at some point but there are a few moving parts which mean this will go into 2022. Rachel Liddell is stepping down as Treasurer, having done the role for almost 2 years and now has the accounts audited (thank you Jen) and in good shape to pass on. Sandra reiterated the importance of the role and keen to secure an enthusiastic volunteer by year end. Kirsty took an action to create a checklist/description of what's required of a treasurer so that volunteers coming forward know the detail of what's involved. Katie added that as her eldest child is now p7 and leaving in 2022, another trustee will be needed, and it may also be an idea to create a description for that role too. **Action: Kirsty**

2. Accounts, funding and fundraising

- a. **The Treasurer report** was shared, and Rachel noted a balance of c£5k noting spend on the playground markings. The tea towel outlay was £240 rather than the estimated £156 and this was noted. Rachel also advised that the cheque donated to school for £490 before the summer (the 2020 p7 fundraising) had not yet been cashed and requested this be actioned as soon as possible. **Action: Gordon.** Per the above, the parent council noted that an independent audit of the accounts has taken place and we are in good shape.
- b. Sandra noted very few commitments to spend in the coming months and is **seeking requests for funding** to allow us to spend the money for the benefit of those raising it. Stuart is still keen for **blackboards** but keen to wait until the outside fence is fixed before requesting the size/site. Neil suggested magnetic boards would work and could be positioned in the back playground – this requires no maintenance and there is natural shelter. Gordon to check any safety issues once proposals are formalised. Karen suggested adding boards to the shed once it's painted – it was agreed this was a good idea and could do this once the shed is painted in spring. Stuart noted that the school is short of

smaller size bikes and could use 2 or 3 additional. Neil has gone off to research good quality bikes with local suppliers and will liaise and revert with suggestions. Finally, it was thought that if the **Christmas Lyceum trip** can go ahead this year (we await guideline updates) then as in previous years, the parent council would be keen to support that event (historically the parent council have funded the buses). **Additional iPads** were discussed but Gordon considered that there are enough in school currently to meet all learning needs given previous parent council funded donations and, in any case, Sandra noted an embargo currently on iPad purchasing by all parent councils as the empowered learning initiative is rolled out.

- c. Gordon noted that discussions are ongoing with **Active Schools** in terms of funding as there may be an opportunity / need for the parent council to support funding these activities as we go forward. Changes in funding at local government level means changes to this process. The group discussed it and very keen to know more as soon as possible to enable a short-term plan for this year to get these activities underway and secondly to know if longer term fund raising will need to be considered for this. **Action: Gordon**
- d. Kirsty advised that she intends to put a **request out for all keen fundraisers and create a separate group** to focus on this for the parent council. This approach was agreed by attendees. Kirsty further updated on a **range of activities** between now and the end of the year, including fancy dress for Halloween, Crazy Hair Day, a pumpkin competition, Christmas cards (all completed or in progress!) and a Christmas raffle. The group discussed a “large prize” option for the raffle to make it even more appealing and are open to this. Kirsty to take offline and come back to the broader group with suggestions for approval where funding is required for any prizes. Gordon happy to support Parent Pay for donations where required and easy fundraising was also noted as a good option.

3. Regular updates

- a. **HT Report:** Gordon updated on the following:
 - i. All **lost property** has now made its way back to classes and he reiterated labelling clothing;
 - ii. Currently rules don't allow for **class photographs**, but the school continue to monitor and will advise when this changes;
 - iii. **Pupil voice groups** are planned for reinstatement after the October break – the equalities group have met outside and on Teams. Happily, the choir is starting back up, singing groups are back and instruments bought by the school last year can now be used for lessons. Sandra asked for an update on this soonest as lots of interest from the parent body on this. **Action: Gordon**
 - iv. Elaine O'Donnell has spoken to the Fabric Surveyor / Facilities Manager at the CEC to get some more feedback on what information is required for our **stage application** and is doing a great job in push things forward. Gordon has also spoken to the HT at Hermitage Park Primary (as they have been through this process) and have shared risk

assessment info. Sandra reiterated an offer from the Parent Council to help school with this if we can.

- v. Gordon noted on **staffing**, that Deb Thomson, a long-standing PSA at the school is leaving at half term and noted her contribution to school. The music teacher (instrumental music service is shared across schools) is also moving on. Both positions will be filled, and updates will be shared asap. 2 new PSAs have also been appointed with more to come.
- vi. Gordon advised that the school **football team** has always been run by a parent volunteer and we've not been part of the Scottish School league in his time at the school. If a parent is keen to coach a team and arrange games, they should contact the school in the first instance.
- vii. Emma asked if the **Parking Posters** are up, and Gordon to chase ASAP.
- viii. It was reiterated that the **admin@clermiston.edin.sch.uk** is the best email address to use for general queries into school.

4. **Discussion papers**

- a. Mark and Sandra updated the Parent Council on the situation with the **outside fence**, which is in a state of disrepair. The "dangerous" part has been replaced and painted but the general state of repair of the rest is very poor. Indications are that the fence will be replaced, and Mark/Sandra are actively chasing this and have been informed by Fabric Maintenance that *"The initial concern has been temporarily made safe and our surveyor has attended site, scoped the works and is obtaining costs. I understand that the majority of the works are preparing and decorating the fence which will be time consuming, but we will work with the school to make sure there is minimal disruption."*
- b. Mark and Sandra noted further delays to **road improvements** outside school to create a **safer crossing space on Parkgrove Street** as follows: *"With a handful of weeks and a further conversation with Council officers, this project, initially earmarked for either Easter or Summer 2020, is now set to be put back until Easter 2021 in order to ensure the work can be done with minimal disruption to those using the school, which the Council have experienced elsewhere during a similar project and are keen to learn lessons from this. Unfortunately, I have also been advised that "if the Contractor can't fit it in, there could be further slippage."*
- c. Mandy updated on plans for the **Positivity Pebbles** painting and this is now planned for January 2022 to cheer up a dreary month and to leave focus on all the other activities between now and year end.
- d. The Pumpkin Carving competition will go ahead on **Friday 29th October** which is for fun only and will tie in with Halloween dressing up day. Parent helpers are to clear away the entries from school after judging to save the playground being turned into a pumpkin mosh pit!

5. **AOB**

- a. Anne asked if the fence issue was isolated and was seeking reassurance no other maintenance was required in and around school. Gordon reassured

the group that after some delays to inspections because of Covid restrictions, the routine Fabric checks are back and that Elaine had spent a considerable amount of time with Michael Miller, during what had been a very thorough discussion and inspection.