

Parent Council and AGM Minutes: Monday 15th May 2023

Present: Sandra Dargie, Gordon McIntyre, Fern Findlay Greene, Stuart Lithgow, Anne Scott, Mandy White, Angie Millar, Marian Cruikshank, Suzanne Gilhooley, Rachel Liddell, Morag Morrison, Charlie Goldsmith, Jon Lofthouse, Ruaa Rohan

Apologies: Kirsty Gallen, Karen Souza, Geraldine Forsyth, Emma McLoughlin, Shabnam Hussain, Ed Thornley, Rachael Lynch, Laura Smith

1. Previous Minutes and Chairperson Report

- a. Sandra **welcomed** everyone to the meeting and previous minutes were approved.

2. Discussion papers

- a. **Chairperson's report** - Sandra noted the report which has been shared with the papers and taken as read. Noted how much has been done this year and the support given to the year group trips, covering every year.
- b. **Treasurer report** – Fern noted that the bank account is sitting with c£6.5k. Some committed spend but we have a healthy unallocated balance of around £1800. Jen has independently reviewed the accounts.
- c. **Independent examiner** – Jennifer Jones reappointed.
- d. **PC Office bearers** – Secretary/Uniform Rep and Fundraising Lead are up for grabs – we will put out a shout for these roles over the summer.
- e. **Facebook group admins** – Alison, Karen and Mandy currently doing this and happy to continue.
- f. **Fond farewells** – Charlie Goldsmith is leaving the Parent Council as her last child leaves Clermiston. Huge thanks for all her work over the last decade – especially the Christmas card orders, Christmas fayre and Halloween discos. She will be missed. Marian and Fern are happy to coordinate the Christmas card orders this year.
- g. **PC survey outcomes** – We recently surveyed members to reflect on how we operate and communicate with each other. Most fed back on the survey and results show things are well run but we could use more volunteers. Suggested we put a survey out to all parent body after summer to gain new members – alongside a promotional leaflet outlining what the parent council does.
- h. **Gardening group** – lots of work going on in the grounds in March and April. Painting and gardening done and plans to “spruce up” the stage and add a props cupboard. Discussed one cupboard which can be used and plans to fill it. Planning to get feedback from the children too.
- i. **PC Email update** – Jon advised that the current PC email address has been locked out by Microsoft. As a result, we've set up new addresses – one for the charity and one for general enquiries. We'll aim to have some better controls going forward and will shortly advertise the new address to the parent body too.

- j. **Charity application** – Fern noted the application is in process. Volunteer trustees are Sandra, Marian and Anne and Fern is the contact person. 100-day application approval timescale so ideally, we'll be set up for the new term.
- k. **Lollipop crossing update** – After a long process, a lollipop person was appointed but sadly moved on quite quickly. As a result, another advert will go out.
- l. **Boutique and lost property** – We continue to tidy up lost property and help school manage as best we can. Bit of an ongoing challenge but Angie noting it would be good to get p1 size clothes in place ahead of August and nursery parents can be told about it. Some feedback suggests we need to better signpost the split between lost property and the boutique. More helpers always welcome.
- m. **Parking bollards** – Parent rota system working well alongside dedicated teaching staff and JRSOs. Keep going with this as it really helps to highlight the importance of the safe crossing area outside school.
- n. **Terracycle update** – Emma has contacted school to find out if pupils can support with this. Gordon advised that there we had contacted a company previously, but they can no longer collect. However, one of the PSAs is happy to deliver and it was agreed that we could look at this into the new term. Suggested toothbrushes/ toothpaste and pens as manageable and a good place to start.
- o. **P7 Leaver plans and updates** – Morag updated. P7 group looking at an additional activity but agreed not to do it. Geraldine leading on the P7 dance. Pupils pick the theme and parents support where required. Hollywood theme this year.
- p. **Clermiston Football updates** – Football has been a great success and huge thanks to Emma for driving and leading this. Plans to continue after summer – Emma to speak to current P3 parents interested in setting up a p4 team next year. All current parent volunteers are PVG checked. Emma keen for supports from school where possible. Agreed to share team photos at school assembly – Suzanne happy to coordinate. Nice to share and encourages other pupils to take part in future. Some clarity still required with Active schools re their approach. On the plus side, the pitch is looking great – thanks to the seed planter (Quintin)! Request for strips – subsidy to sponsor new strips requested. Morag to follow up and formalise request for p6 strips and balls. Stuart believes there may be additional kit in school – worth checking out. Agreeing to support p4 kit request – strips to be handed down.
- q. **Bike servicing** – We have 22 bikes in mixed condition. Gentleman coming on Wednesday 17th to service them, ensuring good order for bike ability. Teachers and parent helpers lined up to support and ensure access to the bikes.
- r. **Incoming P1 / Welcome pack** – 14th June is the welcome date for new p1s and it would be great for some Parent Council reps to attend. Marian will be there, and we will advertise for others to join her.

3. Regular updates

- a. **Headteacher report** –
 - i. **Defibrillator** – School was asked about this and can advise that currently there is not one on site but there is a CEC initiative to roll this out in the city, and we are in conversation with them to follow those plans as they emerge.

- ii. **Excursions** – already shared details but given this is the first full year back post covid, school are still getting up to speed with pre covid activities. Wider achievements will be thought about again next year, but many great things have come back this year including all school show as well as school trips.
 - iii. **House group** names are being reviewed which was prompted by the pupil equity group and great conversations are ongoing with pupils.
 - iv. **Thanks** to all parent council members for all their contributions this year and to Sandra for leading the group.
- b. **CEC updates** – no further update on roadworks / crossing outside school.

4. Fundraising

- a. **EMF fundraiser** – relay runners all set for 28th May. Sonia doing a great job promoting this. Currently sitting at £660...keep promoting it to try and get us to the target of £1000.
- b. **Plans for May/June** – considering a school disco for all children in the summer term. Need some let decisions to take this forward. 7th and 14th June look like good dates – Gordon can sort out the let and arrange cover. Some consideration to do either 2 or 3 groups. P7 disco is the 29th so maybe not required for them. Depends on volunteers, etc. PC fundraisers to take forward if possible.