

Corstorphine Primary School Parent Council  
Corstorphine Primary School, High Street, Corstorphine  
Edinburgh, EH12 7SY

## **Minutes of Parent Council Meeting**

Thursday, 4 December 2014

Present: Jennifer Ross (Head Teacher)  
Audrey McColl (Chair)  
Fiona Meldrum (Parent Member)  
Gillian Farrell (Parent Member)  
Aleks Tomczyk (Parent Member)  
Billy Samuel (Deputy Chair)  
Lesley Mason (Parent Member)  
Sarah Cavanagh (Staff Rep.)  
Bill Halliday (PTA Member)

In attendance: Karen Ladomery (Clerk)  
Gilly Herbert (Project Play representative)

1. **Apologies:** Carol Christie, Jennifer Farrar, Moira McDonald, Paul Edie, Kay Barclay, Kirsty Muir and Shona Richardson
2. **Minutes of last Parent Council Meeting (2 September 2014), the Parent Forum (25 September 2014) and the Extraordinary Parent Council Meeting (22 October 2014)**

The minutes of the Parent Council Meeting and Parent Forum meeting were approved as read.

### 3. **Matters Arising**

Parent Council Meeting (2 September). Audrey has recently contacted the Senior Education Manager in the Council regarding the replacement of the dining room tables. In this e-mail the issues of the access ramp and the nursery windows were also raised.

Parent Forum (25 September). At the Parent Forum Kay Barclay and Kirsty Muir were nominated as new Parent Council members. Both nominations were formally approved. Bill Halliday's term of office has ended but he will remain on the Parent Council as the PTA Representative. The role of Treasurer is currently vacant and an individual has expressed an interest in fulfilling this role.

*Action: Billy Samuel – contact the individual interested in the Treasurer role for further discussion.*

Extraordinary Parent Council (22 October). Once the formal planning application for the Waitrose development is lodged with the council the School can then put forward any safety concerns to the Planning Committee, requesting that these be addressed in any plan which may be approved. The Parent Council will not take sides in this matter, but will raise any matters it feels may impact on the School and its pupils.

#### **4. Updates from Parent Council sub-groups**

##### **Grounds Development** (Update by Gilly Herbert, Project Play representative)

A "Project Play" team has now been established and has already begun to raise funds for the redevelopment of the school grounds. The idea is to have the wider community working together with parents, staff and children and the target amount to be raised is £70,000. Project Play will send out information leaflets to parents to keep them informed of developments. Gilly asked the Parent Council for funding for the first distribution of leaflets (£185), if funding could not be sourced elsewhere in time, which was agreed by the Parent Council. Funding for subsequent distributions has already been secured from private companies.

*Action : Audrey McColl – follow-up to confirm whether or not funding is required.*

A Silent Auction is currently being planned and Gilly is approaching a large number of businesses for prizes. Parents will be asked for prizes via the School Newsletter. The Project Group is also looking for a volunteer to set up a website to manage the Silent Auction. Meanwhile, Gilly has been applying for as many grants as possible and will approach the National Lottery when an architectural design has been drawn up. A request for funding has also been submitted to the Commonwealth Games Legacy Fund.

A Landscape Architect, who has previous experience working in schools, has been approached to produce the initial design.

The plan for the next 6 months will include requesting Health & Safety to approve the design, engaging the Architect and commencing work on Phase I of the work. It is expected that phase I will take place during the summer holidays in order to minimise disruption. Phase III will involve the old dining room and nursery. It is hoped that the new nursery will be operational in 2016, but this has not yet been confirmed.

*Action : Gilly Herbert – provide future updates to the parent council in line with key project milestones.*

##### **Parents Focus Group/Life Skills**

Further discussion is required on how the Parent Council can best support the development of the schools life skills agenda.

*Action : Jennifer Ross*

##### **School Policy Group**

It was agreed that The Standards, Quality and Improvement Plan which had been issued would be reviewed by all Parent Council members and discussed at the next meeting.

*Action: All*

#### **5. Updates from external meetings:**

West Edinburgh Neighbourhood Group (Billy). This meeting was chaired by the Children's and Family Department. Billy raised the following matters: the Waitrose development, replacement of the dining room tables and training sessions for Parent Council members.

The On-line School Payment Pilot has now been in trial for 3 years and has been very successful. It has now become a national initiative, which is likely to delay local implementation even further.

The improvement of School websites was also discussed. Primary schools are not funded for an ICT Coordinator or for any staff training. Mrs Ross informed the Parent Council that the School has decided to ask the same person who created the new Craigmount High School Website to create a website for

Corstorphine Primary. It is expected that the work will take six weeks to complete and will cost £990. Mrs. Ross asked whether the cost could be divided between the PTA and the Parent Council as it came under the banner of communication with parents. This was agreed.

#### City of Edinburgh Council – budget consultation (Audrey)

In the current year the Children & Families Department have a service budget of £394m, of which £98m (25%) is allocated to primary schools.

A budget covering the next 3 years is being drafted and Edinburgh City Council have highlighted a funding gap between estimated expenditure and available funding of £22m (15/16), £53m (16/17) and £67m in 17/18. A document was circulated which detailed all the savings proposed by the Children & Families Department to contribute to closing this funding gap. Audrey highlighted several items which may have an impact on Corstorphine Primary, specifically

- reduction of peripatetic teachers (p8),
- income generation (p14),
- child care/early years efficiencies (p17),
- reduction in business support (p22)

Action: All – Parent Council members were asked to review the document and highlight any other areas where proposed cuts may impact the school for discussion at the next Parent Council meeting.

6. **Financial Update.** After the £680 (£185 and £495) provisionally allocated tonight, the Parent Council has approximately £1,400 in its account.

7. **Head Teacher’s Report** (Mrs. Ross)

Open Day. This was a very successful event in November for catchment parents to come along to visit the School before enrolling. Eighty-eight catchment children have applied. There may be a number of deferrals, so the final number will only be known by the end of February. The School does not have the capacity to enrol such a large number of children. It is currently an 18 class school. To add an extra class would mean having to lose general purpose space and that is already in very short supply. The Parent Council felt strongly that the School must not lose the little general purpose space it currently has.

Lagganlia. Information will go out to parents in a newsletter and there will be a meeting in January.

8. **Future Agenda Items:**

- Standards, Quality and Improvement Plan
- Update from Parent Focus Group and School Policy Group
- Budget Consultation feedback
- Appointment of Treasurer

9. **Date of next meeting:** The next meeting of the Parent Council will be held on 22 January 2015 at 7.15pm.