

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

Minutes of Parent Council Meeting

Thursday, 3 December 2015

Present: Billy Samuel (Chair)
Gillian Farrell (Parent Member)
Angela Lawson (Parent Member)
Jennifer Farrar (Parent Member)
Kay Barclay (Parent Member)
Aleks Tomczyk (Parent Member)
Karine Masting (Parent Member)
Carol Christie (Parent Member)

Jennifer Ross (Head Teacher)
Shona Richardson (Deputy Head Teacher)
Sarah Cavanagh (Staff Representative)

1. **Apologies:** Moira McDonald, Bill Halliday, Elinor Waterston (Treasurer),
Karen Ladomery (Clerk), Cllr Paul Edie, Kirsty Moore

Billy welcomed Angela Lawson to her first Parent Council meeting.

2(a). Minutes of last Parent Council Meeting (3 September 2015) and Matters Arising

Kitchen. The hatch has still not been modified, and is still leading to delays on serving dinners, particularly on days when pizza is on the menu.

Street Markings. The Council has undertaken to repaint the faded road markings around the School. Mrs. Ross undertook to investigate further as this had not yet been actioned.

Boys' Toilets. The issue of the unpleasant odour in the Boys' Toilets has not yet been resolved, and it is highly unlikely that the situation will be remedied in early course given other Council spending priorities. The Parent Council will continue to press for the work to be carried out, and consider any alternative approaches to remedy the situation.

The minutes were approved as read.

2(b). Minutes of last Parent Forum and Matters Arising

The minutes were approved as read.

3. Updates from recent meetings

West Edinburgh Neighbourhood (16th November). Billy attended the meeting. At each Neighbourhood Meeting, a paper from the Executive Director of Communities and Families is presented and discussed, covering items of general interest in relation to Children's Services in Edinburgh. Billy

had circulated a copy to Parent Council members prior to the meeting. It was noted that on-line schools payment processing was expected to be in place in Edinburgh schools by August 2016. There were no additional matters noted of specific interest.

A standing agenda item at this meeting is the sharing of best practice between Parent Councils. Billy provided an overview of recent Parent Council initiatives in Corstorphine PS, including linking key objectives with the School Improvement Plan, seeking parent views on homework policy and providing financial support to “Mr Wuffles” week – this update was well received.

City of Edinburgh Council – budget consultation (24th November). Billy attended this meeting at City Chambers which was open to all Parent Council Chairs. Elected Members provided an outline of the current budget challenges faced by the Council, as well as providing an overview of the current spending priorities. As part of the meeting, there were specific discussion groups to consider parent views in terms of spending priorities, as well as discussion of initial proposals for budget savings. The Council would welcome as much parent involvement in the consultation process, and provided details of how the people can get involved. Billy has shared these details via ParentMail.

Recruitment & Selection Training (17th November). Billy attended this training for Parent Council members, which is a prerequisite for parental involvement in recruitment of Head Teachers / Deputy Head Teachers. Billy provided an overview of the key learnings. It was recognised that only Billy and Moira were trained; Gillian and Angela offered to undertake training in due course.

4. Head Teacher’s Report

Recruitment. Mrs Ross provided an overview of the planned recruitment of an additional Deputy Head Teacher. The position would be advertised early in the New Year. Billy noted that as part of the recruitment process, there was the opportunity for Parent Council members to contribute to the interview questions. This will be considered once there is greater clarity on the timeline for recruitment – to be covered at the next Parent Council meeting (in January), or offline if required earlier.

Staffing. Recruitment of a permanent administrator is progressing. 2 teachers on temporary contracts have recently been successful in securing permanent contracts at other schools and a member of the Nursery team has also resigned; resulting recruitment activity will commence shortly.

Pupil Roll. 91 children have enrolled for P1 intake for session 2016/17, of which 7 of these have requested placement at another (out of catchment) school and a further 7 are potential deferrals. This enrolment number does not include any children who might move into the catchment area prior to the start of the next school year. This would suggest that the school roll would increase further (as the current P7 is smaller). In response to a query regarding rising rolls and the impact on the school, Mrs Ross commented that if the school roll continued to rise it would potentially impact the ethos of the school; which would also be reflected in logistical challenges, for example of pupils moving around the school and playground. The Parent Council were of the view that the impact of rising rolls on the ethos of the school was a potential area of concern, and this should be a topic that should be given continuing prominence. Billy had flagged this point of view during a related discussion at the Council budget consultation session.

Nursery Build. The latest position is that Nursery build will be completed by December 2016. There continues to be open dialogue between the Council, school and Project Play representatives regarding the related Grounds Development initiative.

Website. Mrs Ross advised that the school website will go live next week, with content being developed on an iterative basis. It was recognised that Parent Council input would be invaluable, both

in relation to advertising the work undertaken by the Parent Council and also in relation to overall content. Billy enquired as to how we might update the new website with Parent Council-related information - Mrs Ross will ask Louise Sibbald to contact him. There was a discussion about overall website content, and recognition that there were many parents who would have an IT background or other skills in this area who could provide input. Aleks agreed to take forward initial consideration of how to take this point forward – to be discussed further at the next Parent Council meeting.

Homework. There was a discussion regarding “next steps” following the completion of the homework survey. Mrs Ross commented that the staff had welcomed the feedback, and that in the majority of instances they will be able to respond in line with parent comments. A further communication will be issued shortly.

5. **Financial Update.**

Billy shared the update prepared by Elinor. The current bank balance stands at £1,675.08. Elinor had noted that this included the £1,000 committed to “Mr. Wuffles” week, but that the invoice had not yet been received. Mrs Ross undertook to investigate.

6. **AOB**

Homework policy update. Covered under Head Teacher’s update.

Handwashing facilities. A query was raised regarding whether the water was sufficiently warm. Mrs Ross has already taken steps to clarify the situation, which is already subject to regular testing. This will be progressed offline and was not discussed further at the meeting.

Website. Covered under Head Teacher’s update. To be discussed further at next meeting.

Policy around photographing / videoing school activities; Sport in school; Discussion – “Increasing parental involvement in the school” – there was insufficient time to discuss these topics. To be carried forward to next meeting,

7. **Future Agenda Items:**

- National Improvement Framework
- School Meal Provision
- Updates from Parent Council sub-groups
- Website
- Policy around photographing / videoing school activities
- Sport in school
- Discussion – “Increasing parental involvement in the school”

8. **Date of next meeting:** The next Parent Council meeting will be held on 21 January 2016.

Future Dates:

21 January 2016

17 March 2016

9 June 2016