

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

**Minutes of Parent Council Meeting**

Wednesday, 18 January 2017

Present: Billy Samuel (Chair)  
Elinor Waterston (Treasurer)  
Aleks Tomczyk (Parent Member)  
Jen Farrar (Parent Member)  
Angela Lawson (Parent Member)  
Lucy Henderson (Acting Headteacher)  
Sarah Cavanagh (Staff Representative)  
Cllr. Paul Edie  
Maira McDonald (Community Member)  
Bill Halliday (PTA Representative)

In attendance: Madhukar Cheerla (Parent)

**Apologies:** Tracey Lees, Susan McVey, Jeni Mackay, Karine Masting, Sarah Campbell, Gilly Herbert, Kay Barclay, Kirsty Moore, Shona Richardson, Elizabeth Gillies, and Susan Murray

**1. Minutes of last Parent Council Meeting (16 Nov 2016) and Matters Arising**

The minutes were approved as read.

NOV16/1: “1 in 5 Poverty” agenda

A discussion was held regarding the “1 in 5 Poverty” agenda. Topics discussed included charity appeals, school trips and the P7 “Quali”. The option of undertaking a Parents survey was considered. It was agreed to roll this action forward to the next meeting.

NOV16/2: Parking

Tracy and Jeni provided an email update. Tracy attended the December Junior Road Safety Officer (JRSO) meeting and noted that “the kids had fab ideas about what to do, and were all very clear that it was their job to tell their parents that they shouldn’t be parking where they do. They also spoke about establishing “park and stride” areas and maybe “walk to school” days, and using house points as incentives”. It has been suggested that the JRSO group might draw a map of where you can park. Action to be rolled forward to next meeting.

NOV16/3: School Dinners

Billy confirmed that he had provided Sue McVey with a copy of the Pupil Council letter regarding school dinners. Action closed.

NOV16/4: School Dinners

Update to be provided at next meeting. Mrs Henderson noted that feedback from pupils had been collated recently – a copy to be provided to School Dinners Focus Group.

**Action 1:** Mrs Henderson to provide copy of school dinner feedback

## 2. **Items for Noting**

Locality Meetings / Consultative Committee with Parents (CCwP). The Chair noted that he had attended the North West Locality meeting on 30<sup>th</sup> Nov 2016 and also represented the Locality at the subsequent CCwP meeting on 8<sup>th</sup> Dec (2016). The key items discussed were how to increase attendance at Locality meetings, Parent Council input to the PPI Schools enquiry, and papers being presented to the Education Children & Families Committee covering the upcoming consultation on school term dates and the impact of the local development plan / rising rolls.

## 3. **Acting Head Teacher's Report** (Mrs. Henderson)

Internet Provision. There has been a huge improvement in connection speed since the new cable has been laid.

Boys' Toilets. Work on the big boys' toilets has started. Unfortunately, they have installed the wrong size of urinal and this will need to be changed. This should happen next weekend. The cost of replacing the floor is too high and the council will not cover this.

Staffing. We have two temporary teachers covering the SFL remit until Laura Macaulay returns. Kate Nicholson is working Mondays and Tuesdays and Lynn McMurray is working Thursdays.

Nursery. In response to Questionnaires from the recent Care Inspectorate visit (to ensure views are heard and responded to) we are planning coffee morning and a coffee afternoon this term to give parents a chance to share their views. There is a flexible hours meeting next week and we will let parents (including playgroup) know the various options. Preferences will be accommodated as far as possible.

P1 Intake. Details of each proposed class organisation will be sent to each Head Teacher week beginning 23 January.

Nursery Build. Due to the delay in the arrival of the building warrant the work was 3 weeks later in starting and they are currently still running 3 weeks behind schedule. They are currently working on the foundations; this week it is the strip foundations which go on top of the base foundations. The services are also being installed within the foundations. Next week they will be working on the block work to raise the levels then they will be levelling off the foundations in preparation for the start of the steel work the week after. Currently the parking restrictions are in place to allow easier access for delivery vehicles. The contractors have delivered letters to residents explaining the reasons for the restrictions and that it is ok to park their cars on the street between 5pm and 8pm week days and anytime during the weekend. If the contractors need the parking restrictions in place over a weekend for any reason they will inform the residents. The Chair noted that he had not had any invites for any meetings related to the Nursery Build. Mrs Henderson noted that the last meeting had been in relation to choices for the internal fabric, and the Chair agreed that he did not need to attend such meetings. Mrs Henderson will forward future invites for Nursery Build / Lantern Wing, for which the Chair will have the option to attend.

On-Line Payments. We on track to move to the on-line payment scheme Parentpay.com but this will now be after the Feb break. Office staff are attending training this week.

Health and Wellbeing. P1 and 2 have committed to doing a daily mile. The PTA have covered the cost of a number of new resources to support the delivery of PE, particularly in the Lantern Hall. Mrs Gillies has cleared out and tidied the gym hall cupboard.

Extension. A further meeting had been held in December. Key points to note are that: classrooms will not be affected; we will provide packed lunches in classrooms/ outside; we will try to book the Scout Hall to support PE delivery when the weather is a factor; changeover of staffroom and new classroom in the art cupboard and resource room will happen in the summer holidays. The position with the Breakfast Club is still to be resolved.

Pupil Activities. Mrs Henderson gave a summary of recent pupil activities.

#### **4. Parent Council Sub-Groups.**

##### Parking

Covered under “Matters Arising”.

##### School Dinners

Covered under “Matters Arising”.

#### **5. Future Agenda Items:**

- Building Works
- Parent Council Sub-Group updates
- “1 in 5 Poverty” agenda
- Sports Provision

#### **6. AOB:**

Project Play. Bill Halliday requested that we considered the ongoing use of the playground, once Project Play Phase I has been completed. To be discussed at next Parent Council meeting.

**Action 2:** Discuss ongoing use of playground, post-Phase I completion of Project Play

Recruitment Training. The Chair noted that only he and Moira were trained to undertake Senior Management recruitment. Angela volunteered, and the Chair provided her with details of upcoming training courses.

Elected Member representation. The Chair recognised that the next Parent Council meeting would be the last meeting to which Cllr Edie would be attending, as he is no longer seeking re-election to City of Edinburgh Council. On behalf of the Parent Council, the Chair thanked Cllr Edie for his c. 10 years contribution to Corstorphine Primary School Parent Council (previously the School Board), and wished him all the best for the future.

Proposal of Application Notice. The Chair noted that he had received a Proposal of Application Notice from Iceni Projects Ltd, on behalf of West Craigs Ltd. This related to the

pre-application stage of proposed development of a primary school and nursery development at land to the south of Turnhouse Road. A consultation event is being held on Wed 22<sup>nd</sup> Feb 2017 from 2pm to 7pm at the Marriott Hotel.

House Points. The subject of house points was raised; in particular a perception that the points earned from the end of session sports day were the deciding factor in the overall winners, regardless of effort during the rest of the year. Mrs Henderson agreed to consider this feedback, and consider any alteration required for future sessions, although it was unlikely that any changes would be made for the current year.

Cluster linkages. The Chair noted the Chairs of the Parent Council and PTA of East Craigs Primary School had intimated (through their Head Teacher) a desire for closer linkage with the equivalent bodies in our school, and others within the cluster. The Chair and Bill Halliday had responded positively, and were awaiting confirmation of next steps.

**6. Date of next meetings:** The next Parent Council meeting dates are as follows:

22 March 2017

7 June 2017

**Action Tracker (Open Items):**

<u>Reference</u>	<u>Action</u>	<u>Owner</u>	<u>Status</u>
NOV16/1	<u>“1 in 5 Poverty” agenda</u> Seek Parent Council volunteer(s) to lead on this Sub Group	BS	<del>Due 18/01/2017</del> Due 22/03/2017
NOV16/2	<u>Parking</u> Tracey / Jeni to provide update at next Parent Council meeting.	TL / JM	<del>Due 18/01/2017</del> Due 22/03/2017
NOV16/4	<u>School Dinners</u> Susan / Elinor to provide update at next Parent Council meeting.	SMcV/EW	<del>Due 18/01/2017</del> Due 22/03/2017
JAN17/1	<u>School Dinners</u> Mrs Henderson to provide copy of pupil feedback on School Dinners.	LH	Due 22/03/2017
JAN17/2	<u>Grounds Development</u> Discuss ongoing use of playground, post-Phase I completion of Project Play	BS	Due 22/03/2017