

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

## **Minutes of Parent Council Meeting**

Wednesday, 7 June 2017

Present: Billy Samuel (Chair)  
Aleks Tomczyk (Parent Member)  
Tracey Lees (Parent Member)  
Sarah Campbell (Parent Member)  
Angela Lawson (Parent Member)  
Jen Farrar (Parent Member)  
Susan McVey (Parent Member)  
Karine Masting (Parent Member)  
Kay Barclay (Parent Member)  
Jeni Mackay (Parent Member)  
Lucy Henderson (Acting Head Teacher)  
Sarah Cavanagh (Staff Representative)  
Bill Halliday (PTA Representative)

**Apologies:** Elinor Waterston, Gilly Herbert, Moira McDonald, Kirsty Moore,  
Elizabeth Gillies and Susan Murray

### **1. Minutes of last Parent Council Meeting (22 Mar 2017) and Matters Arising**

The minutes were approved as read.

#### **JAN17/2: Grounds Development**

There was a general discussion around what constituted “accessibility”, given that “community access” was a requirement attached to certain funding. The Chair agreed to seek input from other Parent Council chairs (via the Edinburgh Parent Council Network). Other Parent Members were asked to seek opinions also. Update to be provided to next meeting.

Clarification was requested in relation to who would be responsible for tendering, procurement and/or arranging contractors to arrange any repairs required in the future.

Action Closed. New actions raised:

**Action 1:** The Chair to seek input from other Parent Council chairs on approaches to managing “accessibility” to playground developments.

**Action 2:** The Chair to clarify the arrangements for future repairs with the Council.

#### **MAR17/1: “1 in 5 Poverty” Agenda**

Louise Sibbald is progressing with the development of the Inclusion Fund. Karine Masting, Sarah Campbell and Angela Lawson offered to provide input. The Chair agreed to enquire of other Parent Council chairs to understand approaches being taken in other schools.

**Action 3:** The Chair agreed to reach out to the Edinburgh Parent Council Network to make contact with other Parent Councils who are exploring the creation of an Inclusion Fund, or similar.

There was recognition of the cost of P7, given the Residential activities and Leavers activity. The Parent Council was keen to understand how much the school is funding at the moment. Update to be provided at next meeting [added to ACTION MAR17/1].

MAR17/2: “1 in 5 Poverty” Agenda

The school is developing a “Calendar of Future Costs” with input from a One Planet Group. Update to be provided to next meeting.

MAR17/3: Parking

There was a broad discussion Parking, and where to focus energies. This included consideration of the positive messages relating to being an “active school” and clarifying what were the perceived barriers to not using a car. There was recognition that Police had been at the school area, reacting to complaints. The lack of a designated taxi “drop off” point was an issue. An update on the approach to canvassing opinions via a Parent Survey will be updated at the next meeting. The Chair was asked to enquire how other Parent Councils had approached similar challenges.

**Action 4:** The Chair agreed to reach out to the Edinburgh Parent Council Network to make contact with other Parent Councils facing similar challenges.

MAR17/4: School Dinners

Sue McVey provided an update. A high level plan has been developed for the 2017/18 session. Particular areas for questions relate to quality, timings and cleanliness. During Term 1, the intention is to issue 2 Survey Monkeys (one for children; one for parents) plus to have discussion with kitchen staff. The Chair noted that he had discussed this general area with Fran Barclay (Edinburgh Council) and that a meeting with her may help progress interactions with kitchen staff. [ACTION MAR17/4 CLOSED]. Sue to liaise with Mrs. Henderson to arrange a meeting, as required. Sarah Cavanagh noted the broader link to Health & Wellbeing curriculum. The Chair noted that there had been discussion of School Dinners provision within the Edinburgh Parent Council Network.

**Action 5:** Sue to liaise with Mrs. Henderson to arrange a meeting with Edinburgh Council, as required. The Chair to share comments raised within the Edinburgh Parent Council Network with Sue, Elinor and Kay.

**2. Items for Noting**

Locality Meetings. The Chair noted that he had attended the North West Locality meeting on 5<sup>th</sup> June 2017. The key items discussed were the visibility of the administration fee linked to certain payments via ParentPay; the mechanisms for providing feedback to the Council on building works; issues relating to signage arounds schools following the introduction of the 20mph zones; and the Council strategy for attracting quality staff to fill vacancies (particularly in relation to senior management team positions).

Consultative Committee with Parents (CCwP). The next meeting is on 15<sup>th</sup> June. Any items of interest will be noted at the next Parent Council meeting under the standing agenda item.

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

Staffing. Mrs Henderson noted that Mrs. Ross will continue her current secondment for another 12 months. Mrs. Henderson will continue in her current Acting Head Teacher role for the same period. DHT interviews were completed since the last Parent Council meeting, with Ms. Jackie Bracewell joining shortly. Mrs. Henderson noted that Ms. Graham will be commencing a career break. A new probationer will be joining, and the recruitment for 3 new teachers will be completed shortly. It is currently envisaged that the P1 intake will be in the low 60s.

Nursery Build. Mrs Henderson provided an update on the Nursery Build and the work being undertaken to create additional classroom space in the school. The Chair had requested a tour of the building works to be arranged with contractors, so that he could better understand progress ahead of the CCwP meeting on 15<sup>th</sup> June. This has been arranged for 14<sup>th</sup> June.

Access to School. Mrs. Henderson noted the recent new arrangements that had been introduced (and communicated to parents) regarding the restrictions around parents / children entering the school building, e.g. to use the toilet. There was recognition that there was a potential challenge for parents with younger children waiting for older siblings at the end of the school day. Mrs. Henderson stated that staff will encourage children to use the toilet at the end of the day (similar to at lunch time).

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

Covered under "Matters Arising".

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

- Parent Council Sub-Group updates (standing agenda item)
- Cluster Linkages
- Sports Provision

### 6. **AOB**:

House T-Shirts. Mrs. Henderson confirmed that newly sourced House T-Shirts were not compulsory. Parents were free to continue with the current approach of using existing clothing for House colours, e.g. for sports day.

Council Policy on Nursery Allocation. A question was raised in relation to the broader Council policy for allocation of Nursery places based on age. The present policy was understood, but clarification was sought as to whether the Council will be considering this

policy in light of the anticipated greater challenge for spaces following the introduction of 1140 hours. The Chair to raise query via North West Locality.

**Action 6:** The Chair to enquire as to whether there is any intention to review Nursery Allocation policy in light of introduction of 1140 hours provision.

Scripture Union. Mrs. Henderson noted that a request had been received for a Scripture Union to be run, as an “After School” club, and sought Parent Council views. Following discussion, the Chair asked Mrs. Henderson if there was any Council policy in this regard, given that the school is non-denominational. Mrs. Henderson agreed to enquire as to whether there was any Council policy in this regard, before making a final decision.

**7. Date of next meetings:** The next Parent Council meeting will be held in Term 1 of the 2017/18 session; likely September 2017 ahead of the Parent Forum meeting in September / October 2017.

**Action Tracker (Open Items):**

<u>Reference</u>	<u>Action</u>	<u>Owner</u>	<u>Status</u>
MAR17/1	<p><u>“1 in 5 Poverty” Agenda</u> Parent Council to support school’s development of an Inclusion Fund, or similar. This should be linked to school uniform “swap” facility and take up of free school meals.</p> <p>[Added June 2017] - An update on the current level of funding provided by the school to be provided to the next Parent Council meeting.</p>	<p>KMa / SCam / AL</p> <p>LH</p>	Due Sept 2017
MAR17/2	<p><u>“1 in 5 Poverty” Agenda</u> Explore the development of a “Calendar of Future Costs”, or similar</p>	TBC	Due Sept 2017
MAR17/3	<p><u>Parking</u> Survey Money on Parking to be progressed</p>	TL / SCam / JM	<del>Due 07/06/2017</del> Due Sept 2017
JUN17/1	<p><u>Grounds Development</u> The Chair to seek input from other Parent Council chairs on approaches to managing “accessibility” to playground developments.</p>	BS	Due Sept 2017
JUN17/2	<p><u>Grounds Development</u> The Chair to clarify the arrangements for future repairs with the Council.</p>	BS	Due Sept 2017

<u>Reference</u>	<u>Action</u>	<u>Owner</u>	<u>Status</u>
JUN17/3	<p><u>“1 in 5 Poverty” Agenda</u></p> <p>The Chair agreed to reach out to the Edinburgh Parent Council Network to make contact with other Parent Councils who are exploring the creation of an Inclusion Fund, or similar.</p>	BS	Due Sept 2017
JUN17/4	<p><u>Parking</u></p> <p>The Chair agreed to reach out to the Edinburgh Parent Council Network to make contact with other Parent Councils facing similar challenges.</p>	BS	Due Sept 2017
JUN17/5	<p><u>School Dinners</u></p> <p>Sue to liaise with Mrs. Henderson to arrange a meeting with Edinburgh Council, as required.</p> <p>The Chair to share comments raised within the Edinburgh Parent Council Network with Sue, Elinor and Kay.</p>	SMcV  BS	Due Sept 2017
JUN17/6	<p><u>Nursery Allocation</u></p> <p>The Chair to enquire as to whether there is any intention to review Nursery Allocation policy in light of introduction of 1140 hours provision.</p>	BS	Due Sept 2017