

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

**Minutes of Parent Council Meeting**

Wednesday, 22 March 2017

Present: Billy Samuel (Chair)  
Elinor Waterston (Treasurer)  
Aleks Tomczyk (Parent Member)  
Tracey Lees (Parent Member)  
Sarah Campbell (Parent Member)  
Gilly Herbert (Parent Member)  
Lucy Henderson (Acting Head Teacher)  
Sarah Cavanagh (Staff Representative)  
Louise Sibbald (Staff Representative)  
Bill Halliday (PTA Representative)

In attendance: Jeni Mackay (Parent)  
Molly Page (CEC Children & Families Department) – Item 1

**Apologies:** Angela Lawson, Jen Farrar, Cllr. Paul Edie, Moira McDonald, Susan McVey,  
Karine Masting, Kay Barclay, Kirsty Moore, Elizabeth Gillies, and Susan Murray

**1. “1 in 5 Poverty” Agenda**

Molly Page joined the meeting to provide a view of the City of Edinburgh Council’s “1 in 5: Raising Awareness of Child Poverty” Programme. Molly talked through the challenges facing many families across the City; including within our catchment area. Within the Corstorphine / Murrayfield council ward area, 12% of children fall into this category. Molly talked about the need to destigmatise the reasons by which families find themselves in such circumstances. The Parent Council participated in a short exercise to highlight the challenges of the incremental cost of schooling for families who are on lower incomes.

There was then a discussion of potential initiatives that could be taken forward. Mrs Henderson noted that the School have previously been offering half price trips to those in receipt of income support. This has come out of the school fund but can no longer be maintained. The School will aim to make use of grants available in the local area. It was noted that some other schools have a hardship fund provided by the Parent Council or PTA. It was agreed to investigate how an Inclusion Fund could be set up and administered. Also, to help with family budgeting, it was agreed to explore publishing a calendar of future costs.

The Chair thanked Molly for her informative presentation.

**2. Minutes of last Parent Council Meeting (18 Jan 2017) and Matters Arising**

The minutes were approved as read.

NOV16/1: “1 in 5 Poverty” agenda

This item will be a standing agenda item for future Parent Council meetings but, at this time, a specific Sub-Group will not be created. Item closed.

New actions to be raised in relation to (a) Inclusion Fund and (b) Calendar of Future Costs.

Following further discussion, it was noted that a swap facility for school uniform was being investigated. Louse Sibbald to co-ordinate with Elinor. Also, it was considered that there may be families who are entitled to free school meals, but who don't claim them – perhaps due to feeling stigmatised; it was agreed to explore this item further.

On the subject of costs, Parent Council members noted the rise of girls wearing “Jo Jo Bows”. Mrs Henderson confirmed that these were not in keeping with school uniform, and should not be worn in school. The Parent Council agreed with this position.

**Action 1:** Explore the development of an Inclusion Fund, or similar. This should be linked to school uniform “swap” facility and take up of free school meals.

**Action 2:** Explore the development of a “Calendar of Future Costs”, or similar.

NOV16/2: Parking

An update was provided to the meeting. This action can be closed.

New action to be raised, to progress a Survey Monkey to ascertain views regarding Parking.

**Action 3:** Survey Money on Parking to be progressed.

NOV16/4: School Dinners

Current views around school dinners were discussed. Action closed.

Of particular focus was the perceived quality / variety of packed lunches, given that these will be the sole provision for the remainder of the school year once the work on the Lantern Wing commences. The Chair undertook to discuss this further with Mrs Henderson, to agree the best approach for flagging concerns raised.

**Action 4:** Chair / Mrs Henderson to discuss packed lunch provision, to agree the best approach for flagging concerns raised.

JAN17/1: School Dinners

Mrs Henderson had shared recent Pupil Council feedback with the School Dinners Sub-Group. Action closed.

**2. Items for Noting**

Locality Meetings / Consultative Committee with Parents (CCwP). The Chair noted that he had attended the North West Locality meeting on 6<sup>th</sup> Feb 2017 and also represented the Locality at the subsequent CCwP meeting on 6<sup>th</sup> Mar 2017. The key item discussed at the Locality meeting was the “1 in 5 Poverty”, with Molly Page presenting on this topic to the Parent Council Chairs. At the CCwP, the key topics covered were Pupil Equity Funding, the

latest position of the Scottish Government's Governance Review of Education, progress of Attainment and the output of the PPI Schools enquiry.

The Chair noted that he had thanked the members present at the CCwP for their support which had ensured that the Project Play work was sufficiently progressed meaning that the funds raised via Sport Scotland could be spent within the time available. The Chair advised that he had also sought clarification in relation to the ongoing maintenance costs of such Playgrounds – it was confirmed that funding would be required from Parent bodies; it would not be within the School's budget (the Chair noted action JAN17/2, in this regard).

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

#### Staffing

Mrs Henderson provided an updated in relation to the temporary teachers covering Support for Learning. Laura Macaulay has now gone on a career break so Kate Nicholson is working Mondays and Tuesdays, and Lynn McMurray is working Thursdays until the end of the session.

DHT interviews will take place next Wednesday (29<sup>th</sup> March 2017).

#### Nursery Build

Mrs Henderson provided an update on the Nursery Build. The contractor undertaking the construction of the new nursery building has advised that the scheduled completion for the building has been delayed until Wednesday 31<sup>st</sup> May 2017. A consequence of this delay is that the first phase of Project Play will now also not be delivered until the same date. The revised schedule for the nursery project arises from delays in the receipt of the necessary statutory permissions to allow the work to progress.

However, as noted earlier, the PTA has now received £31,000 of funding for Project Play from Sport Scotland which means that the fund raising target of £57,000 has been achieved. This funding has been transferred to the Council who are delivering Project Play as part of the new nursery project.

The schedule for the work being undertaken to create additional classroom space in the school for August is unaffected by the delay to the nursery and Project Play. However, there will now be an overlap between these projects and both contractors and the school have met to ensure that disruption to the school is kept to an absolute minimum. Above all, the priority whilst undertaking any works and determining the scheduling for those works remains ensuring the safety of pupils, staff, visitors and the contractors working on the school site.

#### On-Line Payments

The "Go Live" date is 27th March 2017. Documentation to parents, along with the activation letter will be issued shortly in paper format. This gives the parents a week to read through and register. We will be running with 2 lunch ordering systems for the last week of term as lots of parents have already ordered online for week commencing 27th March.

The old lunch ordering system will be closed off at the end of this term so parents can only order using ParentPay after Easter. The menu options for Corstorphine will be amended so that parents can only order packed lunches for the whole of the summer term. As they cannot

order from the new Spring/Summer 2017 menu we have not sent it out to parents – the menus are currently in School and can go out at the end of June in advance of the new session.

#### Playground

As a result of the ongoing building works and limitations on playground space in the interim, the school will now be making more use of the park at lunchtimes. We have also arranged the use of the Scout Hut across from the school from 9am to 3pm on Tuesdays and Thursdays for the whole of the summer term. Fortunately, the work does not include the area used by the breakfast club so this will run as normal. We are also able to accommodate all of our usual after school clubs. There might be slight changes to entrances and exits for these clubs but you will be informed of any changes separately. Any events booked to take place in the Lantern Wing during the summer term will now take place in the Gym Hall

#### Extension

Mrs Henderson advised that the “Pre-Start” Meeting of the various parties engaged in the building works within the Lantern Wing is tomorrow (23<sup>rd</sup> March 2017). The Chair is also attending this meeting on behalf of the Parent body.

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

Covered under “Matters Arising”.

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

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

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

Community Choir. Bill Halliday noted that they were no longer able to use the School premises for Community Choir practices; as there was no longer a keyholder available. For the meantime Choir practice was being undertaken at their house but this was not seen as a sustainable option.

#### **7. Date of next meetings: The next Parent Council meeting is on 7 June 2017**

**Action Tracker (Open Items):**

<b><u>Reference</u></b>	<b><u>Action</u></b>	<b><u>Owner</u></b>	<b><u>Status</u></b>
JAN17/2	<u>Grounds Development</u> Discuss ongoing use of playground, post-Phase I completion of Project Play	BS	<del>Due 22/03/2017</del> Due 07/06/2017
MAR17/1	<u>“1 in 5 Poverty” Agenda</u> Explore the development of an Inclusion Fund, or similar. This should be linked to school uniform “swap” facility and take up of free school meals.	TBC	Due 07/06/2017
MAR17/2	<u>“1 in 5 Poverty” Agenda</u> Explore the development of a “Calendar of Future Costs”, or similar	TBC	Due 07/06/2017
MAR17/3	<u>Parking</u> Survey Money on Parking to be progressed	TL / SC / JM	Due 07/06/2017
MAR17/4	<u>School Dinners</u> Chair / Mrs Henderson to discuss packed lunch provision, to agree the best approach for flagging concerns raised.	BS	Due 07/06/2017