

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

Minutes of Parent Council Meeting

Wednesday, 16 November 2016

Present: Billy Samuel (Chair)
Elinor Waterston (Treasurer)
Aleks Tomczyk (Parent Member)
Tracey Lees (Parent Member)
Susan McVey (Parent Member)
Lucy Henderson (Acting Headteacher)

In attendance: Jeni Mackay (Parent)

Apologies: Cllr. Paul Edie, Moira McDonald, Karine Masting, Jen Farrar, Sarah Campbell, Angela Lawson, Gilly Herbert, Kay Barclay, Kirsty Moore, Bill Halliday, Shona Richardson, Elizabeth Gillies, Sarah Cavanagh and Susan Murray

1. Minutes of last Parent Council Meeting (7 Sept 2016), Parent Forum (28 Sept) and Matters Arising

Parent Council Membership. Kay Barclay and Kirsty Moore had been unable to attend the Parent Forum, and had been re-elected to the Parent Council in their absence. Both have confirmed subsequently that they are happy to continue on the Parent Council.

Items for the Agenda. Items noted for future discussion on Boys Toilets (7 Sept) and Parking (28 Sept) are covered within the Agenda. Further discussion on Sports Provision and building works relating to the Lantern Wing will be rolled forward to the next meeting.

The minutes were approved as read.

2. Items for Noting

Resignations. After many years as Clerk to the Parent Council, Karen Ladomery has tendered her resignation. In addition, Gillian Farrell has also decided to step down from the Parent Council. The Chair noted that he had contacted them both to thank them, on behalf of the Parent Council, for their support and contribution.

Locality Meetings / Consultative Committee with Parents (CCwP). The Chair noted that next meetings (which he will attend) are on 30th Nov (Locality) and 8th Dec (CCwP).

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

Internet Provision. During the October holidays, fibre-optic cables were laid in the playground. These were linked up to our server on Monday, which has improved our internet speed and connection. It is too early to tell if it has been a complete success.

Boys' Toilets. The Boys' toilets were due to be worked on during the October break but this did not happen. Contractors turned up without notice yesterday so had to be turned away as the work must be completed in the evening or weekend as we cannot function with one set of toilets for all the boys. Given the impending Parent Consultations and then the Christmas Fair, the work will need to wait for a further 2 weeks, but it is hoped to have the work completed before the Christmas holidays.

Staffing. Mrs Lisa Snedden has been appointed as a full time PSA. Katie Neil is working as a supply PSA and a vacancy for a 15 hour post will be advertised in January. Laura Macaulay the new SFL teacher is off but we are trying to find a temporary replacement to cover 2 days per week. Vanessa Muirhead has been off for over 2 weeks but we are hopeful of her imminent return. Sandra Knowles has provided continuity for the children by covering most of the absences.

P1 Intake. Mrs. Henderson noted that there are less children registered than last year so far. Draft staffing return is due next Friday.

Nursery Build. There had been a positive "pre-start" meeting on Monday. The build will start next week with an estimated completion day of 21st April 2016. Builders will be on site from 7.30am/8am – 6pm daily (4pm Friday). The contractors will have regular meetings with the school and will speak to the children at gather round this Friday. They will try to keep noisy work to outside school hours where possible but will give due warning if this is not possible. Staff and parents will be asked to be considerate when parking and try to avoid Manse Street and the surrounding area. A letter will go out to parents and include a FAQ sheet. Information will be regularly updated on the Website. There will not be any security guards on site but the CCTV is streamed to Parliament House.

On-Line Payments. The school will be moving to the on-line payment scheme (Parentpay.com) in January.

Pupil Profiles. Mrs. Henderson noted that there was a meeting with a small group of parents tomorrow evening to discuss the new Pupil Profiles.

"1 in 5 Poverty" agenda. Mrs. Henderson asked whether members of the Parent Council could be engaged in the "1 in 5 Poverty" agenda, particularly with respect to identifying areas where the cost of the school day could be reduced. The Chair agreed that this was an area of interest for the Parent Council, and that at the last CCwP he had requested that the Children & Families Department's experts in this area come to a future Locality Meeting to help share knowledge in this area. Mrs. Henderson noted that she could enquire as to whether they could attend a future Parent Council meeting. It was agreed that this was a good idea, and that a Parent Council sub-Group should be created to support this initiative.

Action 1: Seek Parent Council volunteer(s) to lead on this Sub Group

4. Parent Council Sub-Groups.

The current priorities for the Parent Council were discussed. In addition to the ongoing building-related works, the following items were agreed as key topics for Parent Council engagement: Parking, School Dinners and “1 in 5 Poverty” agenda. In addition, Sports Provision was identified at previous meetings. These will be standing agenda items at future meetings. The Chair noted that Sub Groups would be empowered to progress their activities between Parent Council meetings, engaging with members of the wider Parent Forum for input, as required. Updates will be provided to future Parent Council meeting, including any items for discussion / agreement.

Parking

Tracey Lees and Jeni Mackay agreed to lead on the Parking Sub Group. There was a discussion around potential areas of focus. It was agreed that the key area of focus was on pupil safety, with the impact of climate change / pollution, and also the benefits of exercise as other contributing factors. Mrs. Henderson noted that it may be helpful for Tracey / Jeni to link up with Mrs. Millar and the pupils who are Junior Road Safety Officers (next meeting 1st Dec 1.30pm-2.30pm). This was agreed.

Action 2: Tracey / Jeni to provide update at next Parent Council meeting.

School Dinners

Susan McVey agreed to lead on the School Dinners Sub Group. The Chair noted that Kay Barclay had previously supported this activity, and Elinor Waterston also volunteered. There was a discussion around various items that had been noted for further consideration. The Chair noted that some good work had been completed in previous years but there had been limited progress thereafter as a combination of other Parent Council priorities and a lack of similar concerns expressed by other Parent Council reps at North West Locality meetings until recently. The Chair noted that following another Primary School Parent Council Chair having flagged a concern regarding portion sizes, the matter was raised at the CCwP in May 2016. As a result, a revision of portion sizes would be presented to a future meeting of the Education, Children and Families Committee, with it to be first discussed at the CCwP. This was not tabled at the Oct 2016 CCwP, and the Chair had queried this. He was advised that this would be brought forward to the next meeting of the CCwP. The Chair also noted that the Pupil Council had recently written to City of Edinburgh Council regarding their observations on school meals. There was a discussion around potential areas of focus. Mrs. Henderson noted that the Rights Respecting School group was currently looking at the right to a healthy meal. Susan agreed to undertake further fact-finding and come back to the next Parent Council meeting with a further update.

Action 3: Billy to provide Susan with a copy of the Pupil Council letter.

Action 4: Susan to provide update at next Parent Council meeting.

5. Future Agenda Items:

- Building Works
- “1 in 5 Poverty” agenda
- Sports Provision

6. AOB:

Mrs. Henderson enquired as to views on a proposed day where pupils would be encouraged to wear something “Christmassy”. It was agreed that this should not extend to encouraging children to wear Christmas Jumpers, as this may impose financial pressure on parents whose children do not own these. Further it was agreed that this could simply be the wearing of tinsel or similar. Mrs. Henderson thanked the Parent Council for their input.

The volume of ParentMails was discussed. In addition, it was suggested that the “reply slip” could be noted at the top of the attachments, to ease printing.

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

18 January 2017

22 March 2017

7 June 2017

Action Tracker:

<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	Due 18/01/2017
NOV16/2	<u>Parking</u> Tracey / Jeni to provide update at next Parent Council meeting.	TL / JM	Due 18/01/2017
NOV16/3	<u>School Dinners</u> Billy to provide Susan with a copy of the Pupil Council letter.	BS	Due 18/01/2017
NOV16/4	<u>School Dinners</u> Susan to provide update at next Parent Council meeting.	SMcV	Due 18/01/2017