

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

Minutes of Parent Council Meeting

Wednesday, 6 September 2017

Present: Billy Samuel (Chair)
Elinor Waterston (Treasurer)
Aleks Tomczyk (Parent Member)
Sarah Campbell (Parent Member)
Susan McVey (Parent Member)
Karine Masting (Parent Member)
Lucy Henderson (Acting Head Teacher)
Bill Halliday (PTA Representative)

Diana Farrell (Parent)

Apologies: Tracey Lees, Angela Lawson, Gilly Herbert, Moira McDonald, Jen Farrar,
Kay Barclay, Jeni Mackay, Kirsty Moore and Bill Halliday

1. Minutes of last Parent Council Meeting (7 Jun 2017) and Matters Arising

Mrs Henderson noted that Mrs Gillies and Mrs Bracewell would be supporting the PTA going forward. Mrs Sarah Cavanagh, having attended Parent Council for the last c. 3 years, will be stepping down. Mrs Henderson will provide an update on Staff representation at the next meeting. On a related note, the Chair noted that Kay Barclay had tendered her resignation from the Parent Council, with a view to support the PTA instead. Sarah and Kay were thanked for their contributions.

The minutes were approved as read. The following updates on open items were provided:

MAR17/1: "1 in 5 Poverty" Agenda

Actions rolled forward to next meeting. Karine Masting, Sarah Campbell and Angela Lawson to contact Mrs Sibbald, in the interim.

MAR17/2: "1 in 5 Poverty" Agenda

Action rolled forward and to be merged with MAR17/1.

MAR17/3: Parking

Update provided during the meeting. Survey is in hand, and will be issued in the near future. Output to be reviewed at next meeting. Action rolled forward.

JUN17/1: Grounds Development

The Chair has sought input from other Parent Council chairs. Feedback suggests it is dependent on the playground situation, but an example was provided where access had been restricted in the evenings. Such restriction, for example, that access was only when there was a keyholder on the premises was seen as a sensible starting point; and that "access" did not mean 24 hour access. ACTION CLOSED.

JUN17/2: Grounds Development

The Chair noted that he had sought clarity on the responsibilities regarding future repairs as part of a wider discussion on Playground Developments at the Consultative Committee with Parents (CCwP). The answer provided was that the Edinburgh Council would be responsible for all activities relating to sourcing, procurement and repair; with funding falling on the school and (with no budget for such items) therefore on parent fundraising. ACTION CLOSED.

JUN17/3: “1 in 5 Poverty” Agenda

The Chair noted that he had reached out to other Parent Council chairs, but at this time there had been no specific response. The Chair agreed to forward any subsequent responses received to Karine, Sarah and Angela. ACTION CLOSED.

JUN17/4: Parking

The Chair noted that he had reached out to other Parent Council chairs and had several responses to date. These have been shared with Tracey, Sarah and Jeni. The Chair agreed to forward any additional responses, if received. ACTION CLOSED.

JUN17/5: School Dinners

The Chair noted that he had reached out to other Parent Council chairs and had one response to date, which included a very helpful long list of questions raised through surveys. This has been shared with Sue, Kay and Elinor. The Chair agreed to forward any additional responses, if received. This element of the ACTION CLOSED.

The action for Sue to liaise with Mrs Henderson to arrange a meeting with Edinburgh Council, as required, is to be rolled forward to next meeting.

JUN17/6: Nursery Allocation

The Chair had raised the query on whether there would be a review of nursery catchment policy in light of the introduction of 1140 hours provision with the Senior Education Manager, Children & Families Department, but had not had a response to date. The Chair confirmed that he would raise this at the North West Locality meeting on 7 Sept 2017. Action rolled forward.

2. Preparations for Parent Forum meeting

The Chair provided an outline of the proposed agenda, which had been circulated to Parent Council members ahead of this meeting. Parent Forum agenda to cover:

- Introduction
- Parent Council Annual Review 2016/17
- Parent Council Initiatives: Parking / School Dinners
- Approval of Parent Council accounts
- Election of Parent Council members
- AOB

Mrs Henderson offered to add mention of the Parent Forum in her “Headteacher Blog”, and a ParentMail would also be issued by the School. The suggestion to provide wine / soft drinks / snacks as at last year’s event was agreed - Elinor agreed to organise.

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

Building Works. Mrs Henderson noted that the building works were all materially complete, and the buildings had been ready for the start of the new term. The Nursery in particular is fantastic. There are a number of snagging issues, as would be expected, and these are being actively chased whilst the work remains in its “warranty period”. This includes re-fitting of the projector screen at the opposite end of the Dining Hall. Mrs Henderson noted that this should be resolved by the time of the Parent Forum meeting. Additional work on the boy’s urinals had also been completed.

Project Play. Mrs Henderson noted that RoSPA were happy with the work completed, but there were still a couple of Edinburgh Council issues to be resolved – these were in hand. Going forward, an “anti-cat/fox” plan will be needed to keep parts of the playground area unspoiled. The official opening date is still to be confirmed. Phase 2 of Project Play will need planning, and the appropriate approvals in place, to proceed. Edinburgh Council have produced guidelines for future playground developments across the City.

Staffing. Mrs Henderson noted a new probationer had joined, as well as 3 new teachers.

Pupil Equity Fund. The PSAs are working on an approach to support greater family engagement; such as creating a homework club in the ICT suite. Pupil equity funding to support this is in place for 3 years. Also, looking at a “whole school” nurture training – creating a “nurture classroom”.

School Roll. The P1 intake ended up being 68. There is no waiting list for places across the school. The Nursery will be full in January.

Standards and Quality Report. Mrs Henderson gave an overview of the key priorities:

- Literacy and Numeracy. This is part of the overall National Improvement Framework, to ensure that all children are achieving.
- Closing The Attainment Gap Between The Most And Least Disadvantaged Children. There is no obvious gap within the school, but the challenge is to maintain the existing levels and support our more vulnerable children.
- Health and wellbeing. Introduction of the new Building Resilience programme. Use of the Autism Toolkit with staff
- Cluster Priorities
 - Modern Languages (1+2)
 - Moderation of Literacy and Numeracy
 - “1 in 5 Poverty” Agenda
 - Transition to S1. Mrs Henderson noted that there had been really positive feedback from the multi-school residential trip (P7).

4. Parent Council Sub-Groups.

Parking

The Chair welcomed Diana Farrell to the meeting. Diana explained that she recently qualified as a British Cycling Coach and was keen to work with the school on promoting cycling. She had spoken to Mrs Gillies about this towards the end of the last academic year and the school agreed to issue a cycling. At the same time, she became aware of the Sustrans grants for cycle and scooter storage at schools and worked with Mark Symmonds from Edinburgh Council and Claire Thompson, the school Business Manager to put together a grant application which has since been successful. Working on the grant application also put Diana in touch with another parent within the school who is a School Travel Coordinator for Sustrans. Together, they were of the view that promoting active travel more generally is even better. This would encompass cycling, walking, scooting and ‘park and stride’. The first step towards this should be to update the School Travel Plan, which Diana noted was last updated in c. 2011. During the summer, Diana has been researching best practise in School Travel Plans and has started putting together resources which could be used in creating such a document. A key part of this activity would be pupil involvement. Diana has prepared an ‘Active Travel Promotion Programme’ document which she shared with Parent Council members. Diana had taken a variety of resources she had created to a meeting with Mrs Henderson and Mrs Gillies on 5 September; at which point Mrs Henderson had made her aware of the Parent Council subgroup that was also working on travel and parking at the school.

There was a general discussion in relation to current parking issues, and possible remedies. It was noted that the Tesco shopper’s carpark could be a potential “park and stride” location, however, there may be a challenge with the timings of the lights for crossing at Meadow Place Road. The Chair noted that Edinburgh Council had sought further applications for 5 schools for the School Streets programme in May/June 2017, but that the school location did not meet several of the criteria e.g. the school entrance should not be on a bus route; good infrastructure provision (peripheral streets can accommodate displaced traffic movements and contain appropriate parking capacity); and School Streets have little by way of alternative trip attractors (i.e. care home, doctors that necessitate increased vehicle exemption permits). The Chair was aware that 2 other schools in the City had applied for this phase. Encouraging active travel to school would also align with One Planet groups working on the environment and health & wellbeing; as well as the objectives of the Junior Road Safety Officers. It was also noted that in addition to reaching out to parents, we may also need to consider how we reach out to other carers, e.g. grandparents, who may be involved in school drop off / pick up.

The Chair thanked Diana for her efforts to date; noting that this was in line with the efforts of the Parent Council subgroup. Unfortunately, 2 of the members of the subgroup had provided their apologies for tonight’s Parent Council meeting; therefore the Chair suggested they meet up at the earliest opportunity. Mrs Henderson agreed to forward Diana’s contact details to the subgroup members.

Action 1: Parent Council Parking subgroup to meet with Diana Farrell and agree the “way forward”.

School Dinners

Sue McVey shared copies of the pupil / parent surveys that she had prepared, with the Parent Council. Sue explained that the goal was to improve the current meal situation so children want to eat school dinners, and that there is enough available. Sue asked for any final comments.

Action 2: Sue McVey to collate final comments and liaise with the School regarding issuance of the School Dinners surveys. Update to be provided at the next Parent Council meeting.

5. Items for Noting

Consultative Committee with Parents (CCwP). The Chair noted that he had attended the CCwP meeting on 15 June 2017. This had been an “unclerked” meeting, as the arrangements for running Edinburgh Council had not been confirmed at that time. The meeting was chaired by Education Dept officials, but with no elected members in attendance. 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). An update on playground development guidelines, pupil equity funding and School Estates was also provided. On the last point, the Chair noted that he had been advised by Edinburgh Council that he would be invited to further informal discussion on school catchments, relating to proposals for new schools that would be needed to be support proposed housing developments in the west of the City. This would ultimately inform a detailed statutory consultation paper which would be submitted to Education Children & Families Committee for consideration in December 2017.

6. Future Agenda Items:

- Cluster Linkages

7. AOB:

Music Tuition. Mrs. Henderson noted that a new violin teacher was in place, and they would shortly be performing testing (unfortunately, this will also include re-testing, as previous records had not been retained). Woodwind testing would be happening soon, also.

“1 in 5 Poverty” agenda. There was a discussion about a “school uniform co-operative” to make unwanted school uniform available to others. It was noted that the new restrictions on general access to the school building would make this more difficult. It was considered that this could be made available at events when the school is open, e.g. linked to a book fair.

Camp clothes. Mrs Henderson made a general request for any spare camp clothes.

