

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

**Minutes of the AGM of the Parent Forum**

19 September 2014

The meeting of the Parent Forum was attended by: Jennifer Ross (Head Teacher), Audrey McColl (Chair), Billy Samuel, Karine Masting, Aleks Tomczyk, Jennifer Farrar, Gillian Farrell, Carol Christie, Diane Shanks, Andy Goodman (Treasurer), Mrs. Richardson and Sarah Cavanagh (Staff Representatives) and by the following members of the Parent Forum: Meena Rigo, Wilma McDuffy, Mike McNulty, David Love, Gavin Neil and Kay Barclay

In attendance: Karen Ladomery (Clerk)

1. **Welcome** by Audrey (Chair)
2. **Amendments to the Constitution** (Billy Samuel)

Billy has thoroughly reviewed the Parent Constitution which has not been looked at since 2007. It was originally drawn up in line with government guidance with some personalised elements. The Parent Council felt it important that it should remain fit for purpose and allow for a broad range of skills from amongst the Parent Body to best fulfil its role effectively. The following changes were proposed:

- Increase the membership of the Parent Council from 12 to 16 to allow for as many parent skills as possible;
- Formal creation of the post of Vice-Chair as an Office Bearing role. This role would be in preparation for assuming the role of Chair;
- Increase the length of terms allowed for Parent Council Members. Members should be allowed to stay on if they are willing to assume the role of Chair or Vice-Chair, if elected;
- The post of Treasurer can continue with no time limit, if there are no volunteers to assume the role;
- After serving 4 years, members can return to serve again on the Parent Council following a gap of 2 years;
- Formalise the authority of the Parent Council to pay clerk fees.

These changes were proposed by Alex and seconded by Jennifer.

**Membership of the Parent Council**

Chair: Audrey (re-elected)

Vice-Chair: Billy Samuel (elected)

There are currently vacancies on the Parent Council, in particular for parents with children in P1 and P4. Parents were requested to contact members of the Parent Council if interested in joining.

The Chair thanked former members of the Parent Council for all their work for the School.

**Approval of Accounts** (Andy Goodman)

The accounts have been formally audited by a member of the Parent Forum. A financial report was circulated at the meeting. Following receipt of the funds from the Council (£733) and recent deductions, available funds now stand at £2,058. The Parent Council would welcome further funding requests from the School.

The accounts were approved by the Parent Forum.

**Review of the work of the Parent Council** (Chair)

The Chair began by drawing the attention of the meeting to the very ambitious Improvement Plan and recent moves to invigorate the Parent Council and ensure it is an effective body within the School. The changes to the Constitution are part of this process. Audrey touched on four main areas:

**Invigoration of the Parent Council:**

- Recognise breadth of skills and support required
- Review of the Constitution
- Creation of Parent Council Subgroups. The Parent Council does not meet very frequently so it is not a quick responsive group. The aim is to engage with the wider parent body.

**Parent Focus Groups:**

- Response to feedback on the Ethos Questionnaire
- FAQ for new Corstorphine parents
- Life Skills Agenda

**Wider Impact of Parent Council Engagement:**

- Nursery Accommodation. It has now been confirmed that the School is to get new nursery accommodation.

**Plans for the year ahead:**

Three stations were set up at the meeting to give a short presentation on the following important topics planned for the coming year:

- Parents Focus Group/Life Skills Agenda
- School Policy Group (Literacy and Refresh of School Values)
- Grounds Development (the main item in this year's Improvement Plan)

**Summary of Developments in the Playground Design Subgroup** (led by Fran Nelson).

A group of interested parents has met with Ms. Nelson to discuss the Pupil Playground Design work to date. They were taken to see the display wall outside the gym hall, featuring the ideas suggested by the pupil group (whose tag line is 'Helping Corstorphine Create and Explore!') and their peers. It is illustrated with their drawings or photographs found in other projects in Scotland and beyond. It was

explained to parents that help would now be gratefully received from the parent body in helping these ideas come to fruition. It was suggested that a Parent Forum sub-group be formed to look at grant applications. The following points were also put forward:

- Fran and the pupils would make a powerpoint to be displayed on the school website. It would provide pictorial information and links to case studies of other projects demonstrating the benefits of outdoor play for pupils.
- Parent feedback would be collected as a result.
- Gilly Herbert as project manager would benefit from skilled and enthusiastic parent volunteers to share a variety roles.
- If the Nursery project provides a new space once the old one is demolished, could the Council help establish the foundation for playground development on the Manse road side?
- Local support through grants and raising the school's profile in relation to playground design could be achieved through Councillor Edie and the West Area Partnership and staff at the Hub.
- Gavin Neil, Dave Love and Mike McNulty have added their names to Gilly's list of parents keen to help.

**Head Teacher's Address** (by Jennifer Ross)

Mrs. Ross closed by thanking the Parent Council members for all their work in support of the School. The role of the Parent Council is a very important one, as it is a vital link with parents and plays a very useful role in also giving feedback on new initiatives and proposals.

**Date of next meeting:** The next meeting of the Parent Council will be on Thursday, 20 November, at 7.15pm in the staffroom. Anyone interested in joining the Parent Council is invited to attend.