

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

## **Minutes of Parent Council Meeting**

Tuesday, 2 September 2014

Present: Jennifer Ross (Head Teacher)  
Audrey McColl (Chair)  
Fiona Meldrum (Parent Member)  
Andy Goodman (Treasurer)  
Carol Christie (Parent Member)  
Moira McDonald (Community Rep.)  
Gillian Farrell (Parent Member)  
Billy Samuel (Vice Chair)  
Jennifer Farrar (Parent Member).  
Diane Shanks (Staff Rep.)  
Sarah Cavanagh (Staff Rep.)  
Bill Halliday (Parent Member)  
Cllr. P. Edie

In attendance: Karen Lademery (Clerk)

1. **Apologies:** Aleks Tomczyk, Shona Richardson, Karine Masting and Lesley Mason
2. **Minutes of last Parent Council Meeting (19 June 2013) and Matters Arising**

The Constitution. Ideas for amendments to the constitution will be sent out to parents in advance of the AGM so parents will have time to think about the issues. Any changes must be approved by the Parent Forum. Proposals include: a compulsory break of 2 years after 4 years' service, increasing the membership from 12 to 16, creating the role of "Vice Chair", allowing additional years' service in the role of Chair / Vice Chair and (in exceptional circumstances) dis-applying the term limits for an existing Treasurer (if no-one else is available to take over).

The minutes were approved as read.

3. **Updates from Parent Council sub-groups**

### **Parents Focus Group**

The list of Frequently Asked Questions has now been drawn up and the draft was circulated at the meeting for comments. Changes recommended are: wording of the section on head lice advice and the section on eligibility for financial help for school trips.

These Frequently Asked Questions will be issued to all P1 parents and put on the School website. Mrs Ross notes that there are 90 families who are not currently on ParentMail. The next newsletter will inform parents that this information is now on the website and that copies can also be requested.

Mrs. Ross is very happy with this Group as a valuable sounding ground for ideas. Non-members of the Parent Council are very welcome to support the work of the Parents Focus Group.

The Parent Council strongly supports the School's policy on uniform. Trainers are not allowed, but are still being worn. The School will continue to keep up positive pressure in this matter.

A more formal group will be formed for Life Skills, hopefully with a wider membership of parents. Volunteers will be requested in the next Newsletter.

The next Newsletter will also update parents on the School policy regarding allergy to nuts. It is now recommended that Schools do not claim to be "nut free" as this could lead to a false sense of security. The School has a list of pupils with allergies and the teachers are advised on what to do in emergency situations.

### **School Policy Group**

This newly-formed Sub-group has not met yet. The first topic will be the Homework Policy. The Literacy Policy will be discussed later in the year.

## **4. Items for Discussion**

**Grounds Development.** This is one of the main priorities this year in the Improvement Plan. Mrs. Ross will lead a group of parents involved in designing the new playground and also in raising funds for the development. Scottish Government Grounds for Learning have been advising the School. This development will take place over a number of years. Ms. Nelson has created a display of some ideas within the School.

In the forthcoming Curriculum Evening, Mrs. Ross will present ideas for the development of the grounds to parents. Parents will be given a questionnaire asking for ideas on the development. The School wishes to consult widely with both parents and pupils.

In addition to the Parents Focus Group and School Policy Group, efforts in relation to Grounds Development are considered to be the key 2014/15 initiatives for Parent Council engagement.

Cllr Edie informed the Parent Council that there are number of sources of funding in the West Area and recommended that the School contact Henry Coil, Neighbourhood Officer at the Drumbrae Hub.

Mrs. Ross has spoken to the neighbours who are selling land adjoining the School. The School has no money to make any bid, unfortunately.

### **Preparation for Parent Forum Meeting** (AGM, Thursday, 25 September 2014)

This year the AGM will focus on future plans within the School, as well as looking back over the past year. There will be cheese and wine. Parents will be invited to come along to see what is happening within the School and be informed of future plans. It will be stressed that there is no compulsion to join the Parent Council.

There is the potential for various displays at the meeting focussing on different topics within the School, i.e. Ethos Group, Eco Group, Grounds Development, Life Skills, Parent Focus Group, Policy Group, Allotment. Mrs. Ross will ask staff if they are free to speak to parents. Ms Nelson will also be asked whether it would be possible to come along with some pupils to address the parents on the plans for development of the playground.

## 5. **Head Teacher's Report** (Mrs. Ross)

There is very little to report as yet. A number of new teachers have been appointed and are settling in well. The School has not yet started taking pupils over to the park. An e-mail will be sending out very shortly asking for parent volunteers. These trips will end at the October holidays when the park becomes too muddy.

The allotment is currently in need of attention. The last year has been difficult within the School due to staff problems, but the School is still totally committed to the allotment. The main problem remains transport. Mrs. Ross is currently looking into this matter in great depth. There are a number of committed parents who have asked that a plan of the allotment be drawn up, so it is clear where all the plants, etc, are planted.

Information is currently being drawn up for circulation to parents on the benefits of composite classes.

## 6. **AOCB**

Personalised Stationery. A few parents were unhappy at the request to consider providing personalised stationery. The School would be grateful if names were written on all stationery and if every child would always come to school with pencils.

Fruit in the Playground. This practice has been stopped recently due to the large number of wasps. This has been explained in a recent ParentMail. The length of breaktime has not been changed.

Dining Room Tables. Audrey is progressing with a freedom of information request to have access to the architect's plans to see if an error in the build has been made.

## 7. **Future Agenda Items:**

- Funding Requests
- Update from Parent Focus Group
- Update from School Policy Group

8. **Date of next meeting:** The AGM of the Parent Forum will be held on 25 September 2014 at 7.15pm.