

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

Minutes of Parent Council Meeting

Wednesday, 7 September 2016

Present: Billy Samuel (Chair)
Bill Halliday (PTA Representative)
Karine Masting (Parent Member)
Elinor Waterston (Treasurer)
Gillian Farrell (Parent Member)
Aleks Tomczyk (Parent Member)
Sarah Cavanagh (Staff Representative)
Angela Lawson (Parent Member)
Shona Richardson (Deputy Head)
Elizabeth Gillies (Deputy Head)

In attendance: Karen Lodomery (Clerk)
Susan McVey (Parent)

Apologies: Cllr. Paul Edie, Moira McDonald, Jen Farrar, Susan Murray and Kay Barclay

1. Minutes of last Parent Council Meetings (9 June 2016) and Matters Arising

Sports Provision. A Parent Council sub-group is to be created to focus on considerations related to sports provision in the School. This sub-group will provide input to the development of the School Improvement Plan in this regard.

Toilets. In correspondence before the summer holidays with Karine, the Council had agreed to carry out the necessary work to the boys toilets. However, the Council then decided the smell was not serious enough and decided instead to install a vent – initially one vent, which was increased to 4 vents, following an additional site visit. Even this revised work has not been carried out. The School has heard that the work is now being considered as a priority. The current situation is intolerable and the Chair will raise this matter again at the next North West Locality meeting.

School Meal Provision. The Pupil Council have written a letter about what they like and don't like with the meal provision. The Chair has also raised this matter at the CCwP.

Uniform. The uniform code will be sent out again to parents and posted on the School blog. There still seems to be a lot of confusion over the types of footwear that are acceptable.

The minutes were approved as read.

2. Items for Discussion

Parent Council Constitution. As requested at the last meeting, the Chair presented the proposed amendment to the Constitution, removing the maximum length of service on the Parent Council. There were no further comments, and the amendment will be presented to the Parent Forum for formal approval. A copy will be issued in advance to all Parents, via ParentMail.

Parent Forum. The Chair noted that one of the key items for this meeting was to outline the approach for the upcoming Parent Forum (being the Annual General Meeting of the Parent Council). The Chair will address the Parent Forum and raise such issues as Rising Rolls, building work, sports provision, life skills, parent questionnaire and food provision. Parents will also be reminded that they do not have to be members of the Parent Council to support Parent Council sub-group activities.

There was also a discussion around how to increase attendance at the Parent Forum. A notification will be sent to parents shortly by Parentmail to inform them of the forthcoming Parent Forum.

It was agreed that refreshments would be made available at the Parent Forum.

Recruitment. The Chair noted that he had been engaged as part of the recruitment panel for the Acting Head Teacher role. Ms Lucy Henderson will be joining the school to cover Mrs Ross's secondment absence. The Chair has invited her to attend the Parent Forum.

3. AOCB

Start of the School Day. A number of parents have expressed concern over the time it is taking to get all the children into the building in the morning. Mrs. Richardson explained that the School only has 3 doors operating at present to provide access to 550, many of whom are new P1s. Some parents are not respecting the waiting lines, and this is also disturbing the children and causing delay. This problem will improve when the building work is completed and another entrance door can be used. It was also explained that all the P1 classes could not exit the building from the same door as this would cause too much congestion, and make the hand-over to parents more difficult. Mrs. Richardson will issue a further communication to Parents.

4. Financial Update.

The audited accounts will be presented to the Parent Forum for approval.

5. Deputy Head Teacher's Report (Mrs. Richardson)

Rising School Roll. A meeting was held on 29th August 2016, attended by the School Management Team, Parent Council Chair and representatives from City of Edinburgh Council, building contractor and architects. The architect is still looking into the possibility of raising the floor in the Lantern Wing, to create a further 2 classrooms within the school. This work would take 16 weeks and could not all be done in the school holidays, the work would likely begin in May/June and be finished by the end of the summer holidays, either in

2017 or 2018. This work would also impact on the availability of the dining room – which may mean that for a period of time that packed lunches only would be served. There will be another meeting with the architect next week.

Internet Provision. The internet provider was changed just before the summer holidays and this has resulted in many problems, and disruption throughout the School. The School was without communications all summer and this has impacted on many areas, i.e. ordering of supplies (resources and orders were unable to be placed), coordinating building work, etc. The internet connection is still intermittent, but should be fixed very shortly, as it is being treated as a priority. The Chair will raise this point at the North West Locality meeting.

Maintenance Work. The maintenance work scheduled for the summer holidays has not taken place, e.g. replacement of ceiling tiles, boy's toilets. The boiler, however, has been fixed.

"1 in 5 Poverty Agenda". The School is involved in this programme. It is very important that the School thinks very carefully about the financial commitment it is asking of families. This programme will be involving staff, parents and pupils and cover many aspects of school life.

"Action Research". Staff are implementing this idea in their classrooms, information will be shared throughout the School.

Staff. Mrs. Ross is now on secondment for one year. A new Acting Head Teacher will be in place shortly. There will also be a new Support for Learning teacher for P5-7 and a new temporary teacher to cover for Ms. Kent.

P1 Intake. This year there is a P1 intake of 83 children (4 places are reserved for catchment children). The School is almost completely full in all years, with the exception of P6.

Nursery Build. This has not yet started. Parent Council members expressed concern that any further delay may impact on Project Play, particularly given the time limit associated with certain grant funding. The Chair will raise this point at the North West Locality meeting.

On-Line Payments. The Council will be introducing an on-line payment scheme to start in October. The site being used is Parentpay.com

Pupil Profiles. There was a delay in implementing this new programme as the necessary resources have not yet arrived due to the internet ordering problems over the summer. The resources have now arrived. It has been decided to create a sub-group of parents to provide feedback on the new programme, a request for volunteers will go out shortly by Parentmail.

Language Provision. Language provision in French and German has started. The new French programme is proving very popular with pupils throughout the School.

6. Future Agenda Items:

- Boys toilets
- Sports Provision
- Lantern Wing

7. **Date of next meeting:** The next meeting dates are as follows:

Parent Forum: Wednesday, 28 September 2016

Parent Council dates:

16 November 2016

18 January 2017

22 March 2017

7 June 2017