

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

Minutes of Parent Council Meeting

Wednesday, 31 January 2018

Present: Billy Samuel (Chair)
Elinor Waterston (Treasurer)
Sarah Campbell (Parent Member)
Jeni Mackay (Parent Member)
Karine Masting (Parent Member)
Aleks Tomczyk (Parent Member)
Sue McVey (Parent Member)
Moira McDonald (Community Member)
Pam Briggs (Head Teacher)
Cllr. Scott Douglas

Apologies: Angela Lawson, Jen Farrar, Tracey Lees, Gilly Herbert, Bill Halliday,
Cllr. Gillian Gloyer, Cllr. Frank Ross

1. Welcome

The Chair welcomed Mrs Briggs and Cllr. Scott Douglas to their first Corstorphine Parent Council meeting.

2. Minutes of last Parent Council Meeting (22 Nov 2017) and Matters Arising

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

JUN17/6: Nursery Allocation [ACTION CLOSED]

A paper was presented to the Education Children & Families Committee - http://www.edinburgh.gov.uk/download/meetings/id/55633/item_74_-_expansion_of_early_learning_and_childcare_from_600-1140_hours_by_2020. The key point on proposed 1140 Nursery Allocation policy is included in Appendix 1 – essentially the Council will phase in 1140 hours, beginning with areas that have the capacity and where there is higher poverty. In those facilities, priority will give to families received particular state benefits and thereafter the existing Early Years Admission Policy will operate.

JUN17/5: School Dinners

The action for Sue to liaise with Mrs Henderson to arrange a meeting with Edinburgh Council, as required, is to be rolled forward to the next meeting. Mrs Briggs will enquire as to the current position and revert to Sue. Action rolled over to next meeting.

NOV17/1: “1 in 5 Poverty” Agenda

A kick-off session had been deferred to await Mrs Briggs starting in role and recognising the focus on the School Inspection during January. A sub-group meeting will be scheduled before the next Parent Council meeting. Action rolled forward.

3. Updates from External Meetings

The Chair provided an update on recent meetings he had attended:

North West (NW) Locality Meeting (29 November 2017). The key item of the meeting was a session on Health and Wellbeing, with Council officials looking to gather views on this topic as part of considerations in relation to the wider National Improvement Framework agenda. Topics also covered in the meeting included questions in relation to the approach to responding to Scottish Government consultations; and views on the recently announced Edinburgh Schools Review.

Consultative Committee with Parents (CCwP) (7 December 2017). The key point discussed at the meeting was in relation to the Edinburgh Schools Review. Most of the discussion focussed on the “Currie / WHEC” proposals, although the impact on Craigmount (particularly the change in Roseburn catchment) was also flagged. The Committee Chair was keen to stress that this was very much an informal stage in the process, and that nothing was set in stone. The parent consultation sessions would be undertaken between 9 January 2018 and 9 February 2018. Further information will be appended to the Edinburgh Schools Review section of the Council Website, as it becomes available.

School Catchment Review “Drop In” Session (31 January 2018). The Chair gave an overview of the parent “drop in” session held earlier today. 3 council planning officers and 6 parents (from 5 families) attended. Key observations raised related to potential sibling guarantees where family children would otherwise go to different schools, and one request to leave West Craigs in the Corstorphine catchment. Council staff noted these observations and requested that parents also provide feedback through the portal on the Council website. A ParentPay email will be issued to remind parents of how to access the portal, and the known key future dates in the overall process.

4. School Inspection update

Mrs Briggs provided a general update on the School Inspection, with the Inspection report expected to be published after the Easter holidays. The Chair noted that he had been interviewed as part of normal course of the Inspection, with topics covered including parent interaction with the school and Parent Council input to the School Improvement Plan.

5. Head Teacher’s Report (Mrs. Briggs)

Mrs Briggs gave an introduction and an overview of her positive first impressions of the school.

Staffing. The Business Manager role has been filled by Pamela McGuigan. The resulting vacancy as School Administrator has been advertised and temporarily covered by Mrs Katie Neil. Mrs Julie Ewing is leaving on 9th February, and her position of School Support Assistant is currently being advertised, with temporary coverage by Mrs Gina McCullough. Miss Ellen Whyte is leaving on 20th February; with Mrs Sibbald and Ms Gordon covering the class through to summer.

Learning and Teaching. All teaching staff attended a Nurture Training Event on 8th January. On 23rd February, all teaching staff will be attending a training afternoon led by Shirley Clarke – this will be a Craigmount cluster training event; Shirley Clarke works with schools nationally and globally to ensure that “Assessment is for Learning” underpins core learning and teaching.

iPads. In response to a need for further Digital Technology, the school has funded the purchase of 20 new iPads. This purchase will ensure that each stage have access to 6 iPads which can be used to further enhance learning.

Cluster Moderation. Mrs Briggs noted that the school had been working across the cluster to focus on the moderation of writing and all teachers will attend a cluster session on Friday to explore this further. The Chair noted that consistency across 2+1 languages was perhaps an area to also explore.

Upcoming Events. Parents Nights are on the 15th and 23rd March. Scottish Assemblies will be on Monday 5th February during Gather Round. A Building Resilience theme: Look After Yourself was launched this week.

Communication. The existing Headteacher Blog will be replaced with a c. twice termly Newsletter. Diary Dates and Reminders will be notified by this method at the beginning of each term. Mrs Briggs sought input from Parent Council members in terms of communication methods. Aleks Tomczyk suggested thinking strategically, considering what sort of messages are needing communicated and the target audience – a matrix approach could be developed, as there is unlikely to be a “one size fits all”.

6. Parent Council Sub-Groups.

School Dinners. Sue McVey provided an update. The results of the survey continue to be analysed; looking to identify the key points and trends, for example:

- Pupils – Issuing of tokens; portion size; (during second sitting) running out of desserts, mess and lack of time to eat; ability to sit with friends; noise levels; quality of vegetables / pasta
- Parents – Issuing of tokens; not enough food available. However, positive on value / quality of food.

Sue will provide information to go in a “holding note” to parents – to be issued in the next School Newsletter.

Active Travel. Jeni Mackay provided an update. The survey will continue for a couple of weeks, with analysis completed thereafter. Jeni noted that she was now working on this on her own.

7. Future Agenda Items

- Cluster Linkages

8. AOB:

P5 Classes. Parents had raised queries via Parent Council members in relation to the composition of the P5 classes, which consist of 2 large classes (both with a large number of boys) and a small number of P5s in the composite class. Parents had indicated some general concerns in relation to disruptive behaviour and concerns about the impact on teaching time spent on discipline. Mrs Briggs will discuss these points further with Mrs Gillies, to take this forward. In a broader sense, Mrs Briggs noted that she is also keen to review the school's Promoting Positive Behaviour Policy and the overall School Vision, which haven't been refreshed for some time.

Project Play. It was also noted that concerns had also been raised about safety on the “mound” within the Project Play area, particularly rough play by P5 boys before and after school; this can be intimidating for younger pupils and may result in injury (it was noted that it is parent’s responsibility to supervise the safety of their children at these times). Questions were also raised as to the funding of ongoing repairs and the cost of employing someone to supervise the play area during the school day. Mrs Briggs noted that her appointment as Headteacher and the completion of the Inspection created the ideal time to take stock of progress, and “next steps”.

Scooters. The Chair noted that he was aware of parents complaining about pupil safety as a result of children using scooters (and bikes) within the school playground.

9. Date of next meetings:

The dates of the next Parent Council meetings are:

- Wednesday 25 April 2018
- Monday 4 June 2018

Action Tracker (Open Items):

<u>Reference</u>	<u>Action</u>	<u>Owner</u>	<u>Status</u>
JUN17/5	<u>School Dinners</u> Sue to liaise with Mrs. Henderson to arrange a meeting with Edinburgh Council, as required.	SMcV	Due Sept 2017 Due 22/11/2017 Due 31/01/2018 Due 25/04/2018
NOV17/1	<u>“1 in 5 Poverty” Agenda</u> Karine Masting, Sarah Campbell and Angela Lawson will meet to discuss “next steps”. The Chair was requested to join this initial meeting. An update is to be provided to the next Parent Council meeting.	KM, SC, AL	Due 31/01/2018 Due 25/04/2018