

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

Minutes of Parent Council Meeting

Wednesday, 22 November 2017

Present: Billy Samuel (Chair)
Sarah Campbell (Parent Member)
Jeni Mackay (Parent Member)
Karine Masting (Parent Member)
Angela Lawson (Parent Member)
Jen Farrar (Parent Member)
Moira McDonald (Community Member)
Lucy Henderson (Acting Head Teacher)
Bill Halliday (PTA Representative)
Cllr. Gillian Gloyer

Item 1: Laura Brownlee

Apologies: Elinor Waterston, Aleks Tomczyk, Sue McVey, Tracey Lees, Gilly Herbert,
Cllr. Frank Ross, Cllr. Scott Douglas

1. Gap Year Request from Former Pupil

Laura Brownlee (a former pupil of Corstorphine PS) provided a brief overview of a University gap year volunteering opportunity teaching English in Latin America that she had been successful in being selected for. This would be a year-long opportunity, with the exact location being confirmed in May 2018, with training in July 2018. As part of this, there is a requirement to raise £6,200 through fundraising. Laura explained that the organisers (Project Trust) had provided a number of examples of possible fundraising activities; one of which was looking at opportunities to reach out to the Primary School you attended.

The Chair and Mrs Henderson thanked Laura for attending. Laura left the meeting

Following discussion, the option of Laura coming in to school before the gap year; perhaps presenting to a gather round, with some sort of fundraising activity attached to it, was suggested – with Laura returning after the gap year to share her experience. It was recognised that given the “1 in 5 Poverty” agenda, there was a reluctance to increase the amount of fundraising activities and that this should not set a precedent. However, the Parent Council were supportive if there could be some sort of information sharing with pupils as to the experience, as this would have educational value. Mrs Henderson will reach out to Laura and take forward.

2. Introductions / Overview of Parent Council

The Chair welcomed Cllr. Gillian Gloyer to her first meeting. Parent Council members introduced themselves, and the Chair provided an overview of Parent Council current activities.

3. Minutes of last Parent Council Meeting (6 Sept 2017) and Matters Arising

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

MAR17/1: “1 in 5 Poverty” Agenda [ACTION CLOSED]

Mrs Henderson had circulated a breakdown of costs for school activities, per year group and per month, for the last 3 years. The amounts varied depending on the activities chosen, but were approximately £5-£15 in P1 to P4; £15-£30 in P5; c. £55 in P6 and £300-£350 in P7. The increasing costs in P6 and P7 recognise the activity week and residential course, respectively.

Going forward, the school will not have funding to provide reduced (half price) costs to families with children who are entitled to and claiming free school meals. The Parent Council were supportive in principle of the development of an Inclusion Fund. The Chair noted that the Parent Council receives central funding of £763.60 per annum; £240 of this is to fund clerking costs which is currently being saved through the Chair also acting as the clerk for no cost. The cost to the school of subsidising activities was £561.10 (2015/16), £357.88 (2016/17) and £557.70 (2017/18 to date).

The Parent Council members were supportive in principle of utilising Parent Council funds to support an Inclusion Fund. The Chair recognised that if this was the case, there would be limited (if any) opportunities going forward for the Parent Council to fund *ad hoc* requests from the School, which had historically been the case; these would need to be solely funded by the PTA fundraising activities - Bill Halliday agreed that this would be the likely result.

Action 1: 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.

MAR17/3: Parking [ACTION CLOSED]

The Survey Monkeys on Active Travel are ready to go, and will be launched this week.

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.

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 enquired at the North West Locality meeting on 7 Sept 2017, but had not got clarity on this point. Action rolled forward.

SEP17/1: Parking [ACTION CLOSED]

Diana Farrell and the Parking (Active Travel) sub-group have shared information via email.

SEP17/2: School Dinners [ACTION CLOSED]

The Survey Monkeys on School Dinners are live.

4. Minutes of last Parent Forum Meeting (27 Sept 2017) and Matters Arising

The Chair provided an overview of the Parent Forum meeting. The minutes were approved as read. There were no matters arising.

5. Updates from External Meetings

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

North West (NW) Locality Meeting (7 September 2017). The key item of the meeting was a presentation in relation to the Scottish Government's latest consultation on "Fairer Funding for Schools". There was also a lengthy discussion about the change introduced by the new Council Administration that the Parent Representative on the Education Children and Families Committee would no longer have voting rights. The forum also raised ongoing transport related issues, including safe routes to school, parking and the school streets scheme – it was noted that representatives from the Council Transport department had been asked to attend a future CCwP meeting.

Consultative Committee with Parents (CCwP) (14 September 2017). The key points raised at the NW Locality meeting were discussed. The minutes of the meeting are available online - http://www.edinburgh.gov.uk/download/meetings/id/55577/item_31_-_note_of_meeting_140917pdf (note, on page 6 the reference to Corstorphine is an error, and in fact relates to Queensferry Road / Royal High. An update of the CCwP minutes has been requested).

Corstorphine Community Council (11 October 2017). The Chair, Mrs Henderson and Moira McDonald attended a CCC meeting specifically focussed on local parking issues. The event was very well attended (c. 100 people), with a range of views expressed, including elected members, residents associations, residents, business owners, community police officers and Edinburgh Council officials. The Chair took the opportunity to respond to questions regarding the parking around the school and, in particular, the positive steps being taken forward by the Active Travel sub-Group. This update was well received by the meeting. The CCC Chair noted that he had been surprised to understand that the school catchment area reached from the edge of Edinburgh Airport through to the far side of the zoo.

6. Head Teacher Recruitment update

The Chair provided an update on Head Teacher recruitment. An initial round of ("Long Leet") interviews had completed on 17th November 2017, which involved a panel interview comprising 2 Education Department officials, a Head Teacher from another local Primary School, plus 2 Parent representatives (the Chair and Moira McDonald). 2 candidates had been shortlisted for the ("Short Leet") interviews, which were being held at City Chambers on 29th November 2017. As part of the recruitment process, both short-listed candidates had a visit to the School this week. For this second interview, the local Head Teacher representative is replaced by 2 elected council members (being the Convenor and Vice-Convenor of the Education Children and Families Committee). The Chair noted that he and Moira were confident that an appointment would be made thereafter.

7. Acting Head Teacher's Report (Mrs. Henderson)

P6 Activity Week. This had been very successful with a good range of activities and great value for money.

Nursery Opening. The official opening of the new Nursery took place on 27th October 2017. Cllr. Alison Dickie (Vice Convenor of Education Children and Families, and Convenor of CCwP) attended, with Mrs Ross cutting the ribbon. There was songs and dancing from the Nursery pupils, with P7 pupils sharing some of their nursery memories.

Pupil Council Elections. The process lasted 2 weeks and began with an optional homework task where interested pupils were asked to submit a Pupil Council Candidate Statement. They then did a presentation to their classmates and the names of the candidates were forwarded to Mrs Gillies who organised an election, which took place on 13th October. The House captains scored voters off the electoral roll as they completed their voting papers and posted them in the ballot box.

Staffing. We are in the process of recruiting 3 new members of staff. A part time Early Years Officer who will job share with Laurie McNulty who returns from maternity leave on 8th January, A 15 hour Pupil Support Assistant (PSA) post and a 25 hour Pupil Equity Fund PSA post with an additional remit of family support.

P1 Registration / Open Day. Positive feedback had been received regarding the Open Day held on 2nd November 2017. P1 registrations were now complete, with a return due to be completed by the end of this week. The numbers are up on last year, but deferrals and out-of-catchment requests still need to be considered in due course.

Supported Self Evaluation Visit. Quality Improvement Officers from the Council Education Department were in School on 15th /16th November 2017, to support the school with its self-evaluation. The key areas of focus were on Leadership of Change, Learning Teaching and Assessment, Ensuring Wellbeing Equality and Inclusion, and Raising Attainment and Achievement. Similar work is being undertaken almost half of all Schools in Edinburgh, and is useful preparation for the next cycle of School Inspections.

Project Play. Project Play Phase 1 is complete and has now passed the RoSPA safety assessment. The risk assessment, and health and safety action plan, are available on the website and will be emailed out. Parents need to read and confirm understanding. There will be no supervision before or after school. PSAs and pupils have been trained on maintenance and now it is a case of finalising the timetable, launch at Gather Round and then it is ready for use.

8. Parent Council Sub-Groups.

Active Travel. The Surveys are ready for launch. Further activities will be prioritised and planned once the results have been collated and analysed.

School Dinners. The Chair read out an update from Sue McVey. Sue noted that the next step was to analyse the results of the Survey Monkey, with the expectation of setting up a "SNAG" (School Nutrition Action Group), as part of the "Better Eating, Better Learning" policy. This would involve a member of school staff, canteen staff, motivated pupils and a

couple of parents. The SNAG would look to prioritise issues and deal with them one by one, first fixing any basic issues and then moving on to potential improvements. Sue also thought it may be worth thinking about a “Healthy Snack Policy”.

9. Future Agenda Items

- Cluster Linkages

10. AOB:

P7 Hoodies. Angela Lawson requested clarity on the wearing of P7 Hoodies. It was felt that feedback from the previous P7 year group was that the Leavers Hoodie was a good idea, but that there was previously insufficient opportunity to wear it. It was requested that the school permit the wearing of the Leavers Hoodie, instead of School Jumper / Hoodie, on an occasional basis. Mrs Henderson agreed that this could be permitted by the school for specific dates on an occasional basis; however it was stipulated that P7 Hoodies would need to remain “autograph free” until the last day of the school year, if that was to be the case.

Catchment Review. The Chair noted that he had no further update in relation to the proposed informal catchment reviews. He was aware that further details were expected to be provided to the Education Children and Families Committee in December 2017, so expected to be in a position to provide a further update at the next Parent Council meeting.

Meeting approach. The Chair noted that time is always tight to cover all topics at Parent Council meetings. The Chair proposed that going forward, he would aim for minutes to be circulated further in advance of meetings, so that approvals and matters arising can be clarified outside of the meeting. As the work performed by the Sub-Groups continues to develop, it was also requested that Sub-Groups circulate a brief update ahead of future meetings, so that time within the actual meeting can be focused on specific elements.

Vote of Thanks. As this would be Mrs Henderson’s last Parent Council meeting, the Chair again re-iterated the “thank you” that he had provided at the Parent Forum meeting in September. All the Parent Council members wished Mrs Henderson well in her new role.

11. Date of next meetings:

The dates of the next Parent Council meetings are:

- Wednesday 31 January 2018
- 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
JUN17/6	<u>Nursery Allocation</u> The Chair to enquire as to whether there is any intention to review Nursery Allocation policy in light of introduction of 1140 hours provision.	BS	Due Sept 2017 Due 22/11/2017 Due 31/01/2018
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