



Bruntsfield Primary School Parent Council

MINUTES (DRAFT)

PARENT COUNCIL MEETING

January 30th 2018

Staff Room

| Item | | Action |
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| Present | David Urch (DU), Andrea Thomson (AT), Sam Hart (SH), Sorour Malaekah, Fran Cattanach, Karen Galloway, Yvonne Fisher, Tara McGregor (TM), Carol Kyle (CK), Lesley Lamond, Neil Thomas, Polly Golding, Fayaz Alibhai (FA), Amanda Crawford, Bridget Kearney, Elspeth Fairgrieve, Maeve Fryday, Bill Dorman (BD), Elizabeth Tennet, Alex Liddell, Katy Hayne, Jules Goodlet-Rowley, Jenny Mitchell | |
| 1 | <p>Apologies Paul Kerr, Lizzy Williams, Anja Kirchhof</p> | |
| 2 | <p>Minutes from November 15th 2017 were approved</p> | |
| 3 | <p>Matters arising The funding application has been released as planned. DU has attended meetings with the pupil council as planned Emma Mcloughlin is working on Health and Well-being benchmarks and PE plans, which will be circulated with the PC soon. Thanks was noted to CK for putting in place the first aid delivery, and for fixing the pot hole.</p> | |
| 4 | <p>Class rep coordinator update A number of issues had been raised by class reps and were presented by FA.</p> <p>School lunches; some children are not having lunch due to losing tokens or other reasons, and concerns with the ordering system. CK says that no child goes without lunch so long as a member of staff is told; the kitchen always has spare. CK will update parents regards school lunches in a forthcoming blog.</p> <p>Some children are having to wait for up to 30 minutes to be served. CK confirms that sometimes the lunch queue can be quite long, but that the norm is for all children to be served within 15 minutes.</p> <p>ParentPay; some parents are struggling with this. There will be a new clerical assistant starting soon in the school office; the office will then provide an iPad and assistance for access to ParentPay for parents who are struggling with it.</p> <p>Class formation; there is a call for changing class formation as children move through the year-groups in order to encourage resilience to change, especially with respect to moving to secondary school. It was noted that other primary schools in the catchment for Boroughmuir changed class formation in P6 and P7. CK explained that children work with children from other classes regularly. She also referred to a previous effort to change class formation but which was met with resistance. CK will speak to cluster heads to examine this and invites further input from the PC.</p> <p>Bad weather policy; parents would like a policy on bad weather. This is following pupils waiting in inclement weather for school to start, and staff delays due to poor travel conditions having knock on</p> | CK |

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| | <p>effects for parents; CK explained that if the weather is extremely bad, P1s and P2s do not wait outside. She asked that parents considered the weather with respect to drop off times, to minimise time spent waiting in bad weather. CK will follow up with staff with regards concerns over late entry to school if staff arrive late.</p> <p>School bells; parents are grateful for an update on the school bells. To clarify, 8.45 bell is for P3-7 and 8.50 bell is for P1 and P2.</p> <p>Plastics/water bottles; there are concerns over the volume of plastics in the school, with specific reference to pack lunch water bottles and plastic spoons. CK noted that the eco committee have discussed this, and CK will follow up with communication to the Council.</p> <p>Meeting new staff; parents and pupils have been grateful for new staff going round classes. Lesley Lamond will continue to go round to all the classes, as will other new staff.</p> <p>Religious policy; a request was made for an update on the religious policy. CK confirmed that the Religious and Moral Education (RME) policy is that we respect all religions, and allow worship to be decided by families. RME covers Christianity, World Religions and development of Beliefs and Values (this includes Sustainability, Rights Respecting Schools etc). The Christian minister comes into the school once a month as at present the School has an active link with the minister. CK is very open to forging links with other faith representatives, and invites anyone who knows appropriate persons from other faiths to help establish this. The RME policy will be put on the website asap.</p> <p>Play supervisors; there are concerns regarding ratio of pupil support assistants (PSAs) to pupils during play time. CK confirmed that at present the proportion is higher than is provided for by the Council, and the number of staff has risen in alignment with the rising roll. There are also P7 mediators and a member of the management team to assist with this. CK will specifically mention the ‘pushing game’ in assembly and reiterate that this is not permitted during play time. CK will reiterate to the PSAs the procedure following an accident and pupil empathy during play during one of her weekly meetings with them.</p> <p>Sign language; CK confirmed the feedback DU had already provided to Deidre Shell, that the idea suggested at the last PC meeting, and followed up on separately by email, was not viable as the teachers did not see it as a priority within an already crowded curriculum. It was noted that CEC are promoting Sign Along and that the PC and BPS would welcome a funding application to offer signing as an extracurricular activity, but it would be a one event taster day, and it was unlikely that the School would be able to sustain a 10 week programme as previously mentioned.</p> | <p>CK</p> <p>PC and CK</p> <p>CK</p> <p>CK</p> <p>CK</p> <p>CK</p> |
| 5 | <p>Funding applications. DU explained that this was the first use of the funding application form, which had been put in place to help mobilise funds raised by the PC in a way that was most advantageous to the pupil body.</p> <p>DU outlined the process of reaching a decision when a funding application was submitted to the PC.</p> <p>Applications under £1000, will be considered by the office bearers.</p> <p>Applications over £1000 will be discussed at the Parent Council meeting. If there is no obvious agreement, the decision will go to a vote of the Parent Council members, with the chair having the casting vote. The Parent Council members include the office bearers and co-opted members, and members who attended the AGM up to a total of 25, as per the constitution.</p> <p>DU commented that the Constitution is due for its regular ‘fit for purpose’ review, and that particular attention would be paid to any ambiguity around the voting procedure. Any proposed changes will be put to the PF before the AGM, with approval for any revisions sought at the AGM</p> | |

Applications considered

DU summarized the application. The application was put forward by Bill Dorman and Rosalyn Carnie, for a total of £1160. Of this, £500 is for training provided by Kate Farrell to teachers to build capacity for delivering coding to children across the School, and £500 for ICT equipment to compliment this.

A discussion ensued regards the application. The key issues/queries that were discussed were:

- **how had Kate arrived at the current costs**, and what is the confidence in the value of this? BD indicated that the costs presented are in line with Kate's consultancy rates.
- **CK had queries regards an outside provider assessing ICT provision**. BD indicated that this was part of the evaluation of the provision, in order to be able to reflect on the benefit of the programme.
- **it was queried if this will conflict with the Barefoot ICT delivery already in place**. BD indicated that it would build on the Barefoot provision, with a view to strengthening ICT delivery.
- **it was queried whether the products that have been requested were likely to have wide benefits**. It was confirmed that these are tied into the capacity building; they are a resource base to allow the teachers to deliver what they have been trained to teach.

DU moved to approve the application; the general consensus was to approve the application, so the application was approved.

Introduction to Yoga.

DU recused himself from chairing this item on the agenda, declaring a conflict of interest. SH took up the Chair for this item. SH summarised the application, noting that it provided for 6 weeks of yoga instruction to all P1 and P2 pupils and its alignment with the curriculum and support from the school. SH also provided revised figures for the funding application, clarifying that the cost of the programme included £900 worth of equipment, and equated to £2,700 for delivery of 36 classes (£75/class). A discussion ensued regards the application. After outlining her expert opinion of the application (see point 1 below), TM also recused herself from the meeting, declaring a conflict of interest. The key issues/queries that were discussed are summarized below. More detail for the discussion is included in an addendum to the minutes:

- **Benefits of Yoga**. The benefits of yoga for 5-6 year-olds was explained by TM (childhood yoga instructor). These include strength, coordination and attention and listening which was particularly important for this age group. TM also noted that the teachers had seen the benefit of the Yoga delivered to date, and keen for it to continue. It was reemphasised that this application presented an opportunity to align the yoga sessions with topics being taught at that time, which was unique and additional to other yoga classes that the children would currently have access to.
- **Would it replace the current curriculum?** CK responded that it was part of the two hours (ie 40min) allocated to PE, and that PE teachers would work in partnership with the instructor, supporting or modelling accordingly during the classes. In this regard, a parent suggested that perhaps teacher provision was more important.
- **Was it aligned to the curriculum?** It was clarified that the proposed provision was indeed aligned to the curriculum, specifically Building Resilience.
- **Is yoga something the school would want to support?** CK was in agreement and parent response was largely supportive, within constraints of providing parental consent to protect children should they have a contraindication to yoga.
- **Scope of provision**. There was concern about the scope of the application being limited only to P1-P2, and that Active Schools already provided this.
- **Cost of provision**. Parents generally felt the proposal submitted costs which were higher than market rate even after taking the equipment costs into account. CK suggested that the equipment costs could be reduced by the school itself procuring the materials, with the added benefit that any relevant health and safety concerns would also then be covered by that procurement. It was queried whether provision might be better via training for the PE

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| | <p>teacher, as this extended its reach throughout the school.</p> <ul style="list-style-type: none"> • Capacity building. It was suggested that the programme proposed was not sustainable, and as such, had limited capacity for long term or wide impact in the school. There was also a concern that the school might find itself in a position where it was left with £900 worth of yoga mats. <p>It was concluded that yoga provision per se was not unsupported, but that price and legacy seemed to be the most pressing concerns. This was agreed and the application was not approved.</p> <p>SH outlined several alternatives: that the proposal go out to tender, that the application go back to the drawing board, and/or that the provider reconsider their pricing. SH moved that feedback be provided to CK, that the provider, and other interested parties, work with the school to discuss provision that may offer better value for money and wider reach.</p> <p>Call for further applications</p> <p>A request was made for further applications from staff and parents so that requests could be considered with a view to funding priorities. It was noted that several parents had raised needs across the school. DU and SH reiterated that all staff and parents were welcome to submit applications, and that the office bearers would help and support applicants wherever possible.</p> <p>http://clubs.bruntsfield.org/Funding-Application-Process</p> | |
| 6 | <p>Clubs update</p> <p>Doorkeeping; there are some on-going issues which are being resolved.</p> <p>Escorting; the PC is still paying for escorting Kidzcare children to and from clubs. The PC is looking to resolve this.</p> <p>Next registrations will open on 8th March</p> <p>Paul Kerr and Sarah Macrae have noted their intentions to step down. Successors are needed to be in place for the summer term, and Paul Kerr will provide support until the AGM to ensure a smooth handover. Volunteers are needed to fill this role.</p> | |
| 7 | <p>Health and Safety</p> <p>This is a critical aspect of the PC activities. To give it the prominence required, a new co-opted role of Risk Officer was proposed. The role was approved.</p> <p>Michelle Brown has agreed to take on this role, to update the current health and safety processes and seek a health and safety team for PC events.</p> | |
| 8 | <p>Events update</p> <p>Handovers are being followed up for the Halloween Party and Ceilidh.</p> <p>The Pub quiz (a social rather than a fundraiser) is the next event in the calendar, organised by P5 parents. A poll will be circulated to decide if this will continue this year.</p> <p>The PC is putting out a call is for a raffle coordinator and team for the summer Fete. Volunteers are needed for this.</p> | |
| 9 | <p>Headteacher's report</p> <p>The School has the following new staff: Clerical Assistant, Cheri Millar; Business Manager, Michael Morrison; Depute Head Teacher, Martyn Wood; Acting Depute Head Teacher, Lesley Lamond.</p> <p>CK confirmed that at present it is expected that there will be 21 classes in next session, 3 classes of 25 in each Primary 1 class, although numbers could change</p> <p>Resurfacing of the top playground has been requested and the pothole at the gate has been repaired</p> <p>CK noted that she will continue to circulate the blog, and the next blog will include a link for</p> | |

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| | <p>feedback form parents.</p> <p>The school is looking into purchasing a defibrillator.</p> <p>A copy of the Boroughmuir Parent Council minutes will be made available on the web site shortly. Worth noting: there will be an open day at the Boroughmuir High School on the 24th March; on Wednesday 7th the final bell will be rung in the high school and pupils will be piped out of the school; St Oswalds is open for community purchase for the final time.</p> | |
| 10 | <p>Finance overview</p> <p>Clubs The BoS (clubs) account currently has £61, 293. After costs and next set of registrations, the projected balance at the end of the spring term is £28K</p> <p>Whilst this is a healthy sum, the clubs account is currently running at deficit as a result of increased costs of doorkeeping. The deficit could be dealt with by eradicating the costs of escorting Kidzcare children to and from clubs. Otherwise, there is a need to increase the cost of clubs. A solution for the cost of Kidzcare is expected to be resolved imminently.</p> <p>Events Balance is £21,400. Many thanks to those involved in the winter fete, the surplus for which was ~£3K, and to the Art Auction, the surplus for which was £1840, which will be given to the Primrose fund.</p> <p>Last year we incurred professional fees to deal with preparing the accounts. We are trying to secure volunteers to avoid this in 2018.</p> | |
| 11 | <p>AOB There was a request to put Boroughmuir High School back on the agenda for the next meeting.</p> | SH |
| 12 | <p>Dates of next meetings 14th March 2018 16th May 2018 13th June 2018</p> | |