



Bruntsfield Primary

School Parent Council

MINUTES (DRAFT)

**PARENT COUNCIL MEETING
March 14th 2018**

Staff Room

Item		Action
Present	Jenny Mitchell, Andrea Thomson, Karen Galloway (KG), Michael Morrison (MM), Martyn Wood (MW), Felix Schaeffler, David Urch (DU), Alex Liddell, Elizabeth Tennet, Carol Kyle (CK), Fran Cattanach, Anja Kirchhof, Polly Golding (PG), Athanasia Vachla, Sam Hart (SH)	
1	<p>Welcome and Apologies DU formally welcomed Martyn Wood, the new Depute Head, and Michael Morrison, the new business manager, who were both introduced by CK.</p> <p>Apologies from:- Fayaz Alibhai , Neil Thomas, Cheryl Ruiz, Paul Kerr, Sorour Malaekah, Tara McGregor, Michelle Brown</p>	
2	Minutes from January 30th 2018 were approved	
3	<p>Matters arising Responses to a number of the issues arising have been communicated to parents via headteacher blog.</p> <p>Boroughmuir High School. Elizabeth Tennet offered to provide the communication link with Boroughmuir High School. DU and KG will be pursuing links with cluster school parent councils to explore transition issues across the clusters. Boroughmuir High School will be put on the agenda for the next PC meeting.</p> <p>ParentPay. The School office are available to help parents with ParentPay if need be. Parents have commented how helpful this has been to date and how approachable the staff have been.</p>	DU/KG SH
4	<p>Class rep coordinator update; Gratitude was expressed to CK for responding rapidly to issues raised in the last PC meeting from class reps.</p> <p>Class formation. CK fed back from discussing class formation with Cluster heads. Other schools in our cluster have previously mixed up classes as a result of changes in school roll. This is not an action taken out of choice. It is unlikely that a cluster approach can be adopted as class formation is decided by roll requirements rather than standard policy. Whilst the best approach continues to be explored, CK will look to increase opportunity for across class learning to allow children to mix with those in other classes (e.g. mixed sciences or art activities).</p> <p>Photographs. The quality of the photos have not been considered, by some, to</p>	KG

	<p>be up to standard. The PC will search for a new provider and will follow up with MM.</p> <p>Playground behaviour. Concerns with playground behaviour continue to be raised, despite a reportedly high number of pupil support assistants. More detail regards these incidents will be collated, and discussed further with the School management (in a confidential manner) to try and identify what the main issues may be so that the School can act accordingly.</p> <p>Class behaviour. The behaviour and anti-bullying policies are available on the school web site and should be being applied consistently. If parents have particular concerns about class behaviour, then they are welcome to discuss this with the School management.</p> <p>Learning support. The support for learning teachers and pupil support assistants work with children of all abilities in the School. If a child is receiving targeted support a letter is sent back to the parents. School management will review the way this support is communicated to parents.</p> <p>Pea Gravel. The pea gravel currently in the front playground is to top up the pea gravel in the adventure playground, which is required to achieve a safe depth of gravel.</p> <p>ICT. 10 new computers have been ordered for the ICT suite. The full refresh by the council has been delayed but should be forthcoming.</p> <p>GDPR. GDPR training is being delivered to the School by the Council, to ensure that the School will be GDPR compliant</p> <p>Senior management. Senior management distribution is as follows Jenny Dobie P1, Lesley Lamond P2-4, Martin Wood P5-7,</p> <p>Rescheduling of trips missed due to weather. The P5 trip to Holyrood park is being rescheduled, and will be communicated in due course.</p>	<p>KG</p> <p>CK/MW</p>
5	<p>Funding applications. DU reiterated that all staff and parents were welcome to submit applications, and that the office bearers would help and support applicants wherever possible. Please contact DU to discuss.</p> <p>Previous applications ICT workshops have begun, with extremely positive feedback from the staff to date</p> <p>The previous application for yoga provision is being reviewed</p> <p>New applications A new application has been received from Claire Doyle, focussing on raising attainment through the arts. This will be reviewed and discussed with School management in the following weeks.</p> <p>The School is preparing applications for funding to contribute to playground marking, books and smart boards.</p>	<p>DU/CK and SMT</p> <p>CK/MM</p>

6	<p>Clubs update</p> <ul style="list-style-type: none"> • Registrations have opened for next club sessions • We have dispensed with a separate door keeper coordinator role. Particular thanks to Monica and Gema for taking on the co-ordination duties in addition to their existing door keeping roles. • There was much discussion around the proposed new arrangements for escorting children in Kidzcare to and from MUC, some of which has since been superseded by events. The developments are encapsulated in the following: Notwithstanding great effort on the part of the PC office bearers work with Kidzcare to ensure an escorting service would be available to those children in Kidzcare attending clubs at Morningside United Church, and in spite of their reassurance that the new arrangements would not be reviewed for a year, we have learned subsequent to the meeting that Kidzcare have withdrawn the service before the new arrangements had even been put into effect. We are extremely disappointed by this development, but we are afraid it is out of our hands. DU expressed his sympathy to all families affected and apologised for not having been able to reply directly to all those concerned parents who had contacted him. • PG suggested that when scheduling clubs, consideration should be given to locating those biased towards older children at MUC, so as to alleviate the potential 'escorting' burden. DU thanked her for making a helpful point and said that this is exactly the sort of thing which he hoped to include in a wider ranging review of clubs towards the end of the summer term. However, DU reiterated the point made in previous meetings, that we are already desperately short handed, so this would likely depend on sufficient volunteers stepping forward. • An evening to celebrate the success of clubs and the efforts of club organisers and tutors will be publicised in the near future. • Addendum further to the meeting; we are working to run clubs which were cancelled on the recent snow days in the first week back after the Easter holidays. We will update you as soon as possible. 	
7	<p>GDPR</p> <p>The change to data protection laws come into force on 25th May 2018. The PC need to be confident of being GDPR compliant, and will put together a small working group to review our current practices and ensure we are data compliant.</p>	KG
8	<p>Events update</p> <ul style="list-style-type: none"> • A call to arms has been sent out via facebook and class reps for further volunteers for the summer fete. Thanks to those who have come forward. • A handover has been received for the Ceilidh and will be sent out to P3 parents next week. • A handover for the pub quiz is forthcoming and will be sent to the P5 asap. • A handover for the Halloween party is needed and is being followed up 	

9	<p>Headteacher's report</p> <ul style="list-style-type: none"> • A programme commissioned by Edinburgh Council in partnership with the Youth Music Initiative is being provided for P2-4 teachers to support music teaching. • Quality Improvement Education Officers (QIEO) have complemented Bruntsfield on their 'Core Curriculum' which we have designed to ensure continuity and progression of experiences, outcomes and benchmarks from P1 through to P7. We are delighted this has been recognised. • A replacement for Mr Rae will be in place after Easter. 	
10	<p>Finance overview</p> <p>The clubs account has £43,899.63 @10/3/18. The end of March 2018 cash position (excluding Summer term revenues) is estimated at approx. £28k. With an ongoing £8000 buffer, a substantial sum should be available to transfer to the Events account for good causes.</p> <p>Thanks to Euan Hegerty for offering to take on the role of consolidating the accounts which will generate a significant saving and allow for more timely return of the required accounts.</p> <p>The Events account available balance is £21,566.80</p>	
11	<p>Succession planning</p> <p>DU commented on the importance of succession planning and subsequently submitted the note below for inclusion in the minutes.</p> <p>Despite repeated calls for volunteers, we are still woefully short of new people coming forward to take on the roles of those stepping down in the summer. We have continued to build on the hard work of those who have gone before us in order to capture learning and streamline our processes as we move forward. We are keen to extend this process of smooth succession, making life easier for all, through a timely handover process. We can only achieve this if people make themselves available sooner rather than later. In order to further alleviate the strain on new volunteers we are also looking to further split the roles; more hands make less work. Furthermore, although the maximum term for any office bearer is three years, we are striving to have a situation where nobody has to do more than two years, hopefully making participation seem less daunting. In a parent body of around 400 families, even five more volunteers would make a great difference. Please help if you can; you might even find it rewarding!</p>	
12	<p>Dates of next meetings</p> <p>16th May 2018 13th June 2018</p>	