



Bruntsfield Primary School Parent Council

Minutes

PARENT COUNCIL MEETING August 30th 2017 DRAFT

Present	David Urch (DU), Paul Kerr (PK) Andrea Thomson, Sam Hart (SH), Sorour Malaekah, Fayaz Alibhai, Katy Hayne (KH), Fran Cattanach, Karen Galloway (KG), Jenny Mitchell, Loukia Koutsoventi (LK), Alan Gray (AG), Jennifer Elliot, Polly Golding, Yvonne Fisher, Elizabeth Tennet, Tara McGregor, Melanie Main, Jonathan Pryce, Julie Allison-Wosu, Bridget Kearney, David Rowley, Anja Kirchhof, Natlie Borrowman, Debbie Roychoudhury, Carol Kyle (CK), Michelle Brown, Ruth Curry, Ceri Sutherland, Shona Simon, Angela Hastie	
Item		Action
1	Apologies Sarah Macrae, Bill Dorman, Barbora Skarabela, Holly Provan, Pauline Ah-Hot, Isobel Paul, Neil Thomas, Mark Roberts	
2	Approval Of Minutes from June 14th 2017 Approved	

<p>3</p>	<p>Matters arising</p> <p>New Boroughmuir High School MR was to follow up with parent councils of all primary Schools in the Boroughmuir catchment with regard to the new Boroughmuir High School and the new Primary School. Update to follow at AGM</p> <p>Netball Kit The parent council have provided funds to pay for netball kit.</p> <p>Golden Time Golden Time was first established to reward children for good behaviour, and was a generic provision across the School. The School has now adopted the Rights Respecting Schools Work, which has a change of emphasis to a Class Charter. This means that every class will now be doing their own Class Charter to develop an equivalent of Golden Time that is chosen by the pupils and considered appropriate for the class.</p> <p>Weekly Timetable A weekly timetable for each class will be shared showing primary headings such as literacy, numeracy, PE, ICT, languages etc.</p> <p>Playground The last ROSPA safety review of the playground was undertaken in June and the next will take place in September. A border has been purchased to help contain the pea gravel. CK awaiting approval from the Council to put this into place.</p> <p>Parent Social A parent social will be considered for later in the year.</p> <p>Skiing A number of parents have expressed that they had not been aware that P7 pupils will not have the chance to do skiing next year. This was noted in the last PC meeting minutes and see section 9 below for further explanation.</p>	<p>MR/DU</p> <p>CK</p>
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<p>4</p>	<p>Funding priorities 2017/18 The Parent Council has two sources of funding; Clubs and Events</p> <p>Clubs Clubs aim to run in a self sustaining fashion, maintaining a buffer of about £10,000. Spending requirements by club organisers can be made up to £50 with receipts submitted to club coordinators. For amounts of between £50 and £300, prior approval must be provided by the club coordinator, more than £300 requires approval by the PC. Any surplus over and above will be transferred to the Events account with PC approval.</p> <p>Events We raise money throughout the year at various events for good causes. We hope to agree these causes annually at the AGM, in recent history all funds were diverted to the playground effort. The PC is now keen to develop initiatives to support other additional activities. The PC repeated its view that it would like to explore options that have potential for strategic and sustainable pedagogical benefit. In 2016/17 this included a programme to support modern languages in the School.</p> <p>The PC also has a standing commitment to the Primrose Fund to support families requiring assistance to help pupils to take part in school activities. There is also a standing commitment to support playground maintenance. The School have provided the PC with a 'wish list', and the PC are open to ideas for prioritising funding which will be considered at the AGM.</p>	
<p>5</p>	<p>Clubs update The PC run over 20 clubs, with ~750 pupils taking part weekly, and are ready to start in September. For clubs starting in January, registrations will start towards the end of the winter term.</p> <p>Cubs are dependent on doorkeeping arrangements to accommodate pupil movement in and out of the school during clubs. At present, we do not have doorkeeping arrangements in place. Two options; a) ask Kidzcare to step in to help on a short term basis b) set up a parent rota.</p> <p>PC will send an explanation and warning to parents regards the possible suspension of clubs, and a job description for circulation via the parent forum.</p> <p>Clubs will be suspended if doorkeeping arrangements can not be put in place.</p>	<p>DU/SF/KG</p>

6	<p>Events update Upcoming events Halloween Party for P5 and P6 pupils. 25th October, organised by P6 parents</p> <p>Winter Fair, 24th November, organiser is required.</p> <p>DU to send a reminder to parents regards the class responsibility to organise events.</p> <p>The PC is looking for an events organiser, volunteers are more than welcome.</p>	
7	<p>Finance overview</p> <p>Clubs update; The current balance is £70,000 of which £42,000 is registrations for the Autumn term. A further £8,000 is committed. With the £10,000 buffer, a surplus of £10,000 will be considered once the doorkeeping situation and clubs future is confirmed.</p> <p>Events update. Current balance ~£17,500</p>	
8	<p>Succession planning Each of the office bearer roles requires succession planning and a period of shadowing to ensure a smooth handover</p> <p>Roles are appointed at the AGM. There is a 3 year maximum in an officer bearer role.</p> <p>For the next AGM, DU has offered to stand for Chair, SF has agreed to stay as Secretary for one more year, PK and SM will continue with Clubs.</p> <p>An events coordinator role is currently vacant and needs to be filled.</p> <p>Two new co-opted roles are to be created; KG has offered to take up a communication officer role.</p> <p>KH would like to pass on the role of class rep coordinator, and this role will become a co-opted role on the Parent Council. Volunteer are required for this.</p> <p>Volunteers are also needed for Events and Clubs treasurer roles.</p> <p>SF to email parents directly to invite interest in roles in the PC.</p>	<p>SF</p>

<p>9</p>	<p>Outside activities A variety of issues have been raised by parents regards outside activities; volume of children in the playground, ratio of adults to children during playtime; time provided for outside activities and use of Links, Running Club and Skiing.</p> <p>Skiing CK is hugely supportive of Skiing, but it can not be sustained to allow for new initiatives that have been introduced into the School and curriculum. Skiing in both P6 and P7 was manageable when there were 2 classes in each year group, but is not sustainable with larger number of classes. CK would be supportive of any parent who would like to help organise a Skiing after school club, so that those pupils who would like to Ski beyond P6 are able to do so.</p> <p>Volume of children in the playground and staff/pupil ratio CK pointed out that the School has more pupil support assistants than the council allocates in its budgets, which is good and will continue. There are fewer accidents in the playground now the new playground zones have been established, but this is something the school will continue to monitor.</p> <p>Busy playgrounds at the start and end of day and during playtime have been noted. CK indicated potential solutions regards changing stagger times for lunchtime and pick up and drop off, but this has its own implications. CK will discuss this further with DU</p> <p>Running club. Parents feel that there has been a lack of transparency regards how the running club operates, and the selection process. This will be communicated to the parents soon. The Active Schools coordinators are willing to offer a running club, and this can be explored.</p> <p>Access to outdoor activities will continue to be reviewed by the PC</p>	<p>DU/CK</p> <p>CK</p>
<p>10</p>	<p>Communications Review DU and KG will continue to pursue a review of communications, liaising with AG regards the website.</p>	<p>AG/KG/DU</p>

11	<p>Headteacher's report</p> <p>New classrooms have been completed and furnished with the latest technology.</p> <p>Staff have had training with Buckstone, Boroughmuir and South Morningside staff on ways to use the new Benchmarks in literacy and numeracy. This will ensure consistency and continuity within the Cluster and aid transition when our pupils move to Boroughmuir High School.</p> <p>The internet and telephone systems are being updated which will disrupt internet and phone communication at times in the near future.</p> <p>New office staff are doing their best to get to know the School. Please be patient while they find their way.</p> <p>KG has offered to provide communications support to school management including the rollout of Bruntsfield News.</p>	
12	<p>Dates of next meetings (start time 19.00 – 8.30pm): AGM Wednesday 20th September 2017 in the School Dining Hall</p> <p>Dates for 2017/18 to be approved at AGM.</p>	