



Bruntsfield Primary School Parent Council

Minutes

PARENT COUNCIL MEETING May 17th 2017

Draft until approved at next PC meeting

Present	David Urch (DU), Mark Roberts (MR), Carol Kyle (CK), Isobel Paul, Paul Kerr, Melanie Main (MM), David Rowley, Bill Dorman, Victoria Coates, Andrea Thomson, Sam Hart (SH), Sorour Malaekah, Claire Bennet (CB), Holly Provan, Ingrid Ramsey (IR), Debbie Rayochoudhury, Karen Galloway, Anja Kirchhof, Bridget Kearney	
Item		Action
1	Apologies Sarah Cran, Isobel Paul	
2	Approval Of Minutes from March 15th 2017 Approved	
3	Matters arising All covered in the agenda	
4	<p>Funding priorities 2017/18</p> <p>There is a need to consider fundraising priorities for 2017/18. For 2016/17 priorities have been a need to build up reserves having exhausted these with the playground project, the Primrose Fund and the French speaking lessons programme.</p> <p><u>Primrose Fund.</u> This is used for camp, skiing and trips for those who cannot afford to attend. IR will provide a breakdown of funds that have been used for the Primrose Fund to date to allow the PC to forward plan continued support of the Primrose Fund.</p> <p><u>Support for modern languages; French speaking lessons.</u> CK reported that the staff had indicated that the drama theme and tongue twisters have been very positively received. Some children however found that there was a sense that some of the sessions were too long and too quick and younger children found the sessions a little stressful. Staff are finding it hard to fit everything into the curriculum, and this was an additional strain on curriculum time.</p> <p>The teachers said they found the parent visits hugely successful, and would like this element to continue.</p> <p>Staff have created a list of where they would like support from PC funds. CK to circulate the list to be discussed at the next meeting.</p>	<p>IR</p> <p>CK</p>

	<p>Items suggested to date include; Sumdog, ICT equipment, sets of novels and playground markings for the front playground.</p> <p>There was an additional proposal for funding; Coding skills The proposal is to provide a class teacher training programme on coding, to be delivered by a 3rd party vendor (for example Big Learning Co). Key to this will be using existing resources, so that class teachers can incorporate coding into existing lesson plans. BD to arrange further discussions and will aim to provide a costed proposal for a subsequent meeting, with an aim to implement towards the end of 2018 if approved.</p>	<p>CK</p> <p>BD</p>
5	<p>Clubs update Clubs will be confirmed for 2017/18 at the beginning of June. The aim is to ask Kidzcare to continue with current door keeping arrangements.</p> <p>Currently four coordinators are stepping down (Rock School, Gymnastics, Chanter and Theatre). These clubs will cease unless someone volunteers to coordinate the club. This role involves dealing with the registrations and coordinating with the tutors. Please get in touch with Clubs if you can help (bruntsfieldclubs@gmail.com)</p> <p>780 children attend a club session every week. The PC would like to thank the clubs coordinators for facilitating this significant achievement.</p>	
6	<p>Finance overview</p> <p>Clubs Finance There is currently ~£55K in the bank balance at the end of April. ~£30K is still to be paid out. Due to large numbers of children in clubs in the last couple of years, the clubs are starting to generate surplus, which will be reviewed when an end of year report is available.</p> <p>The end of year report is a significant project, and help is required. If you are able to assist please contact the PC asap.</p> <p>Events Finance Forecast for July (available funds for PC to commit to agreed causes) is £13,503 Events fundraising this year has currently raised £4010 in profit, in comparison to £3428 last year, an increase of almost 17%. We still have our biggest event to come, so need to keep the momentum going.</p> <p>Quiz Night – Thanks to the P5 team who put on another fun and successful evening, raising a profit for the school of £549. Thanks to all who organised and attended the event.</p> <p>Ceilidh - A big thank you to Alex Barrett for stepping in to manage the</p>	

	<p>Ceilidh at the last minute. It was a success thanks to Alex. Profit of £230 after expenses handed over. Thanks to all those who helped /supported / took part in the event</p> <p>Summer Fete (3rd June) – Thank you to Neil Thomas for taking on the overall organisation and management of the event, which is a huge role. Thanks to all who have volunteered to help in advance, on the day and after the event. This is our biggest fundraiser of the year, so please support it as fully as you can, in whatever way you are able.</p> <p>Expenses – It would be hugely appreciated if those incurring expenses for school fundraising events could present them both for reimbursement and paying into the bank within a timely window. This will allow a better understanding of profitability, bank balances and therefore donations the PC are able to make to school ventures going forward.</p>	
7	<p>Succession planning</p> <p>More volunteers are needed to contribute to the PC so that the PC is able to continue to operate. The PC is keen to encourage volunteers to shadow office bearers, so that they have a better understanding of what is involved, without having to over commit. Roles will be confirmed at the AGM.</p>	
8	<p>Communication review</p> <p>DU and a small working group is working on a document that provides a communication strategy for the PC and parent forum. Included in this is a need to review the current website. MR noted that Alan Gray, Webmaster, should be the first port of call, but the PC would be grateful to hear from any other parents with the requisite web design skills.</p> <p>DU also suggested that it may be prudent to create a communications role, and discussion regards this will be forthcoming</p>	DU
9	<p>Headteacher's report</p> <p>Standard and Quality Report for this session and Improvement Plan for next session</p> <p>We have achieved targets set in the 2016-2017 Improvement Plan and this will be reflected in the Standard and Quality Report 2016-2017, which will be shared as a Parent and Carer Summery in June. The full copy will be, as always, added to the website at the end of this term.</p> <p>Next session's Improvement Plan will include our plans to further improve literacy and numeracy, using the new Benchmarks, and Modern Languages with cluster schools. We shall also share next steps in Year 2 of our Building Resilience Programme, plans for Pupil Equity Funding and continued developments to support children with</p>	CK

	<p>autism.</p> <p>Staffing The staffing list will be updated and sent to parents and carers at the end of this term, when recruitment processes are complete.</p> <p>End of year report End of Year Pupil Reports will remain the same for literacy, maths and numeracy, health and wellbeing and learning within the four capacities. Due to the drive to reduce staff workload, a summary section for progress in other areas will replace the text box. Next steps will remain the same. The End of Year Report, is part of the reporting process and compliments the Parent Consultation meetings in September and February, the Welcome Booklets and Termly Overviews and the Showcase Events throughout the year.</p> <p>Update on numbers and classes for 2017-2018 City of Edinburgh Council have increased our 2017-2018 P1 places from the original January proposal of 75 places to 90 places (to accommodate our increased P1 catchment children starting in August 2017). This will give 3 classes, two with 25 children in each, and a third with up to 40 children with two teachers. It is hoped some of the places will be reserved for catchment children as they move into Bruntsfield during the session. At the end of P1, assuming the P1 numbers remain constant, the classes will be reorganised to give three P2 classes with up to 30 children in each.</p> <p>Please be aware, as always, if pupil numbers change before September 2017, CEC will adjust their staffing numbers accordingly.</p> <p>Plans are progressing well with the reorganisation of rooms to accommodate the additional class, taking the school to 21 classes. The work is scheduled to be completed by the end of the summer holiday. All P1 and P2 classes will be on the ground floor.</p> <p>Composite classes are always reviewed at the end of each year. There are many factors to be considered before reorganising them into straight classes. The organisation of new P1 classes, catchment waiting lists and pressure on other stages in the school, are all taken into consideration. Parents and carers are informed if changes are to be made.</p> <p>Pupil Equity Funding Plans have been submitted to CEC for ways to support children through the Pupil Equity Funding. This includes a mix of teacher time and pupil support assistant hours to support learning in literacy, numeracy, health and well being, plus associated resources.</p>	<p>CK</p>
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	<p>Holidays During Term Time The number of children absent from school due to holidays in term time has been steadily rising and it is now impacting on class learning. CK will email parents and carers reminding them of the CEC position on this.</p> <p>Lates We have an unacceptable number of children arriving late to school. This impacts on a child's emotional start to the day, as they miss the overview and notices for the day, as well as missing ordering lunch at the same time as the others, causing delays to the kitchen staff. Children often take up to an hour to settle, if they arrive late. CK will email parents and carers reminding them of the CEC position on this.</p>	<p>CK</p> <p>CK</p>
10	<p>New Boroughmuir High School Current planned opening date is January 2018, but a phased entry is possible. The Council does not currently have an update to explain the reason for the delays. There is a need to address the rising roll, which the new build cannot accommodate. Current thoughts include; extending the current build, looking for alternative sites and temporary buildings.</p> <p>The road closure consultation is still on-going. MR to pursue a combined voice from the feeder primary school parent councils.</p>	<p>MR</p>
11	<p>AOB Grow Wild Clare Bennett explained her work with the organisation Grow Wild, a national outreach for the Royal Botanic Gardens, Kew. Grow Wild aims to get more people involved in wildflower growing. Clare is doing some work with P1 and will continue to explore options to widen access to opportunities throughout the School.</p> <p>Skiing In 20017/18, P6 will be doing skiing, P7 will not. This will be communicated to the parents in due course.</p> <p>ParentMail/Pay All parents MUST sign up for ParentPay, as ParentMail is no longer being used. We should expect some teething problems, but it should be a better system. For parents who do not have access to a phone or computer, parents will be given access to payment via alternative methods. Any problems with ParentPay, contact parentpay@bruntsfield.edin.sch.uk</p> <p>Fete (3rd June 2017) Many thanks to Neil Thomas for coordinating the Fete. He still needs more volunteers so please contact him with offers.</p> <p>Mob 07825 116358; Home 0131 623 1055</p>	

	Playground A fence will be put around the pea gravel so stop it spreading. More cat deterrents are being placed around the playground.	
12	Dates of next meetings (start time 19.00 – 8.30pm): Wednesday 14 th June 2017 Wednesday 30 th August 2017 AGM Wednesday 20 th September 2017	