

Draft Minutes

Parent Council Meeting February 2019

Item		Action
Present	David Urch (DU), Karen Galloway (KG), Andrea Thomson (AT), Alex Liddell, (AL), Katy Hayne (KH), Sam Hart, Carol Kyle (Head), Lisa Nicol (Depute)	
Apologies	Fayaz Alibhai, Cheryl Ruiz, Felix Schaeffler, Neil Thomas	
2	<p>Chairs report DU updated the meeting on external meetings held:</p> <ol style="list-style-type: none"> 1) Cala Homes/Boroughmuir works. Significant site traffic expected. Deliveries to be scheduled outside of school drop off/pick up. Contractors will be bused in where possible. Works appear to be about to commence. 2) Daniel Johnston MSP: meeting with local PC Chairs re new school development in Canaan Lane. Planning application believed to be imminent. SMPS remain concerned over site. Concern expressed in HS provision remains live issue. 3) CCWP at City Chambers to discuss budget implications for education. Significant implications for reduction in education budget although most frontline services and activities like music and swimming look safe for the time being. PC office bearers encouraged to attend Locality meetings, providing a route to influence CEC policy more directly. Revenue £1bn but requirements to spent £1.15bn - need savings of £150m. Potential for reduction of education budget. <p>Locality meetings encourage parent council chairs to attend to attend children and families meeting.</p>	<p>Follow up with Cala.</p> <p>Consider Working Group on boundary changes</p>
3	<p>Approval of minutes. November 12th 2018 Two points of clarification.</p> <ul style="list-style-type: none"> • St Oswald's. Amend that any commercial interest is blocked only comes in at Stage 2. • Boroughmuir: annexe plans are still outstanding. Location is clarified as at the car access, and gravel area. No planning application has been approved. 	

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4	<p>Matters arising</p> <ul style="list-style-type: none"> • £15,000 transferred from Clubs to Events account as per previous meeting. • Stage 1 application for St Oswald's submitted and panel for approval will take place 29 Feb. • Privacy statement on website. • Transport policy has also been released by school. • Sport activity document still WIP • Creative operations summary WIP. • Scottish Opera: CK to clarify and follow up. • Visitors from Shetland: Workshops and assembly taking place on 1st March. • DU to follow up with Cassandra Harrison on art initiative. 	
5	<p>Clubs Update</p> <ul style="list-style-type: none"> - Guitar club established with good support levels. - French Drama club has now ceased. - No clubs running with low numbers. Those with low numbers from last term presented at Assembly and update have improved. - Notification of absence policy now live. - Thanks to Brittany Meandor for support over the last term. - Doorkeeper policy on access to buildings to be clarified. - Lost property will be available on Friday afternoons to reduce access to buildings. - If parents are meeting teachers after school hours, they should be met at the door by teacher. - Bike club and issues re vans in the playground. All contractors are asked to be considerate when accessing playground. Ceiling work will continue for next year. - To meet rising cost pressures, an increase in club fees is being considered, with a two tier approach lightly, to differentiate between lowly and highly subscribed clubs. Full details are being worked up and will be circulated accordingly. 	<p>CK to reiterate to teachers.</p> <p>CK to follow up with contractors.</p>

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6	<p>Finance update</p> <p>Events treasurer update. Includes fund for good causes Balance at 11th Jan £37, 929 with commitments reduced to £34,500</p> <p>Clubs treasurer Balance just under £50,000 but have significant costs. End of term balance expected c£18,000 Looks like Winter term is running to surplus of £800.</p> <p>Ongoing actions: - Improve timelines of authorisation of invoices. - Reporting on months basis to ease accounts process. - Club by club financial analysis in process.</p>	
7	<p>Events update</p> <p>Wine tasting event likely to take place end April 2019.</p> <p>Summer fare. May 25th Thanks to NT for taking this on for the last two years. Team of volunteers needed to coordinate and run this event. Email to parents willing to volunteer.</p> <p>Ceilidh: volunteers needed from P3 parents to organise end of session Ceilidh.</p>	PG/AT

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8	<p>Class rep update</p> <p>Update from class reps will be circulated alongside meeting.</p> <ul style="list-style-type: none"> - reminder that if your child has been sick they need to be off school for 48 hours. Parents are asked to be mindful. - head-lice. Community bug bust and combing during February half term. - Driver behaviour at drop off and pick up remains an issue. Community policing officers and traffic wardens are increasing their patrols. Community police officers have spoken at assembly to encourage. Children more concerned about pollution than vehicles. Vehicles reversing and manoeuvring in particular acknowledged as presenting potential for accidents. <p>To approach Mark Simmonds in CEC to request lines to be repainted.</p> <ul style="list-style-type: none"> - KG to discuss with Community Policing Officer to get a statement on best practice re drop off and pick up. - Traffic flow likely to be considered more broadly within Boroughmuir development. To discuss with Daniel Johnstone and local Councillors. <p>We will continue to use the current class rep process to communicate and disseminate ongoing issues.</p>	<p>KG to follow up</p>

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9	<p>St. Oswald's Working group established DU, KG, KH, AL. Good progress made.</p> <p>Established strong collaboration with Eric Liddell Centre with support from their Board.</p> <p>Meeting with CEC team who manage Community Empowerment Act. Stage One application has been submitted and stage one panel takes place 25 February.</p> <p>Meetings held with supporters: COSS (Community Ownership Support Scotland) on 'governance and process' and (SLF) Scottish Land Fund re funding.</p> <p>Site visit held and attended by three of the four local councillors.</p> <p>Requirements for Stage 2 application: 1) <i>Governance and constitution needs to be in place.</i> Considering two routes: temporary unincorporated entity which then passes over to SCIO or move straight to SCIO status.</p> <p>2) <i>Public consultation</i> required to commence in February across broad groups including businesses, faith groups and local activity groups.</p> <p>Both required in order to access feasibility and business case funding. AL has drafted tender documentations to seek consultants to undertake this work.</p> <p>Need to provide geographic boundary for the community for the purposes of accessing SLF funding.</p> <p>DU clarified that there are two event-style spaces: a church and a church hall, with an interlinking corridor, with some small rooms leading off. There are a variety of toilets and a small kitchen.</p> <p>ELC would appreciate access to large spaces as they have limited large scale accommodation.</p> <p>DU clarified that the process will require an agreed market valuation from which we will deduct costs for Capex on the building and the benefit the building would provide to the local community. This will result in an agreed valuation which we can apply to the SLF to fund. They can fund an agreed value up to 95% of the agreed market value, but will not approve funding unless we can demonstrate we have raised any funds required to bring the building up to scratch for its intended use, and that we have a sustainable financial plan going forward. This presents a clear challenge.</p> <p>DU reiterated that assuming everything goes to plan, keys will be handed over in May 2020 in order to meet timescales of Resources Committee.</p> <p>'DU sought permission to continue this initiative on behalf of the PC, and approval to release a contingency amount of upto £1,000 to pay for any costs arising from this part of the feasibility study (eg room hire, leaflet production, etc). Both were granted.'</p>	

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	<p>It is anticipated that clubs will not be removed from MUC but that this will provide additional capacity.</p>	
<p>10</p>	<p>GDPR</p> <p>KG advised of a data breach emanating from the office staff when communicating absence details to the doorkeepers. Although this was well intentioned, it was done on a personal device, and highlights the need to be vigilant on data protection at all times.'</p> <p>CK logged with CEC GDPR team. CEC satisfied that we identified, acknowledged, and revised the procedures in a timely fashion and it was dealt with appropriately.</p> <p>KG to follow up if required to communicate to ICO</p> <p>'A new system has been introduced for parents to notify clubs of absences.</p>	<p>KG to follow up.</p>

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12	<p>Boroughmuir Update</p> <ul style="list-style-type: none"> - capacity is currently 1,200 but school role is 1258. Projection for additional 50 pupils per annum taking role projection to 1,600 in 2028 - proposed extension site immediately adjacent to the building but all classroom space. Acknowledged to displace the classroom/communal space ratio. - Initial plan was for 4 stories with 4 classes on each floor. Revised to a 5 storey building with 12 classes with planning departments requesting an 'active' front. Unsure what this means currently. - Planning application imminent. Anticipate 6 months planning, 11 month build ready for 2021 session providing capacity of 1500 until 2022/23 session. - Potential for new school in South Edinburgh remains live. - Viewforth Bridge potential closure at beginning and end of school day. New signage to be put in place. Traffic modelling impacts of bridge closure - Planning application for five canal boats outside Boroughmuir School. PC planning to object. - Other issues regarding signage and staff parking can be followed up with Boroughmuir PC. 	
13	<p>AOB</p> <p>Approval of £1000 for P1 at previous meeting. Teachers have costed requirement for £127 additional expenditure. Additional expenditure approved.</p> <p>ICT Programme: Mr Clark is taking programme forward following the departure of Miss Carney.</p> <p>Yoga: Progressing well and receiving good feedback.</p> <p>Drama programme is being assessed, feedback to follow</p> <p>Encourage applications from other sustainable programmes will meet shortfalls in budget e.g. swimming, musical instrument instruction. SMT asked for input into plans.</p> <p>Pupil Council meeting: DU to follow up.</p> <p>'A website refresh is planned and expected to commence shortly</p>	<p>DU/SMT</p> <p>DU.</p>