



**Bruntsfield Primary School Parent Council**

**DRAFT MINUTES**

**PARENT COUNCIL MEETING**

**March 20<sup>th</sup> 2019**

<b>Item</b>		<b>Action</b>
<b>Present</b>	Karen Galloway (KG), Kristoffer Boesen (KB), Andrea Thomson, Sorour Malaekah, Carol Kyle (CK), Sam Hart (SH), Alison Kerr (AK), Katy Hayne (KH), Alex Liddell (AL), Polly Golding (PG), Stefanos Papanicolopoulos (SP), Lisa Nicol (LN), Ellen Langdon (EL). Felix Schaeffler (FS), Neil Thomas (NT), Yvonne Fisher, Dasha Narog	
<b>Apologies</b>	David Urch (DU), Fayaz Alibhai, Cheryl Ruiz, Elizabeth Tennet (ET), Tara McGregor (TM)	
<b>1</b>	<b>Introductory Comments</b>  KG welcomed everyone and explained that she was taking the meeting in place of DU who is out of the country. Cllr Neil Ross was welcomed to the meeting.	
<b>2</b>	<b>Approval of Minutes from February 5<sup>th</sup> 2019</b>  No points to note and minutes were approved.	

3	<p><b>Matters arising</b></p> <p><u>Travel and traffic</u></p> <p>SH met Mark Simmons, school travel coordinator, to discuss a way forward over concerns around school traffic. He is pleased with school travel plan that is available online. Meeting to establish a travel subgroup to progress.</p> <p>No opportunity at present to apply to the ‘school streets’ initiative but expected to be successful when next opportunity is open. Voluntary initiatives can also assist in building case.</p> <p>Councillor Ross supports these travel initiatives and offered to review before submission.</p> <p><u>Old Boroughmuir High School Cala Build</u></p> <p>Pre work has commenced. Works started on Monday 25 March on a three-year build. A travel plan from Cala is available and will be added to minutes.</p>	<p>SH/KG/MW</p> <p>CK/KG</p>
3.	<p><b>St Oswalds</b></p> <p>Summary given by KG on the collaboration with the Eric Liddell centre to acquire the St Oswalds under the Community Empowerment Act.</p> <p>Stage one application was submitted and approved at the end of Feb and this was followed by an open meeting. This was well attended with local councillors and Daniel Johnson MSP in attendance.</p> <p>Councillor Ross spoke and encouraged this as an endeavour and community consultation, and he was thanked for his continued support.</p> <p>KH and AL provided a update as the plans move to the second stage with feasibility project managers to be appointed before Easter. Funding being sought from SLF to cover feasibility and business planning. .</p> <p>A new working organisation separately governed will be established to be set up to manage the project and this will be open to all.</p> <p>. The Parent Forum recognises and thanks all those involved in the extensive work undertaken, and all that has been achieved, so far.</p> <p>St Oswalds will become a standing item on the agenda.</p>	<p>EL</p>

4	<p><b>Clubs update</b></p> <ul style="list-style-type: none"> <li>• Summer time registrations are underway. 23 clubs are running. 160 applications have been made at date of meeting. More advertising has been undertaken this time. Internal changes to the website such as compulsory annual renewal have been made. Cycling club and computing have had cancellations. Tightening up of the cancellation and refund policy procedure is underway.</li> <li>• A third person would be of considerable value to support the team managing clubs. Please come forward if you would like to volunteer.</li> </ul>	All
5	<p><b>Finance overview</b></p> <p>Clubs cancellations have been higher of late. Club organisers don't immediately or automatically offer a credit until individual cases are reviewed.</p> <p>Current balance is ~£38,000 minus cost will equal ~£19,000 costs to pay out and ~ £19,000 surplus. This excludes the registration money which is still to be received. The surplus is slightly higher than needs, so a further transfer to events is available if needed.</p> <p><b>Clubs</b></p> <ul style="list-style-type: none"> <li>• <b>Action:</b> KG and EL are to be added as signatories for club payments through online banking. This needs to be actioned urgently.</li> <li>• KG communicated figures from CR, the events treasurer as a balance of £37,000 with outstanding commitments of £2,000.</li> <li>• The Quiz night made a profit of £635. The 2018 Winter Fair still has further expenses to be settled.</li> <li>• Support tracker approved funding - the PC has approved £16,500 since 2018. £1500 remaining. Technology, drama, yoga, wipe boards and p1 materials have all been funded. Cheryl would like to set up online banking to settle accounts with suppliers. Lottery applications have been made and approved to enable raffles.</li> <li>• £700 was spent on the St Oswalds planning application, and promotion of the community event. This will be documented separately.</li> </ul>	

6	<p><b>Events update</b></p> <ul style="list-style-type: none"> <li>• A volunteer to manage the summer fete was again requested as a matter of urgency. The date was changed to 1 June due to clash with Edinburgh Marathon Festival..</li> </ul> <p>AT stressed how important as a fund raiser the event is to the school and that it is very enjoyable for parents and pupils. There is an event organisers' framework in place to be followed, and stall managers are very experienced in the format, having participated for many years.</p> <p>KG suggested that the end of March is the cut-off date for an organiser to come forward or the event will need to be cancelled.</p> <ul style="list-style-type: none"> <li>• A Twitter account was suggested to be started to promote events to parents. KG voiced that the Facebook page is very effective, and that at present, Twitter would be difficult to manage.</li> <li>• A parent/carer wine tasting event is being planned for the 2 May. There will be six wines to taste with tickets costing £15.</li> <li>• A ceilidh is planned for the 8 June.</li> <li>• A Wine tasting and Art combined event is being planned for Sept.</li> <li>• A sub-group of volunteers to organise a Halloween event is already in place.</li> </ul>	AT
7	<p><b>Class rep feedback</b></p> <p>Several queries were raised by the class reps. These can be found at <a href="https://bruntsfield.org/parent-council-meetings/">https://bruntsfield.org/parent-council-meetings/</a> and will be responded to in the Head Teacher's blog.</p> <p>Nothing else of note</p> <p>Class rep system is working well. KG communicated that Martyn Wood is planning an Open Door Surgery policy for p5-7 during next school year.</p> <p>Staff to be encouraged to use class reps to remind parents of forthcoming events and deadlines.</p> <p>Consider a staff and class rep event for September 2019</p>	CK FI

8	<p><b>Succession Plan</b></p> <p>AT, NT (possibly) and DU are all stepping down as parent council members in September. For the PC to continue to be effective and run smoothly, parents are invited to come forward to be involved.</p>	
9	<p><b>Head Teacher's report</b></p> <ul style="list-style-type: none"> <li>• Thank you cards from the p1's for all the resources given and the pc's and reps hard work</li> <li>• A rewiring scoping study is underway. The upgrading of windows and toilets has also been progressed.</li> <li>• At the Head Teacher meeting, music support is now available for p1 as well as p2-6. P5-7 will get 'The wonder of music' programme, a teacher programme on music from the youth group initiative group funded by Edinburgh City Council.</li> <li>• Previous research projects including findings on children crossing the road and their reactions to distractions has been done over the years. The latest research request is to research recall of what p1-3 actually saw in different situations. If approved, the research will start after Easter.</li> <li>• Applications to Scottish Opera will open in May. It is very competitive and costs £795 to apply. It will benefit p5-7. Each year they change the theme. This would replace the showcase.</li> </ul>	
11	<p><b>FUNDING applications</b></p> <ul style="list-style-type: none"> <li>• The PC is in receipt of a Yoga programme funding application from Donna English and Caroline Philips. Following review of the current initiative, children with supported needs were not able to derive maximum benefit. An additional cost of £480 was requested. Approval was given for this funding.</li> <li>• Funding applications for loose play equipment and Scottish Opera to be considered at the next PC meeting.</li> </ul>	

12	<p><b>AOB and dates of next meetings</b></p> <p><u>Lost Property</u></p> <p>Lost property where items are going missing has become an issue. Carol proposed a large bag for each classroom that can be managed by the teacher. Lost property can be checked by parents on a Friday.</p> <p><u>Kidzcare</u></p> <p>It is noted that a P2 was able to leave Kidzcare accompanied by an older child. Kidzcare have reviewed their policy and a member of staff will be on the gates at all times.</p> <p><u>Doorkeepers</u></p> <p>Clubs which run in the school will now be accessed by the Door 3 adjacent to the girls' toilets. Parents should wait by the main school door where they will be met by the teacher.</p> <p><u>Boroughmuir High School</u></p> <p>An update from the school's liaison officer, ET was relayed by SH. The school's extension is planned to open in 2020 and details are on the Boroughmuir website. Planning application is imminent.</p> <p>It is suggested a volunteer from each feeder primary school attend the Boroughmuir parent council as a guest. The PC would request a parent volunteer come forward with a child at Bruntsfield in p5 or p6.</p> <p><u>Website update</u></p> <p>An initial meeting with KG, Alan and Paul Kerr who will update the website over the next few months, has taken place.</p> <p><u>Communications</u></p> <p>It was highlighted that sometimes only one parent gets communications. Communications to all stakeholders will be reviewed over the coming months and a sub group will be formed.</p> <p><b>Date of next meeting:</b> 8<sup>th</sup> May 2019 (moved from the 14 May)</p>	
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