



Bruntsfield Primary School Parent Council

DRAFT MINUTES

PARENT COUNCIL MEETING MINUTES November 15th 2017

Dining Room

| Present | | Action |
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| | David Urch (DU), Paul Kerr, Andrea Thomson, Sam Hart (SH), Sorour Malaekah, Fran Cattanach, Karen Galloway (KG), Yvonne Fisher, Tara McGregor, Anja Kirchhof (AK), Carol Kyle (CK), Lizzie Williams, Neil Thomas, Polly Golding, Natalie Barrowman (NB), Fayaz Alibhai (FA), Amanda Crawford (AC), | |
| 1 | Apologies Jenny Mitchell, Jen Beattie, Elspeth Fairgrieve, Cheryl Ruiz | |
| 2 | Minutes from Sept 20th 2017 were approved | |
| 3 | Matters arising None | |
| 4 | <p>Clubs update</p> <p>Doorkeepers are now in place. Geraldine who is the doorkeeping co-ordinator is in place to put together a doorkeeping pack to allow for efficient handover for doorkeepers as and when necessary.</p> <p>Next registrations will be opening at the end of the month.</p> <p>The P7 Choir are taking part in the Boroughmuir High School Carol Concert in Central Halls, Tollcross on 11th December at 19.00</p> <p>Congratulations to the Fencing Club for their success in the latest PAFF competition.</p> | |
| 5 | <p>Events update</p> <p>The Winter Fair is on Friday 24th. For the first time it will be held on two floors. Health and safety for the event is being coordinated by Geraldine McGinley. A few more volunteers are needed, please contact AT at bruntsfieldevents@gmail.com if you can help. There is a raffle, with REALLY GOOD PRIZES, so please buy raffle tickets on the night.</p> <p>A raffle coordinator is needed for forthcoming events. Please contact AT if you can help.</p> <p>It was confirmed that the Fagin run (part of the summer Fete) has will</p> | |

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| | not happen next year. It was considered too time consuming and complicated by the requirement for accompanying adults to have PVG. | |
| 6 | <p>Headteacher's report</p> <p>CK thanked AK for her help with the website and providing some parent input to this, and KG for help with the Headteacher Blog. KG noted the positive feedback from parents regards this.</p> <p>Staff have been working on new weekly timetables (which are more child friendly, colourful and good for home reference), which will be available on the School website asap. Staff have also been updating the Welcome Handbook. Timetables will now be on the website rather than in the Welcome booklet.</p> <p>The improvement plan is going well. There is currently a consultation with staff on the Learning and Teaching policy, and a move towards merging the Learning and Teaching policy, the Planning policy and Assessment and Reporting policy to reduce repetition. This will be sent to the parent reps when prepared.</p> <p>The Building Resilience Unit 5 is starting on Friday. NB thanked parents for feedback via film on the Resilience programme to date. She will be using this feedback about the programme when presenting to Health and Wellbeing coordinators across the Council. NB is liaising with KG to develop a pack to send out to parents supporting year 2 of the programme</p> <p>SumDog. Training has been provided for the staff, and continues to be supported by the School. FA commented that in the upper classes SumDog has been well received. In the lower classes, however, there have been some concerns with online safety and screen time (i.e. pressure on pupils to be using screens more than parents are comfortable with). CK will ask staff to speak to pupils about sensible screen use. It was also suggested that the novelty of the programme is likely to wear off (which some parents agreed had already happened with their children). CK explained that it was not possible for children to become online friends with anyone out with the BPS community, but that she will also ask staff to explain basic online safety to the children and use SumDog as a teachable moment in this respect, and link to the respect and anti-bullying campaign. NB will send this weblink on the campaign to be circulated to parents.</p> | <p>CK</p> <p>NB</p> |
| 7 | <p>Finance overview</p> <p>Clubs NT noted thanks to Loukia and Elizabeth for helping him get up to speed with the accounting.</p> | |

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| | <p>Current Balance The BoS (Clubs) account has £53,784.34 @14/11/17.</p> <p>Future Costs Still some September and October invoices to pay. Also all of November and December clubs costs to pay out including Kidzcare, venues and doorkeeping. Estimated at approx. £22k of future outgoings until end Dec 2017.</p> <p>Uncertainties Some uncertainties are associated with the introduction of the new relationship with Kidzcare related to escorting children and with the new doorkeeping arrangements. The initial analysis indicates we could be running a small loss, although this is on a first pass basis. As such, the overall budget for clubs on a term by term basis will need to be kept under review</p> <p>End Term Balance/Future Cash Flow End December 2017 cash position (excluding the future Spring Term clubs income) is estimated at approx. £32k. A strong cash position has built up over the previous 12 months which gives rise to this.</p> <p>PC are looking to find additional support to overview the financing process and ensure timely preparation for the end of year accounting.</p> <p>Events The account balance is ~£16,500.</p> <p>A small profit was generated by the TeddyBears Picnic, and Halloween Party. Many thanks to Caroline Phipps-Urch and Cheryl Trigg and all the parents volunteers who helped to make these events a success. Cash handling at the Halloween party was problematic and needs to be reviewed for next year.</p> <p>£764 has been received from Edinburgh Council for the functioning of the PC.</p> <p>Many thanks were forwarded to AC for the Art Auction, which generated a fantastic ~£2000 net of expenses which will go directly to the Primrose Fund. AC asked CR to check a small sum had been transferred successfully before transferring the remaining balance.</p> <p>CK noted that the Teddybears Picnic needs reviewing for next year as numbers have become difficult to accommodate</p> | <p>AT</p> <p>CR</p> <p>AT</p> |
| 8 | <p>Class rep coordinator update</p> <p>FA raised a number of issues that he had collated from class reps.</p> | |

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| | <p>Photos Parents have been disappointed with the quality of the photos this year, and have asked whether it would be possible to explore other providers. CK explained that Tempest was the previous provider and that parents had requested alternatives. An alternative went out to tender, and after consultation with parents, the best provider was employed. The same provider is currently taking the class photos this year. CK will feed back concerns with the quality of the photos that have been taken this year, with a view to reviewing the provider if there are similar concerns next year. FA and KG will also consult with parents regards preference for the class photo style (relaxed or formal), as some parents had also been unhappy with the relaxed style.</p> <p>Pothole There is a pothole at the front gate that is causing problems. CK will make a request via facilities management to resolve this (although this will take some time)</p> <p>Front playground Parents have asked if it would be possible to resurface the front playground. CK indicated that this is a very expensive project, and did not think that the Council would prioritise this at present. CK will however make a request. Markings on the front playground are planned for the new year (weather permitting).</p> <p>Sign Language A request has been made to introduce sign language to the pupils as an alternative second language. CK noted the potential value of this, but that at present there is not anyone in the School able to provide tuition. The School and the PC are open to a proposal should a group of parents be keen to present one.</p> <p>1st aid training Some parents have asked if the School could provide 1st aid or emergency aid training for the older pupils, and that there are parents able to provide this training. CK will pursue this for primary 6 and 7 pupils with a staff member who is able to run the training, funding for which will be reviewed.</p> <p>Daily Mile Parents have queried whether the Daily Mile might be introduced into the School. There was a discussion regards this, and general provision for sport and physical activity in the School day at present. NB will share the detailed PE and physical activity curriculum with the PC which will be communicated to the parents, and a place for the Daily Mile will continue to be reviewed.</p> | <p>FA/KG</p> <p>CK</p> <p>CK</p> <p>Parent Forum</p> <p>CK</p> <p>NB and KG</p> |
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| | <p>Resilience programme Parents have given excellent feedback on the Take a Moment, Unit 4 of the resilience programme, thanks to NB for this.</p> | |
| 9 | <p>Funding priorities The PC are keen to deploy the funds available in as timely fashion as possible, and are keen to encourage parents and staff to apply for funds from the parent council for projects that benefit the School and pupils.</p> <p>To facilitate this, a clear process is needed to identify funding priorities with a sufficient level of rigour.</p> <p>DU proposed a new funding application process for funds >£1000. The application would request details regards the costs, expected benefits, and an evaluation plan.</p> <p>DU and KG will finalise the form, and publicise it to the School and Parent Forum. Staff and parents wanting to apply for funding will be guided if need be through the funding process, and the PC will work with applicants to give proposals the best chance of success.</p> | DU and KG |
| 10 | <p>AOB DU had become aware that some parents do not have access or capability to engage with ParentPay or other important online processes such as Clubs sign up. CK will discuss with Ingrid Ramsey to provide computer access and support to use the systems, as a matter of priority.</p> <p>Kidzcare are fundraising for Trussell trust and food banks, collecting unwrapped Christmas presents, food and toiletries. PLEASE DONATE IF YOU CAN WHEN DONATION BINS BECOME AVAILABLE. KG ad FA will publicise details once these are confirmed.</p> <p>The PC has received a letter from John Swinney re consultation on the content of the new Education Bill; in particular, there are two sections relating to parent & community engagement and pupil engagement which look most relevant to us. KG and FA will circulate the letter, and following any feedback from parents, the PC may look to make a submission on the behalf of the Parent Forum.</p> <p>DU has recently met with the Councillor, Melanie Maine. Upon her suggestion, we will aim to set up a catchment area working group on the PC.</p> <p>DU plans to make stronger links between the PC with the pupil council, and attend some of their meetings.</p> <p>Christmas cards have not been done this year at this point. NB will</p> | <p>CK</p> <p>FA/KG/CK</p> <p>KG/FA</p> <p>DU</p> <p>DU</p> |

