



**Bruntsfield Primary School**

**Parent Council**

**MINUTES (DRAFT UNTIL APPROVED AT THE NEXT MEETING)**

**PARENT COUNCIL MEETING**

**June 13<sup>th</sup> 2018**

		<b>Action</b>
Present:	Andrea Thomson, Felix Schaeffler (FS), David Urch (DU), Alex Liddell, Carol Kyle (CK), Fran Cattanach (FC), Anja Kirchof (AK), Polly Golding (PG), Sam Hart (SH) Sorour Malaekah, Brittany Meador (BM), Bridget Kearney, Julie Allison-Wosu, Wim Kouwe-Jackel, Genevieve Cezard (GC), Michelle Brown (MB), Bill Dorman (BD), Jenny Dobie, David Rowley, Paul Kerr (PK), James Curry, D Strachan,	
Apologies	Karen Galloway (KG), Fayaz Alibhai (FA), Neil Thomas, Jen Beattie, Tara McGregor, Elspeth Fairgrieve, Cheryl Ruiz, Elizabeth Tennet	
1	<b>Approval of Minutes from May 16<sup>th</sup> 2018</b> Approved	
2	<b>Matters arising</b> <ul style="list-style-type: none"> <li>• Thanks to CK for responding to the points raised by the class reps in her blogs</li> <li>• Expressive arts proposal; start date has been agreed. DU and Claire Doyle will meet CK on 27<sup>th</sup> June to coordinate the approach for the next term with new P3 teachers</li> </ul>	
4	<b>Clubs update</b> <ul style="list-style-type: none"> <li>• A team of four parents will take over from PK to run the clubs in 2018/19. On behalf of the PC, DU expressed his thanks to the team for stepping up to coordinate the clubs.</li> <li>• Registrations are now open for next year.</li> <li>• Initial analysis of data suggests that removal of Kidzcare escorting may have reduced number of club users by ~30; an in-depth analysis of club registrations is likely with the expanded team.</li> <li>• Club prices have risen slightly to help offset a small deficit this year.</li> <li>• On behalf of the PC, DU expressed thanks to the doorkeepers for supporting the clubs in their role.</li> </ul>	
5	<b>Finance overview</b> <ul style="list-style-type: none"> <li>• Event balance is currently £18,000 not including a summer fete net surplus (~£8,400) and approved funding requests</li> <li>• Clubs are likely to have posted a very small deficit for the year to July when the figures are compiled</li> <li>• Clubs balance is ~£29,000</li> <li>• Ewan Haggerty has agreed to produce the consolidated accounts which will confer a considerable saving, for which we are grateful, but that we will still have to incur a modest cost for an Independent Review of the accounts by another third party.</li> </ul>	

6	<p><b>ICT</b>  £1200 was provided by the PC to help fund two workshops to support school ICT delivery; optional CPD for teachers linked to Computational Thinking and the use of coding in primary schools. Kate Farrell, a Computing Science teacher and Education Consultant who has delivered training across Edinburgh and The Lothians helped teachers to see how to tackle the teaching of Computational Thinking and presented the two workshops to staff. Staff engagement was very good, and the feedback was very positive from the teachers. We will receive a fuller review later, particularly focusing on how capacity building in the staff will translate into benefits for the children. The teachers have expressed a desire for further training as part of their CPD time in order to help realise the potential of this remit. CK will discuss planning of this further with BD, with a view to apply for further funding if necessary to progress the work.</p>	BD/ CK
7	<p><b>GDPR</b>  KG will continue to pursue</p>	KG
8	<p><b>Events update</b></p> <ul style="list-style-type: none"> <li>• AT and DU thanked everyone who was involved in the Fete, which was a huge success. There was a sense that numbers were down due to the weekend chosen, but it was agreed that any date in May was likely to clash with something. The date will remain the same next year (last weekend in May). AK asked if there was a breakdown of profits for each stall at the Fete to help decide which stalls would be worthwhile next year. DU fed back on a breakdown that had been prepared by the Events treasurer, identifying that all stalls made a worthwhile profit. It is hoped that more detailed analysis of the Fete and other events might be possible going forward.</li> <li>• The End of Term Ceilidh will be on 23<sup>rd</sup> June and tickets are selling well. Tickets are available from the organising team, who will be selling tickets after school in the playground on Friday 15<sup>th</sup> June. There will also be a booze raffle, and tickets are available for this.</li> <li>• The pub quiz will be organised for the beginning of the next school year</li> <li>• DU expressed thanks to MB for undertaking the risk assessment for the Fete again this year; there were no incidents reported.</li> </ul>	
9	<p><b>Class rep feedback</b>  Several items were raised.</p> <p><b>Behavioural issues</b>  CK will communicate to parents the policy with regard to how behavioural issues are dealt with, and when and if it is communicated to parents.</p> <p><b>PC meeting dates</b>  PC meetings will now be held on a range of days, rather than just a Wednesday. Please see the web site for a list of meeting dates for next year.</p> <p><b>School lunches</b>  CK explained that some children may have received meals they were not expecting. This is because the meals may have been ordered before a menu change came into effect. CK explained this in last week's blog – please remember, you can change your choices for the</p>	<p>CK</p> <p>CK</p>

	<p>following week if you do so by the Wednesday before.</p> <p>CK has circulated a school lunch survey, and would like to encourage parents to complete this. It will be open until the end of the school term.</p> <p>A parents working group at James Gillespie's have undertaken significant work including observation of the school lunches, and fed information back to the council. Anna Miret (P2 parent) is liaising with this group, and the PC will work to arrange a similar observation of school lunches at BPS.</p> <p><b>Clubs</b> Parents have queried how the waiting list system works for the clubs. PK confirmed that priority is given to children who have attended the club previously if it is a skill based club, otherwise it is done on a rotational basis. The policy on allocation of club places is found on the web site (<a href="http://clubs.bruntsfield.org/allocation-policy">http://clubs.bruntsfield.org/allocation-policy</a>)</p> <p><b>'Catch up'</b> There is confusion around if and when children are being kept in at break time if work is incomplete (referred to by the School as 'catch up') CK will update parents on the 'catch up' policy, and explore any incidents of excessive use of catch up with the staff as appropriate. Catch up is for children who have missed learning and teaching due to being late or who need 'time out' of the playground, or who wish time to talk to a member of staff. Unfinished class work may be sent home as per our Home Learning Policy. CK will remind teachers of this.</p> <p><b>Understanding lateness</b> GC is a statistician and is keen to help the school understand trends in school lateness at a class level. GC will discuss further with CK</p> <p><b>Communication between class reps and class teachers</b> Parents have asked if teachers could use class reps more to help with communication with parents. CK will raise this with staff and a list of class reps will be passed onto CK at the beginning of the school year.</p> <p><b>Funding plan</b> There was a request for an overview of how the PC is allocating funds to good causes which have successfully come through the funding application process. We intend to provide this in conjunction with the Chair's report on activity for the year at the AGM. This can then be maintained and regularly published going forward.</p> <p><b>Sport and physical activity in the school</b> CK explained that the learning directorate believes that the school has a good balance of competitive and experiential sport and physical activity. FC raised the potential for the School to link with Edinburgh Primary Schools Sports Association. FC will discuss this further with Ingrid Ramsey and KG, with a view to helping communicate to parents the approach to sport and physical activity in the school and the opportunities available to the pupils. CK also noted that she would look to send out regular Sport blogs alongside her Head Teacher's blog.</p> <p><b>Daily Mile</b> Several of the classes are doing a programme called 'GoNoodle' which provides a similar</p>	<p>All Parents</p> <p>PC</p> <p>CK</p> <p>GC/CK</p> <p>FA/CK</p> <p>FC/IR/ KG</p>
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	<p>opportunity for children as the Daily Mile (breaking up sitting and traditional classroom time with movement activities); several of the teachers do this for 10 minutes at some point every day. Classes are free to do the Daily Mile if it can be organised.</p> <p><b>Trips</b> Parents have asked if more trips could be organised and possibly be arranged by House rather than class. CK will respond to this in a forthcoming blog but thinks there may be opportunities for this to work very well for some of the trips planned.</p> <p><b>Relationships, sexual health and parenthood education (RSHPE)</b> CK noted that the Council have a policy on how this is taught, and the school follows this. Class teachers will send information out to parents and cares, via Parent Pay email before any lessons start.</p> <p><b>Discipline in the playground</b> There is ongoing concern for discipline in the playground. DU requested that a small working group of parents undertake observations of playtime sessions, to provide parental feedback on playground behaviour. Volunteers for this to make themselves known to the Chair please.</p> <p><b>Class formation</b> Some parents have asked that P7 classes are not mixed up, which has been noted and will be fed into Carol’s review process, as with previous comments</p> <p><b>Balls and toys in the playground</b> The Pupil Council are making a list of the games and equipment they would like for playtimes to give more options in the playground (especially in the area next to the annex building). Once complete, they will make a bid for funding to the Parent Council.</p> <p><b>Competition at sports day</b> Some parents have requested more competitive athletic events for the older classes at sports day. CK will take this suggestion to the PE staff.</p>	<p>CK</p> <p>PC</p> <p>CK</p>
10	<p><b>Head Teacher’s report</b></p> <ul style="list-style-type: none"> <li>• Community Teams have been working in their Houses on Rights Respecting Schools themes and Global Goals such as ‘Zero Hunger’. This session they have presented their learning at Assemblies and Gatherings, created artwork and charts to show their understanding and communicate their message of reduced waste, no plastic packaging, healthy eating and helping those in need. They have sent letters to companies about reducing plastic and they will let you know any replies.</li> <li>• BPS has been awarded a Silver Award for Rights Respecting Schools work and will now work towards the Gold Award.</li> <li>• The school had a very positive visit from the Learning Directorate. They are Civil Servants who develop Educational Policy. They very much enjoyed a tour of the school, visits to classes and discussions with the Pupil Council, Rights Respecters and Management Teams.</li> <li>• Staff updates. Ellen Foster has left the school office. She was formally thanked by</li> </ul>	

	<p>the PC for all her work before she left, for which she was very grateful and sent a card of thanks. She has been replaced by Pat John who will start in July. Tatsiana Chyker is our new Clerical Assistant.</p> <ul style="list-style-type: none"> <li>• Ruth Leslie will retire at the end of the summer term, and Chris Macintyre (PSA) is also retiring.</li> <li>• ROPSA inspection has just taken place for the play area, and passed the inspection with no action points. The school are exploring some potential changes to reduce the spread of the pea gravel.</li> </ul>	
11	<p><b>Boroughmuir Update</b> Elizabeth Tennet has joined the Parent's Council new School subgroup and will feedback on developments regards on going Boroughmuir developments</p>	
12	<p><b>Succession planning</b> There is an ongoing lack of volunteering relative to the number of parents in the school. DU explained that parents should not be concerned that showing interest would lead to full commitment, but would allow for a reasonable period of shadowing and sharing of roles. Specifically, at present we are looking for parents to volunteer for the role of Risk Officer and Secretary. Please contact DU if interested. The PC will also put out requests for parents to input to small working groups to help move forward on various projects.</p>	
13	<p><b>AOB</b> <b>New primary school</b> The new primary school for Edinburgh south is planned for 2020, and will undertake a phased start alongside the existing School to help accommodate roll at South Morningside and South Gillespie's.</p> <p><b>Funding request.</b> The chanter club have requested sets of bagpipes to help transition from chanter to bagpipes. £790 for two sets were approved.</p> <p><b>Girls football club.</b> The club made a request to increase subs to help cover costs for kit and equipment. They will be advised to request for the sums from the PC instead, which is approved in principle (the request has since been made).</p> <p><b>Martin Wood and P7</b> proposed a bid for costs for their school year book. Following the success of music in the P7 Show and requests for encores, they decided to busk instead. They entertained everyone on a Friday afternoon and did very well indeed.</p> <p><b>Constitution.</b> This will be reviewed for the AGM</p> <p><b>Mitigating plastic use.</b> Parents are keen to set up a working group to help reduce plastic use. This will complement the work the pupils have been doing as part of their Community Team work.</p> <p><b>Rising rolls.</b> DU attended the meeting on rising rolls. Whilst the Gaelic school may add to tensions at JGHS, it's clear that they are over capacity with or without it, leading to temporary accommodation being created for 18/19. The same pressures are in evidence at Boroughmuir and are not expected to abate. We will try to monitor this but the establishment of a catchment area group might be advantageous; volunteers for this make</p>	

	<p>themselves known to the Chair please</p> <p><b>Funding applications.</b> There have been issues with the funding application on the website, and this is being dealt with.</p> <p><b>Survey.</b> The PC is planning to conduct a survey as part of its ongoing communication with the parent forum, and will be forthcoming.</p> <p><b>Volunteering parents.</b> PVGs are not required to volunteer initially. Regular volunteering will require a PVG, which can be organised via the school. CK will include this in her blog.</p> <p><b>St Oswalds.</b> Katy Hayne will be progressing conversations regards plans for St Oswalds as a potential space to be acquired via a community purchase.</p> <p><b>Class teachers</b> for 2018/19 will be communicated towards the end of the penultimate week of the School term.</p> <p><b>Club incidents (reported by doorkeepers).</b> Only one incident was reported at MUC, and a new first aid kit has been bought for MUC.</p>	<p>KG</p> <p>CK</p>
14	<p>Dates of next meetings</p> <p>Wednesday 29th August 7.00-8.30</p> <p>Tuesday 25th September 7.00-8.30 AGM</p> <p>Monday 12th November 7.00-8.30</p>	