



## Bruntsfield Primary School Parent Council (PC)

### AGENDA

#### PARENT COUNCIL MEETING

May 16<sup>th</sup> 2018

Staff Room

Item		Action
<b>Present</b>	Jenny Mitchell, Andrea Thomson, Karen Galloway (KG), Felix Schaeffler, David Urch (DU), Alex Liddell, Carol Kyle (CK), Fran Cattanach, Anja Kirchhof (AK), Polly Golding (PG), Athanasia Vachla, Sam Hart (SH) Charlotte Dwyer, Katy Hayne, Claire Doyle (CD), Fayaz Alibhai, Sorour Malaekkeh, Brittany Meador, Bridget Kearney, Julie Allison-Wosu, Lesley Lamond, Amanda Crawford, Maeve Fryday, Neil Thomas	
1	<b>Apologies</b> Michelle Brown, Cheryl Ruiz, Elizabeth Tennet, Tara McGregor, Sarah Wilmot, Caroline Phipps-Urch, Jen Beattie, Elspeth Fairgrieve, Paul Kerr	
2	<b>Approval of Minutes from March 14<sup>th</sup> 2018</b> Approved	
3	<b>Matters arising</b> Boroughmuir High School. Elizabeth Tennet is acting as liaison between the PC and Boroughmuir High School. The item will be listed as a standing item on the agenda from the next meeting.  Photos. KG will follow up with alternative providers for next year. As per previous years, individual photos in October and class photos in March.  Learning support. CK provided an overview of the learning support system in a recent blog. She will reiterate provision regards learning support and focus on this in time for the September parent consultations.	
4	<b>Class rep coordinator update.</b>  <b>Class changes.</b> Update from CK. The large current P1 class looks as though it will naturally reduce to 30. New P1 is currently likely to be 75, three classes of 25. CK noted that this can all change depending on council requirements. Transition work will start at the end of the summer term.  <b>Plastic and pack lunches.</b> Update from CK. The Community Teams are starting to campaign for less plastic in packed lunches. Reusable tumblers have replaced disposable cups for drinking water at lunch. Central	



	<p><b>Sports Day times.</b> Sports day is always in the morning. P1-P3 before break, starting at 9.30am and P4-7 after break, starting at 11.00am</p> <p><b>Parent council inclusivity.</b> A private concern had been raised about how effective the PC is in terms of engaging with ethnic minorities. DU commented that this has been raised a number of times by office bearers over recent years and that the PC endeavours to be as inclusive as possible. The PC welcomes any feedback on how it can encourage greater participation and inclusion of all groups within the parent forum.</p>	
5	<p><b>Funding applications</b>          Du thanked KG for creating the application form, and making it available. He acknowledged the form has not been functioning recently, and noted that this will be resolved asap.</p> <p>Applications considered at the meeting are available to view on the web site (<a href="http://clubs.bruntsfield.org/parent-council-meetings">http://clubs.bruntsfield.org/parent-council-meetings</a>)</p> <p><b>Expressive arts.</b> Proposed by CD. £995 requested.          CD provided an overview of the benefits of expressive arts for the pupils. CK was supportive in principle but asked if the programme could be delivered into lunch hour/non-curricular time. CD explained that the programme would work round the requirements of the school. AK suggested it could overlap with the showcase. The application was <b>approved</b> and CD and CK will discuss taking this forward for year 2018/19.</p> <p><b>Promethean Boards.</b> Proposed by CK. £2642/board (5 boards required)          CK explained that smart boards need replacing in some of the class rooms, and an additional 5 boards would mean all classes would have the same standard of boards. Previously they have been funded by the PC and the school, but the council do not support this technology. The School funds maintenance of the boards. Funding was <b>approved</b> for 3 boards (£7,926), and the school will fund the other 2          (Promethean Boards are a particular type of smart board, which work well for the School).</p> <p><b>Football equipment.</b> A request was made for £610 for equipment. £400 for kit for teams P4-P6 and £200 for footballs and £10 for a pump. This was <b>approved</b>.</p> <p><b>Yoga provision. Proposed by Tara McGregor, Caroline Phipps-Urch and Emma McLachlan. £3060</b>          Following a previous unsuccessful application to provide yoga in the curriculum, a revised application has been submitted (see application for detail). Following some discussion and support from CK, the application was <b>approved</b>.</p>	CD/CK
6	<p><b>Succession planning</b>          DU pointed out that succession planning is critical for the running of the PC.</p>	

	<p>The PC needs volunteers to come forward well before the AGM to shadow a role, and can do so without commitment.</p> <p>The roles of secretary and clubs coordinator require volunteers to shadow and take over after the AGM.</p> <p>It is anticipated that club coordination would be best served by a team of 3-4. People are URGENTLY needed to shadow the clubs coordinator for the June registrations. Without succession for the clubs coordinator, clubs will not be able to run in 2018/19. <b>Without succession for the clubs coordinator, clubs will not be able to run in 2018/19</b></p>	
7	<p><b>Parent forum survey/consultation</b></p> <p>DU pointed out that the PC is planning to conduct a survey before the end of term as part of its ongoing communication with the parent forum. As well as focusing on its effectiveness, it will also target capacity building (volunteers).</p>	PC
8	<p><b>GDPR</b></p> <p>DU expressed thanks to KG for leading on the GDPR updates.</p> <p>We are working to ensuring we are compliant with GDPR as close to implementation as possible. The actions we have taken to date are:</p> <ul style="list-style-type: none"> <li>- A privacy statement has been drafted which outlines our position on the storage of data. This is available to access as a paper for the meeting. We would welcome any parent with knowledge of the GDPR regulations who could review this for us.</li> <li>- We have emailed all lapsed members of the Clubs system to advise them that their details will be purged as of Thursday 24th May.</li> <li>- We have emailed all members advising them that our privacy statement and changes to our procedures will be in place for their renewal due June 2018. All members have the opportunity to have their data purged from the system.</li> <li>- We have purged all 168 members who have been deleted or archived in the Clubs system.</li> <li>- We have edited the class representative page on our website to remove personal information</li> </ul> <p>The next stages:</p> <ul style="list-style-type: none"> <li>- We need to make changes to our Clubs website to ensure that our privacy statement is available and clear on all pages.</li> <li>- All new and re-registrations will need to have visibility of the privacy policy and a consent button to 'tick' on renewal (parents on 15 June, tutors and organisers in August). With this year's registration we will ensure the privacy policy is available and consent button is added to ensure that we comply.</li> </ul>	KG

	<ul style="list-style-type: none"> <li>- We need to brief all club organisers and doorkeepers of their responsibilities and the implications of a data breach. Any data breaches or requests for information will be reviewed each term.</li> </ul> <p>For clarity we hold data in three separate areas:</p> <ul style="list-style-type: none"> <li>- clubs database which is secure and held on Amazon Web Servers. This system complies with GDPR security requirements. Here we hold parent information, child(ren) names, medical or ASN and emergency contacts. We also hold tutor information. Data is accessible by club organisers (their clubs only) and Office Bearers (full database)</li> <li>- printed lists of children attending clubs with their contact details are held by the doorkeepers. We need to ensure these are kept under lock and key when not used and that they are destroyed at the end of term.</li> <li>- The Class Rep coordinator has a list of class reps who provide their name and/or email address willingly each year. This is held in Google Drive with only one person able to access it. It is password protected.</li> <li>- Any lists of class details held are done so informally between class members and are not the responsibility of the Parent Council.</li> <li>- The Facebook group 'Bruntsfield Parent Community' is not a parent council-run social group. As such, its privacy settings will be managed by Facebook. Membership of this group is entirely voluntary and members' eligibility for the group are scrutinised before approval.</li> </ul>	
9	<p><b>Clubs update</b></p> <p>Registrations were down from the spring term but it is not clear whether this is seasonal, due to withdrawal of the escorting service, or other vagaries. Ideally an analysis of the current clubs situation, and viability of each of the clubs is required. It is hoped that a committed clubs team would be able to deliver this.</p>	
10	<p><b>Events update</b></p> <p>The Summer Fete is still short of people to run stalls. DU expressed thanks to Michelle Brown for again doing the risk assessment for the fete.</p> <p>The Ceilidh is being re-branded the End of Year Party, and will be on the 23<sup>rd</sup> June in Polwarth Church</p> <p>The pub quiz will be rescheduled for the beginning of the year</p> <p>The art auction will run every other year, so it will next run in school year 2019/20</p> <p>P7s are having a leaving party on the 28<sup>th</sup> June, to which all P7 children are invited.</p>	

	<p>P1 teddybears picnic will be on Friday 17<sup>th</sup> August</p> <p>Sponsored events are being considered and will be forthcoming.</p>	
11	<p><b>Headteacher's report</b>  CK expressed how pleased she was with the new markings on the front playground.</p> <p>CK was asked to present at a Head Teacher's training day how the curriculum works at BPS and ensures a broad general curriculum, continuity and progression from P1-7 and how success in learning is achieved. This has been used as an example of good practice, and is a compliment to the school and teachers.</p> <p>The Learning Directorate from the Scottish Government are coming to look at the school to see an example of a primary school in Edinburgh on Thursday 24 May 2018</p> <p>The School is hosting 12 teachers from Denmark in the next week to share ideas.</p>	
12	<p><b>Finance overview</b></p> <p><b>Clubs</b>  Revenues were slightly down for the summer term, but costs are down as well primarily due to the end of Kidzcare escorting costs. Summer term clubs has broken even, with a current balance ~ £28,000.</p> <p><b>Events</b>  There has been limited activity since the last meeting. Current balance ~ £20,000</p>	
13	<p>Date of next meeting  13 June 2018</p>	