**Bruntsfield Parent Council meeting 16 November 2022 (via zoom)**

**Attendees:**

**Parent Council Members (Office Bearers and Regular Members):** Dan Gerrard, Jenni Fuchs Madine, Cindy Coleman, Kristin Pedroja, Kirsty McIntosh, Lina Marin, Ali McCallum, Jay Feeney, Shanda Doherty, Ariel Cao, Jerome Veyret, Anna Docherty, Anna Wojtczuk, Petros Wallden

**Parent forum members:** David Urch, Cassandra Harrison, Rob Wheeler, Stuart Graham, Catherine Yuen, Li Lok Tung Zita, Emiko Komabayashi, Nithya Suresh, Suresh Natesan, Morag Reid, Vinaya Tekale, Afrooz Aryan, Susana Sebastian, Sahar Mailk, Valentina Guerrieri, Diana Mendes Ferreira, Catrina Arbuckle, Alison Kerr, Tara Lockhart, Piotr Wojtczuk, Kenzo, Marta, Zakiyyah, Craig, Linda, JM

**Staff/ Councillors**

Stephen Gilhouley (Bruntsfield Primary School Head Teacher)

**Apologies**

Elma Charalampidou, Maria Papadopoulou, Stefan Santjer, Louise Gourmelon, Alison Redpath

1. Introduction (DG):

The Chair welcomed everyone to the meeting and outlined the agenda for the evening.

1. Head Teacher’s update (SG):
	1. The P1 Open Day was well attended and it was great to see lots of old and new faces.
	2. The first show for a long time, the P3 Harvest Show has taken place and was a resounding success.
	3. Lots more events to come, next up the P1 Nativity.
	4. The Children’s Parliament have been in School over the last few days and have given great feedback on our children and young people.
	5. School are happy to support the new plans for the Winter Fair. There will be one stall for each year group and children have been working on plans for their stalls.
	6. Equity remains a key focus at School and a new email address / inbox has been created for families who would benefit from additional support. This will enable any family who needs to, to discretely contact School about school uniforms, free school meals, trips and clubs. More information to follow.
	7. The pea gravel around the climbing frame remains an issue and children have highlighted they’re getting muddy feet. It also blocks drains. School are seeking quotes to look at different surface options that will create more space for play. Hoping for support from the Parent Council.
	8. Early stages of planning to convert a Meeting Room into a Family Room / Nurture Room. This will become a space where families will be welcomed and provided with information, access school uniforms and where English as a second language clubs can be held. It will also be a space where children can focus on their social/emotional needs. Quotes are being sought for a security door for the Breakfast Club entrance as this area (in proximity to the new Family Room) will need to be secure.
	9. The Head Teacher is meeting with Mark Simmonds from ‘Safer Routes to School’ tomorrow at 10am to review the existing travel plan. The Head Teacher confirmed he would raise the issue of the two missing Crossing Guard positions at Merchiston Avenue and Gilmore Place.
2. Clubs Update (JF):
	1. The Choir will be performing at the Winter Fair and Assembly.
	2. Judokas achieved their first grade recently.
	3. A Mini Comic Book is being created by Mini Comic Book Club kids and will be on sale at the Winter Fair.
	4. Opportunity to re-book clubs for Jan-Apr period from next week. Further communications will follow.
	5. Some classes are available to book straight away, but many require approval and will show as ‘Join Waiting List’, please join the waiting list if interested.
	6. Confirmation of a space on clubs is dependent on payment being made.
	7. Any family needing financial support to attend clubs will be encouraged to contact the Head Teacher on the new Bruntsfield Family email address.
	8. Football bake sale raised £430.
	9. All children attending football should be signed up. The club need to ensure they have contact details and any medical notes for each child. There is a voluntary £15 annual sub for those that are able to support.
	10. Thanks were given to all those involved, including School Staff who have supported Clubs.
3. Winter Fair update (KP):
	1. We’re delighted there be a Winter Fair this year, thanks were given to the Head Teacher and his team for their support.
	2. The goal is to make this event as student-led and community-orientated as possible and to make the event affordable and accessible for everyone.
	3. The Winter Fair will take place from 6-8pm on Friday, December 9.
	4. There will be no entry fee, but food and other items will be collected for the Gorgie City Farm Food Bank.
	5. There will be three main components to the fair: Stalls, Food and Drink, and Entertainment. Volunteers are required to support each.
	6. Amongst the stalls, there will be one for each school year group, featuring crafts, artwork, and other items the children have created. All proceeds from these stalls will go to the year groups or classes.
	7. Help will also be needed with setup and clean-up and someone is needed to help coordinate volunteers. The goal is to organise 1-hour shifts so everyone has an opportunity to enjoy the event.
	8. Donations are required to include; baking, school uniforms, books, complete puzzles and board games, and tombola prizes.
	9. Proceeds from the event will go into the Parent Council general fund to help with standing commitments including playground maintenance and the Primrose Fund.
	10. Anyone who can help should email, bruntsfieldevents@gmail.com. Information will also be sent to class reps.
4. Playground update (DG):
	1. Children’s ideas and views were gathered last term and brought together in an interactive digital display board.
	2. This was shared with the School community by the Head Teacher in his weekly updates and will be used to shape improvement plans for the playground space.
	3. Next steps will focus on greenery and learning outdoors.
	4. Two planters have been built and placed in the lower playground, with thanks given to all those involved and a group from P3 for planting.
	5. Outdoor learning will be promoted in new ways throughout the school year.
	6. Communication will be joined up with the School and include the School Twitter feed and a presence at School events.
5. Sustainability update (DG):
	1. The Sustainability Group is now a team of nine members.
	2. From January onwards the group intends to start thematic months with activities, talks and more around the broader sustainability theme.
6. Treasury Update (SD):
	1. The Parent Council Annual Accounts from 2021-22 have now been approved. See appendix.
	2. On the events side, two funding applications have progressed that began pre-Covid - the Tiny Medics project and Screen Printing workshops.
	3. Parents are encouraged to get in touch if they have any thoughts around similar projects that might be work in School. Shanda can help work with parents on completing the relevant forms.
	4. An application has been received from School for 2 x Christmas Trees.
	5. We have circa £5K available after outstanding commitments and expenses in the events account.
7. St Oswald’s Project (DU):
	1. The St Oswald’s project began in the parent council many years ago and they are grateful for receiving £6K of funding in the initial stages.
	2. The project is close to making the building weather proof and they need around £35K of funding to finish this phase of work.
	3. A funding application has been made to the parent council for £15K and this is under consideration.
	4. St Oswald’s intend to facilitate pre-school and after-school childcare, club activity, and during the day, give space to the school for general purpose activities.
	5. There is an intention to knock through the bike sheds into the playground and install a secure gate to enable pupils and staff to access to hall safely.
	6. There is a need for many more volunteers to move the project forward.
	7. There will be an Open Evening to see the space and hear more about plans with drinks on 7th December.
	8. St Oswald’s will also be at the Winter Fair, another opportunity to find out more.
8. AOB (DG):
	1. There will be a decision on the Christmas Tree funding application by Monday.
	2. Thanks to Jenni and Jasper for all their work on communications. There is a continued focus on trying to strike a balance between informing, but not bombarding.
	3. The Chair encouraged the Bruntsfield Primary Community to lean into the conversion, the Parent Council wants to be as representative as possible.
	4. All Schools in Edinburgh will be closed on Thursday due to industrial action. Work will be available on Teams for Children and for those eligible for free school meals, a packed lunch will be provided the day prior for Thursday.
	5. The National Education Discussion was raised and the Head Teacher confirmed that he was happy to take any requests or feedback and pass these on.

**Appendix**

The Parent Council Annual Accounts 2021-22 were formally approved on 26 October 2022 by:

Victoria Lopez

Alison Redpath

Anna Docherty

Dasha Narog

Jerome Veyret

Kirsty McIntosh

Marilena Papadopoulou

Dan Gerrad

Jenni Fuchs Madine

Louise Gourmelen