



Minutes

PARENT COUNCIL MEETING 5 February 2020

Item		Actions
Present	Karen Galloway (KG), Carol Kyle (CK), Jasper Stocker (JS), Neil Thomas (NT), Cheryl Ruiz (CR) Katy Hayne (KH), Susana Sebastian (SS), Jae Fassam (JF), Polly Golding (PG) Jay Feeney, Jenni Fuchs Madine, Alison Redpath, Seonaid Dobie, Dasha Narog , Sorour Malaekheh, Ashley Brown, Victoria Lopez, Kristoffer Boesen, Bridget Kearney, Shona Simon, Stefanos Papanicolopoulos, Shona Simon, Fiona Galbraith, Catriona Penny, Julia Moon, Heather Molyneaux, Priya Jain, Andrea Thomson.	
Apologies	Kate Stewart Roper.	
1	KG took the chair and welcomed everyone to the meeting	KG
2	Approval of Minutes from 20 November Approved subject to noting that the funding application for 2 sets of bagpipes for chanter club was being reviewed.	JF
3	Matters arising <ul style="list-style-type: none"> • Tiny medics is being rolled out to P5, P6 and P7 and is going well • Screen printing workshop likely to be in March – CK and CH to arrange dates • Playground chalk board: awaiting scaffolding to be moved • Bagpipe spend for Chanter is being reviewed • Playground maintenance funding to be confirmed in this meeting 	KG

Finance update

NT/CR

(a) Clubs' Treasurer's update - Report from NT (forecasts should be treated with caution as tutor costs and expenses fluctuate)

- JF added as signatory to BoS account.
- December invoicing activity was very high. Chasing un-paid invoices.
- Cindy Coleman has completed the profit and expense analysis and has fed back to the clubs team. Cindy is now shadowing the cash flow and budget reporting/PC Finance Report.
- Current Balance
 - The BoS (Clubs) account has net balance of £57,564.00 (31/01/20).
- Future Costs
 - Still some outstanding 2019 costs (approx. £1,100).
 - January, February and March costs estimated at approx. £32k. Current credits approximately £1k.
- Income
 - Income for Winter Term is currently approx. £31k.
- Term Budget
 - Overall budget for Winter Term is a slight deficit of £500.
- End Term Balance/Future Cash Flow
 - End March 2020 cash position (excluding 'future' Summer 20 term revenues) is estimated at approx. £23.5k.
 - This is about £2k higher than forecast in November.

(b) Next Steps arising from Clubs' Treasurer's update:

- Pay monthly invoices.
- Ensure reporting is done each month in format required by the accountants.
- Liaison with clubs team on transfer to class4kids and stripe.

(c) Events' Treasurer's update (from CR):**RBS Account as at 23 Jan 2020**

- Bank balance at 23 Jan 2020 - **£22,591.72**
- Calculated available balance at 23 Jan 2020 (bank balance less outstanding cheques, less funding commitments (£7,715.40)) – **£14,814.32**
- Petty Cash Balance - £60.00
- Outstanding cheques: £62

Events Fundraising:

- Winter Fair – profit £4,000
- No further significant funds expected in advance of Summer Fete.

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Projects Supported

- See spreadsheet for detail. Unspent commitment is £7,715.40
- Tiny Medics First Aid project delivered and paid for.
- Next steps re following projects:
 - Scottish Opera: awaiting invoice via Lisa Nicol
 - Screen printing: invoice for materials to be paid in advance.
 - Blackboard for playground: to confirm once scaffolding is down
- Recommendation for following items to be supported annually (pending approval at Feb 2020 meeting)
 - Playground maintenance - £750 **Approved by the Parent Council at the meeting**
 - Primrose Fund contribution - £1,500 **Approved by the Parent Council at the meeting**
 - P7 Yearbook - £1,000 **Approved by the Parent Council at the meeting (less any match-funding from pupils)**
- St Oswalds seed funding total is £6,000. Recommend no further parent council funds to be allocated to this unless full consultation with parent body. **Agreed by the Parent Council at the meeting**

Available Funds for New Projects:

- Allowing for unspent commitment + likely annually supported items + contingency of £5,000, means approximately £6,000 is available for support of new projects.
- **KG called for ideas for projects.**

Gifting:

- Recommend to have some guidance around gifting paid for by parent council
 - Non-teaching school staff to receive Christmas and Summer gift approx. £10 / head
 - Any leaving members of parent council to receive thank you gift approx. £25
 - Other gifting to be funded personally.

Gifting policy was approved by the Parent Council at the meeting

(d) Next Steps arising from Events' Treasurer's update:

- To set up online banking to make issuing of payment less difficult (KG/JF/CR).
- Lottery licence renewal is due. CR to organise (usually costs £20)
- CR hits 3 year tenure Sept 2020, ideally have new events treasurer identified for summer fete and to shadow end of year accounts (September).

All financial updates are available on the website

5	<p>Learning and Teaching Sub-Group (NT)</p> <ul style="list-style-type: none"> • NT followed-up on the discussion from the previous meeting on the concept of re-establishing the education sub-group to ensure the Parent Council has sufficient focus on education. • Sub-Group now created (KG and NT) and in discussions with CK and senior management team about arranging 6 meetings a year and reports back to Parent Council. • Focus on: <ul style="list-style-type: none"> ○ Curriculum development ○ Pupil attainment • NT and KG Seek 1 or 2 additional member(s) for sub-group. Call for volunteers (particularly those with education background) • Opportunity to clarify homework policy for parents 	NT
6	<p>Clubs - Update from PG and FS</p> <p>Two issues needing discussion and seeking approval at the meeting:</p> <ul style="list-style-type: none"> • Move to Class4Kids <ul style="list-style-type: none"> ○ PG and FS have been testing the C4K platform both internally and via the Creative Writing club and it has performed well. ○ PG and FS summarised the benefits of the C4K platform discussed at previous meetings (focussing particularly on the ease of use for parents and carers, time saving for the Clubs team and the treasurer and the easy availability of the Glasgow-based platform provider should issues arise). ○ They also summarised the marginal cost increase (£230 pa) over the current platform. ○ The Parent Council agreed that the benefits of the move to the C4K platform far outweighed the additional cost and approved the move to C4K. ○ PG and FS to roll-out C4K platform for clubs at time of next registration and the Council noted the clear plan and timetable for the roll-out and agreed it was deliverable. • ASN and Child Protection <ul style="list-style-type: none"> ○ PG (and doorkeepers) regularly have to take quick decisions on ASN and protection issues and PG is concerned at the risk to all stakeholders with this approach ○ Further work is being done in the enrolment process to try spot and alleviate issues in advance. ○ However, issues will still arise and PGs recommendation is that a Manager is employed to deal with these issues at the school during club hours. PG has identified a suitable candidate. ○ The Parent Council considered the risks described by PG and felt that the solution proposed was suitable and reasonable and that the costs could be managed through Club subscriptions as required. ○ The meeting approved the employment and payment of the Manager as recommended by PG. • Other points relating to Clubs <ul style="list-style-type: none"> ○ Swimming Pool may be available for Club use for next term, subject to final minor works and H&S assessment. PG and CK to liaise and take final decision in early March ○ There may be an opportunity to rework Netball/Judo slots to offer additional sessions and extend Lets to enable Netball to move back to school hall. PG to confirm. 	PG and FS

7	<p>Events update from SS</p> <ul style="list-style-type: none"> • SS confirmed that the Winter Fair Handover Note/key lessons had been uploaded to the shared drive. • Summer Fair will take place on 30 May and a call for volunteer co-ordinators has gone out. • Spring Fair/Ceilidh is being explored. 	SS
8	<p>Class rep feedback from JS</p> <ul style="list-style-type: none"> • Volunteers needed for Accelerated Reading Programme Call for volunteers • A question was raised about whether good causes chosen for fundraising within school should have a local link (e.g. Gorgie Farm) Call for suggestions • Parents have asked for a rolling drop-off to be considered for P1s to reduce pressure and stress. CK to discuss with senior management team. • Timings for the bell in the morning seem to vary – CK to confirm with Council and resolve (may be due to on-going works in building) • JS confirmed that all other issues raised via class reps have been addressed in the Head Teacher's blog or directly via class teachers. 	
9	<p>Headteacher's update</p> <p>(a) Programmes supported by Parent Council</p> <ul style="list-style-type: none"> • Numicon and Accelerated Reading Programme are progressing well with good feedback from teachers and pupils <p>(b) Building works</p> <ul style="list-style-type: none"> • Progressing well. • Will continue during academic year. <p>(c) Inspection report</p> <ul style="list-style-type: none"> • CK cannot comment until moderation finalised <p>(d) Funding requests (following KG request for suggestions earlier in the meeting)</p> <ul style="list-style-type: none"> • CK asked the PC to consider funding New SmartBoards to replace the existing units with older technology - CK proposed that the School would buy 2 and the Parent Council would buy 2. • Parent Council to consider 	CK
10	<p>St Oswald's (KH and KG)</p> <ul style="list-style-type: none"> • KH outlines the current status of St Oswald's and explained that the St Oswald's steering group were preparing a business plan and related documents for the council to enable the Stage 2 process for the application for a community asset transfer. • If that process is approved, there will then be 6 months to find the necessary funding • The funding requirement is material as significant work is required but consideration is being given to the relevant bodies that may provide grants. 	KG and KH

11	<p>Chair's update (KG)</p> <ul style="list-style-type: none"> • KG had attended the SE Edinburgh Parent Council Chairs' meeting <ul style="list-style-type: none"> ○ Discussion on school capacities and rising rolls and realisation that it is a City-wide issue ○ Good cross-Parent Council Opportunity to push for solution ○ KG to continue to attend. • KG stressed the need for new volunteers for the Parent Council to ensure that office-bearers who are nearing the end of their tenure. <ul style="list-style-type: none"> ○ KG welcomed office bearers who had children at early stages in the school as it gave a new perspective and ensure longevity for the Parent Council ○ Call for a Vice-Chair and Events Treasurer. • Travel (KG plus contributions from Parent Council) <ul style="list-style-type: none"> ○ Travel tracker working well and provides really good data to support safer street applications ○ Opportunity to apply for a test road closure e.g. on last day of term. To be progressed. ○ Big Pedal event in 22 April - 5 May is a good opportunity to build support for sustainable travel to the School <ul style="list-style-type: none"> ▪ Parent Council keen to participate and asked CK for a staff champion to assist. ▪ Bike Storage options to be considered 	KG
12	<p>AOB</p> <ul style="list-style-type: none"> • Discussion on mobile 'phones – no outright ban (as some children in older classes may require them to contact parents/carers)/. No phones in lessons and Teachers must be informed if children have 'phones/and reason for use. • Parking permits not available for works vehicles (so need to be in playground) <p>Close 8.25pm</p>	
Date of next meeting	<ul style="list-style-type: none"> • Parent Council meeting on 18 March 2020 at the School. 	