

Abbeyhill Primary School

Parent Council Meeting – Draft Minutes

Wednesday 19<sup>th</sup> March 2014

Present Chris Byrne (Chair), Lisa Tansey (VC), Di Falck (Treasurer), John Dallas, Linda Watt, Janina Costa, Tania Evans.

Apologies: Charlotte Intihar (VC), Sandra Stewart (Headteacher), Lindsey Stewart.

#### 1. MINUTES OF PREVIOUS MEETING

The minutes were agreed.

#### 2. MATTERS ARISING

Old Town Community Council interim elections are coming up. Nominations close 24<sup>th</sup> March, applicants must live in the Old Town.

#### 3. HEAD TEACHER'S REPORT

Tania Evans has returned as Principal Teacher, teaching P5/6 on Wednesday, Thursday and Friday. Miss McDiarmid continues to teach the class on Monday & Tuesday.

Sports Relief is on Friday, wear sports gear and bring £1. There will be a whole school assembly and a fun sports event after break.

International Week and International Day events

Parents' Consultations to be held next week for P1-7. Nursery consultations will be in the summer term.

P7 will be involved in a variety of events at Drummond to aid transition to High School.

£600 of new P.E. equipment through Government initiative to improve P.E. provision. Been spent already, but not yet announced on what.

Lagganlia for next year's P6 and P7 provisionally booked for October, costing £300 per child. Mrs Black will do some fundraising events for this. It was suggested that Parent Council might donate towards this. There was discussion about whether it would be possible for a small P7 class to go without P6. Lisa Tansey to discuss with Sandra Stewart.

Kati Pender has done Easter baskets for the Easter raffle.

Mrs Evans to order new reading books with Parent Council donation and Scholastic Book Fair Commission. Mixture of novels for the upper school and texts.

Financially, going into new financial year in the black. Will give more details next meeting.

SQUIP – staff will be discussing this on in-service day.

Support staff who need First Aid refreshers will be doing this on in-service day.

#### 4. CHAIR'S REPORT

Head teacher's post will be advertised, deadline 2<sup>nd</sup> May. Following a screening process there will be a Long Leet Interview at the school on 14<sup>th</sup> May and then a Short Leet Interview at the City Chambers on 22<sup>nd</sup> May. There is a recruitment selection course for parents, which has been attended by Chris Byrne and Di Falck, but it would be beneficial for other parents to also attend, to cover in case of illness etc, and in order to contribute to the process of selecting interview questions and identifying selection criteria. The next course is to be held on 31<sup>st</sup> March.

SPTC courses are free. If anyone would like to attend it is suggested that they let Chris Byrne know so that he can book people onto them.

CCWP: News regarding council budget not as bad as expected. Head Teacher's Union agreed on all Edinburgh primary schools taking a pro-rata cut. Smaller schools may still be a bit harder hit, but notionally it will be fairer. The additional learning needs budget will no longer be cut as much as it was feared. Linda Watt informed that 0.1FTE of management time will be cut at Abbeyhill, starting in August.

Swimming pool use: There is a similar case with the pool at Broughton Primary. One day a week the pool is not used because there is no lifeguard. The council has promised to look into the more efficient use of swimming pools.

School streets pilot: Schools in East Lothian are piloting schemes where vehicles are banned from parking at the gates, and are being enforced by police. Edinburgh Council are trialling a pilot of a similar scheme. It was suggested that the wider parent body be consulted to determine if Abbeyhill School should be put forward to participate in such a scheme. Chris Byrne will do a Survey Monkey to gauge parent support. He also pointed out that there ought to be No Parking notices on the school gates. Linda Watt is to look into this.

Neighbourhood Partnership: Abbeyhill is on the border of the City Centre and Leith Neighbourhood Partnerships. These are currently consulting and there are various development plans that could be relevant.

#### 5. TREASURER'S REPORT

Account balance is currently £1407.67  
Cash float £30

Iliyana Nedkova has requested audited accounts to support an application to apply for £5000 funding to pilot Artists in Residence activities at Abbeyhill. The earliest deadline to apply for this is 28<sup>th</sup> March. Di Falck managed to get the missing bank statements and Linda Watt has said that she will try to get the accounts audited in time for this application. In response to Chris Byrne's concerns about the need for independent verification Linda has said that she knows an accountant who could be asked to inspect the accounts and sign them off. She will also advise on an appropriate format for the accounts.

The bank statements show that the council pays regular funding to the Parent Council, but there is confusion over what these payments are. Do we need to apply for this funding? Linda Watt and Di Falck will look into this and liaise.

Following debate about the suitability of the scooter pod that Chris Byrne ordered, it has been returned and refund received minus £40.49 carriage costs. Replacement scooter parking has been specced by Charlotte Intihar and may now be ordered, possibly through the school to save on VAT.

P7 event: The bowling event has been booked by the school. The Parent Council agreed to donate around £100 towards this, but receipts have not yet been received by the Treasurer and no cheque has been issued.

Donation towards books: As agreed a cheque for £500 has been issued to contribute to buying school books.

## 6. REPORTS FROM PARENT COUNCIL SUB-GROUPS

Easy fundraising: 8 people have signed up for it. Lisa will send out another letter.

International Day: Lisa & Charlotte are organising this event. There will be a donation box instead of charging. There will also be an Easter stall on International Day.

Property: There is dry rot in the Janitor's Room and the Infant Building. A specialist is coming to survey for 2 days at the start of the Easter holidays.

## 7. PARENTS' SUGGESTIONS

Chris Byrne said he had been asked about the school's risk assessment process. Linda Watt outlined the school's process.

Chris Byrne mentioned the new student flats being built beside the school, for which permission was granted in 2013. Although the school failed to secure any concessions in return for gaining planning permission for the flats, he thinks it would be worthwhile for the school to approach the management company to form a relationship once they are complete.

## 8. TRAVEL PLAN

Due to time pressures discussion is to be carried over to next meeting. Chris Byrne pointed out that the travel survey which has been done didn't cover the staff, and he suggests that the staff also complete the survey, since a travel plan may have a disproportionate effect on them. Linda will enquire amongst the staff about this possibility.

## 9. JANITOR'S HOUSE

Mrs Stewart sent an email to the council but there has been no response yet. No progress has been made on this due to lack of time, but it was agreed to meet after Easter holidays. Linda Watt declared an interest in supporting any moves to improve the building.