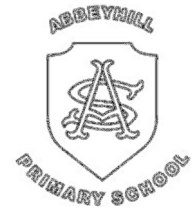
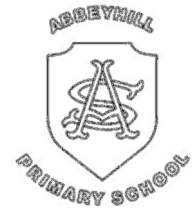


Abbeyhill Parent Council Meeting

Date: 20.01.2016 18:30 -20:30  
 Venue: Abbeyhill Primary School  
 Minutes By: Karen Ridgewell



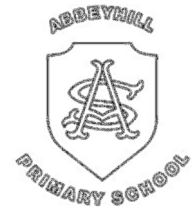
ITEM	DESCRIPTION	ACTION
	<b>PRESENT</b>	
	Nino Smith	NS
	Keith Martin Principal Teacher P6	KM
	Sally Barker Head Teacher	SB
	Lynsey Stewart P2 Teacher (Events Sub Committee)	LS
	Matthew Edmondson Chair	ME
	Lisa Tansey Pupil Support Assistant/Events Sub Committee	LT
	Janina Costa Events Sub Committee	JC
	Amelia Smith P3B Teacher	AS
	Karen Taylor Principle Teacher	KT
	Emma Douse Events Sub Committee/Uniform Exchange	ED
	Karen Ridgewell Secretary/Events Sub Committee/Uniform Exchange	KR
	Piedad Ortegá Uniform Exchange	PO
	Dolores Grtes	DG
	Charlotte Intihar Events Sub Committee	CI
	Di Falck Treasurer	DF
	Lorna Brown Treasurer/Events Sub Committee/Uniform Exchange	LB
	Illyana Nedkova Events Sub Committee	IN
<b>1.0</b>	<b>Welcome by the Chair</b>	
1.1	<ul style="list-style-type: none"> <li>ME welcomed and thanked all for attending and facilitated introductions.</li> </ul>	
1.2	<ul style="list-style-type: none"> <li>Particular thanks was given to Lisa and Charlotte for their ongoing work in supporting events throughout the school</li> </ul>	
1.3	<ul style="list-style-type: none"> <li>ME thanked Mrs Pender and team for the Nativity and has made a montage of clips from the event. Should any parent be interested in viewing the footage, please contact ME (mle@focuslocus.org)</li> </ul>	
<b>2.0</b>	<b>The Role of the Parent Council</b>	
2.1	<ul style="list-style-type: none"> <li>KR confirmed that the role of the Parent Council is to help the school operate as a successful school and to try to represent the views of all parents. It is up to the Parent Council and the school as to how this is achieved.</li> </ul>	
<b>3.0</b>	<b>Approval of AGM minutes and Matters Arising</b>	
3.1	<ul style="list-style-type: none"> <li>Actions from the AGM were discussed and the minutes were approved</li> </ul>	
3.2	<ul style="list-style-type: none"> <li>Minutes to be added to the Wordpress Account</li> </ul>	ME
<b>4.0</b>	<b>Chairs Report</b>	
4.1	<ul style="list-style-type: none"> <li>ME keen to ensure all PC meetings are effective and useful</li> </ul>	ME



ITEM	DESCRIPTION	ACTION
4.2	<ul style="list-style-type: none"> <li>ME to continue the PC Breakfast Meetings to encourage those that cannot attend in the evening to discuss issues that they would like to be added to the main meeting agendas.</li> </ul>	ME
<b>5.0</b>	<b>Treasurers Report</b>	
5.1	<ul style="list-style-type: none"> <li>DF advised there is nothing to currently report but requested assistance with treasury duties. LB offered to share the role.</li> </ul>	
5.2	<ul style="list-style-type: none"> <li>LB and KR to be added as signatories</li> </ul>	DF
5.3	<i>* Post Meeting note – the account balance is currently approx. £560</i>	
<b>6.0</b>	<b>Head Teachers Report</b>	
6.1	<ul style="list-style-type: none"> <li>KM Thanked the PC for their £700 donation to the library which has allowed the stock to be refreshed. KM also advised relationship with the McDonald Road library has been established with weekly timetables sessions for the pupils in the library being introduced.</li> </ul>	
6.2	<ul style="list-style-type: none"> <li>Quiet Club establishment and use during lunchtimes</li> </ul>	
6.3	<ul style="list-style-type: none"> <li>The Nursery draft Care Inspectorate grades. When the final report is complete it will be shared with the parents and published in the CI website</li> </ul>	SB
6.4	<ul style="list-style-type: none"> <li>Two camps in to be run in this calendar year, a mini camp for P7 and a weeklong camp for the current P6 after the summer. SB requesting assistance from PC to encourage more up take. KR suggested arranging a specific meeting to discuss this further.</li> </ul>	KR/LT/SB
6.5	<ul style="list-style-type: none"> <li>CGI the new Edinburgh City Council ICT service provider are hopeful that they will be able to provide an online booking/payment service for the school, its anticipated that this may occur by August, but is subject to change</li> </ul>	
6.6	<ul style="list-style-type: none"> <li>'Mingle all the Way' raised over £600 for the P7 camp and thanked the PC for its support.</li> </ul>	
<b>7.0</b>	<b>School Events (planned events and volunteer recruitment)</b>	
7.1	<ul style="list-style-type: none"> <li>KR queried how school events are proposed/organised. Remainder of the events in this academic year are to be decided, an additional meeting addressing this was proposed</li> </ul>	
7.2	<ul style="list-style-type: none"> <li>Events subcommittee meeting to meet to decide what is possible for the remainder of this academic year. KR to liaise with CI and LT for a date and publicise</li> </ul>	CI/LT/ED/KR/ IN/JC/LB/LS
7.3	<ul style="list-style-type: none"> <li>Propose that an events plan is established at the start of the next academic year to allow tie in with the curriculum and schools plans</li> </ul>	
7.4	<ul style="list-style-type: none"> <li>KR confirmed CITB Ambassadors are coming to the school to facilitate an activity with the P7 class. Date in Feb to be confirmed</li> </ul>	CI/LT/ED/KR/ IN/JC/LB/LS
7.5	<i>*Post Meeting Note – P7 CITB event will occur on 22<sup>nd</sup> Feb and details to be further discussed with SB about establishing a relationship with the regional STEM Reps</i>	KR/SB
<b>8.0</b>	<b>Uniform Exchange</b>	
8.1	<ul style="list-style-type: none"> <li>SB queried whether the PC would be interested in running a Uniform Exchange and</li> </ul>	

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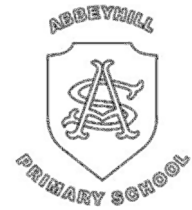
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	confirmed a rack has been ordered.	
8.2	<ul style="list-style-type: none"> <li>LB, ED, KR and PO offered assistance. A further meeting/discussion will be required to work out the logistics</li> </ul>	LB/ED/KR/PO
<b>9.0</b>	<b>Street/Road Safety (Safer Streets enforcement and crossings)</b>	
9.1	<ul style="list-style-type: none"> <li>Shortcomings of the School Street Pilot were discussed; the lack of enforcement and that cars are still being brought into the street during the exclusion time/zone.</li> </ul>	
9.2	<ul style="list-style-type: none"> <li>KR to draft a letter to the Community Police Officer and Edinburgh City Council to raise the PC concerns.</li> </ul>	KR
9.3	<ul style="list-style-type: none"> <li>SB to liaise with Lorna Henderson when draft is complete to arrange a meeting to discuss its content prior to issue</li> </ul>	SB
9.4	<ul style="list-style-type: none"> <li>JN raised concerns about road safety on Abbeyhill and Brand Place; this will also be raised in the correspondence.</li> </ul>	KR
<b>10.0</b>	<b>Wordpress Account Access/Management</b>	
10.1	<ul style="list-style-type: none"> <li>KR requested the Abbeyhill Parent Council Wordpress account be abandoned as the primary focus of communication (but be maintained as the current location for Agendas and Minutes) with the Parent Forum and noted a communications strategy is a long term project and suggested two alternatives that could be started quickly.</li> </ul>	
10.2	<ul style="list-style-type: none"> <li>KR to clean and add info to the noticeboard in the playground</li> </ul>	KR
10.3	<ul style="list-style-type: none"> <li>KR to set up a closed group (comments disabled) Facebook account to promote the PC and events within the school.</li> </ul>	KR
10.4	<ul style="list-style-type: none"> <li>ME to investigate domain names</li> </ul>	ME
<b>11.0</b>	<b>Pupil Numbers</b>	
11.1	<ul style="list-style-type: none"> <li>Current pupil roll 180 (includes 46 Nursery places)</li> </ul>	
11.2	<ul style="list-style-type: none"> <li>Current anticipated P1 intake from the catchment area for August 2016 is currently 1 class.</li> </ul>	
<b>12.0</b>	<b>School Staffing</b>	
12.1	<ul style="list-style-type: none"> <li>Next year (2017/18) a PEP3 student will be with the school to complete an action research project. They will spend a term with each level, Early, 1<sup>st</sup> and 2<sup>nd</sup>.</li> </ul>	
12.2	<ul style="list-style-type: none"> <li>A final year student (Hannah Doyge) is going to be joining the school until Easter.</li> </ul>	
12.3	<ul style="list-style-type: none"> <li>It is hoped a HNC student will be joining P1 at the end of the term up until May.</li> </ul>	
12.4	<ul style="list-style-type: none"> <li>Minerva Jenova, a teacher from Finland, who is currently completing a PGCD will be joining the school for a placement</li> </ul>	
12.5	<ul style="list-style-type: none"> <li>Lisa Tansey has joined the school team as a Pupil Support Assistant</li> </ul>	
<b>13.0</b>	<b>Bullying Policy and Implementation</b>	
13.1	<ul style="list-style-type: none"> <li>KR advised the Scottish Government is looking to refresh the national anti-bullying strategy. Parents have been invited to attend a focus group. KR to provide details to be issued to the parent forum.</li> </ul>	KR

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13.2	<ul style="list-style-type: none"> <li>Each meeting attendee discussed their perspective/experience of bullying and violent behavior within the school. SB responded with information relating to the schools perspective and it was agreed that this item will remain on the agenda.</li> </ul>	
13.3	<ul style="list-style-type: none"> <li>SB to provide details of statistics of reported events at future meetings</li> </ul>	SB
13.4	<ul style="list-style-type: none"> <li>SB advised the school policy is due for an update and approach discussed at this meeting may inform its development</li> </ul>	SB
13.5	<p><i>*Post Meeting Note – The National Parent Forum Scotland Parent Anti Bullying Focus Group will be meeting at their office on Wednesday 27th Jan 6:30 – 8:30pm. If you are interested in attending please call Gillian Myers on 0131 313 8842 or email enquiries@npfs.org.uk</i></p>	
<b>14.0</b>	<b>Coffee Morning</b>	
14.1	<ul style="list-style-type: none"> <li>Next Coffee Morning is Wednesday 3<sup>rd</sup> Feb. ME to advertise and arrange.</li> </ul>	ME
<b>15.0</b>	<b>Future PC Meeting Dates</b>	
15.1	<ul style="list-style-type: none"> <li>KR confirmed the use of the Doodle poll was limited.</li> </ul>	
15.2	<ul style="list-style-type: none"> <li>Meetings to remain termly and approx. 2 hours in duration</li> </ul>	
15.3	<ul style="list-style-type: none"> <li>KR to proposed dates and publicise them asap</li> </ul>	KR
15.4	<p><i>*Post Meeting note – KR proposes the 3 further PC meetings be Wed 24th Feb (Colony of Artist focus, Wed 20th April and Wed 15<sup>th</sup> June (plan for the year ahead)</i></p>	KR
<b>16.0</b>	<b>Any Other Business</b>	
16.1	<ul style="list-style-type: none"> <li>ME queried who owns the data contained in the Learning Journals</li> </ul>	SB
16.2	<ul style="list-style-type: none"> <li>KR queried the status of the wall that is fenced off in the Nursery garden. SB confirmed damage has been surveyed and work will be undertaken, but that timescales are currently unknown.</li> </ul>	
16.3	<ul style="list-style-type: none"> <li>KR queried how to volunteer within the school and believes there may be others that may be able to offer some time, if desired. SB advised to email the school in the first instance to express interest.</li> </ul>	KR
16.4	<ul style="list-style-type: none"> <li>JC requested the House within the school grounds be added to a future agenda. SB provided a brief summary of the situation; the building is in a state of disrepair as it has been uninhabited for some time. Edinburgh City Council has no known current plans for disposing of the property.</li> </ul>	KR
16.5	<ul style="list-style-type: none"> <li>LT requested PC fund contribution for the sports clothing is increased to 20. All agreed and cheque to be issued.</li> </ul>	LT/DF
16.6	<ul style="list-style-type: none"> <li>LT/CI proposals for 'The Daily Mile' have been discussed by the teaching staff, additional meeting to be had to discuss the detail.</li> </ul>	CI/LT/LS/SB
16.7	<p><i>*Post Meeting note – SB has confirmed that the school owns all the data. Dave Clark (Learning Journal provider) has confirmed no school, parent or child data is shared.</i></p>	