

Abbeyhill Parent Council Meeting

Date: 18.01.2017 18:30 – 20:00
 Venue: Abbeyhill Primary School
 Minutes By: Karen Ridgewell



ITEM	DESCRIPTION	ACTION
	PRESENT	
	Keith Martin Principal Teacher (P2)	KM
	Lee Tant Parent	LT
	Liam Tansey Parent	LT2
	Jodie Hannan Drummond CHS Head Teacher	JH
	Andrew Gleeson Parent	AG
	Charlotte Intihar Events	CI
	Janina Costa Meeting Chair + Events	JC
	Sally Ketchin Head Teacher	SK
	Karen Ridgewell PC Secretary	KR
	Vlad Hasiu PC Treasurer	VH
	Sonata Parent	S
	Iliyana Nedkova Events	IN
1.0	Welcome by the Chair	
1.1	<ul style="list-style-type: none"> JC welcomed and thanked all for attending and introductions were made 	
1.2	<ul style="list-style-type: none"> Jodie Hannan, Head Teacher of Drummond Community High School introduced herself to the PC and gave us a brief update to the changes and developments at the school. All parents are invited to attend the Parents Evening in March, or indeed to contact her at any point with queries about the school. There is a welcome effort by Drummond and the cluster schools to improve the transition period for primary pupils. Current newsletters and guides were provided and are available from the school office. The contact details are: www.drummondhigh.org, admin@drummond.edin.sch.uk and 0131 556 2651. Thanks to Jodie for taking the time to come and see us. 	
2.0	The Role of the Parent Council	
2.1	<ul style="list-style-type: none"> JC 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. 	
3.0	Previous Meeting Actions	
3.1	<ul style="list-style-type: none"> KR confirmed correspondence had been issued to our MSP (Wayne Markham), Neighbourhood Partnership Centre and one of our Councilors, one response has been received from Councilor Karen Doran. KR also confirmed that the response from ECC had been circulated to all on the PC. KR to organize a meeting to discuss our response to ECC as they have advised demolition is a potential option. 	KR
3.2	<ul style="list-style-type: none"> KR to speak with LT to get the costs of the t-shirts without sponsorship support and arrange for the 2 sets of 30 t-shirts of various sizes P5 – 	KR/LT

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	P7 to be purchased. Price to be provided at next PC meeting for agreement and payment	
3.3	<ul style="list-style-type: none"> SK confirmed that the MUGA applications have not yet been submitted, and that they may be completed before the February break 	SK
3.4	<ul style="list-style-type: none"> KR advised that the application for the ECC Waste Action Group funding was not submitted in time but that KH had advised ECC are to provide the school with new packaging and food waste bins. SK to advise on their delivery date, if they meet the school's needs, if not, additional funding to be sought. 	SK/KR
3.5	<ul style="list-style-type: none"> The Parents Evening Uniform Exchange was a success. KR confirmed a further one could be arranged for Thursday 30th March. KR confirmed the school should help themselves to any items of clothing as appropriate between Uniform Exchanges 	KR
3.6	<ul style="list-style-type: none"> JC confirmed that the Handbook were positively reviewed 	JC
3.7	<ul style="list-style-type: none"> KR has completed a list, but feels it is incomplete and needs to run it past the school before issuing 	KR
3.8	<ul style="list-style-type: none"> SK to provide further detail on events between Aug and Oct 16 as KR forgot the detail discussed during the meeting (concussion) 	SK
3.9	<ul style="list-style-type: none"> VH advised that the payment is outstanding for the transport to the pantomime. The school have paid it and the PC now owes the school £454. This will be rectified as soon as the funds have been transferred from the old PC account. VH to liaise with CI and DF to close the old account. 	VH/CI
3.10	<ul style="list-style-type: none"> KR to issue KM with the updated PC constitution 	KR
3.11	<ul style="list-style-type: none"> KM to update the school wordpress page with the current post holder info. KR advised the PC wordpress site has been updated. 	KM
3.12	<ul style="list-style-type: none"> VH surveyed parents during the Parents Evening and asked numerous questions relating to food, activities and events. VH provided a document with the results. VH and KR to meet to discuss the best way to present this information to the school/ECC to highlight the concerns about the lack of provision of full fat milk and yoghurt. 	VH/KR
4.0	Chairs Report	
4.1	<ul style="list-style-type: none"> JC wishes to thank all PC members, parents, staff, children etc. for their contributions to the Winter Talent Competition 	
	<ul style="list-style-type: none"> JC notes the whole school trip to the Brunton Theatre was a success and that the PC were happy to support the trip by paying for the transport and would be happy to support such an event in the future if the funds are available. 	
	<ul style="list-style-type: none"> Mrs Evans had sent the PC a card which JC read out, we wish her luck with her new position at Royal High Primary School. 	
	<ul style="list-style-type: none"> P6 had sent the PC a letter of thanks as they were able to raise £170 for their camp fund at the Winter Talent Show. Thanks to the staff and 	

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	parents that helped them with the preparation and the evening.	
	<ul style="list-style-type: none"> JC raised a question about the recent staff departures; please see 6.2 for items discussed. 	
5.0	Treasurers Report	
5.1	<ul style="list-style-type: none"> VH confirmed the Halloween disco raised £120, the Uniform Exchange £22 and the Winter Talent Show £191 	
5.2	<ul style="list-style-type: none"> VH confirmed the new PC bank account is now open and the funds from the old account are to be moved (see 3.9). When funds are deposited, the PC are to repay the school for the Brunton Theatre trip transport. 	
5.3	<ul style="list-style-type: none"> PC are due to repay the publishers approx. £96 for the CoA books. 	
6.0	Head Teachers Report	
6.1	Pupil Numbers <ul style="list-style-type: none"> 176 	
6.2	School Staffing <ul style="list-style-type: none"> SK confirmed Miss Stephen has joined P4 and there are currently 2 supply teachers with P5 and P6 Interviews for the two permanent class teachers (P5 and P6) are to occur on 19th January, there were 20 applicants, and 11 were shortlisted for interviews. Successful applicants should hopefully be joining the school after the Feb break (notice period dependent). Parents of the P5 and 6 classes will be informed on the successful applicant appointment LT2 raised the concerns of parents that have seen the simultaneous departure of 3 well respected teachers without explanation to the whole parent forum. It raises the question, what are we doing that means we aren't retaining our staff? SK confirmed Mrs Evans departure was for a promotion to Deputy Head at Royal High Primary School, Mrs Bodoni has gone on sabbatical, and Miss Hutchinson has joined Lorne Street Primary for career development as she has been at AH since she was a probationer. SK also highlighted, whilst there is a city wide shortage of teachers, 11 are being interviewed for the current permanent positions. KR queried the extended absence of Miss Perry, the PE specialist maternity cover. KR queried if staff have exit interviews, SK confirmed they do occur KR queried if staff have performance reviews, a forum to raise concerns should they have any. SK confirmed they occur twice a year with the relevant members of senior staff. 	SK
6.3	Behavioural Incidents <ul style="list-style-type: none"> There has been a single serious behavioral incident since October, which resulted in a pupil suspension for 2 days. 	
6.4	Time Line for Behaviour Policy Update	

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	<ul style="list-style-type: none"> SK advised the P4 – 7 views were gathered in Sept 2016 and that info will/has been collated in Jan 2017. P1 – 3 views are now being gathered, staff will have an opportunity to add their thoughts before it is issued to parents for their input. The aim is to have the policy finalised before the end of the 2016/17 school session. 	SK
6.5	<p>Other Items</p> <ul style="list-style-type: none"> SK thanked the PC for organising the Winter Talent Show AH pupils helped launch the Edinburgh Adapts plan last term  <ul style="list-style-type: none"> Participation in the launch has established a link with the Holyrood Park Ranger Service. KM is meeting on Robert May on the 26th. With the closure of London Road Parish Church, the new muster point for the school is Dynamic Earth. The Building Resilience resources was launched in assembly on 16th Jan and received well. Feedback from parents via the PC after the first few blocks would be appreciated The school has applied for tickets for every child (Nursery – P7) to attend the Edinburgh International Children's Festival (formerly Imagine). Tickets will be £6 and there is an 80% public transport subsidy that the school will be eligible for. When it is know whether or not the application for tickets has been successful, SK will apply to the PC for a possible contribution to the cost. SK presented a 'Pay It Forward' this idea was well received by the PC and we welcome the development of the idea and will our willing support if/when necessary. SK confirmed electronic payments for schools are forthcoming. It is expected to be rolled out at AH during the summer term. AH P6 pupils have been involved with the Children's Parliament with 8 other schools, focusing on rights and respect in schools. 2 pupils are attending a filming event at Summerhall on 19th to make a film on this issue, which will be shared with all the schools on completion. SK suggested that a class lists will be put together (session 2017/18), to contain the contact details of parents for each class (pending permission) to be distributed amongst class parents where applicable. 	<p>KM</p> <p>All</p> <p>SK</p>
7.0	Focus of PC Fund Raising	
7.1	<ul style="list-style-type: none"> KR raised a query of the focus of the PC funding. Recent events have been about participation and creating a sense of community within the school and parent forum, not fund raising. In recognition of the continued need for PC funding support we need to understand how 	

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	much is needed from us. We need some support from within the PC or the parent forum to focus on fund raising for annual funds and the large scale items that are desired for the school (MUGA, school grounds development etc.)	
7.2	<ul style="list-style-type: none"> Parent Forum is to be canvassed for additional help with funding applications 	All
7.3	<ul style="list-style-type: none"> PC to ensure funds are available for the P7 Ceilidh Christmas 2017 (@£120) 	
8.0	PC Presence at Interviews	
8.1	<ul style="list-style-type: none"> KR advised ECC had contacted the PC to offer Recruitment and Selection Training to allow us to partake in recruitment interviews. VH training was 17.01 and KR 25.04 after training has been cancelled before Christmas due to low uptake. PC have been advised they can partake in principle, Depute, HT interviews and any others at the discretion of the AH Senior staff 	
9.0	Any Other Business	
9.1	<ul style="list-style-type: none"> CI queried the implementation of the Uniform Policy; there is an inconsistent to its enforcement by the staff. Pupils are witnessing the inconsistencies. SK advised this will be addressed. 	SK
9.2	<ul style="list-style-type: none"> LT2 queried when the last Rail Safety Day occurred within the school. SK to liaise with LT2 to arrange for one to occur 	SK/LT2
9.3	<ul style="list-style-type: none"> IN provide extensive detail on the Artist in Residence Projects that are occurring within the school across all classes 2016/2017. Helena Barret Nursery and P1 Dance and Music Teacher Students P2 and P1 -7 Tom Flint P3 – P7 Anna York P3 Poppy Richard P3 – P5 Tessa Lynch P5 Jolanta Dolewska P7 Clare McAllister P7 IN suggested the Scotrail Foundation may be a possible source of funding https://www.scotrail.co.uk/about-scotrail/scotrail-community/scotrail-foundation IN asked in the CoA could borrow the school stage. IN advised that 'Hatchlings' has been entered into the 'Into Film' awards https://www.intofilm.org/awards IN advised an additional application to the Polish Consulate has been made to continue to the Polish Artist in Residence Programme, the outcome is awaited IN noted the continued support with the Collective Gallery, the Talbot Rice Gallery and the Edinburgh Art Festival. SK and PC extend their thanks to IN for her continued co-ordination and support for the Artist in Residence and the CoA 	

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	<ul style="list-style-type: none">Date for everyone's diary – 23/24th September for the Colony of Artists	
9.4	<ul style="list-style-type: none">AG raised concern for the continuity of teaching for the pupils affected by staff changes and asked about the training and handover procedure and the follow through as the new staff are being appointed after the departure of the previous permanent staff.SK advised that the update to the Pupil Welcome Pack has led to the development to a staff equivalent to promote a common approach to policies etc. by staff.	
9.5	<ul style="list-style-type: none">KR queried whether or not the additional funding possibility for the grounds development issued to JM/KM. KR to re-issue. This also relates to item 7.3	KR
9.6	<ul style="list-style-type: none">KR to meet with nursery staff on 26th Jan to discuss how the PC can help advertise their services. SK advised a banner is on LWs list.	KR
9.7	<ul style="list-style-type: none">KR queried whether the morning line issue had been resolved? SK confirmed the unlocking of the gate had been resolved.	
9.8	<ul style="list-style-type: none">KR noted that an opportunity had been missed at the Talent and Christmas Story Shows to address the majority of pupils and parents. For staff and PC to deliver joint messages to a captive audience to raise the profile of the PC and seek additional assistance etc. SK advised there will be additional opportunities at the P1 intake event and 'Meet the Teacher' in the 2016/17 school session.	KR/SK
9.9	<ul style="list-style-type: none">KR offered thanks to JC for chairing. IN confirmed chair at the next meeting	IN
10.0	Next Meeting Date	
10.1	Wednesday 15 th March 18:30 – 20:00 P7 Classroom	