

## Abbeyhill Parent Council Meeting

Date: 26.04.2017 18:30 – 20:00  
 Venue: Abbeyhill Primary School  
 Minutes By: Karen Ridgewell



| ITEM       | DESCRIPTION   | ACTION |
|------------|---|--------|
|            | <b>PRESENT</b>  |        |
|            | Keith Martin<br>Principal Teacher (P2)  | KM     |
|            | Liam Tansey<br>Parent   | LT2    |
|            | Vlad Hasiu<br>PC Treasurer  | VH     |
|            | Lorna Brown<br>Chair + Events   | LB     |
|            | Karen Ridgewell<br>PC Secretary   | KR     |
|            | Sally Ketchin<br>Head Teacher   | SK     |
|            | <b>Apologies</b>  |        |
|            | Janina Costa<br>Events  | JC     |
|            | Andrew Gleeson<br>Parent  | SB     |
|            | Lisa Tansey<br>Events   | LT     |
|            | Iliyana Nedkova<br>Events   | IN     |
| <b>1.0</b> | <b>Welcome by the Chair</b>   |        |
| 1.1        | <ul style="list-style-type: none"> <li>LB welcomed and thanked all for attending and introductions were not required on this occasion as everyone has met previously</li> </ul>   |        |
| <b>2.0</b> | <b>The Role of the Parent Council</b>   |        |
| 2.1        | <ul style="list-style-type: none"> <li>Role of the PC discussion was not required on this occasion as everyone has attended a PC meeting previously.</li> </ul>   |        |
| <b>3.0</b> | <b>Previous Meeting Actions</b>   |        |
| 3.1        | <ul style="list-style-type: none"> <li>KR confirmed letter to City of Edinburgh Council about the Janitors House has been issued.</li> <li>SK advised Robbie O'Donnell (Senior Surveyor with Estates/Strategic Asset Management) visited the school and has formally recommended the demolition of the building.</li> </ul> |        |
| 3.2        | <ul style="list-style-type: none"> <li>KR to complete a SportsScotland application for a MUGA</li> </ul>  | KR     |
| 3.3        | <ul style="list-style-type: none"> <li>SK has forwarded the ECC guidelines to KR which are to be referenced and considered in any application for funding associated with the school grounds</li> </ul>   |        |
| 3.4        | <ul style="list-style-type: none"> <li>KR has completed a draft of all school based activities and has provided KM a copy for comment/update. Once complete this is to be added to the noticeboard/FB page.</li> </ul>  | KM/KR  |
| 3.5        | <ul style="list-style-type: none"> <li>The Positive Behaviour Policy consultation has been completed and circulate to the Parent Forum</li> </ul>   |        |
| 3.6        | <ul style="list-style-type: none"> <li>SK confirmed Nursery is taking part in a new pilot study to provide the proposed Scottish Governments extended provision. Flyers for promotion of the nursery are no longer required</li> </ul>  |        |
| 3.7        | <ul style="list-style-type: none"> <li>SK has requested feedback following the last HGIOS session. The</li> </ul>   |        |

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|            | next session is planned for June 1 <sup>st</sup> 2-3pm and 4:30-5:30pm.  |        |
| 3.8        | <ul style="list-style-type: none"> <li>KR advised was unable to attend the Royal Mile Primary School PC meeting in March and no further contact has been sought by Ian Willis.</li> </ul>  |        |
| <b>4.0</b> | <b>Chairs Report</b>   |        |
| 4.1        | <ul style="list-style-type: none"> <li>LB confirmed VH and KR have now completed the CEC Children and Families Department Interview Training</li> </ul>  |        |
|            | <ul style="list-style-type: none"> <li>LB confirmed there are currently no PC volunteers available to lead on a summer event</li> </ul>  |        |
|            | <ul style="list-style-type: none"> <li>LB confirmed letter has been issued to CEC about the Janitors House –see 3.1</li> </ul>   |        |
| <b>5.0</b> | <b>Treasurers Report</b>   |        |
| 5.1        | <ul style="list-style-type: none"> <li>VH confirmed funds for the t-shirts have been passed to the school office. LT2 confirmed LT now has payment and pick up will be in the next couple of days. Thanks to LT and LT2 for assisting with this.</li> </ul>  |        |
| 5.2        | <ul style="list-style-type: none"> <li>VH confirmed the funds for the transport to/from the Children's Festival has been passed to the school office</li> </ul>  |        |
| <b>6.0</b> | <b>Head Teachers Report</b>  |        |
| 6.1        | Pupil Numbers <ul style="list-style-type: none"> <li>@ 170</li> <li>SK noted the P1 catchment is currently oversubscribed and that the appeals are due to take place at CEC on June 21<sup>st</sup>. Until that has occurred it is not possible to confirm the impact on the proposed P1 numbers.</li> </ul>   |        |
| 6.2        | School Staffing <ul style="list-style-type: none"> <li>SK confirmed interviews for the HT maternity leave cover is due to occur at the beginning of June. VH and KR advised they had not been contacted about the interview date/time.</li> </ul> *Post Meeting Note – VH/KR are going to be attending the interviews on June 1 <sup>st</sup> 9:00 – 12:00. We understand there are 3 candidates; no information has been issued to PC members yet. The collated questions from the PC/PC forum have been issued to CEC for consideration, 1 of which VH/KR will be asking each of the candidates. |        |
| 6.3        | Behavioural Incidents <ul style="list-style-type: none"> <li>There has been a single behavioral incident since March which was not serious and revolved around pine cones.</li> </ul>  |        |
| 6.4        | CEC Children and Families Parental Engagement and Support Strategy 2013 - 2017 <ul style="list-style-type: none"> <li>SK provided copies of the document (which has previously been issued electronically to the PC by KR) and had requested that as a minimum we review the content of the Roles and Responsibilities on page 8 and provide feedback ASAP.</li> </ul>   | All    |

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| 6.5        | <p>Other Items</p> <ul style="list-style-type: none"> <li>SK/KM outlined the new library system which has recently been installed which has massive potential for learning/sharing</li> <li>Parent Pay is almost ready, it should be fully functional after the summer break, allowing online payment for everything to occur</li> <li>The Children's Festival trips will occur in May/June. Uptake has been successful. KR advised if all pupil costs are not covered to inform the PC and we may be able to provide additional funds.</li> <li>SK expanded on the Nursery Pilot noted in 3.6. Full day care is now going to be made available as part of the pilot to cover the increase of statutory hr to 30, 1140 hours in total (Nursery 2020), with the provision of 48 weeks currently being discussed. The existing 5 staff are to be retained with 2 new early years assistants proposed. Issues around the provision of lunch are to be discussed/resolved/ongoing.</li> <li>SK advised a list of existing school events/partnerships will be provided to the successful HT cover candidate to ensure all existing relationships are maintained.</li> </ul> | SK                        |
| <b>7.0</b> | <b>Events</b>  |                           |
| 7.1        | <ul style="list-style-type: none"> <li>KM is proposing an event to mark to end of the school year in the form of a grounds tidy up. June 17<sup>th</sup> was identified as the preferred date.</li> <li>KM to liaise with LB for additional assistance</li> <li>Pupils to choose a name for the event</li> <li>KM to carry out a walk round with the pupils council and Eco Group to identify areas of improvement and to compile a job list for the 17th</li> </ul>   | KM/LB<br>Pupils<br>KM     |
| <b>8.0</b> | <b>School Christmas Calendar</b>   |                           |
| 8.1        | <ul style="list-style-type: none"> <li>KR advised MS is going assist with the planning with the calendar and that we will discuss the plan with the staff at the beginning of the new academic year.</li> </ul>  | KR/MS                     |
| <b>9.0</b> | <b>Any Other Business</b>  |                           |
| 9.1        | <ul style="list-style-type: none"> <li>VH queried the club listings. Please refer to 3.4 for further detail about the current listing, which KR will attempt to update regularly</li> </ul>  |                           |
| 9.2        | <ul style="list-style-type: none"> <li>LT2 queried success and policing of the Safer Streets Initiative. Ongoing issues with cars accessing the road and ignoring the request to avoid the road in the morning. KM advised would speak with Lorna Henderson again about the lake of policing</li> <li>KR advised if Susan Rae is successfully elected a letter could be written to her as well as the other 3 successful candidates</li> </ul> <p>*Post Meeting Note – Leith Walk Councillors have been confirmed as: Marion Donaldson, Amy Mcneese-Mechan, Susan Rae and Lewis Ritchie</p> <ul style="list-style-type: none"> <li>Contact with the local Community Police Officer to be sought</li> <li>LT2 advised will possibly seek to speak with Adam McVey (Leith Ward)</li> </ul>   | KM<br><br>KR<br>KR<br>LT2 |

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| 10.0 | <b>Next Meeting Date (AGM)</b>                             |        |
| 10.1 | Wednesday 14 <sup>th</sup> June 18:30 – 20:00 P7 Classroom |        |