

Abbeyhill Parent Council Meeting

Date: 15.11.2017 18:30 – 20:00
 Venue: Abbeyhill Primary School
 Minutes By: Karen Ridgewell



ITEM	DESCRIPTION	ACTION	
	PRESENT		
	Lisa Tansey	Events	LT
	Vlad Hasiu	PC Treasurer	VH
	Simon Preston	Parent	SP
	Karen Ridgewell	PC Secretary	KR
	Astrid Gracie	Acting Head Teacher	AG
	Charlene Kay	Parent	CK
	Ewa S	Parent	ES
	Apologies		
	Iliyana Nedkova	Events	IN
	Keith Martin	Principal Teacher (P6)	KM
1.0	Children's Parliament		
1.1	<ul style="list-style-type: none"> KR offered Graeme McKinnon's apologies for this evening. Unavoidable circumstances have dictated that he cannot attend this evening. KR will forward any future communications & plans for him to present the current Children's Parliament project to us. 	KR	
2.0	Welcome by the Chair		
2.1	<ul style="list-style-type: none"> KR welcomed and thanked all for attending. Introductions were offered & new parents welcomed 		
3.0	The Role of the Parent Council		
3.1	<ul style="list-style-type: none"> Role of the PC discussion was provided for the new attendees <p>*Post Meeting Note – should any parents wish to find out about the PC constitution (which sets out how we approach fundraising/arranging events) or previous meeting minutes please visit the Abbeyhill Parent Council Wordpress Site https://abbeyhillparents.wordpress.com</p>		
4.0	Previous Meeting Actions		
4.1	<ul style="list-style-type: none"> SP confirmed JP is continuing to review the possible SportScotland funding for a MUGA. It was noted that their proposed application period date is not forthcoming. Efforts will remain on-going. 	JP	
4.2	<ul style="list-style-type: none"> KR is to draft a letter to Andrew Easson (Road Safety & Active Travel Manager) about the issues that have arisen since the new one way system has been introduced. 	KR	
4.3	<ul style="list-style-type: none"> The CEC funding remains to be resolved. VH to deal with LW to resolve to allow the PC to identify how/when it can be spent 	VH	
4.4	<ul style="list-style-type: none"> KR to speak with LW about the audit of the PC accounts 	KR	
4.5	<ul style="list-style-type: none"> KM to provide a scan/photo of the Dynamic Earth Golden Ticket 	KM	
4.6	<ul style="list-style-type: none"> KR to draft a letter about the Janitors House demolition – query date 	KR	

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5.0	Chairs Report	
5.1	<ul style="list-style-type: none"> KR thanked AS/school for acknowledging the PC contribution to cover the Pantomime transport 	
6.0	Treasurers Report	
6.1	<ul style="list-style-type: none"> VH advised funds from the Uniform Exchange equated to approx. £4 <p>*Post Meeting Note – an additional small sum of money has been submitted to the school reception from parents that did not have funds on them to pay for items on Parents Evening. VH to collect.</p>	VH
6.2	<ul style="list-style-type: none"> VH advised funds have been issued to pay for 50% of the ticket cost for the nursery tickets to see 'Shark in the Park' and the transport cost for the whole school trip to the Panto. 	
6.3	<ul style="list-style-type: none"> VH advised the rough current balance of the PC account, full break down of income/expenditure will be provided at the AGM. 	
7.0	Head Teachers Report	
7.1	<p>Pupil Numbers</p> <ul style="list-style-type: none"> 158 Primary Pupils 48 Nursery Children P1 Enrolment – to date 16 children enrolled, 5 nursery children still to enroll. The enrolments will be sent to the Authority (CEC) which will then decide on provisional classes and staffing for next session. It should be noted by all that the enrolment date has now passed 	
7.2	<p>School Staffing</p> <ul style="list-style-type: none"> AG confirmed the Early Years Practitioner, Mrs Wat contract is to be extended to Easter to cover the PEF initiative (Mrs Lyall supporting play in P1). 	
7.3	<p>Other Items</p> <ul style="list-style-type: none"> Nursery – additional cloakroom and WC space plans are currently being finalised. The potential 2 additional WCs will allow the capacity of the nursery to grow to a potential 64 places. Work will take place during school holidays, likely the February break School Building – a new telephone system is currently being installed, works are due to complete by the end of the week (18th Nov) Reporting to Parents – Staff discussed how best to do this at their October In-Service day. A plan has been proposed and a letter communicating the details will be distributed to the parent forum in the near future. A brief synopsis: <ol style="list-style-type: none"> Learning Journals Block 1 Nov – March, Block 2 April – June <p>Each block will contain comments on Literacy, Numeracy & Mathematics, Health & Wellbeing</p> <p>In addition across the year (either in Block 1 or 2) comment will be provided on Expressive Arts, Social Subjects, RME, Science, Technologies, PE</p> 	AG

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	<p>In all cases next steps will be added using the curriculum benchmarks for guidance.</p> <ol style="list-style-type: none"> 2. There will a one – page tick sheet of levels achieved that will be sent home in June 3. Staff are to explore ways to engage pupils in the process 4. Other means of reporting to parents are also being utilised, such as Class Dojo, Twitter, School Website, Class Blogs and Newsletters <ul style="list-style-type: none"> • Health & Wellbeing <ol style="list-style-type: none"> 1. Work is on-going to improve the school playground (see point 9.0). 2. The Pupil Council has led the assembly for Friendship Week & will be writing to the PC with their wishes for the school grounds. 3. The Children’s Parliament have been carrying out workshops to share their learning with different groups of adults 4. Mindfulness lessons have begun for P4 – 7 • Parental Engagement 1. The ‘1 in 5’ Report was discussed, a copy of which can be found at the National Improvement Hub https://education.gov.scot/improvement/Pages/sacfi10b-childpoverty.aspx <p>Points to note include, every year £80,000 of free school meal entitlement and school clothing grants are not claimed in Edinburgh. Currently 1 in 5 children in Edinburgh live in poverty, our school can support families to maximise income. Should anyone wish to discuss this with the school please contact Mrs Gracie, who would be happy to assist.</p> <ol style="list-style-type: none"> 2. Supporting Parents and Carers in Edinburgh 2017 – 2020 – Framework for Practitioners. This contains a locality self-evaluation and improvement toolkit including questions for parents and carers, this will be used by our NE Locality to self-evaluate the services within our area – more will follow about this shortly. 3. Scottish Government Education (Scotland) Bill Consultation – there is an opportunity for the Parent Council to provide a response on behalf of our parent forum. The deadline is Jan 30th. https://consult.gov.scot/learning-directorate/education-scotland-bill/ <p>*Post Meeting Note - Anyone that is interested in contributing to this should contact KR via the PC email address abbeyhillparentcouncil@googlemail.com prior to the next PC meeting on Jan 24th</p> <ul style="list-style-type: none"> • Christmas – a Christmas countdown calendar is being prepared for parents/carers. The Nativity will take place on Friday 15th December at Meadowbank Church 	<p style="text-align: center;">AG</p> <p style="text-align: center;">KR</p>
8.0	Update on the 2018 Calendar	
8.1	<ul style="list-style-type: none"> • KR advised the calendar is near completion & should be sent to the printers very shortly. • KR confirmed plan to sell them not quite confirmed but a plan will be established over the weekend • KR advised project has only been possible due to the help from Mhairi KR advised SP has expressed interest in helping organise a PC event 	<p style="text-align: center;">KR</p>

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	<p>S & Gail G and all the staff, pupils & parents that have contributed</p> <ul style="list-style-type: none"> • KR advised funds raised from calendar sales will go towards funding improvements to the school grounds that will be outlined by the pupils/staff, (refer to 9.0 for further info) 	
9.0	School Grounds Pupil/Parent Council Support for the School	
9.1	<ul style="list-style-type: none"> • AG advised the Pupil Council will be providing us with a plan/letter about what they would like to occur in the school grounds • KR advised that Miss Stephen is developing a plan to turn the pupil and PSA desires for the school grounds into an action plan & would like some assistance. • KR advised plan is in early stages & this is just a heads up – parents will be contacted to volunteer etc. for specific tasks in the coming months • KR advised 1st action is to get some activities/games painted onto the playground and the benches painted imminently. • SP queried whether parent views/input will be survey/consulted. KR advised SP meet with Miss Stephen to discuss the school/pupils intentions. KR to set up a potential meeting <p>*Post Meeting Note- SP is meeting with Miss Stephen (P2 Teacher) to discuss the ground improvement priorities on Thurs 23rd Nov. This is to discuss items beyond those already discussed and agreed in principal to be paid for by the funds raised by the calendar.</p>	SP
10.0	Christmas Disco	
10.1	<ul style="list-style-type: none"> • LT confirmed the Christmas Disco will be on Friday 8th Dec • P1 – 3 will be 2pm – 3:15pm and P4 – P7 will be 3:45 – 5:15pm • LT provided VH with the invoice for the DJ • Collective decision was made for the event to not be ticketed & entry will be by donation on the door • PC are aware if the cost of the DJ etc. is not covered by donations that it will have to cover the cost • Noted that the Christmas Disco is a one off due to the Halloween Disco not occurring this year due to staff training. We acknowledge this is an expensive time of year & the event is about pupils coming together to enjoy themselves, rather than raising money • KR to provide letter/posters for the event asap 	KR
11.0	Any Other Business	
11.1	<ul style="list-style-type: none"> • VH advised a number of points had been raised by a fellow nursery parent, as follows: • Rubbish – rubbish on Abbey Street & surrounding area is of concern. KR/AG advised this is a CEC issue as it is out with the school grounds and complaints should be issued direct to them. <p>*Post Meeting Note – Suggest interested parties make contact with 'Leither's Don't Litter' and either arrange a community clean up in partnership with them or adopt Abbey Street and arrange local volunteers to conduct regular pickups.</p>	

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	<p>http://leithersdontlitter.org/</p> <ul style="list-style-type: none"> Staff Smoking – it has been observed that staff have been seen smoking on Abbey Street. AG/KR advised a no smoking policy is enforced within the school grounds and that staff are mindful they are not smoking in sight of the pupils. P7 pupils climbing of walls – AG advised pupils will be reminded about safety Trees – AG advised CEC Estates will be contacted about the potential lopping of the trees <p>*Post meeting note – please be aware that a number of trees within the school grounds have tree protection order on them.</p> <ul style="list-style-type: none"> Cleaning – Parent queried whether the pupils could undertake some cleaning duties. AG advised the pupils are encouraged to keep the school tidy. 	
11.2	<ul style="list-style-type: none"> AG advised the Head Boy & Girls from Drummond would like to attend our next PC meeting. KR advised it was in Jan & will add them to the beginning of the agenda. AG to liaise with Drummond to arrange 	AG
11.3	<ul style="list-style-type: none"> SP suggested that more discussion was needed on the best way to use funds raised by the PC. The meeting agreed that it was important to ensure school events continue to be accessible to all parents but also acknowledged that in some cases, a universal subsidy on buses and tickets amounts to returning funds to the same people who raised them. It was agreed that trips should continue to be supported by the PC so that parents do not need to ask for financial support, but that when collecting ticket money an option for donations could be added, with funds raised going to specific projects, such as playground improvements. KR/LT advised previous recent PC activities have been focused on inclusion & the recent calendar fundraiser was specifically proposed to raise funds for school grounds improvements (see 8.1) SP proposed a Burns Night fundraising event in January that he will lead on. 1st step is to agreed what any funds raised would be spent on, a meeting with Miss Stephen will be arranged to discuss this (see 9.1) 	SP
11.4	<ul style="list-style-type: none"> CK/KR had a quick conversation about delegation of a number of things relating to social media. KR/CK to discuss access etc. prior to next meeting 	KR/CK
12.0	Next Meeting Date	
11.1	Wednesday 24 th Jan 18:30 – 20:00 P7 Classroom – SP	SP