

Present: Sally Barker (Head Teacher), Lynsey Stewart (Teacher), Chris Byrne, Charlotte Intihar, Di Falck, Matthew Edmondson, Yvonne Houston, Lisa Tansey, Janina Costa, Francesco Carnevali, Eduardo Mateus, Eric Freund, Ashish Sule.

1. Minutes Agreed

2. Matters Arising

- **Re Item 2 & Item 3. timings of meetings** . Charlotte: christing mccort and penda. prepared to run a creche at 3.30
 - Sally: Linda Watts suggests that if payment is involved (and carers are not staff) then it requires insurances and disclosure.
 - Next meeting 21st January at 15:30. If that works then we will alternate times.
 - Staff will require overtime payment, that will come from parent Council budget.
 - Sally to check Staff hourly rate.
 - Charlotte to check staff availability for the date of next meeting.
- **Re Item 4: Suggestion Slip.** Charlotte has built and put up a suggestion box. It is in the playground. It will be advertised in the next newsletter. It will also be advertised on the website.
- **Re Item 6. Communication from school to parents.** further to the last meeting Charlotte had submitted an email to the administrators to be sent out. It was not sent out. This means that children did not have the opportunity to share their work. Sally recalls the email and will check why it did not go out.
- **Re Item 8 - meals:** Sally reports that a new table has been purchased, now the school will have capacity for 85 children. This is enough for 75% of children take to take up school meal). Ordering system is on hold. It is a considerable challenge. A request for a new member of staff to facilitate 'meal ordering' has been submitted and planning is on hold till this resource has been obtained.

3. Head Teacher's Report

Safer Streets

We will take part in the Safer Streets initiative which will run for 18 months from August 2015. There will be public consultations shortly and logistics will be planned in early 2015.

New staff

Keith Martin has joined us in P6. Anne Brusatte has stayed on to take P3 on Wednesdays and alternate

- The swimming pool is due to re-open tomorrow
- A contractor has been appointed and we are waiting for a start date.
- The office will move from its current position to Mr Forrest's room. We are aiming to have this in place when we return from the Christmas break.

Email communication

We have had a lot of responses from parents and Mrs Watt has collated these into class groups. We are currently setting up a 'do not reply' email address before starting this system.

Website

We are redesigning our website and moving to Wordpress. Mrs Evans is leading this and we would like to link it to the Abbeyhill Parent Council Wordpress site.

Fundraising

Mike from Sainsbury's came to assembly last week to present P6 and 7 with a cheque for £463 which they raised by packing bags before camp.

It's Superhero costume day on Friday 14 November for Children in Need

Christmas Jumper Day for Save the Children is on 12 December and coincides with our Nativity.

4. Discussion Should we do Christmas Fayre after Nativity?

Agreed. Delegated to Christmas Fayre sub-group. Sub-group will report.

4. Chair's Report

- We are members of the National Parent Forum of Scotland. Chris will scan, put on website and email link. We are encouraged (required) to implement its recommendations.
- Chris summaries the budget efficiencies as reported from X website.
 - Music tuition: fewer teachers
 - fresh fruit changes
 - Chris invites members to submit queries to him for submission to CCWP.
- Shares various reports. (Eco-Report and Artist in Residence).
 - New Artist in Residence Martine Foltier Pugh

5. Charlotte reports

Colony of Artist sales (cafe and sales) 147.86 banked.

Sally to bring some suggestions to the next meeting

- 7.** Reports from Parent Council sub-groups
 - a.** Events sub-groups
 - b.** Gardens & grounds sub-groups

not much news due to building

8. Parents' Suggestions

- None received.
- Parents Handbook Discussion. Can the parents council build its own handbook?
- Where is the central place to find things? i.e. clubs? Sally to look at what goes on the playground notice board. What notice board is board is what? Can we have a canonical notice board. Parents Council does not have a key?
- Photo's of staff to help parents know who's who?
- Notice to go up about how and when to talk to teachers. The feedback is that parents should avoid talking to staff in the morning (with the exception of brief urgent medical). This is to

9. School Travel Plan needs updating.

Next meeting set. 21st January 3.30pm