

Minutes

Abbeyhill Primary School Parent Council AGM and ordinary meeting
Tuesday 7th June 2022, 6:30-8:00pm
At Abbeyhill Primary School



Present

Outgoing Parent Council Members

- Melanie Chuprasova, Events Co-Ordinator
- Jennifer Graham, Library Co-Ordinator
- Ali Morris, Secretary
- Ann Pratt, Treasurer
- Heather Rikik, Ordinary Member

Parent Forum Members

- Heather Tuffery
- Sian Harris
- Melissa Sturgeon
- Adenike Arowol-Ladega
- Liva Svarare
- Che Findlay
- Suzanne Macdairmid
- Meng Lee
- Marilyn Blyth-Wilson
- Alice Gritte
- Jo Millar

Staff

- Moira Robertson, Head Teacher
- Ieuan Scott Woodhouse, P7 Teacher
- Keith Martin, Principal Teacher

Admin

1	<i>Welcome and apologies</i> Ann (who Chaired the meeting while the post is vacant) welcomed everyone and thanked them for joining the AGM.	
2	<i>Role of the parent council</i> The Parent Council is a group of parents/carers who work together and with the school to support the life of the school and represent the wider parent body. All are welcome to join this group, and all are welcome to the PC meetings (regardless of whether they have joined the Parent Council). The full description of the PC remit can be found on the website at https://abbeyhillparents.org.uk/ .	

AGM

3	<i>Minutes of the last AGM</i> The last AGM was held on 2 nd Nov. At that meeting it was proposed and agreed that future AGMs would be held on the last meeting of the academic year, hence this AGM being so soon after the previous. Holding them at this time of year provides an	
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	<p>opportunity to reflect on the year and to have a new committee in place ready to go for the beginning of the next school year.</p>	
4	<p><i>Report of Parent Council activities in this school year</i></p> <p>Ann provided a summary of activities since the last AGM in November. Massive thanks to all those who have volunteered time above their role as a parent, carer or teacher at the school.</p> <p>Activities since November (previous AGM):</p> <ul style="list-style-type: none"> • Work has continued on the Garden project, and we are nearing the end of the grant money, so the majority of work required now is just upkeep and creativity in using it all – not just the actual garden but the tools and wet-weather gear that is available for the whole school and makes a real difference to the kind of teaching that can happen each year. • In March Charlene handed over the spreadsheets associated with this and reported that the final amount left to spend on that project was £998.39. There has been no further spending on it since then. This figure estimates the amount of the final Muddy Puddles invoice, as that is still to be paid. All the equipment in the order has now arrived and we're hoping to have this cleared up and the invoice paid by the end of the school year. • We also completed the year's calendar project, raising over £1,000 again for the PC. A huge thank you to the combined efforts of that team pulling everything together. • The PC and school were successful in receiving a grant of £2,085 from Edinburgh Council in order to resurface the area of playground where the Trim Trail was/is falling down. • Members of the Parent Forum have taken up where other parents began with the P5-P7 football team. It is now a P4 – P7 football team and has gained financial assistance from the Active Schools Co-ordinator for balls, bibs, cones and associated H&S/First Aid training. Thank you to Stuart, Sam, Jamie and all the other parents who do the admin for that and also turn up each Saturday to support the team. • The PC and school have organised for class photos to be taken again this year by Mr McNeil – the P5 teacher and photographer from a previous job! These will be funded again by the PC – just over £200 – covered by money raised in previous calendar sales. • The PC continue to pay to replenish stocks of new underwear in the school office for when any children within the school have an accident or need a change. This is funded by the sale of used and donated uniform items through the uniform exchange project and from other PC fundraising efforts generally throughout the year. • The PC continue to pay for 50% of the P7 sweatshirts and also pay £200 towards the annual P7 ceilidh dance (or alternate activity). • The PC continue to buy prizes or whatever may be needed for seasonal parties and festivities and so we encourage the school to ask for what they need in that regard. • We continue to be an active presence on Social Media – and thank Ruth in her role as the Social Media Co-ordinator who looks after the public PC Twitter and FB pages, sharing a wide range of useful information and reminders. • We have the private FB pages set up solely for the use of parents/carers in each year group. We are grateful to the administrators who put themselves forward to 	

	<p>organise and set these up and for all the parents who use them and as a result benefit everyone.</p> <ul style="list-style-type: none">• Ger Williams, a current P3 parent who will have a child in P1 next year, has offered to create the group for next year's P1 parents. Once she has that set up it will be shared with the school office and available for the new group of parents joining the school to be part of. <p>Finances</p> <p>There has been no spending since the last PC meeting in May. The only income was £16.68 from the uniform exchange. So the opening balance was £15,921.20 and the closing balance is £15,937.88.</p> <p>A report covering the period November 2021 to June 2022 is attached. Future treasurers will have a more straightforward reporting period.</p> <p>Questions asked how much of the £15,937.88 is allocated and how much is available for new spend. Ann advised that committed funds total £11,992</p> <p>Closing balance. £16,000 credit. How much of that is allocated out already? Much of the funds are allocated for various projects:</p> <ul style="list-style-type: none">• Ten Villages Grant, £3,000: for artists in residence projects in school• Colony of Artists café, £339.84: for surplus letts• Playground upkeep fund, £535.87: no specific projects currently identified• Lottery Grant for community garden, £998.39: ongoing project• Muddy Puddles outdoor clothing, £2,067.20: funded by lottery grant pot, awaiting invoice• P7 gifts, £200: providing 50% funding for the P7 hoodies each year• P7 ceilidh band, £200: annual commitment towards the P7 leaving celebrations• CEC grant for resurfacing trim trail area, £2,085: soft surface with markings for play and learning• PC match funding for playground resurfacing, £2,000: likely to be put to the janitor's house area next to the trim trail. <p>Total allocated = 11,426.30</p> <p>Available funds = £4,511.58, of which</p> <ul style="list-style-type: none">• £4,383.38 is from annual calendar fundraising• £128.20 is general funds <p>£250 for printing a class photo for each child will be spent in June.</p> <p>Jennifer will ask a colleague to check the accounts for the year.</p> <p>Thank yous</p> <p>A special thank you to those who have continued to fill the office bearer positions; now, and over the past couple of years, when the PC has had the challenges of a high turnover of Headteacher, the last two Chair's leave as their kids moved schools, and obviously the not small challenges faced by all families over the past couple of years with the pandemic.</p> <p>It has been a hugely supportive PC team, working together to do the least fun part of the PC, which is keeping the admin associated with the group going, and organising and communicating PC stuff.</p>	
		JG

	<p>A special thank you to Mel as well for continuing in her role as Events Co-ordinator, and who has sprung into action for the Garden Party and also been a hugely valued and supportive member of this team.</p> <p>There are other volunteers as well who have been involved in projects:</p> <ul style="list-style-type: none"> • Melissa - with the Garden Party • Jennifer - with the school library • Heather - with the uniform exchange, social justice library books and anything else needed, she is always happy to step in and help. • Gail and Mhairi - with the calendar • Mr Woodhouse and Mr A Hamilton - for the initial set up and ongoing work needed with the garden/outdoor classroom. <p>Ann offered thanks on behalf of the whole Parent Forum to these people mentioned, with apologies to anyone missed by name, for all the hours put in volunteering above their role as a parent, carer or teacher at the school.</p>	
5	<p><i>Revised Parent Council Constitution</i></p> <p>Lot of work has been put into updating the constitution to make it an easier and more straightforward, up to date document for the next batch of PC members. The finalised draft was circulated prior to the meeting.</p> <p>The constitution was put to a vote and carried by a majority of over two thirds of attendees.</p> <ul style="list-style-type: none"> • Ann to email revised constitution to Moira for school website, • Moira to arrange for it to be uploaded to the school website. • Jennifer to send a copy to the Council • Ann to liaise with Gail to get a copy on the PC website. 	<p>AP MR JG AP</p>
6	<p><i>Invitation for and voting in of new Parent Council members and office bearers</i></p> <ul style="list-style-type: none"> • Chair. Jennifer was nominated by Ali, seconded by Heather. • Secretary. Sian was nominated by Jennifer, seconded by Ann. • Treasurer. No expressions of interest. Role remains vacant. Ann will continue in a caretaker role to make necessary payments and support anyone taking on the role. It was noted that the Council provides training on the roles for anyone who is interested but not confident in taking it on. • Events Coordinator. Mel was nominated by Ann, seconded by Jennifer. • Social Media: Ruth was nominated by Ann, seconded by Heather • Web Coordinator. No interest. Role remains vacant • Additional support needs rep. Ali was nominated by Ann, seconded by Jennifer • Library coordinator. It was agreed that Jennifer will caretake into next year and liaise with other interested parents as the project progresses. <p>Ordinary members.</p> <ul style="list-style-type: none"> • Adenike Arowol-Ladega • Alice Gritte • Ann Pratt • Heather Rikik • Heather Tuffery • Jo Millar • Liva Svarare • Marylin Blyth-Wilson • Mel Chuprasova 	

	<ul style="list-style-type: none"> • Melissa Sturgeon • Suzanne Macdiarmid 	
7.	<p><i>Any other AGM business</i></p> <p>None</p>	

Ordinary Meeting

8	<p><i>Minutes of last meeting</i></p> <p>Approved</p>	
9	<p><i>Actions from last meeting</i></p> <p>Rather than take up time, a lot of the actions have been covered/talked about, several are ongoing and the committee will keep a note of that for next year.</p> <p>One key question is whether a timetable can be agreed for garden volunteers to come in over the summer holiday. Moira had an action to check whether external people can come into help.</p> <p>Moira advised that it can only be with someone from the school, so not alone. Mr Forest will be on site 9-12 every weekday, so people can come in then. Need a point of contact for Mr Forest, and that point of contact having a group of numbers of the people who've said they'll help.</p> <p>Garden glow up planned for Thursday after school: Ann and Mel to gather volunteer names and make a holiday plan at the event or after.</p>	AP/MC
10	<p><i>Head Teacher's Report</i></p> <p>Moira's report is circulated with the minutes. Additional questions and discussion points are minuted below:</p> <p>In addition to allocating the class teachers for next year, there is an existing vacancy for a new PSA for 15 hours a week (mornings) who will be based in the nurture base, with a remit to provide family support, attendance support, nurture, caring compassionate communities. The role is a next step up from a PSA.</p> <p>The nurture base will be a separate space where children can go for quiet time, group work, place for self regulation etc. It is going to be in the current computer suite. Furniture has been purchased including a sofa. In addition, next year's P3 will move to the former P6 classroom and the current P3 classroom will become a quiet breakout space in the infant building. The nurture base will be available throughout the week including when the new nurture officer is not in.</p> <p>School is also currently advertising for a new Business Manager as Mrs Watt is retiring.</p> <p>Moira has approached the local authority to ask about PSA allocations for schools. Martin Gemmel is finding the information for her (the Principal Educational psychologist).</p> <p>The Wifi upgrade date is now 19th September. This is later than had been promised to school. The Ipad allocation for P1-P5 (shared) is in school ready and waiting until the wifi can support them.</p> <p>Pupil Equity Funding. Schools receive additional funding for each pupil who is eligible for free school meals or clothing grants due to income or other factors (i.e. separate to the blanket free school meals that has recently been provided to P1-P5 pupils).</p>	

	<p>Unfortunately this funding isn't provided automatically and only comes to school if the family applies for their free school meals. Many families have naturally not made these applications recently because their children are automatically getting free school meals under the blanket offer.</p> <p>Moira issued a plea for all who are eligible for free school meals to apply, as it can make a huge difference to school's funding for the year, and to the ways in which school can support children (it is £1,300 per pupil). School can help with the application process, so please get in touch if you would like a hand.</p> <p>Moira has been working with staff and children on the School Improvement Plan, and identifying broad themes. She is now looking at teaching resources and how learning and teaching can be enhanced through digital learning. Family learning will also be a bit of a focus – there will be a form coming out on views of parents carers to find out what people are interested in and what school can support with. She is also looking at data and how it is being collected on whole school and children's progress, most importantly how using that to make sure it's really impactful for children.</p> <p>Questions:</p> <ul style="list-style-type: none"> • Could there have been some prior warning about the police coming to the street? <p>Moira advised that the stealth approach was deliberate to make people aware that the road is essentially closed at those times except for residents for children's safety. This has been shared in assembly. It was disappointing that the police did speak to a couple of parents and then those same parents came back the next day. Police will be coming back on an ad hoc basis and local traffic warden too. It's been identified that the signage identifying the restrictions is not great, so Moira and Linda are trying to find out who to talk to about that to improve it. This is not about trying to make people's lives harder, but about children's safety.</p> <ul style="list-style-type: none"> • Has the new playground area around the Janitor's House been designed and planned? <p>It is in process. Mr Woodhouse is in charge of that, and there are a number of designs on the table. It is all waiting on CEC organising the clearance of the rubble and grounds around the Janitor's House.</p> <p>Ieuan advised that the first and preferred option is astroturf with a polytunnel for both growing and all-weather outdoor learning, to allow year round use. The second option is turf with grass but that comes with quite a lot of maintenance. Quotes have been requested. This is where the hoarding janitor's house is.</p> <p>In the trim trail area, the old trim trail will come out completely, and the funding will be used to create a multi purpose area with a soft surface and markings such as road markings, bike track, scooter track. There could also be an option for a sensory garden using planters, on wheels and moved about.</p> <p>Waiting on quotes for the Janitor's House area, and once these are in that will inform planning for the trim trail area.</p> <p>Noted that the CEC funding needs to be spent by next March. Ann to forward details to Jennifer about funding etc.</p>	AP
11	<p><i>Any Other Business</i></p> <ul style="list-style-type: none"> • Head's weekly roundup emails: could they be sent with email in the text rather than as an attachment? It is not possible to search content of attachments which makes it hard if someone is looking for specific information. Moira agreed. 	

	<ul style="list-style-type: none"> • Can the PC notice board be repositioned to the school gates, and a second one purchased so that both gates have one? Moira supportive as long as they are secure. Jennifer to investigate and report back at next PC meeting. • Recycling in the playground? CEC has agreed to deliver bins to every school – Abbeyhill hasn't yet received any but should do soon. • Jennifer and Moira to liaise re meeting dates for next year 	JG/MR
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