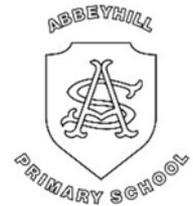


# Minutes

Abbeyhill Primary School Parent Council Meeting  
11 May 2022, 6:30-8:00pm (on TEAMS)



## Present

### Parent Council Members

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

### Parent Forum Members

- Melissa Sturgeon
- Janie Mellor
- Sophia LeRoux
- Junko Inaba
- Suzanne Macdairmid
- Maya James
- Sian Harris
- Heather Paterson
- Fajar Nurdiansyah
- Alice Gritti

### Staff

- Moira Robertson, Head Teacher
- Ieuan Scott Woodhouse, P7 Teacher

1	<b>Admin</b>	
1.1	<p><i>Welcome and apologies</i></p> <p>Ann (Chairing the meeting while the post is vacant) welcomed everyone and thanked them for joining the meeting.</p>	
1.2	<p><i>Role of the parent council</i></p> <p>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).</p> <p>The full description of the PC remit can be found on the website at <a href="https://abbeyhillparents.org.uk/">https://abbeyhillparents.org.uk/</a>.</p>	
1.3	<p><i>Minutes of last meeting</i></p> <p>Approved</p>	
1.4	<p><i>Actions from last meeting</i></p> <p>Brief updates were provided on all actions from the previous meeting which are not separate items in this meeting's agenda:</p> <ul style="list-style-type: none"> <li>• <b>Family skills register: develop survey questions/information needed</b> Preparation is ongoing, and this will be taken forward properly next school year when there someone is in place to deal with the PC website.</li> <li>• <b>Remove out of date PC minutes from the PC website</b> This has now been done (thanks Gail)</li> <li>• <b>Active Schools: find out what the funding situation is for next school year and share Abbeyhill's views that the recent changes are not equitable.</b></li> </ul>	

Moira has picked this up and spoken with Active Schools. Current information is that there will be no Council funding for Active School clubs. This means that clubs will need to be funded by school's own PEF (Pupil Equity Fund) or through parent donations, or run by parent volunteers. Active Schools is also exploring interest for clubs before school hours.

It was questioned why other schools have a much broader programme of after school clubs than Abbeyhill (which has just Judo and Football). Moira advised that this is because it basically has to be paid for by the school or provided for free by parents – there just isn't that capacity at Abbeyhill or the Broughton cluster.

It was noted that this is not at all equitable across the city, as the more affluent areas will have greater capacity and be able to provide a much broader range of after school opportunities for children. Edinburgh wide issue that warrants discussion with other Parent Councils and pushing for change with the Council. Charlene (former Chair) was involved with these conversations before she left.

It was also noted that information the existing breakfast club wasn't readily available to new P1 parents this school year (possibly due to Covid restrictions). Parents had had to change their working hours because they weren't aware this provision existed.

New actions:

- **Moira** to meet with Jess at Active Schools to discuss what can be offered at Abbeyhill next year under the current programme.
  - **Jennifer** to pick up on Charlene's discussions with other Parent Councils and push for change with the Council (Ann for forward the information)
  - **Moira** to make sure that new P1 (and other year) parents are made aware of the Breakfast Club provision in advance of the new school year.
- **PSA training for playground consistency and messaging to children**

Moira provided an update. The core PSA team are all trained in emotion talks and have had initial input around pivotal (where our 3 rules came from) and nurturing approaches. This will now be pulled together along with caring, compassionate communities training to build in a clear consistent approach for our core staff and the new starts since the training has been delivered. Moira is planning for training on Sensory integration and clarifying our behaviour blueprint at the In-service sessions in August. There will be a big focus across the school on consistency over the coming months.

- **Abbeyhill Parent/Carer Handbook: Additional Support Needs section**

Sally and Ali were to update the handbook to better reflect the support that is available. This is still to be done. Maya offered to help (gratefully accepted by Ali).

New actions:

- **Ali** to forward handbook to **Maya** and liaise on next steps.
- **Library cataloguing work to continue cataloguing alongside research on suitable database programmes.**

This is ongoing.

- **PSA funding allocations to schools: initiate discussion with Kirsty Spend, Head of Additional Support for Learning to highlight that funding allocated to schools for PSA provision is inadequate.**

Moira is going to pick this up.

Moira

Jennifer

Moira

Ali/Maya

	<ul style="list-style-type: none"> <li>• <b>Playground basketball hoop: to be reinstalled</b></li> </ul> <p>This has been more complicated than expected but is progressing. The fixings were installed but the uneven surface means the board is not sitting flush and the hoop cannot be secured. Billy is working with his supervisor to find a solution for this, but in the meantime has been building a triple hoop (hoops at 3 different levels) ready to be installed as soon as the fixings are secured.</p> <ul style="list-style-type: none"> <li>• <b>Daily Mile: explore options for having music on additional days</b></li> </ul> <p>Moira provided an update. It has been decided that music will be kept as a 'special' extra, on Fridays and at particular events such as the Daily Mile's 10<sup>th</sup> birthday and the upcoming Jubilee themed daily mile.</p>	
<b>2</b>	<b>Main items for discussion</b>	
2.1	<p><i>PC constitution</i></p> <p>A draft revised constitution was circulated with the agenda for the meeting. Ann summarised the changes, explaining that it is bringing it in line with current working practices and trying to make it a bit more accessible.</p> <p>A few additional changes were requested, to improve clarity on the definition of an Ordinary Member and how this differs from being a member of the wider Parent Forum, and to add in Library Co-Ordinator as one of the available roles. It was agreed that these changes should be made and the finalised constitution voted on at the next meeting (AGM).</p> <p><b>Ali</b> to make the additional changes and circulate the finalised revision prior to the next meeting.</p>	Ali
2.2	<p><i>Call for new PC office bearers</i></p> <p>We are seeking to significantly increase the number of members of the Parent Council. We currently have Treasurer (Ann), Secretary (Ali), Events (Mel), and Social Media (Ruth). The Chair is vacant as Charlene's children recently moved school.</p> <p>Ann shared information about taking part in the Parent Council. There are a range of roles with varying levels of time commitment, from Ordinary Members with no fixed responsibilities except coming to meetings and sharing their views, through to the core roles of Chair, Treasurer and Secretary. There are also a range of project-related roles including events, library, and social media. The roles are listed with the Constitution along with a brief description of the tasks involved.</p> <p>Ann urged everyone with an interest to have a read of the roles and said that she and Ali are happy to chat with anyone about it. The more people who are involved, the more enjoyable it will be to take part in, and the more reflective it will be of the wider parent forum.</p>	
2.3	<p><i>Playground improvements/10 Villages grant</i></p> <p>Moira reported that the application to the Council for a 10 Villages grant for resurfacing the trim trail area has been successful. Huge thanks to Charlene (former Chair) and Ieuan (P7 teacher) for their work in writing and submitting the application. The application didn't receive the full amount requested, but it should be enough to install a soft surface with playground markings on the trim trail area.</p> <p>This will entail removal of the remaining trim trail items (due to lack of funds for upkeep, sections have been removed as they broke), and installation of surface with markings that can be used for both classroom activities and playground games.</p>	

	<p>The PC previously agreed to match the grant with £2,000 from unallocated funds, to enable the soft surface to be continued into the area of the former janitor's house. The expectation is that the combined sum of grant and PC funds should be sufficient to cover both areas.</p> <p>Moira advised that the saga with clearing the ground of the former janitor's house continues, as there is a vast amount of rubble that needs clearing, and ongoing complications around vehicle and skip access. As it's going to be some time before this is resolved, she would like to prioritise the trim trail area and hopefully have it ready for children on their return after the summer holidays.</p> <p>There was general support for this. Ann advised that £2,000 is a significant portion of the PC funds and we would not want to be in a position where we needed to find more funds when the hoardings around the former janitor's house eventually come down.</p> <p>There was discussion and provisional agreement that the grant funds should be used for the trim trail area and the PC funds saved and earmarked for the former janitor's house area. Charlene previously got a number of quotes and Moira/Linda will build on this to clarify that there are sufficient funds for the combined area.</p> <ul style="list-style-type: none"> <li>• <b>Moira</b> to check that the grant conditions allow the funds to be split and spending phased.</li> <li>• <b>Ann</b> to forward quotes to <b>Moira</b> and <b>Linda</b> to research further.</li> <li>• <b>Mel</b> to contact owners of neighbouring property to discuss whether they could provide access to the former janitor's house site for clearance.</li> </ul>	<p>Moira</p> <p>Ann/ Linda/ Moira</p> <p>Mel</p>
2.4	<p><i>Parking at drop off and collection times</i></p> <p>Moira reported that there has been quite a lot of concern from local people and businesses about the volume of parking at both school entrances at drop off and collection times, along with some near misses in terms of road safety. There has been a reduction in parent parking on the road at the Brand Place entrance, but this has needed constant reminders.</p> <p>School has received a banner reminding parents/carers to not bring their vehicles so close to school: this has been put up in a not very visible location and will be moved to somewhere more suitable.</p> <p>Abbey Lane is designated as a Safer Street, which means between 8:20 and 9:00 only resident cars with a pass are allowed in the street. This is being regularly breached and Linda has contacted the local police service to ask if they can enforce the rules.</p> <p>School is planning to get the children involved in changing behaviour, with the Junior Road Safety Officers and Ambassadors doing a campaign for Road Safety week, which will include a visit to the parliament.</p> <p>Moira shared the ongoing message that no one should be parking in the restricted areas, double yellow lines or private business spaces immediately surrounding the school. School is asking parents and carers to park safely a little further away and walk from there to pickup.</p> <p>Ann shared that she's heard that a significant road resurfacing and redesign project is in development for London Road. She was advised that in these projects there are always funds put aside for supporting local projects and that a similar situation at Tollcross enabled the Head there to secure some significant funding for the school.</p> <ul style="list-style-type: none"> <li>• Ann to ask William (former parent) if he has a relevant contact at the Council, and to forward information to Moira. Moira to follow up.</li> </ul>	<p>Ann/Moira</p>

2.5	<p><i>Summer Garden Party</i></p> <p>Mel shared that prior to Covid the Parent Council used to put on a summer garden party. It had lots of activities including Police Scotland and the Fire Service bringing a fire engine, as well as Soak the Teacher, bake sales and football activities. It feels important to get it going again, to help welcome parents back into the school grounds and families, and to give the P7s a good send off. Previously local businesses were asked to donate prizes for a raffle, but post Covid, Mel proposes that instead we use the opportunity to support local business with kids making posters to advertise them.</p> <p>Moira confirmed that Covid rules now allow for that to go ahead. And a provisional date was set of Saturday 18<sup>th</sup> June, 12-3pm.</p> <p>Moira advised that not all staff would be able to attend as it would be in their free time: all noted that no one would be expected to come where it's not possible or they have prior commitments.</p> <p>Mr Martin has suggested that the P6 pupils could use the event as a fundraising opportunity for their P7 projects, and all agreed this is a great idea. Mel advised that if any other teachers have ideas for their classes or other groups then she is very open to making it happen.</p> <p>Mel has a plan drafted and ready to go.</p> <ul style="list-style-type: none"> <li>• <b>Mel</b> to get a working group together and start prepping.</li> <li>• <b>Ruth</b> to put a Save the Date out on social media (Mel has drafted a poster)</li> <li>• <b>Moira</b> to circulate call for ideas to teachers</li> </ul>	Mel Ruth Moira
2.6	<p><i>Future PC meetings: online or in person</i></p> <p>Parent Council meetings moved online during Covid. Prior to that they were always in person. The benefit of being online is that it's enabled quite a lot more people to attend, and so the PC wants to explore preferences for future meetings.</p> <p>The discussion identified that there are benefits to both versions, with some people more able to attend in-person meetings, and some more able to attend online. Issues of childcare/bedtimes were identified as hurdles for people attending in-person meetings, with a number of potential solutions, including changing the time and offering on-site childcare, and blended meetings which allowed people to attend both online and in person. It was agreed that there are also benefits to in-person meetings, including the sense of community and social benefits.</p> <p>It was agreed to trial a combination where some meetings are online and some in person. In the autumn and summer terms where there are two PC meetings, one will be in person and one online. The AGM will always be the second meeting of the summer term (and the last in the school year), and will be in person. In the spring term where there is just one meeting, the format is still to be decided.</p> <p>It was suggested that during the in-person meetings there could be a school laptop in the room so that anyone who is unable to attend or who wishes to raise a particular issue is able to take part.</p> <p>Mel offered to run the creche at the upcoming AGM in June, which will be in person.</p> <ul style="list-style-type: none"> <li>• <b>Moira</b> to circulate a survey about days and timings that best suit people and whether childcare would enable people to attend.</li> </ul>	Moira

3	<b>Standing agenda items</b>	
3.1	<p><i>Outdoor classroom</i></p> <p>leuan reported on all the recent activity in the outdoor classroom:</p> <p>The Dandelion Project sent heaps of seed potatoes and compost to school and lots of families have planted potatoes in a bag for life to grow at home. There are still loads left, and anyone with access to larger growing areas or local community growing projects is invited to get in touch with leuan or Ann arrange collection. This project has also provided £350 for a harvest festival to be held on 9<sup>th</sup> September.</p> <p>A month ago leuan made a successful application to CEC for a sustainable food project. The intention is to use the funds to buy and plant mature fruit trees to go along the wall behind the planters, some additional fruit bushes, and cold frames for seedlings.</p> <p>The classes have all planted their seeds and the school's windowsills are covered in seedlings ready to be planted out. There's also carrots, potatoes, radishes and lettuce already in the planters.</p> <p>Over the summer is the most important time for sun and growth. leuan will be looking for volunteers to weed and water (last year couldn't get in because of the building work, which really hit the harvest). Mr Forest is in 9-12 most days during the summer, so the plan is to put together a timetable and come back to the PC with that and create a rota.</p> <ul style="list-style-type: none"> <li>• <b>Moira</b> to check whether people outside of the immediate school community would also be allowed to volunteer on the summer rota.</li> </ul> <p>The benches in the garden area need painting. leuan may put a call out for volunteers to help with that on a nice afternoon.</p> <p>leuan has been thinking about using Friday afternoons to open up the garden, use the benches and gazebos, welcome parents in, and have the Parent Council there. Families could bring packed lunches, kids could play, parents could connect and socialise, and volunteers could help with projects. Suggested that the PC could provide funding for ice lollies etc to try and encourage people in. There was consensus that this is a lovely idea and we should try and get the first one up and running this term.</p> <p>leuan thanked the PC for the hundreds of bulbs (which were gifted by J Parkers). The kids have loved having the flowers in the garden, and have taken amazing care to not damage or pick them. It is a lovely reflection of how much the children are enjoying engaging with nature in the outdoor garden.</p> <p>Ann noted that it is absolutely joyous to see how amazing the outdoor classroom looks now, and the massive difference from pre-project to here.</p>	Moira
3.2	<p><i>Head Teacher's report</i></p> <p>The meeting was running over time, so Moira provided a brief report on questions that were put to her by the PC. See separate Head's Report for content.</p> <p>The issue was raised that the Head and Chair's report contain really valuable information for parents, but it can be difficult for them to sift through the minutes and identify it. It was suggested that the reports could be circulated in advance so that people could read them and identify any further questions they had. It was agreed that the next committee will decide what is possible in practice and with the time available to them. In the meantime, we will trial separating out the Head and Chair's reports from the minutes.</p>	
3.3	<p><i>Chair's report</i></p> <p>No Chair's report as the position is currently vacant.</p>	

3.4	<p><i>Treasurer's report</i></p> <ul style="list-style-type: none"> <li>• Opening balance £13,895.70</li> <li>• Closing balance £15,921.20.</li> <li>• The additional income has come from the £2,085 from the Council for playground resurfacing.</li> <li>• £16.68 in cash has come in from the previous and most recent uniform exchange stalls. Ann proposed that this be merged into the general PC pot rather than keeping a separate pot for underwear. This was approved.</li> <li>• Spend has been £59.50 on a supply of spare underwear which was handed into the school office. It's being well-used and they still have plenty left.</li> <li>• Most of the funds are ring-fenced for specified projects. £2,1079.11 is unallocated and available for future projects.</li> <li>• There is still £3,000 received pre-pandemic for Colony of Artists projects. It is presumed that there are artists working with classes who will need payment. Ann will check that school and artist know to invoice the Parent Council for those funds.</li> </ul>	
3.5	<p><i>Artists in Residence update</i></p> <p>Ann noted that work is ongoing but we're not sure whether there are any plans for future years.</p> <ul style="list-style-type: none"> <li>• <b>Ann</b> to liaise with <b>Moira</b> outside of the meeting to find out project status and future plans.</li> </ul>	Ann/Moira
3.6	<p><i>Any other business &amp; date of next meeting</i></p> <ul style="list-style-type: none"> <li>• <i>Football club</i></li> </ul> <p>The club has now been extended to include P4-P7: any child in those classes is welcome to join and posters will be coming out soon with contact info. The club meets on Saturday mornings at Warriston (9am) for training and matches.</p> <p>Massive thank you to the P5 parents Sam and Stuart who are running that and volunteering as coaches. Active Schools has agreed to provide equipment as well as training for the parent coaches.</p> <ul style="list-style-type: none"> <li>• <i>Art projects</i></li> </ul> <p>It was raised that parts of the playground and school boundaries are looking drab and uninviting. Two ideas were suggested to improve this: firstly to bring a graffiti artist in to create some murals around the school, and secondly for the children to have class projects to decorate the fence along the boundary with Brand Place.</p> <p>Ieuan advised that P7 recently did a mural project at the Museum of Edinburgh, as part of which they are creating a whole-school mural where each class will decorate a portion of the mural. This is planned to go up on one of the school boundaries.</p> <p><b>Ann</b> and <b>Moira</b> to chat about these ideas to see what else could be done.</p> <ul style="list-style-type: none"> <li>• <i>Date of next meeting</i></li> </ul> <p>The next meeting will be the AGM. It will be held on 7<sup>th</sup> June (Tuesday) in person at the school. Time and creche detailed TBC.</p>	Ann/Moira