

# Abbeyhill Parent Council

## General Meeting Minutes

Tuesday 13th September 2022, 6.30–8pm

### Parent Council Members Present

Name	Role	Present
Jennifer Graham (JG)	Chair	✓
Siân Harris (SH)	Secretary	✓
Moira Robertson (MR)	Head Teacher	✓
Ali Morris (AM)	ASN Rep	✓
Ruth Punna (RP)	Social Media Manager	✓
Heather Tuffery (HT)	Ordinary member	✓
Heather Rikic (HR)	Ordinary member	✓
Melanie Chuprasova (MC)	Ordinary member	✓
Melissa Sturgeon (MS)	Ordinary member	✓
Jo Millar (JM)	Ordinary member	Apologies
Marilyn Wilson (MW)	Ordinary member	✓
Liva Svarare (LS)	Ordinary member	✓
Adenike Arowol-Ladega (AA)	Ordinary member	x
Alice Gritti (AG)	Ordinary member	x
Ann Pratt (AP)	Ordinary member	✓
Suzanne Macdiarmid (SM)	Ordinary member	✓

### Other Attendees:

- Kathryn Graham, Acting Principal Teacher & P4 class teacher
- Illyana Nedkova, Curator in Residence
- Laura Bownas, P2 & P3 Parent
- Andreas Piskopakis, P1 Parent
- Dave Morris, P5 & P4 Parent
- Ross McQue, Alisa Kukharenko, P1 Parents
- Gaurav Mehta, P1 Parent
- Vitota Vytaute, P3 & Nursery Parent

## Minutes

1. The chair opened the meeting and welcomed attendees.
2. As the previous meeting was the AGM no minutes were presented. Open actions were covered. Updates are in the actions list at the bottom of the Minutes.

### 3. Reports

#### 3.1 Head Teacher's Report

**MR** presented the Head Teacher's report. The following points were discussed:

- **JG** asked for additional details on the central audit for **allocation of Pupil Support Allowance (PSA) funds for children with additional support needs (ASN)**.

**MR** explained that this is part of Getting It Right For Every Child (GIRFEC). Some children follow the universal pathway and need no further support. Some need additional support in school, e.g. support for learning, speech and language services, or something else. As needs are understood, you move into the Child Planning Meeting (CPM) process. Parents are involved at every step in the process. This starts as informal meetings that can then become more formal, with specialists included as needed. These gather information to develop an assessment of need and identify the pathway needed:

- path 1 - universal;
- path 2 - in school with enhancement with additional staff in school;
- path 3 - add some outside agencies;
- path 4 - can include medical professionals, psychologists.

School can then apply for additional Pupil Support Assistant (PSA) hours based on the needs of the child, but this can also come in the form of additional support e.g. staff training, changes within the classroom environment.

**AM** provided context around why the question of funding had been raised last session. General feeling across Edinburgh that the Council's set model for the allocation of PSA funding is not good enough. Feeling in the parent representative group that this might need further exploration and coming together to campaign to the Council that this may need to be a funding priority.

**JG** proposed:

"Do PC want our ASN (additional support needs) rep to be working with the ASN locality group to be more awkward with the council on this point and do some additional campaigning?"

**PC members approved. AM**, as ASN rep, will take forward to locality group.

- **AM** asked if **pictures of inside school**, the Nurture Room, the Library, etc., could be shared with home. **MR** explained the spaces were still works in progress. **JG** stated that she has spoken with **IN** to look at whether these can be built into our Artists in Residence programme for the coming year to help make them into places of wonder.
- **JG** asked if **PC** could work with **MR** to allow **in-person feedback** as well as electronic responses to surveys, to give the Parent Forum more opportunity to share their voice. **MR** supported.
- **MC** asked about **self-directed learning that may come home**, and asked whether Teams can be used on an ongoing basis, to help maintain skills for parents and children. **MR** will discuss with staff to see how Teams can be used for at-home learning.
- **Brand Place Road Safety**. Lines on Abbey Street have been painted. Police have advised on moving signage on closure times to make this more obvious, particularly for those looking to enter the

street. In touch with Council to follow up on barriers at the bottom of the gates on Brand Place, to stop children being able to run down the hill and straight into the road if they get away from a parent.

**AM** shared that she had notes from a meeting with the Council last year, around road safety, and would pass them to **MR**.

### 3.2 Curator in Residence (change to agenda)

**IN**, the school's Curator in Residence, shared the activities that would be happening as part of the **Colony of Artists Garden pARTy** on Friday 16 September.

### 3.3 Treasurer's Report

**JG** ran through the Treasurer's Report and highlighted that **the role remains vacant**. Anyone interested should get in touch. Noted that funding is to be covered as a separate agenda item.

### 3.4 Chair's Report

**JG** highlighted the following areas from the report:

- **Thanks:**
  - to the Summer Garden Party team for an excellent party, and at such short notice
  - to the gardening families for keeping the garden growing over summer, and to **SH** for organising the cover to keep things alive.
- Informed the PC that **MC is vacating the Events Coordinator role**. Thanked her for all her work in the role and expressed appreciation that she is staying on the Council as an ordinary member. If you might be interested in the Events Coordinator role please get in touch.
- **JG** asked for opinions from the meeting on **timing of PC meetings**. **JG** proposed two meetings after school and two in the evening. **SH** supported the proposed approach. **MR** stated this also reflected the Parent Forum responses on time for meetings, from the survey carried out at the end of last session.

**SH** wondered how people would feel about recording and sharing PC meetings. **JG** stated that recording meetings would need 3rd party recording as this can't be done in our version of Teams. Also, from a privacy perspective, it is harder to redact people from meeting recordings in the way you can from Minutes. No voices of support from the meeting for recording and sharing.

**JG** proposed 15:30 start for after school meetings. **MS** stated this may not allow time to get home, provide children with snacks etc prior to meeting.

**AM** asked how children would be cared for during meetings. **JG** stated we would look to provide childcare for the afternoon meetings.

The **PC agreed** meetings should alternate between 16:00–17:30 and 18:30–20:00. Childcare to be arranged for afternoon meetings.

## 4. Special Projects Updates

### 4.1 Summer Garden Party

Final report to be circulated with Minutes.

### 4.2 Outdoor Classroom/Playground

No update on the Outdoor Classroom.

### 4.3 Library

Although we plan to open the library to families, we can't really do this until the catalogue software is in place. Opening to families will likely be on Friday afternoons.

### 4.4 Uniform Exchange

**SH** raised several points about the uniform exchange:

- Noted it is a great resource that is well used by families. On the one day it was open at short notice before term, at least 9 families visited.
- Offered special thanks to **Sophia** (P3 parent) for helping to sort the clothing over the holidays.
- Would like to have the exchange **open more often and expand** it to include other children's clothes and, eventually moving to being a full Sustainability Hub, with adult clothing, toys, etc., for the community. This would need to have much better storage, people to sort clothing into sizes, a way to manage cleaning so people can just come in, take it home and wear it, and people to run it when it is open.

**MC** stated that, as a school nurse, she is always seeing what other schools are up to and how they make uniform available. She shared an example of pre-bundled uniform sets, which PC members liked the sound of. She is happy to discuss and share other ideas.

**SH** put the idea out to council as a proposal, highlighting that it would need a working group/subcommittee to organise.

**JG** proposed splitting into two:

1. Opening the bank at least monthly, probably on a Friday - **Approved**
2. Expanding into a Sustainability Hub - **Not approved.**

**JG** recommended **SH** develop a written proposal to cover what would be involved in the set up of a wider Sustainability Hub, and bring it to the next meeting.

- **MS** asked if it will still be possible for families to make donations towards the uniform exchange to assist with funds. **JG** confirmed it is.

## 5. Funding

**JG** set out the **PC's** current funding position and her recommendations:

- Proposed that we may need to put together a **subcommittee to look at funding, fundraising, etc.**, to help provide ongoing projects and new projects with funding.
- When looking at the playground plans, if we were to follow the original 10 Villages plan we would be looking at a funding gap of around £3k, around 70% of our unallocated funds.
- Obviously, we would like to be able to do lots of projects. We need a team to look at what funding might be available to us, what our fundraising opportunities are, get an understanding of the costs involved in the projects we want to do, and understand what our ongoing items budget is. This is a big piece of work that we wouldn't be able to cover in a PC meeting, and that needs a team to take it forward.

**JG** asked if the PC would like a fuller proposal or are they happy to volunteer?

**IN** stated that, with 10 years of experience of getting funding for Artists in Residence, she has knowledge of funding sources that are available, that it's more than we need, and there is so much to tap into. She volunteered to be part of a team as, if it is a team, we can achieve a lot—including funding to create paid positions.

**JG** confirmed it needs to be a team because of the amount of work involved.

**IN** noted the skills register may help us identify people to support and that **MW** had offered to support the Artists in Residence work and also has experience of gaining funding.

**VV** also offered to help.

## 6. Events

This term, **Halloween party and end of term Family Film Night**.

**JG** highlighted that they cannot happen without volunteers.

**MC** and **MS** volunteered to run the Halloween Party. **MC** also noted that she can provide a detailed handover for the Summer Party.

**MC** to get in touch with **MR** to set up Halloween party meeting.

**JG** to take forward some of the logistics for Family Film Night.

## 7. Volunteers

This agenda item was not discussed.

## 8. AOB

There were three items of Other Business:

1. **SH** noted that refugee children from Ukraine are attending Victoria Primary in Leith. The school has put out a call for uniform donations and is relaxing their royal blue uniform to include navy, grey and black. **SH** asked if the PC would approve a raid on our uniform bank to support refugee children attending Victoria Primary. **PC approved**.  
**MS** asked if we can put out a call for more uniform to support. **PC agreed**.
2. **AM** asked if the PC would support setting up a Parent Forum group, to provide support to our families with children with Additional Support Needs (ASN). **PC approved**.

3. **RP** asked about road safety. **JG** recapped the discussions from earlier in the meeting. **JG** proposed if no substantial activity on the part of the Council has taken place in the period before the next meeting that we put a parent-led campaign on the meeting Agenda. **PC approved.**

## 9. Meeting Closed

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## Parent Council Decisions

Ref.	Date	Decision
D1309_01	13/09/2022	ASN rep to work with the ASN locality group to campaign for better funding for PSAs, particularly to support children with ASN.
D1309_02	13/09/2022	PC meetings for the session will alternate between 16:00-17:30 and 18:30-20:00 timings.
D1309_03	13/09/2022	PC approved the opening of the uniform bank on a more frequent basis, at least monthly.
D1309_04	13/09/2022	PC approved a written proposal that covers what would be involved in the set up of a wider Sustainability Hub to be presented at the next PC meeting.
D1309_05	13/09/2022	PC approved use of stock in our uniform bank to support appeal by Victoria Primary in Leith to provide uniform for Ukrainian Refugees.
D1309_06	13/09/2022	PC supported setting up a group to support members of the Parent Forum with children with ASN.
D1309_07	13/09/2022	PC approved a parent-led campaign on Brand Place road safety, if no substantial progress has been made by Edinburgh City Council before the next PC meeting.

## Parent Council Actions (and Updates)

Ref.	Date	Action	Owner	Update
21/22_01	c/f from previous session	Set up skills register for Parent Forum.	JG	Requires Web Administrator support. Carry forward.
21/22_02	c/f from previous session	Arrange audit of PC accounts.	JG	<b>JG</b> confirmed Mr F Stewart can carry out the audit. Information now needed from <b>AP</b> to take forward.
21/22_03	c/f from previous session	Confirm if PC matching for 10 Villages Funding grant has to be used at the same time as the grant or can be held back to be used for the space previously occupied by the Janitor's house.	MR	Carry forward.
21/22_04	c/f from previous session	Review school handbook to update section to support families with children with ASN	AM	Propose to close; handbook updates to be ongoing activity as and when required.
1309_01	13/09/2022	<b>JG</b> and MR to work to organise in person feedback for reporting as well as responses to surveys to give people more opportunity to share their voice.	JG, MR	
1309_02	13/09/2022	MR to take back to staff to see what they can use the tool for.	MR	
1309_03	13/09/2022	AM to send on information to MR from previous meetings with Council on Brand Place road safety concerns.	AM	Information sent on. Closed.
1309_04	13/09/2022	SH to talk to MC to understand ways other schools handle their uniform banks.	SH, MC	
1309_05	13/09/2022	JG to liaise with IN to get Funding working group up and running	JG, IN	
1309_06	13/09/2022	SH to organise uniform drive to support the call for uniform for Ukrainian refugees	SH	
1309_07	13/09/2022	AM, MR, JG to discuss how to set up in-person support group for parents of children with ASN	JG, AM, MR	