

Abbeyhill Parent Council

General Meeting

Tuesday 7th February 2023, 18:30-20:00

Parent Council Members Present:

Name	Role	Present
Jennifer Graham (JG)	Chair	✓
Siân Harris (SH)	Secretary	✓
Moirra Robertson (MR)	Head Teacher	✓
Ali Morris (AM)	ASN Rep	x
Ruth Punna (RP)	Social Media Manager	x
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	x
Marilyn Wilson (MW)	Ordinary member	✓
Liva Svarare (LS)	Ordinary member	x
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
- Wayne Hamilton, P2 Class Teacher and Equalities Lead
- Rob Whitelaw, North East Edinburgh Scouting District Commissioner

Minutes

1. Welcome from the Chair

The chair opened the meeting and welcomed all attendees. The chair noted that as all attendees were members of the Parent Council they would not run through the role of Parent Council as all attendees should be aware of this already.

2. Minutes and Actions from Previous Meeting

Decisions Made Outside Parent Council Meetings

Ref.	Date	Decision
311_01	23/11/2022	The Parent Council voted unanimously (9-0) to release £535.00 of funds to allow the 2022 10 Villages grant to be used for playground markings in the upper playground. The funding had previously been put on hold following concerns there would not be enough available to cover the Janitor house area once it is available for upgrade.

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	The skills register has been built and will be launched with the Parent Forum after half term. Propose to close
21/22_02	c/f from previous session	Arrange audit of PC accounts.	JG	JG confirmed Mr F Stewart can carry out the audit. Information now needed from AP 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	Some funds have been released to support playground painting. Decision on other ringfenced funds to be reviewed under agenda item 3c. Propose to close
1309_04	13/09/2022	SH to talk to MC to understand ways other schools handle their uniform banks.	SH, MC	Short conversation had been held however more discussion required. Carry forward

1309_05	13/09/2022	JG to liaise with IN to get Funding working group up and running	JG, IN	Carry Forward. Approach to managing PC funding for small requests included in Agenda item 3c. Discussions on funding availability for larger projects still to take place
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	Carry forward
0811_01	08/11/2022	Road Safety Consultation	JG, MR	Parent consultation completed and concerns raised circulated to parent forum for completion of Road Safety Survey. Propose to close.
0811_03	08/11/2022	Family Film Night	JG	The licence sponsored by Into Film only covers the screening of films to pupils and staff, however parents/carers are allowed to be present for supervision. A Film night is currently being organised using these criteria. Propose to close

Agenda Item 5 was brought forward to allow Rob Whitelaw to leave after their section was complete

5. Volunteer Request - Beavers at Abbeyhill

Rob Whitelaw, District Commissioner for Scouts in the North East of Edinburgh came to speak to the group about volunteering with Scouting to help to establish a Beavers group that would feed into the Cubs group that is being set up at Greenside Church. RW put out a call for the Parent Council to reach out to anyone they know who may be interested in volunteering to run the group.

JG took an action to email RW for further details so this could be promoted on the Parent Council Social Media

3. Reports

3.1 Head Teacher's Report

MR stated the report will be circulated after the meeting.

School Improvement Plan:

MR shared the final draft of the vision, values and aims with the meeting. This will be circulated to the Parent Forum for final comment. Work on the values has already begun, such as looking at Kindness. The nursery will have an additional aim that is specific to our youngest learners.

Homework:

Following the home learning consultation, a very clear policy for homework has been drawn up. This will have the following themes:

- Homework will not be mandatory but everyone will be encouraged to engage in some home learning;
- There will be a focus on reading, listening to and sharing a text to improve vocabulary and reading skills and widen horizons;
- Home learning will be sent home in a grid format, aligned with the Jigsaw plans that are already being shared with Parents/Carers
- The first home learning will be shared after the February mid-term break.

Staff Updates:

- PSO Mrs Meena Singh is now in place. Working to sort out the Nurture Room. Starting with some social skills groups with targeted children and some that might need some confidence building. Focusing very much on nurture and the way forward in our nurturing school for our Health and Wellbeing priority
- Opened the SPA - Supported Play Area. Identified children that may need some support in this area. Running Monday, Tuesday and Thursday and children have been asking to attend on days when this isn't on.
- Wayne Hamilton is taking a lead on Equalities, Kathryn Graham is continuing to lead on planning and tracking of learning and Abi Flowers is taking a lead on UNCRC, which the rights of our children and Andrew Hamilton will be starting a piece of work on play based learning.

Playground:

- new toys that the children are loving and seeing children playing with others they wouldn't normally play with.

Classes for next session:

- At the moment it has been confirmed there will be 8 classes, however we can't confirm what the classes will be or who will be teaching those until after April.

Training:

- MR and Jonathan Combe, business manager, undertook RoSPA training;
- staff will be undertaking outdoor learning training following the February break.

Breakfast Club:

- Challenges due to staffing; people are not applying for the posts to run breakfast club;
- start time is now 08:00 due to this;
- booking system in place. All parents need to be encouraged to use this as it drives both staffing and the purchase of food.

Uniform Exchange

MR noted that a number of parents had been asking when the uniform would be open and if dates for this could be arranged. SH noted that this was her responsibility and she had missed this. JG

noted that we need to get firm dates in the diary so parents and carers know when this will be happening.

MC noted that in a lot of schools there is a unit at the front of the school that contains uniform bundles that can be collected whenever, both by parents/carers and children. MC also noted that some non-perishable food items can also be in place. SR noted that this was along the lines of what she wanted to discuss with MR.

SH was given the action to coordinate the changes to the uniform exchange.

3.2 Curator in Residence

- IN noted that the Polish Consulate have confirmed that they will support Artists in Residence of Polish Descent again. We will be celebrating the death of Chopin this year and will be looking for a musician in residence for this. One of our artists from the previous round of funding, Monika Smekot is due to start their film maker and dancer in residence project. She will work with our Ceilidh dance artist in residence and the ceilidh adventure will turn into a short film with one of the upper primary classes.
- Ceilidh club is becoming more and more popular with a number of new arrivals each week. It has proven to be very popular with the nursery children that it has been opened up to as well as their parents.
- Our application to Art Awards for All relating to road safety videos has unfortunately been unsuccessful.
- Currently working on our 10 villages application which we hope we can include the road safety film making as part of this.
- A parent who is an art teacher has come forward with an outdoor learning visual arts scheme that we will also include in the 10 Villages application.
- Our 10th anniversary Garden pARTy is planned for 15th September 2023. We are hoping to get the older murals renewed and refreshed. We also hope to get some new murals from the Colony of Artists Murally People.
- Strictly Daily Mile, which took place in November and December will be coming back. This will be a placement for some Masters students that are currently undertaking their studies at Moray House School of Education and Sport and takes place in conjunction with the Traditional Dance Forum of Scot6land, our partner organisation. They will be with us until the end of March.

JG noted that she has conversations with IN about possible artist in residence ideas as they come up and would encourage all members of the Parent Forum to raise any ideas they may have so there's always a pipeline of things coming through. If we have the ideas we can then look at the viability of taking these forward as a project.

3.3 Treasurer Report

- JG noted that the Treasurer's report details our current financial position

Ring Fenced Parent Council Funds

JG noted that there is a large amount of money in the Parent Council account that is ring fenced for particular activities. The Parent Council was asked to review and consider ring fenced funds and whether these remained appropriate.

- AP noted that the playground upkeep fund was in place for general maintenance and playground upkeep. She proposed that it would be sensible to keep this in place to ensure that there are funds for maintenance of things that the Parent Council has put into the outdoor space.
- SH was supportive of maintaining this as well, particularly given what had happened in the past with maintenance of equipment
- VOTE - pot for maintenance of playground upkeep to be maintained, remaining ring fenced funds to be released. 6 votes in favour, no votes against. Decision approved.

Making Funding Requests from the Parent Council

JG noted that there is currently no defined route for anyone to raise a funding request with the Parent Council, e.g. requesting funds to allow purchase of ingredients for classroom cookery, or larger requests for the running of Parent Council events.

JG had spoken with other Edinburgh schools to find out what their approach to managing funds is.

Proposal is that the following is put in place:

- requests for funding up to £200 can be approved by 2 role holders;
- request for funding over £200 needs to be brought to full council for approval;
- spending should be pre-approved before any spending takes place;
- approved spend can be reimbursed without an extra approval route;
- proof of spend needed for reimbursement.
- Named persons on the Parent Council bank account could have bank cards that can be used for spending by these people.

The proposal was discussed with a number of views shared on how approved funds should be managed.

The Parent Council was asked to vote on an amended proposal:

- requests for funding up to £200 can be approved by 2 role holders;
- request for funding over £200 needs to be brought to full council for approval;
- spending should be pre-approved before any spending takes place, including the budget for all events;

VOTE - 6 votes in favour, no votes against. Decision approved.

Funding Request

JG, MR and Abi Flowers, P7 teacher, submitted a funding request of £298.89 towards the cost of transport for the P7 camp. 6 votes in favour, no votes against. Decision approved.

3.4 Chair Report

- In the interests of time JG referred people to the Chair's report which was circulated ahead of the meeting.

4. Equalities and Inclusion at Abbeyhill

WH attended to talk through the work that has been taking place on the Equalities plan for Abbeyhill. Opinions have been gathered from Children and the Parent Forum to build the plan, which is currently a 3 year plan but could easily expand to a 5 year plan. The plan is under development. One thing that will be looked at is how incidents are recorded, which may lead to an increase in the number of racism/homophobia incidents being recorded.

JG noted that it would be useful to have the data from the family survey available to assist the Parent Council in ensuring that we are being properly representative of the Parent Forum.

6. Events

6.1. Halloween Party

- The final report from the Halloween party was shared.

6.2 Summer Garden Party

- MC has agreed to coordinate the party again this year. The party would be anticipated to take place in mid June.

7. AOB

- AP asked what is happening with the Daily Mile as her children had noted that this is now not happening every day. MR noted that the time taken to do the daily mile was starting to encroach on learning time. Each class is still doing 15 minutes of activity each day but this will not always be outdoors.

Next meeting, 2nd May 2023, 16.00 to 17:30 – This will be hybrid.

8. Meeting Closed

Parent Council Decisions

Ref.	Date	Decision
D0702_01	07/02/2023	The Parent Council approved the amended ring fencing proposal: <ul style="list-style-type: none"> • pot for maintenance of playground upkeep to be maintained, remaining ring fenced funds to be released.
D0702_02	07/02/2023	The Parent Council approved the amended funding approach: <ul style="list-style-type: none"> • requests for funding up to £200 can be approved by 2 role holders; • request for funding over £200 needs to be brought to full council for approval; • spending should be pre-approved before any spending takes place, including the budget for all events.
D0702_03	07/02/2023	The Parent Council approved the funding request of £298.89 towards the travel costs of the P7 camp

Parent Council Actions (and Updates)

Ref.	Date	Action	Owner	Update
1309_04 + 0811_01	13/09/2022 + 08/11/2022	Investigate how other schools handle their uniform banks, and the needs of our community.	SH	07/02 - Changes to the uniform exchange were discussed in the meeting. SH will coordinate these with changes hopefully taking place by March 2023.
1309_05	13/09/2022	Set up Funding working group	JG, IN	07/02 - Approach to managing PC funding for small requests included in Agenda item 3c. Discussions on funding availability for larger projects still to take place
1309_07	13/09/2022	Set up in-person support group for parents of children with ASN	JG, AM, MR	AM, MR, JG to discuss how best to set up group.
0702_01	07/02/2023	Include review of managing the playground maintenance budget in the next meeting	JG	
0702_02	07/02/2023	Include how to manage access to funds for expenses, particularly for large events in the next meeting	JG	