



MINUTES OF PARENT COUNCIL MEETING

NOVEMBER 8TH, 2016

1. Welcome & Opening Prayer

Mr. Bryan Heaney welcomed everyone in attendance as the chairman of the P.C. and led the opening prayer in absence of Father Scally. Congratulations were given to Ms. Kennedy appointment as Acting Head Deputy Teacher for the School.

2. Record of Attendance and Apologies

Presents:

- Mrs O'Connor, Mrs D. Johnstone, Mrs K. Nazarian, Mrs. M. Cresswell, Mr. J. Evitt, Ms. L. Kennedy,
- Mr. B. Heaney, Mrs. J. Beech-Brandt, Mrs. A. Tierney, Mrs. A. De Bonrosto, Mr. N. Thorin, Mr. G. Mone, Mr. A. Crichton, Mrs. E. Farrugia, Mr. N. Handy, Mrs. C. Daverin, Mr. S. Tait. Mrs. E. Meyer McKeon,
- AMEY's representatives on school meals provision: Mr. David Latimer (Regional Catering Operations Manager) and Mrs Charlotte McVey (assistant).

Apologies: Father P. Scally, Mrs. J. Dailly, Mrs. M. Saliba, Mrs. J. Staermose-Johnson, Mrs. K. A. McAdams

4. Minutes of Previous Meeting

COMMUNITY COUNCILS : ROAD SAFETY AND SAFER STREETS

JOE BEECH-BRANDT

The decision on the *ParkSmart* pilot initiative is to keep the scheme in force and retain the flashing lights arrangement at each street closure's entry. Progress of the pilot scheme is being monitored by the local authority and the current proposal is to remain in place.

For more general information:

<http://www.streetsaheadedinburgh.org.uk/about>

http://www.streetsaheadedinburgh.org.uk/streetsahead/info/35/school_travel/87/school_streets

SOUTH MORNINGSIDE PRIMARY SCHOOL PARENT COUNCIL LIAISON

EMMA FARRUGIA

Further, to see if both schools have common concerns, including road safety and the access via the South side: E.F. noted that there wasn't any feedback so far. Further liaison to be anticipated.

St Peter's R.C. Primary School

SCHOOLS PARTNERSHIP

.....MRS MCADAMS

Mrs Johnstone updated all present on the situation, highlighting that the initiative has been very positive so far: there have been 3 meetings, including 2 training sessions during which the principal exercise was to set a goal for the action plan (2 learning goals + 1 partnership goal). On Wednesday 9th November there is a further meeting organised where ideas will be subsidised. Noted Mrs Nazarian has been an active and engaged participant to the initiative.

WEBSITE / PARENTPAY

B.H.(ON BEHALF OF KATHLEEN ANN MCADAMS)

Mr. Heaney read the report forwarded by Mrs McAdams in her absence. It is highlighted to the PC members that since the last Parent Council meeting, there has not been any communication from the school. Miss Kennedy was supposed to be initially in charge and had committed to making updates to the new website in line with the parent/teacher/pupil needs.

Mrs McAdams had not been asked to look at an updated version and no information was either provided as to when the new version was to be launched. On last check of the website, Mrs McAdams had reported that it appeared none of the discussed changes had been carried out.

As a response to the above and given Miss Kennedy's new responsibilities, Mrs O'Connor submitted the PC assembly with the following update:

With the change of ICT provider, now undertaken by CGI, the transfer/crossover took a number of steps backwards due to technical issues. This means that, until now, the school is in a position where it currently cannot have the website up and running; mainly due to a dispute in the cost of redirecting the website (a charge of £167 has been attached to the service provided but this has not been the case for South Morningside Primary School). On this basis, St Peter's will pay the fee in order to move forward with the setting up but will be actively looking for a full refund. It also implies training the staff into running the website. The timescale St Peter's is currently working to commence engagement by Friday 11th November, with the aim to have the website/ParentPay fully operating by start of term January 2017. (In between those two milestones, a few key stages must happen which includes formal approval, training period and activation letter to the parents for each account).

The new school website will form an integral part of *ParentPay* which is currently rolled out across Edinburgh Council. At present, the finance part does not work: the Council/School are in the process of resolving the way monies are to be transferred. This implies that the system is on hold at this point in time. However, once operational, it will:

- allow for instance direct/instant payments for morning milk and school trips,
- include events/participation reminders, etc.
- incorporate all the parents contact details where updates/changes will be carried out automatically (direct interaction with the school's information system - SEEMIS).
- Ultimately, this new structure will also let parents specify and pay for the lunch the child would have each day. (the detailing has yet to be resolved as it needs to encompass as well the logistics of the caterer, rolled weekly).

To summarise: an action plan has been put together; however, it's still sitting waiting to go live for everyone involved to populate those web pages and each classroom to create its own updates.

For more general information:

<https://www.cgi-group.co.uk/news/city-of-edinburgh-council-awards-seven-year-%C2%A3186m-transformational-ict-outsourcing-and-digital-services-contract-to-cgi>
<https://www.parentpay.com/>

5. School Meals

PARENTS' CONCERNS

STEPHEN TAIT & K SLADEN

Representatives of the caterers have kindly taken upon their time and agreed to answer questions about school meals. St Peter's school lunch supplier is Amey. It is one of three meal providers for Edinburgh Council schools, catering for 10 Primary Schools and 5 Secondaries.

Mr Heaney wishes to echo to the PC Assembly a few points raised by parents to which clarifications and resolve can be brought. The matters being questioned are the choices available to the children, what represents healthy eating in the set menu currently provided, the issue of unadvertised menus and lastly the matter of *sweet* drinks provided on a daily basis (flavoured milk and fruit juices).

Concern for parents is that on 3 consecutive days, there is pizza, burger and fish & chips available this term every 3 weeks and every Tuesdays & Thursdays pizza and fish & chips are also available on a weekly basis. It is pointed out that the school is a role model and should promote an exemplary way of eating healthily. Although the nutritional values are not debated (see below (*)); it is clear that it is the image those dishes convey to the children and the association made with the *fast food* industry that are a matter for concern.

AMEY informed all present that they create their menu following the Scottish Nutritional Guidelines and based on the spectrum of children they provide lunch for, ranging from primary to secondary schools. The set menus respond to the latest legislation and all information is submitted to the Council for sign off in order to verify that AMEY met the standard.

It was then questioned within the PC assembly what constitutes healthy eating when, in particularly the youngest children of the school are exposed to such range of options and consequently, whether it is helping their ability to make a reasoned choice themselves.

AMEY responded that their nutritional guidance is available on demand via the school. They reminded all present that their healthy guideline is worked upon a weekly basis. They also meet the Soil Associations Bronze Food for Life catering mark which specifies that 75% of the food they provide must be organic and/or locally sourced and/or prepared on-site. This includes for example soups, lasagnes, organic meat for burgers, etc.

The PC then questioned the possibility to alter the choices currently proposed and what would be required in order to carry out any changes to the lunch menu.

AMEY highlighted that they franchise their approach and their contract is with *ESP**, with Edinburgh Council as the end-user. AMEY also indicated that the set menu currently on offer is fixed for this term and it's up to the individual school/parents to establish their request with the Council in order for AMEY to respond.

St Peter's R.C. Primary School

Mr. Heaney then asked whether St Peter's and the PC could do something about it to ensure changes can happen for the next term /cycle. He suggested that primarily it would be to find out who would be the person the school+PC have to speak to. **AMEY + Mrs O'Connor to chase the matter**

AMEY then indicated that they are willing to help and work with the school if the changes are reasonable enough and not individualised to any school in particular. Mr Latimer highlighted that AMEY can have an immediate input on Friday's packed lunches. He noted that it was a good item to target on as they have more flexibility in varying their content.

The PC then agreed to put together a letter to the Council aiming at changes to happen in the school's menu next March 2017. **Mr. B. Heaney + Mrs O'Connor**

However it was unanimously agreed that as a starting point only water and milk are to be provided at lunchtime from next January (with the removal of flavoured milk and juices drinks). As the Parents Council members cover much of the class groups, it represents sufficient mandate for the motion to go ahead.

Lastly, AMEY enquired about the pilot scheme they launched in a few schools throughout Edinburgh , including St Peter's, with the introduction of a *eat as much as you like* salad bar. Mrs. Nazarian indicated that so far the response from the children is positive. It is then suggested that the salad bar should be promoted via the school's newsletter to encourage parents/children awareness on healthy eating. **Mrs. Nazarian**

Mr. Heaney thanked AMEY representatives on their time spent tonight answering the PC questions and concerns.

For more general information:

http://www.edinburgh.gov.uk/info/20183/food_and_clothing/434/lunches_and_milk_in_schools

http://www.edinburgh.gov.uk/info/20183/food_and_clothing/915/lunch_menus_for_schools

http://www.edinburgh.gov.uk/downloads/file/5224/amey_nutritional_information

http://www.edinburgh.gov.uk/downloads/file/5225/amey_allergen_information

and also:

A guide to implementing the nutritional requirements for food and drink in schools (Scotland) regulations 2008 - <http://www.gov.scot/Publications/2008/09/12090355/0>

6. Website and communications

Progress report provided by Mrs O'Connor and Kathleen McAdams under point 4 (please refer to above notes).

8. Survey

The Parent Council was of the view that it might be useful to survey parents. It is hoped that Mrs Tierney, who has an expertise, can lead a discussion.

The aim was to talk at national level PTA/PC ways parents are involved into the national forum and feed back into the school life. Mr. Heaney will do a presentation of what the proposals are. **Mr. Heaney**

9. Miss Jamieson's retirement

The PC wished to express special thanks to Mrs Beech-Brandt in particular for organising the coffee morning event for Miss Jamieson's retirement. And also Mrs Beech-Brandt for setting up a collection from the parents got a presentation to Mrs Jamieson. Lastly the PC thanked the school office in assisting with the book's sign in. All in all the PC noted it represented a plan well executed.

10. Head Teacher's Report and school staffing

Mrs Nazarian's report was circulated at the time of the meeting. A review of it followed, in which Mrs. Nazarian highlighted the school's goal to continuously move towards improving itself as regards to Education Attainment (see Addendum). Mrs Nazarian provided all present with an update on staffing arrangement subsequently affected by the temporary appointment of Miss Kennedy as Acting Deputy Head Teacher whilst the position was being advertised. This has a direct implication to the P1A teachers' structure which is detailed in the Head teacher's report (attached). Mrs Nazarian also indicated that Mrs. Blair will be retiring at the end of this term.

The PC members indicated that a number of parents were not informed of the Choir and wished that it could be advertised in the School's Newsletter. It was also queried whether the school Choir had sufficient number of participants or could it incorporate extra numbers. Mrs Nazarian responded that at present it had a nice amount of children taking part, whether or not it was too many was yet to be ascertained. All agreed it was worth putting something about the School's Choir into the newsletter

Mrs. Nazarian

Mr. Heaney then highlighted to the PC assembly that due to the emphasis given to the school meals issue, it is the view that the remaining points of the agenda to be adjourned for next meeting, 6th December 2016

14. Closing Prayer

ITEMS TO BE FORWARDED AT NEXT PC MEETING
6th DECEMBER 2016

7. Educational attainment (A Tierney)

It is hoped that there can be a discussion of where the school is in relation to the last HM Inspectorate report <http://www.educationscotland.gov.uk/> and whether and how the improvement is measurable and measured.

11. Chairman's Report (B Heaney)

12. Reports of activities that affect St Peter's, Community Councils etc.

Various Council members have been assigned outside organisations to liaise with and monitor. These include community councils and the Catholic education forum. If there is anything to report it will be dealt with under this item of business.

13. Any other business

It is hoped that the plans for the P1 to P2 transition can be discussed.

If any item is to be raised under Any Other Business as much notice as possible should be given to the clerk and chairman.

ADDENDUM

Mrs Nazarian forwarded the P.C. with the following clarifications in relation to the November's Parent Council Meeting Minutes.

Website – ParentPay

With the change of ICT provider, now undertaken by CGI, the redirection of the new web site has been delayed. The cost of redirecting the website has been estimated at £167 which is considerably more than was charged by BT. St Peter's have agreed to pay the fee in order to move forward but will be actively pursue a refund of some of the cost. The school is hoping that the new website will be live by end of November.

Miss Kennedy explained that the new format as agreed with the previous website group has been setup following on from a meeting she had with Mrs McAdam. There are a few pages that we are still populating and school staff will be trained in how to update class blogs. A pupil group and members of school staff will take responsibility for updating and adding to the new web site.

City of Edinburgh Council are now in the process of rolling out a new online payment system for schools. St Peter's has been selected to be one of several schools going forward this term. At this time no dates have been given but the school hoped that we may be in a position to roll this out to parents sometime in January 2017. ParentPay will replace our current ParentMail system.

Currently City of Edinburgh Council are in discussion with Amey Facilities Management and Edinburgh Schools Partnership with regard to the online payment for school lunches. It may be that initially we will not have access to the full system and therefore may have to continue manually collecting lunch money.

School meals:

The City of Edinburgh Council creates the menus following the Scottish Nutritional Guidelines. City of Edinburgh Council works with Food for Life Scotland to improve school meals. (AMEY's information).

Action plan for changes to school meals:

A letter from the PC would be forwarded to Mrs O'Connor for onward transmission to the relevant council department. The PC then agreed to write a letter to the Council aiming at making changes to the school's lunch menu for Term 3 March 2017

Educational attainment (summarised in form of bullet points in Head Teacher's Report)

Mrs Nazarian addressed the issue of educational attainment by discussing the following points:

Attainment remains high for most children within the school. Staff analyse standardised assessments results at the beginning of each session during in-service day. Strengths and areas for development are identified. Literacy and Numeracy staff working groups develop action plans to address areas for development through assessments, sharing good practice, CPD opportunities and developing resources and strategies for improving attainment. Pupils' attainment is tracked in literacy and numeracy. Regular performance analysis meetings with class teachers and SLT help to ensure appropriate support and challenge is in place.

All teachers have been involved in assessment and moderation sessions with Cluster schools with a clear focus on writing, numeracy, reading. Resources required for full implementation of SEAL have been purchased. A whole school approach to mental agility, SEAL and problem solving have ensured progression and consistency.

Regular meetings with SfL teachers, teachers and PSAs ensure support is regularly reviewed. High number of children with dyslexia are receiving regular targeted supported 1:1 by PSAs trained by Dyslexia Support Service and the expertise of SfL teacher, who completed a year long secondment with the Service (one day a week) last year. The considerable investment in new phonics based reading schemes have had a positive impact on attainment.

By involving the children in the idea of Growth Mindset - development of a growth mindset helps to equip learners with the skills to tackle and overcome challenges in their learning.

St Peter's RC Primary Parent Council

Head Teacher's Report

8th November 2016

Progress with School Improvement Plan

Implemented ✓ or initial steps taken *

- Introduce and implement 'Hearsay' listening and talking resource. Focus on Hearsay common skills and assessment pack ✓
- Establish Reading working group: purchasing new novel sets and individual books for class/school libraries; categorising existing and new stock *
- Collegiate Activity Time for all teaching staff on Reflective Reading ✓
- Introduce new reading scheme to meet the needs of reluctant readers and children with dyslexia ✓
- Whole staff analysis of standardised assessment results to identify strengths and areas for development *
- Develop plan to target identified areas for improvement within levels – Reading working group *
- SEAL CPD for P1-P4 teachers. ✓
- Identify second SEAL champion (upper school) ✓
- All staff involved in analysis of standardised assessments results to identify strengths and areas for development ✓
- Establish Numeracy/Maths working group to support SEAL champions to identify and organise resources in a central area *
- Develop plan to target identified areas for improvement within levels – Numeracy working group *
- Consider additional core resources for Numeracy *
- Numeracy/Maths planning document reviewed to show clearer progression ✓
- Two whole school sessions during in-service days on growth mind-sets in the classroom *
- Whole school focus on Growth Mindset through class activities and assemblies (4 weeks). Pupils share their learning about growth mind-sets through regular reverse homework tasks. Focus Aug – Sept. * Ongoing throughout the year.
- Improve communication between school and home through the use of e-learning journals which will be explored and trialled *
- Introduce 'Developing in Faith' document, chosen theme for this year 'Serving the Common Good' - Led by Pupil Council/SLT by Oct 2016. Developed through Primary Schools of Cooperation initiative *
- New 'CIRCLE' document training. Use of 'CIRCLE Scales' and suggested strategies at Pathway 1 and 2 for teachers and SLT *

Cluster Improvement Plan

- Lead teachers to meet to finalise cluster policy and programme for Language 1: Spanish *
- To re-establish transition visits for P7 Science ✓
- 'Developing in Faith' document – chosen theme – 'Serving the Common Good' ✓
- Review advice from Ed. Scotland re achievement of a level. ✓
- Review planning of Numeracy & Maths ✓
- In relevant groups – how is learning planned: breadth, challenge, application ✓
- Review assessment approaches. In own schools – review what are effective Learning Intentions and Success Criteria *

A new resource for P.1-7 'Building Resilience' has been introduced to all staff with the first whole school assembly planned for Thursday of this week. Information leaflets will be sent home and put on the school website.

Mrs Sutherland, one of our parents, delivered a very successful series of lessons about Mindfulness to one of the P.4 classes.

Curriculum Evening

The Curriculum Evening on 8th September was well attended and comments well generally very positive.

Staffing

After 27 years at St Peter's Primary, Miss Jamieson, Depute Head Teacher, retired on Friday, 28th October. The pupils in the Nursery entertained her with a song and parents presented Miss Jamieson with gifts on Thursday morning. P.1-7 pupils and staff shared their memories through video clips of 'Mini Miss Jamiesons', songs, prayers and the presentation of a book created by all classes in the school. On Friday morning the whole school, invited guests, including some of Miss Jamieson's family, along with some of our parents and parishioners, gathered for a retirement mass celebrated by Fr. Peter Scally. Following the mass, Miss Jamieson, was bid farewell with words of appreciation and gifts at a coffee morning organised by the parents. The pupils lined the corridors at the end of the day to cheer for Miss Jamieson as she walked through the school. The staff at the school organised their own celebrations on Thursday afternoon and the following Friday evening to mark Miss Jamieson's retirement.

Following interviews, Miss Kennedy has been appointed as Acting Depute Head Teacher and Mrs Dowey has been appointed as Acting Principal Teacher. These posts are for a maximum of 19 weeks. During this time, the permanent Depute Head Teacher post will be advertised.

During this time, Mrs Hutton will be the teacher in P.1A from Tuesday to Friday and Mrs Ballantyne will cover the Support for Learning position on Monday.

Mrs Blair continues to be off work due to ill health. She has indicated that she will be retiring at the end of this term. Mrs Burns will continue in her post as the P.1A team teacher.

Pupil Council and Primary Schools of Cooperation

Morag Pendry has met with Pupil Council on a weekly basis with either Miss Kennedy or myself. She has now also met with all Cluster Pupil Councils, who are planning individual events as part of the Primary Schools of Cooperation initiative to help promote school and community links.

Sacramental Meetings

Support meetings have been held for the parents of P.3-4 who are preparing to receive the Sacraments of Reconciliation, Confirmation and First Communion.

Visits and Visitors

Mrg Kerr has visited all classes with a different focus for each stage

P.4 visited Edinburgh Castle

A teacher from St Ursula's in Tanzania (our partnership school) visited on 15th September

P.7 visit to St Thomas of Aquin's High School for Science lesson

Mr Montenegro, teacher of Modern Languages from St Thomas, visited for Spanish lessons with P.7

P.4-5 Ukulele tutors are delivering a series of 5 lessons to P.4-5

Parents have shared their expertise with classes

Scottish Society for Protection against Cruelty to Animals- all classes

Royal Society for Protection of Birds – all classes

Pupils from P6 and P7, led by Mrs McCabe took part in the Peace Walk to the Scottish Parliament.

Choir

The choir has been re-started, led by Mrs O'Neill and Mrs McGuire.

Coffee Morning for Macmillan Cancer Support

Organised by P.4-7 Events Managers, this was our most successful event to date raising over £951.64.

ParentPay

The rollout has commenced and St Peter's has now been contacted to advise us on proposed rollout dates. Our establishments will be in weeks 1-4 of the rollout. Information will be put on the school website. Mrs O'Connor and Mrs Aikman have attended demonstration sessions. We will send additional information home to parents as soon as it becomes available.