



# MINUTES

## Parent Council Meeting – 24.10.2017 St Peter's RC Primary School

**Attendees:** Church: Father Scally (FS); Councillor: Mrs. Melanie Main (MM) ; Invitee: Mr. Christopher Santini (Acting HT at St Thomas).  
**Parent Council Members:** Bryan Heaney (BH), Andrew Crichton (AC), Stephen Tait (ST), Marina Creswell (MCR), Gerry Mone (GM), Ailsa Tierney (AT), Jo Beech-Brandt (JBB), Kathleen Ann McAdams (KAM), Neil Davidson (ND), Estelle Meyer McKeon (EMM), Sophie Lee-Camax (SLC), Niall Handy (NH), Jen Staermose Johnson (JSJ).

**School Representatives:** Kathleen Nazarian (KN), Lindsay Kennedy (LK), Rebecca Dowey (RD);

**Apologises:** PSS Co-Chairperson: Caroline Havard, School Business Manager: Margo O'Connor, Principal Teacher: John Evitt, PC members: Margo Saliba, Emma Farrugia and Claire Daverine

**Please read:** *Headteacher's report.* *St Thomas' attainment report*

Agenda			
		Action	Deadlines
Forewords & Prayer			
Memberships	New parents joining the Parent Council: Mr. Niall Handy (N + P1), Mrs. Sophie Lee-Camax (P1) and Mr. Neil Davidson (P5).	Ratified	Item closed
Minutes of the last meeting	Approvals.	To circulate	05.12.2017
Matters arising:	School meals focus group.	To initiate	05.12.2017
	Educational attainment.	Pending info	Deferred
	New Behaviour Policy: religious dimension.	Not discussed	
	STEM initiative: development.	Not discussed	
	ASL Policy & parental feedback.	Not discussed	
Separate items of business:	20mph/h speed limit	None	
	Catholic school parental involvement	Participate in events	none
	Named person	None	
Chairperson's report	See paragraph.		
Headteacher's report	Document attached.		
Financial report	Use of outstanding balance.	Detailed report needed	05.12.2017
Correspondence	Community playing field: storage	To form proposal	Not specified
AOCB	Aitken & Niven: school logo.	To update	05.12.2017
	ParentPay issues	Seek solution	05.12.2017
Closing prayer			
Additional Information			
Any parent who wishes to volunteer for any of the action sub-group listed, please contact the Parent Council via email or directly through your class representative. Parent Council contact: <a href="mailto:pcstpetersprimary@gmail.com">pcstpetersprimary@gmail.com</a> ; <a href="mailto:stpetersclerk@gmail.com">stpetersclerk@gmail.com</a>			

# 01 Parent Council Meeting - OCT17

## Agenda

**Forewords**  
BH thanked everyone in attendance and introduced the invitees: Mr. Christopher Santini, acting HT and Mrs. Melanie Main, councilor for Morningside ward.

**Prayer**  
School prayer and Meeting prayer lead by FS.

**Presentation:** **By Mr. Santini (Acting HT)**  
**St Thomas' attainment survey.**  
CS presented a study showing the attainment at St Thomas of Aquin's RC High School from S4 to S6. CS also presented the curriculum framework for S1 to S3 and for the senior years. Please note the PwP document is available for review upon request.

**Minutes of the last meeting:**  
September's AGM received. Formal approval will take place at next Parent Council's AGM.  
No further comments received for June's minutes at the meeting.  
*Conclusion:* June's minutes approved and to be circulated to all concerned.  
*Action items:*

June's minutes to be circulated 2017 AGM approval	<i>Person responsible:</i> PC Clerk PC + PC Clerk	<i>Deadline:</i> Asap Sept 2018.
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**Parent Council Memberships:**  
BH listed the names of all PC members; quoting Mrs Ana DeBonrostro, Mrs Jacqueline Dailly-Carter and Mr. Nils Thorin as retiring members and Mrs. Sophie Lee-Camax, Niall Handy and Neil Davidson as new postulants. The elected PC members are representing classes from nursery age to P7.  
Respectively, are also re-elected: Mr. Bryan Heaney as chairperson,  
Mrs. Jo Beech-Brandt as vice-chair,  
Mr. Gerry Mone as treasurer.  
*Conclusion:* All PC members approved.  
*Action items:*

<i>Action items:</i>	<i>Person responsible:</i>	<i>Deadline:</i>
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**Matters arising:**

1. Nutrition focus group

Agreed at meeting to put in motion the action group who will carry out the observations on the pupils' lunchtime experience. Noted it needed to be widened to more parents in order to create a relevant action group which will also work in collaboration with the School and the food caterer AMEY. The main focus will be to produce a report based on the site observations, discussions & exchanges with all parties involved.  
*Conclusion:* ST to lead the action group. SLC, MCr and NH highlighted their interest in taking part.

<i>Action items:</i> ) Put the action group into motion. Set the agenda and schedule of visits. ) Advertise it through the School's newsletter and the PC webpage.	<i>Person responsible:</i> ST PC Clerk	<i>Deadline:</i> 05 12 2017.
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2. Educational attainment

Noted to measure attainment levels, it is understood – along with tonight's presentation - that statistics can be gathered and comparison can be made. BH has requested to the head of services for Edinburgh Schools, Mr. Andy Gray what data can be collected / retrieved for St Peters over the years.

KN indicated that, unlike St Thomas and other Secondary Schools, St Peters hasn't got a similar virtual comparator. However, St Peters do meet three times a year with other primaries in Edinburgh to discuss attainment in each school and decide together what grade each different school should be given. KN highlighted that St Peter's evaluation would be a grade 5.

MM also pointed out that aside of this, there are a variety of professional bodies in place who look into the schools. The inspectorate results that are in place now are used as a working tool on schools' performance. There is also a standard committee for issues that need to be addressed more than simply within the school.

KN highlighted that they are confident St Peter's is achieving very well.

BH emphasised that the main exercise remains to approach the local authority with a view of getting as much information as possible to allow for comparison; subsequently assess whether the comparisons are actually valid to make, and also whether there is anything to learn from them.

More information : <https://education.gov.scot/improvement/keymessagesforschools>

SQIP: the Partnership Initiative has worked alongside the school on some of the key points how parental and community involvement can be incorporated. The Parent Council highlighted that it hoped to see the draft at consultation stage before being put forward in its final form for general consultation. As for next year's issue, the aim is to liaise with LK to tie the PC agenda with the draft of the SQIP. Noted St Peter's organised a parent consultation but the event didn't draw enough attention. The Parent Council suggested their implication would generate an added drive to generate interest.

*Conclusion:*

Await reply from Mr. Gray. Following which PC will be in a position to understand how these comparatives are carried out.

*Action items:*

<i>Action items:</i>	<i>Person responsible:</i>	<i>Deadline:</i>
) <i>Deferred until further information received.</i>	BH	Not specified
) <i>Set out PC late spring 2018 meeting to tie in with new/next SQIP draft proposal.</i>	PC Clerk - LK	05.12.2017

3. 20mph limit.

Briefing note on 20mph/h speed and restriction lights outside the school and signage monitoring the passing traffic. Nothing the PC would have to comment back to the Council.

4. Catholic school parental involvement.

AC was last year the person in charge of liaising as regards to the Religious Education and reporting back to the Parent Council. AC presented the initiative as a curriculum working group that set up to share experience between catholic schools organised in clusters. It aims at gathering representatives of Parents Council both at secondary & primary school levels and the catholic educational services has been involved in gathering together speakers for events for people interested in these particular topics. St Peter's PC has contacted the Catholic School Parental Involvement notifying participation. As yet there is no response. However it is expected we would organise one of those meetings. AC highlighted it represented an opportunity to install good practice around the catholic schools AC to report any matters that arise from it.

5. Named person

Council's circulation for information purposes.

6. National Improvement Framework Survey

Council's initiative seeking Parent Councils' views about good practice in relation to health & wellbeing. BH & ST attended the council group and will be seeking feedback on the St Peter's performance. BH highlighted that it is a matter that

7. Correspondence:  
Community playing field

involves closely St Peters' School Partnership Initiative and more particularly its Growth Mindset plan. LK and PSS to report to the Parent Council any relevant information that needs to be relayed.

The PC has been contacted on the possibility of getting a storage unit for sports equipment for activities taking place on the community field adjacent to the school. BH initiated preliminary discussion with the Council's recreational parks dpt. The initial feedback states that the sourcing & maintenance would be of the responsibility of the people using it. Noted there is an opportunity to also look at the drainage of the field (pitch being spiked and forked at the end of the season, rubber matting at the perimeter) and introduce some benches as previously intended some years ago.

MM highlighted that a grant of £2,000 is available through the Council for community sports and playgrounds developments. MM also suggested to look into the City Council's tree planting scheme which could assist in the drainage issue of the field.

*Conclusion:*

It is the PC's view that:

- ) Any initiative put forward from the School's parents should be done with the consultation of Morningside Community Council.
- ) The idea of a shipping container appears to be the most viable option.
- ) Ensure the proposal does not interfere with the PTA's playground improvement plan.

*Action items:*

- ) Consult the persons involved based on the comments received and return to the Council with a semi-formed proposal.
- ) Submit application for the Council's grant.
- ) Investigate the trees scheme if applicable.

*Person responsible:*

BH

*Deadline:*

Not specified

**Chairman's report**

**Mr. Heaney**

- ) Parent Council's AGM stated as successful as regards to the ideas generated. Ideas being fed into PC actions and PSS.
- ) Father Kevin Douglas welcoming letter issued.
- ) Wrote to Andy Gray – educational attainment records.
- ) Contacted PTA on the playground initiative and the community field storage.
- ) Meetings in the locality groups coming up (see list issued with the agenda). BH to relay any comments.

**Headteacher's annual report**

**Mrs Nazarian**

Mrs Nazarian's report is annexed to this minute.

**Financial report**

**Mr. Mone**

£1,954 in the Parent Council balance.

*Conclusions:*

The funds available could be used for specifics to the Parents Council's actions groups.

*Action items:*

GM to come back with detailed report.

*Person responsible:*

BH / GM

*Deadline:*

05.12.2017.

**AOCB**

- ) Uniform school logo:  
The closure of the former Clan House /Schoolbazer has left parents without the possibility of buying outdoor clothing with the school logo

on. KN informed that the remaining stock had been transferred to Aitken & Niven who will assess the uptake until Christmas time. Aitken & Niven could continue the school's logo upon St Peter's agreement of the shop's choice of manufacturer. It is anticipated by the New Year, the school will be in a position to update the parents accordingly

) ParentPay issues:

Issue with duplicated emails - in relation to the numbers of children attending the school for the same family.

Issue with the second registered person of contact in one's account, where the latter does not receive any electronic correspondence.

*Conclusions:*

KN proposed to relay the issues to the school business manager, Mrs. O'Connor.

*Action items:*

Resolve above issues.

*Person responsible:*

MOC

*Deadline:*

05.12.2017.

**Prayer**

BH thanked all present for coming and FS closed the meeting with the school prayer.

**Additional Information**

Next meeting: Tuesday 5<sup>th</sup> December 2017 @ 7pm.