

MINUTES

Parent Council Meeting – 13.03.2018 St Peter's RC Primary School



Attendees: Church: Father Scally (FS); Cllr Moningside Ward: Mr. Neil Ross St peter's Parents: Mrs.Lila Gailling (P1)
 Parent Council Members: Bryan Heaney (BH), Andrew Crichton (AC), Marina Creswell (MCR), (AT), Jo Beech-Brandt (JBB), Neil Davidson (ND), Estelle Meyer McKeon (EMM), Niall Handy (NH), Jen Staermose Johnson (JSJ), Margo Saliba (MS), Sophie Lee-Camax (SLC), Kathleen Ann McAdams (KMCA) Stephen Tait (ST), Emma Farrugia (EF). PSS Co-Chairperson: Caroline Havard (CH)
 School Representatives: Kathleen Nazarian (KN), Lindsay Kennedy (LK); John Evitt (JE), Rebecca Dowey (RD)
 Apologises: School Business Manager: Margo O'Connor, PC members: Ailsa Tierney, Claire Daverine & Gerry Mone,
 Please read: *Headteacher's report annexed.*

Agenda

		Action	Deadlines
Forewords & Prayer			
Minutes of the last meeting	Approvals.	December to circulate October to amend.	13.03.2018 13.03.2018
Matters arising:	Community playing field & Playground initiative.	To follow up Short term proposal	none update 13.03.2018
	School meals focus group	Meeting 05.02.2018	Ongoing
	SQIP – PC's consultation	Action resuming 02.2018	
	ASL	Dedicated session	01.05.2018
	Aitken & Niven: school logo	None	Item closed
		Endorsement of school logo on garments confirmed	Item closed
Separate items of business:	Playground games	Ratify in short comms.	13.03.2018
	St Peter's parents survey	Set up new group & letter	13.03.2018
	Janitorial review	Support letter	13.03.2018
	Timetable & curriculum activities	Clarifications	13.03.2018
Chairperson's report	See paragraph.		
Headteacher's report	See document annexed		
Financial report	Deferred.	Detailed report needed	05.12.2017 30.01.2018 13.03.2018
Correspondence	none		
AOCB	See paragraph	Various. See paragraph	13.03.2018
Closing prayer			

Additional Information

Any parent who wishes to be involved in any action sub-group mentioned, please contact the Parent Council via email or directly with your class representative.
 Parent Council contact: pcstpetersprimary@gmail.com ; stpetersclerk@gmail.com

04 Parent Council Meeting – MARCH 18

Agenda

Forewords

BH welcomed everyone present and thanked Cllr. Neil Ross and St Peter's parent Mrs. Gailling for their interest in attending the meeting.

Prayer

School prayer and meeting prayer lead by FS.

Minutes of the last meeting:

Emphasis to be changed in October's minutes as indicated on the Agenda. The page supporting the amendments is annexed at the end of this document. To supersede the corresponding one already issued.

**All present approved. Minutes to be re-issued.
December's minutes approved. To be circulated.**

Matters arising:

1. a) Playing Field Storage No feedback from interested parties. **BH to follow up if anything new happening /updates.**
- b) Additional school storage KN provided update: the possibility of an additional storage facility has been now dropped due to responsibilities & boundary issues. **Item closed.**
- c) Playground initiative Mrs. Sinead Baynes contacted *Scotplay* for discussion. KN indicated the school is looking at incorporating something in the area opposite the nursery. *Scotplay* was asked to look at possible suggestions. This would establish a benchmark for comparison purposes when tendering with other companies. Also, in response to the parents' query on producing some additional playground equipment at a short-to-medium term whilst the design of the playground's overall is being planned, NH indicated that the playground committee will look at ideas and submit proposals to the PTA.

Conclusion: design proposal(s) for the short/medium term.

Action items	Person responsible:	Deadline
Submit to PTA for approval & funding.	NH	13.03.2018 (update)

2. ASL – Comms. with parents RD provided an update on progress regarding the communication methods for parents of pupils with ASL. RD stressed the importance of quantifying suitably the amount of information given to parents at specified times. On this basis, RD proposed this year to introduce an initial first phase identifying any P1 pupil that might require ASL and notifying verbally their parents / carers on the eventuality of having the child supported through ASL. This would then translate into a formal letter in P2 if the need for it is then acknowledged.

RD also informed the PC of the introduction of a Friday morning drop-in session to take place on the second week of each term in the dining hall. The open morning would offer a further opportunity for parents to have an informal discussion about their child and allow also any parent to express concerns.

Mention was also made on specialised learning tools / books to assist children with ASL. KN confirmed the school will be funding the resources. The PC offered to liaise with PTA should the school wish to make a bid for additional materials.

More information on: <https://stpetersrcprimaryschool.wordpress.com/policies-and-procedures/> .

Please contact /email the school directly should you wish to contribute to the census or seek additional help.

Conclusion: The Parent Council welcomed the proposals. Also reiterated the importance to have the parents regularly informed on the ASL policy as well as any key events through the school's channels of communication.

Action items:	Person responsible:	Deadline
none	RD	Item Closed

3. Nutrition focus group ST presented a brief summary of progress. December's observation exercise had to be cancelled at the school's request (see December's minutes). Noted two external parties have now taken interest into the action group: Edinburgh Council and AMEY have both highlighted their willingness to the school in finding out more on the PC lunchtime monitoring proposal. KN confirmed their interest was to ensure transparency of information. Noted a one-off meeting scheduled next Monday, 6th February has been set up for all involved to understand the group's intentions. JBB indicated that the move might have been triggered by other schools across Edinburgh petitioning over the quality of school dinners.

Conclusion: ST and SLC to attend next Monday's meeting.

Action items:	Person responsible:	Deadline:
Get the initial meeting with all parties. Set in motion the observation times.	ST	ongoing

4. Educational attainment / SQIP Agreed all information provided at last PC meeting was satisfactory. BH concluded that the Parent Council learned everything possible from the data presented.
Parent Council consultation on the draft SQIP: the school indicated they will have their main session during the in-service day next May. They are also working closely with the School Partnership Initiative group. The PC enquired whether a representative group of parents could take part in it. KN & LK indicated the formulation of the SQIP document is an ongoing process where each improvement is tackled by subjects hence the difficulty in having suggestions implemented at one given time. However, the school welcomed the Parent Council's proposal to dedicate one of its meetings as a consultation exercise similar to an AGM arrangement. It was agreed the PC meeting on SQIP will take place 1st May 2018.

**Conclusion:
The Parent Council will contribute to the draft SQIP. A specific meeting has been agreed.**

Action items:	Person responsible	Deadline
PC to have the drafted document prior to the consultation in order to make an efficient contribution within the timeframe of the meeting.	PC Clerk	13.03.2018

5. Aitken and Niven It was confirmed at the meeting Aitken & Niven will continue to supply St Peter's all weather jacket and other standardised garments with the school logo on. JBB suggested the school could remind parents at regular intervals throughout the year that the school works with Aitken & Niven (school newsletter?).

6. Communications The City Council's new communication channel is to supersede the school's ParentPay one: preliminary information on *Groupcall Xpressions* has been emailed to parents. KN informed that it is to be launched after the mid-term holiday break. Also noted the school will have its own twitter account by the end of the week (@St_Peters_Edin). Mr. Evitt will be the main contact. The PC suggested having it displayed on the main page of the school's website.

Separate items of business

7. General rules of Playground BH conveyed the parents' confusion as to what is allowed to bring on the school playground. BH highlighted that it possibly resulted from insufficient clarity on the playground rules. KN informed that soft balls are available for children to play with. However no child can bring (and play with) their own ball during school hours as they are often lost. The School regularly purchases them. KN also noted the school grounds do not have any high fencing along its perimeter. This also drives H&S considerations. Aside of this matter, small play games such as skipping ropes, marbles and play elastics are allowed. Children can bring their own ball ONLY for afterschool / playing field activities. KN proposed to organize a discussion with the children on playground safety and what they can be doing.

	<p>Conclusion: clarify playing items authorized on playground.</p> <p>Action items: Use of communication school channels: newsletter, website etc.</p>	<p>Person responsible St Peter's</p>	<p>Deadline 13.03.2018 (update)</p>
8. St Peter's parents survey	<p>Summary: the purpose is to establish a survey led by AT on what parents want to question. A small group of volunteers will formalise the survey. At last meeting, CD and NH noted their interest in participating. AC and ST also stated their interest in taking part to the action group. The Parent Council highlighted that any parent who wishes so, can be involved.</p> <p>Conclusion: Short paragraph to be drafted calling for volunteers.</p>		
	<p>Action items: Inform parents on action group through School's newsletter/ parents mail, etc.</p>	<p>Person responsible AT</p>	<p>Deadline 13.03.2018 (update)</p>
9. Janitorial Review	<p>-Please refer to letter annexed on the January Agenda-</p> <p><i>The Janitorial review instigated by Edinburgh City Council is looking at reducing hours, numbers of janitors and introducing additional fees for any extra course of maintenance outwith the predefined core tasks.</i> KN confirmed St Peter's was not affected by the initiative as the Facility Management is undertaken by AMEY. JBB highlighted despite not being relevant to St Peter's, the Parent Council could still offer its support. All present agreed.</p> <p>In light of the above, KN and the Parent Council highlighted the remarkable contribution of our school janitor -Mr. Vince Brown- in everyday tasks and praised his exceptional involvement for the school's smooth running and the children wellbeing.</p> <p>Conclusion: PC to draft a letter to the PC chair of St Ninian's Primary offering our full support and any help needed. PC also to formalise their appreciation of Mr. Brown's work.</p>		
	<p>Action items: Letters to St Ninian's PC & Mr. Brown</p>	<p>Person responsible BH</p>	<p>Deadline 13.03.2018</p>
10. Timetable / curriculum activities	<p>The Parent Council reiterated the issue on curriculum activities not being carried out in classes (PE, Art, Spanish). PC members have received new complaints from parents since the last meeting, showing an increased concern on the amount of activities being actually delivered and now are asking clarifications. The PC enquired on the possibility in having a timetable issued for each class. KN, LK and JE indicated that some curriculum activities are interdisciplinary, making it difficult to isolate them and quantifiable.</p> <p>Conclusion: The parent Council suggested that perhaps the aspirations of the Scottish education system are unrealistic / undeliverable. The Parent Council offered to support the school in providing feedback to the relevant bodies on that specific matter.</p>		
	<p>Action items: PC to liaise with school to identify "undeliverable" activities.</p>	<p>Person responsible BH</p>	<p>Deadline None</p>
Correspondence	<p>Noted the Scottish Parent Teachers Council has relaunched themselves as "Connect – Supporting Partnerships in Education". Ethos: "Connect strive to make parental involvement in Scottish education as good as it can be. We do this by working with parents and educators. We provide information, advice and training, all focused on parental engagement in children's learning". More information available on: https://connect.scot/</p>		
Chairman's report	Mr. Heaney		

BH indicated had little to report. No external / cluster group meeting since last PC meeting.

BH noted two forthcoming events:

- the possibility to attend the SPTC's AGM /diner to be held on 8th February 2018 (2 tickets) - PC members to PM BH
- The Astley Ainslie Hospital reconversion: meeting is to be held tomorrow at the Eric Liddell Centre looking at development options prior to the pre-sale 2019.

Head teacher's annual report

Mrs Nazarian

Tabled at meeting. The report is annexed at the end of the minutes.

KN reminded the school's bullying policy is available to all on the school website under: "*information for parents/ policies*".

Financial report

Mr. Mone

£1,954 in the Parent Council balance. Mr Mone was absent - **Item deferred.**

Post meeting note: Suggested the money available could be used towards the cost of a childminder for any Parent Council member who wishes to attend PC meetings. To be discussed & approved at next meeting.

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:

New: 13.03.2018.

AOCB

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| 11. Playground Behaviour | SLC reported behavioural issues in P1 during play time involving "physical" games. | KN to investigate. |
| 12. Nits !!! | Parents have been highlighting the ongoing issue. Noted a more proactive approach should be done to encourage parents whose children are affected to treat them. KN confirmed it will be reiterated once again in the school's newsletter. JBB reminded all that treatments are available free under the NHS Minor Ailment Service at any pharmacy. | |
| 13. Sweets | Deferred – for next meeting discussions. | |
| 14. Parent Council's filing. | In light of the action groups started, BH advised the Clerk to undertake separate indexes for each group and all information stored & interlinked to be readily available online. ST suggested using OneNote.
PC clerk to set up & organise the online storage. | |
| 15. School uniform code | The Parent Council stated that some parents remain unclear as to why children have to wear uniforms part of the day on social / celebrative events when occurring in the afternoon. KN indicated the school didn't have any strong view on the matter no more than the practicality of wearing the uniform (hence keeping "clean" for the event later). The PC queried the possibility of having a "non-uniform" day for children whose parents wished to do so.
St Peter's to confirm dress code for these instances. | |
| 16. School website | Updates issues noted. | |
| 17. Parking issues | AT relayed parents are getting increasingly upset during drop-off & pick times as the enforcement of the traffic area restriction is not followed and cars are still coming through. KN indicated it was difficult to enforce as the initiative is not aimed at being repressive. The school has reminded the parents on several occasions in their newsletter on the importance of maintaining good practice to ensure road safety. Noted that fines should /could be the ultimate response in absence of any improvement. | |
| 18. Newbattle Terrace's building works | Further to the above MC highlighted the paths in Newbattle Terrace are often blocked and children forced to walk on the street unsupervised. Cllr. NR proposed to chase the issue. | |

<p>Action items: <i>Consider relevant information above</i></p>	<p>Person responsible: Varies (see above)</p>	<p>Deadline: none</p>
<p>Prayer BH thanked all present for coming and FS closed the meeting with the School prayer.</p>		
<p>Additional Information</p>		
<p>Next meeting: Tuesday 13th March 2018 @ 7pm.</p>		