



MINUTES

Parent Council Meeting – 13.03.2018

St Peter's RC Primary School

Attendees: Parent Council Members: Bryan Heaney (BH), Andrew Crichton (AC), Marina Creswell (MCR), Neil Davidson (ND), Estelle Meyer McKeon (EMM), Niall Handy (NH), Margo Saliba (MS), Kathleen Ann McAdams (KMcA) Stephen Tait (ST). PSS Co-Chairperson: Caroline Havard (CH)

School Representatives: Kathleen Nazarian (KN), Lindsay Kennedy (LK); John Evitt (JE),

Apologises: Church: Father Scally; School Business Manager: Margo O'Connor; Principal Teacher/Support for Learning: Rebecca Dowey; PC members: Ailsa Tierney, Jo Beech-Brandt, Claire Daverine, Sophie Lee-Camax, Jen Staermose Johnson, Emma Farrugia & Gerry Mone,

Please read: Headteacher's report is annexed.

Agenda

		Action	Deadlines
Forewords & Prayer			
Minutes of the last meeting	Approvals.	January to circulate	01.05.2018
Matters arising:	Playground initiative.	Short term proposals	Item closed
	School meals focus group	Long term design	Ongoing
	SQIP – PC's consultation	Observation exercise TBA	01.05.2018
	Janitorial review	Dedicated session	01.05.2018
	St Peter's parents survey	Letters issued	Item closed
		Set up new group & letter	13.03.2018 01.05.2018
Separate items of business:	Sweets	Inclusion to PC survey	Item closed
	School safety	None	Item closed
	Anti-Bullying and Equality Policy	PC member to review	01.05.2018
Chairperson's report	See paragraph.		
Headteacher's report	See document annexed		
Financial report	See paragraph.	PC members to review info	01.05.2018
Correspondence	None		
AOCB	See paragraph	See paragraph	01.05.2018
Closing prayer			

Additional Information

Any parent who wishes to be involved in any action sub-committee, please contact the Parent Council via email or directly with your class representative.

Parent Council contact: pcstpetersprimary@gmail.com ; stpetersclerk@gmail.com . Thank you.

04 Parent Council Meeting – MARCH 18

Agenda

Forewords

BH welcomed everyone present and led the school and meeting prayer in absence of Father Scally.

Prayer

-

Minutes of the last meeting:

January's minutes approved. To be circulated.

Matters arising:

1. Playground initiative

Full report from ND:

- additional playground equipment in the short-to-medium term: following meeting with *Forestcraft*, proposals have been submitted for quotation to have storage sheds for both the PTA and loose play equipment. The focus group is aiming to get 4nos. quotations in order to then procure them directly.
- Long term design: Progress also on the trim-trail - *Scotplay* produced enhancement proposals and quotation. The initiative is now looking at getting three more proposals for tendering. It is also considering the implementation of "power areas". ND stressed the design must be measured against the ongoing/ annual cost of safety inspection. It's an additional budget the PTA / the school will need to contemplate for long term. KN suggested that perhaps similarly to the trim-trail, manufacturers can offer such service as part of the installation cost.

KN also indicated the fence between the trim trail and the garden will be removed to make it more accessible to the pupils and encourage their curiosity.

- Storage shed in the community field: BH enquired if the school had a contact to pass on to Mr. Tierney. The school has no contact yet with someone at the *Park and Recreations* dept. BH suggested Mr. Tierney to contact the school when appropriate.

Conclusion: Garden team to be consulted for the playground design on any potential impact to the school garden. LK proposed to relay the information.

Action items

Submit to PTA for approval & funding.
Mr Tierney to get in touch directly with the school for contact.

Person responsible:

NH
PC to relay

Deadline

13.03.2018 (update)
None

2. Nutrition focus group

KN reported on progress: an informal meeting was held between the school, ST and AMEY representatives (Mr. Latimer + Mr. Miller) last February: getting clarifications about the focus group as well as agreeing on an observation protocol. As a result, the lunch monitoring exercise is to take place in two sessions of two days (one session per week). KN also indicated the school had already carried out a satisfaction survey with the children regarding their lunchtime experience and stated the general feeling was very positive.

Conclusion:

Action items:

Start the observation exercise.

Person responsible:

ST

Deadline:

01.05.2018

3. Janitorial Review

See Chairman's report.

4. 1:5 presentation “1 in 5 Raising Awareness of Child Poverty in Edinburgh”.
LK confirmed the presentation is to be held 18th April from 6pm to 8pm. Organised in a thinking groups session with a maximum of 28 spaces available. Initially, pre-invite to PC, PTA and Partnership Initiative with a view to widen the invitation to the parents afterwards, depending on the uptake.
5. St Peter’s parents survey Summary: the purpose is to establish a survey led by AT on what parents want to question. CD, NH, AC and ST stated their interest in participating. Any parent who wishes so, can be involved.

Conclusion: In absence of AT item deferred.

Action items:	Person responsible	Deadline
	AT	13.03.2018 01.05.2018

Separate items of business

6. Sweets in the school Note: The discussion was deferred at last meeting.
The Parent Council is raising the subject following parents’ concerns and seek to establish the school position on the matter as well as finding out the most reasonable approach. BH shared KMcA’s resume to all present. KN confirmed the School position has always been on encouraging healthy eating. Nevertheless, it will not look at banning sweets as it doesn’t form an efficient preemptive measure. It is generally perceived to be more of a “control” issue for the younger classes. All agreed. The consensus is that sweets are treats and undoubtedly its approach is through educating children. Sharing sweets just before the end of the school day allows parents to manage it. CH also suggested that it is perhaps more efficient that parents of each class discuss it and work together towards a resolution. Other suggestions included: parents looking at “alternative” choices as well as bringing in sweets; gather all birthdays treats once a month.

Conclusion: -
Sweet are not banned. On the view of the Parent Council not being fully represented that evening, it was agreed to link the discussion to the survey group. A sensible parental approach should be considered.

Action items:	Person responsible	Deadline
Make the topic part of the survey / parental consultation.	Parental Survey Sub-committee	none

7. School safety inspection Related to inspections to be carried out at 17 schools in Edinburgh after the fall of a ceiling tile at Oxfangs Primary:
KN confirmed St Peter’s not to be affected by the issue. Only a small leak in the roof had been identified earlier this year and remedied. KN also stressed the school has an ongoing annual maintenance check carried out by AMEY as a preventive & maintenance measure.

Conclusion: * Item closed *

Action items:	Person responsible	Deadline
n/a	n/a	n/a

8. St Peter’s Anti Bullying and Equality Policy BH proposed to pursue this matter when the Parent Council is sufficiently represented. KN indicated the school would welcome comments & suggestions from the PC. Already involving the teaching staff, support staff and group of pupils.

Noted the revision is an ongoing exercise just now.

Conclusion:

The document is to be circulated amongst the Parent Council for gathering any feedback and suggestions.

Action items:

PC members to review the document for any comments

Person responsible

all

Deadline

01.05.2018 (?)

Correspondence

n/a

Chairman's report

Mr. Heaney

BH informed all of his attendance to the Chinese New Year Celebration upon the invitation from Lord provost. Other actions included :

- Janitorial review led by the ECC, BH reported he wrote a letter to offering St Peter's PC full support to St Ninian's Parent Council. BH also wrote a letter to each one of our district councillors stressing the crucial benefits of having a full-time school janitor.

Lastly, BH also stated the Parent Council, as a parental representation body, would express its appreciation of Mr. Vince Brown's work at the end of the academic year by "thank you" gesture.

- BH noted no new participation to the last training sessions from PC Members
- BH invited PC members to familiarise themselves with the updated *Connect* website for Parent Councils/ PTAs and Partnership Initiatives.

Head teacher's report

Mrs. Nazarian

Issued to the team prior to the meeting. The report is annexed at the end of the minutes.

A few highlights: School twitter's account gathers a very positive start and the STEM's fortnight initiative is proved once again very successful.

Lastly, MCr queried the recent staff changes that have recently affected P4's and will come into effect after the Easter break. MCr reported parents' concerns on the short notice given to them and asked whether it will impact on the quality/ continuity of education for the last school term. Both KN and LK stated the school worked under tight timescale and informed parents accordingly. Moreover notes / report cards issued by Mr. McMullan aim at ensuring a thorough transition between teachers. KN agreed to investigate with Mrs. Johnston on the possibility of arranging a short introduction; perhaps as part of the class 'assembly or similar event when parents can come along.

BH reminded all present that, although children are important, equally is one's right to privacy. All agreed.

Financial report

Mr. Mone

£1,954 in the Parent Council balance.

In the absence of Mr. Mone, BH explained that, given the current situation with the local government, the grants are likely to be reduced or even stopped. It was stressed there was no urgency in utilising the funds available and to solely dedicate it to the best interest of the school and the Parent Council.

The suggestions brought at the meeting were the following:

1. Subsidise childcare for every Parent Council Meeting in order to encourage parents to join up and get involved. The technicalities would require to be in place for the next year's PC running
2. Subscribe to the SPTC membership (now Connect) and share it with the PTA and Partnership Initiative
3. Fund / help St Peter's families suffering from hardship and contribute to the full inclusion of all St Peter's pupils (ie: bus fares, trips, events etc.). This would require to be an identifiable fund. KN estimated the school would need £500 per annum to cover for it. The school would then report back to the PC every expense.
4. Hospitality running costs.

August 2018

No deadline.

Next PC meeting.

Conclusions:

The funds available could be used for specific actions. The above proposals are opened to the PC members' review and subsequent approval for next meeting.

Action items:

PC members to review / comment.

Person responsible:

PC members

Deadline:

01.05.2018 (?).

AOCB

9. Friday mass

CH enquired on the recent initiative of taking the children to mass on Friday. LK & KN informed all of the school's intention to attend mass once a month – the first Friday of each month. This comes in lieu of having two classes at a time only; which the school believe to be more positive. All agreed.

10. Trip to Tanzania

LK presented a brief summary of her exchange trip with St Peter's twinned school, St Ursula in Tanzania. Ms. McCabe and LK wish to raise its profile amongst the whole school including perhaps through a parent evening or a dedicated assembly and develop further St Peter's relationship with St Ursula. BH proposed the PC to sponsor for a display "twin sign / board". MS also suggested the PC could take charge of a fundraising event for the exchange visit.

Action items:

Consider point 10

Person responsible:

All

Deadline:

None

Prayer

BH thanked all present for coming closed the meeting with the School prayer.

Additional Information

Next meeting: Tuesday 01st May 2018 @ 7pm.

IMPORTANT: Please note this meeting will be dedicated to a brainstorming session on the school's draft of the SQIP. Your contribution is important and we hope you can make it!