

# Agenda

## South Morningside Parent Council Meeting

Monday 6<sup>th</sup> June 2016 at 6.45pm in Staff Room

- 6.45 Welcome, attendees and apologies
  - Review & Approval of Minutes of 9<sup>th</sup> May 2016 meeting (Secretary)
- 6.50 Review of matters arising & actions from last meeting (Secretary)
- 6.55 Report: Chair (paper submitted)
- 7.00 Report: Head Teacher (paper submitted)
- 7.10 Report: Treasurer (paper submitted)
- 7.15 Review of Funding Requests (paper submitted)
  
- 7.25 Standing Agenda items
  - a) Accommodation update
  - b) Clubs Group update
  - c) Fundraising update
  - d) Morningside Community Council update
  - e) Transport update
  - f) Playground update
  - g) Communications update
    - i) Parent Class Lists (paper submitted)
  - h) Situations vacant
- 8.00 Requested Items
- 8:15 AOB
- 8.20 Close

**Date of next meeting:** AGM 12<sup>th</sup> September 2016

## **Supporting Papers**

### **South Morningside Parent Council Meeting**

**Monday 6<sup>th</sup> June 2016 at 6.45pm in Staff Room**

1. Draft Minutes of the Parent Council meeting 9<sup>th</sup> May 2016 (Susanna Waller)
2. Matters Arising/Action log (Susanna Waller)
3. Chair Report (Craig Hilton)
4. Head Teacher Report (Susan Morgan)
5. Treasurer Report (Chris Hebden)
6. Funding Requests (Miriam Jackson)
7. Parent Class Lists (Comms Group)
8. Situations Vacant (Susanna Waller)

**SOUTH MORNINGSIDe PRIMARY SCHOOL**

**SOUTH MORNINGSIDe PARENT COUNCIL**

Draft minutes of the SMPC meeting held on Monday 9<sup>th</sup> May 2016 at 6.45pm in the staff room.

**Total Attendees: (27)**

**Parent Council Members (22)**

Craig Hilton (Chair)	Anna Cuthbert (Fundraising)
Chris Hebden (Treasurer)	Kirstin Beard (Accom)
Susanna Waller (Secretary)	Amina Slimani-Fersia (Nursery)
Noelle O'Doherty (MCC Link)	Kathy Gillies (Clubs)
Miriam Jackson (Finance)	Antonia Hynd (Playground)
Nikki McNair	Hamish Innes (Playground)
Olly Headey (Comms)	Irene-Marie Esser
Ellie Trotter	Jenny Shiell
Sheri Wallace	Lesley Macniven
Alan Rehfish (Transport)	Susan Morgan *(Acting Head)
Deborah Murphy (Comms)	
Brian Sharp	

Parent council made up of 21 Parent Members plus 1\* non-voting staff members

**Guests (5)**

Howard Kippax	Michael Urqhart
Hattie Moll	Melanie Main
Niamh Shortt	

**Apologies (11) received in advance of the meeting**

Stephen James	Cllr Sandy Howat
Vishal Agarwal	Joanna Loxley
Victoria Bowman	Hazel Little
Fiona Gilmour *	Pam Ferguson*
Lauren Jack *	Morag Macdonald*
Yvonne Moore*	

#### **6.45 Comiston Road/SGN Gas Works**

Works on Comiston Road are due to begin 23<sup>rd</sup> May 2016, approximate time to completion 8-11wks. Comiston Road will become one way north bound and Braid Road will become one way south bound. Pavements will be unaffected and maintained. Buses will be redirected and temporary bus stops will be put on Braid Road along with crossings nearby. Edinburgh Buses website will show diversions for buses.

Phase 1 will take 4-6 wks and then Phase 2 will begin 1<sup>st</sup> week in August just outside the school.

As part of the SGN CAP scheme they are offering free labour/works within the school grounds – this maybe something for the Pupil Council to discuss with Mrs Morgan as to what the children would like to see done.

A leaflet was handed out to the meeting regarding the works and this will be put on the PC website later this week.

#### **6.55 Welcome, attendees and apologies - Craig Hilton (Chair) and Susanna Waller (Secretary)**

The Chair welcomed all attendees and confirmed the apologies that had been received prior to the meeting. Mrs Morgan also welcomed and introduced the new head teacher Mr Michael Urquhart.

The minutes of the meeting held on 7<sup>th</sup> March 2016 were approved.  
**(17 in favour, 0 against and 4 abstentions)**

#### **6.50 Review of matters arising & actions from the last meeting – Susanna Waller (Secretary)**

**#12/15: Query lunchtime drinks at South Neighbourhood Group** – the menu was changed after Easter and only includes milk and water therefore it is no longer necessary to survey parents regarding flavoured milk and juice. **(action closed)**

**#21/15: Amend Constitution at AGM in Sept 2016 re Internet Bank Account** – action ongoing until AGM

**#27/15: Main School Playground, railings and markings** – Mrs Morgan is continuing to chase, so leave as a work in progress.

**#28/15: Timetable of Works for Deanbank** – covered in Accom update by Howard Kippax **(action closed)**

**#32/15: PVG Job Description** – to be covered in situations vacant. **(action closed)**

**#01/16: Girls Football Fees** – there as been no income received from this club to cover expenses claimed. Convenor seemed not to understand the rules that no money/profit could be carried forward to the next year ie clubs have to break even. Jonathan Mundy is now involved to help resolve the situation and his wife Jill will help to support work around the finance in order to return expenses claimed.

**#04/16: Revised List for Loose Parts Play** –revised list sent to parents. Mrs Morgan may submit a funding request at a later date for more specific stuff. **(action closed)**

**#05/16: Details relating to Code Club Set up** – done, club now up and running **(action closed)** The club will run as a free club, the children buying their own Pi as membership fee in effect. There has been a huge amount of work involved by the volunteers.

**#06/16: Nursery Rep for Accommodation Group** – Amina is happy to be the Nursery rep for the Accom group until August when her child will go to Deanbank.

**#07/16: Safe Route to School (Mark Simmonds)** – Craig still to email Mark.

**#08/16: St Peter's Road Closures on Website + FB** – done **(action closed)**

**#09/16: BHS Secretary Vacancy on Website + FB** – done **(action closed)**

**#10/16: How Good is Our School Spotlight Session** – done at tonight's meeting **(action closed)**

**7:15 Report: Chair (paper submitted by Craig Hilton).**

See report for detail.

**7.20 Report: Head Teacher (paper submitted by Susan Morgan).**

See report for detail.

There was a discussion around team taught classes and would there be a need to team teach if there were spare classes to accommodate St Peters children over the last few weeks. Mrs Morgan and Mr Urquhart advise that these were short term solutions in order t o help out St Peters and the rooms they were using were designated General Purpose rooms which in the long term had to be available for classes such as science and technology.

The information regarding National Improvement Framework (NIF) is now on the PC website.

### **7.30 Report: Treasurer (paper submitted by Chris Hebden).**

See report for detail.

Mrs Morgan to chase Teacher Allocation #11/16

Note **5b.** regarding Make a Difference Money – this is not a funding request just a ‘temporary loan’ to the children as the money comes back as a result of their earnings for the project.

### **7.40 Review of Funding Requests/Finance Group Update (paper submitted by Miriam Jackson )**

See report for detail. #12/16 Review funding requests in June with regard to representing the school in sports or other activities. Should this be part of standard annual allocation?

**2.** Ski Team (12 children taking part) has a big ski race coming up. Total Fee: £192, school is paying £100 (school cannot afford to pay the whole amount) so funding request for £92 from the PC.

PC voted to approve **1.** (new padlock and keys for shed) and **2.** Ski Race fees.  
**(20 In Favour, 0 Against and 1 Abstention)**

### **7.55 Standing Agenda items:**

**a) Accommodation update – Phase 1:** Drainage, in the tarmac area of the playground, is being dealt with over the summer holidays. Also the grass area, which now has matting over it, is being levelled and a surface similar to tarmac is being laid. The scooter park will be moved over towards the wall and away from the gate.

**Phase 2:** widen access at the bottom and a barrier will be place to stop children accidentally running/scootering on to Canaan Lane.

There may be potential to put some design on to the playground surface, such as hopscotch or snakes and ladders.

Parking is still a problem on Canaan Lane with parents from both St Peters and Sth Morningside using the Oaklands car park and also parking on the yellow lines outside the school.

### **b) Clubs Group update –**

- Code Club is up and running at the main school.
- a few new clubs have been suggested for next school year and discussions are in progress to try and find rooms available & tick the various boxes to make these happen.
- a meeting is in the diary next week for 2016-17 Lets to be discussed with Mrs Morgan. These will be submitted to the council by the end of the month.

i) Clubs Funding – Jenny Shiell asked: Do all the clubs operate on a term by term break even basis? By the end of each term has most of the money that has come in gone out again and left zero or maybe a small profit in the account? If this is the case...given that there are (for this club) no tutoring fees (volunteers), no room hire, no equipment (being paid by pc or given by parents) then it follows that the charges for the students should therefore be quite low. (Maybe there a cost for electrical insurance for but not sure about this?)  
My case would be that this club should in fact be charging enough to build up a fund over say the year or longer (maybe £500 to £750pa?) to anticipate costs to cover broken equipment (computers can be quite fragile when being chucked into boxes every week), hardware obsolescence (in that they can't be supported by new software) and lets face it the equipment just not being the latest thing any more (...a day in the future when Raspberry Pi is sooo last year!?!). Computer equipment is slightly different from goal posts and footballs which don't go out of fashion or just haven't got a fast enough connection any more (or is it just my computer that does this!?) I would not want to get to this time next year and for the club to say we need more money because the things you paid for aren't working/ valid any more/ we are doing something different now and we have no reserves...?

Ellie Trotter, one of the code club's volunteers, helpfully responded: In terms of Coding Club, the computers are the little Pi that the children provide/buy themselves. The funding request for the club covered cables etc and the monitors were donated by parents so the club's situation may not be as fragile as it may seem.

Craig asked for this to be discussed further as it may have helpfully raised a possible change to how clubs finances should run in the future, specifically in relation to funds carried forward. **#13/16**

Susanna to forward completed PC Meetings Council Lets form to Kathy to send in with Clubs.

### **c) Fundraising Update**

i) Summer Fair –

#### **Key points re fair:**

122 slots at fair

64 of these are filled

Still need 50+ to be filled

#### **Key areas - which will not run unless helpers or an owner signs up**

Cake stall has no owner or helpers

Toy stall has no owner or helpers – *Noelle may take this on.*

Ice cream stall has no owner

Bouncy castle has no owner or helpers – *could this slot be split into 2 to allow job share?*

Morrisons have offered to contribute food for the BBQ. Sheri to contact Mrs Morgan for official letter to send to Morrisons. **#14/16**

**d) Morningside Community Update** – there have been complaints from residents of Falcon Court regarding a number of issues: road safety, feeling intimidated by children on scooters, private parking being obstructed by parents, noise of children playing.

Road safety is being addressed: Roads' Team are aware of issues and are looking at restricting access for large lorries to delivery hours. However, much of this may not come about until the new school is in place. MCC are going to write to the councillors. Cllr Main advised that Roads' Officers are experiencing a difficult time however so that may delay any resolution too. (Roads' Officers are currently in the process of having to reapply for their own jobs just now)

Craig to raise issue with Brian Heaney. #15/16

Next MCC AGM is 18<sup>th</sup> May 2016.

**e) Transport update** – Currently seeking details regarding the recent fatality at the crossing on Morningside Road and see if there are any lessons to be learned.

There is now bike parking at Meadowspot.

Group are in the process of updating school Transport Plan

**f) Playground update** – there has finally been movement/progress with the playground and Mrs Morgan thanked Antonia for her involvement. There is now a specification design brief by Kelly Faulds (our council representative) which is ready to put out to tender. However, the time frame still needs to be addressed as Kelly is very busy with other larger jobs within her remit. It was reinforced that we are still in a design phase and not ready to build.

**g) Communications update** – still require more helpers within the communications group.

**h) Situations Vacant (paper submitted)** –

PVG: this requires someone to meet people for coffee and help complete the PVG forms correctly with supported paperwork/ID. A few people can do this role in order to share the load. This role will become particularly important around the start of next session when all club volunteers need to be PVG checked.

Parent Council Secretary: Susanna is standing down a year earlier than planned as her husband has accepted a job in Auckland NZ and they will be leaving around December 2016. This role needs to be filled in order for the PC to run and Susanna has promised to give a thorough handover. Please contact [secretary@sm-pc.org](mailto:secretary@sm-pc.org) for more information regarding what's involved.

Finance Group: Miriam's 3 year term on the PC has come to an end and she therefore has to stand down. The group works very closely with the Treasurer, looking at funding requests, the budget, surveying parents PC spending priorities.



Please contact [secretary@sm-pc.org](mailto:secretary@sm-pc.org) if you are interested in volunteer for any of the above roles.

**8:25 Requested items –**

i) PVG – covered in situations vacant

ii) Greenspace/Tesco Grants (Niamh Shortt) – Tesco Bags of Help: there have been 1200 applications and 144 projects funded. Lots of schools have received funding from between £8-£12k. The next deadline is 2<sup>nd</sup> June 2016 and funds need to be spent in next 12 months.

Hattie Moll to take on funding application – possible developments Deanbank or sports surface at main school as this is separate from playground plans. If you are interested in being part of this group and have expertise in applying for grants, please contact email [chair@sm-pc.org](mailto:chair@sm-pc.org).

**8.30 AOB**

**8.35 Close**

The meeting was closed by the Chair.

**Date of next meeting:** Monday 6<sup>th</sup> June 2016

**Supporting Papers Supplied in the Meeting Pack**

1. Draft Minutes of the Parent Council meeting 7<sup>th</sup> March 2016 (Susanna Waller)
2. Matters Arising/Action log (Susanna Waller)
3. Chair Report (Craig Hilton)
4. Head Teacher Report (Susan Morgan)
5. Treasurer Report (Chris Hebden)
6. Finance Report (Miriam Jackson)
7. Situations Vacant (Craig Hilton)

# South Morningside Parent Council Meeting Pack

## South Morningside Parent Council

Matters Arising/Action Log to be reviewed on 6th June 2016

### OPEN MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Status
#21/15	November 2nd 2015	Amend Constitution at AGM re Internet Bank	Susanna Waller	change at AGM
#27/15	December 7th 2015	Main school playground, railings and marking	Mrs Morgan	Investigations ongoing
#02/16	January 25th 2016	Girls football fees	Chris Hebden	Investigations ongoing
#07/16	March 7th 2016	Safe route to school - Mark Simmonds	Craig Hilton	Craig to email local Road Saafety Officer
#11/16	May 9th 2016	Treasurer still waiting teacher allocations	Mrs Morgan/Chris Hebden	Mrs Morgan to chase teachers
#12/16	May 9th 2016	Kids School Representative fees- annual alloc	Finance/Treasurer/PC	next PC meeting in June
#13/16	May 9th 2016	Raise discussion re club's carry forward financ	Jenny Shiell	google groups discussion
#14/16	May 9th 2016	Morrsons Official letter for BBQ food	Sheri Wallace/Mrs Morgan	Sheri to contact Mrs Morgan for letter
#15/16	May 9th 2016	Raise Deanbank road safety with Brian Heaney	Craig Hilton	Craig to contact Brian

### CLOSED MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Last Status Before closure	Closed
#11/15	January 19th 2015	Treasurer and Fundraising Co-ordinator parent	Craig Hilton	covered in situations vacant - action closed	Mar 2nd 2015
#12/15	January 19th 2015	Query lunchtime drinks at South Neighbourho	Kirstin Beard/Sheri Wallace	action closed	May 9th 2016
#13/15	January 19th 2015	ASC/BC Priority spaces for families with 3 site	Priyanka Kulasegaram	priority to be given to 3 site families - action clos	May 11th 2015
#14/15	March 2nd 2015	inform parents about alterations to term for p1	Craig Hilton/Mrs Grierson	update provided in HT report - action closed	Mar 2nd 2015
#16/15	June 8th 2015	Grils Football Funding	Craig Hilton/Alison Dalrymple	action closed	May 11th 2015
#17/15	June 8th 2015	Resources and funding allocation for Deanban	Howard Kippax	action closed	Nov 2nd 2015
#18/15	June 8th 2015	Parent body to consider Deanbank options	Howard Kippax	action closed	Nov 2nd 2015
#20/15	November 2nd 2015	Mrs Grierson to give Craig copy Deanbank sna	Mrs Grierson/Craig Hilton	action closed	Dec 7th 2015
#23/15	November 2nd 2015	Playground Plans/Harrison Stevens	Mrs Grierson/Craig Hilton	action closed	Dec 7th 2015
#19/15	November 2nd 2015	Clubs places available and confirm PC funding	Clubs Co-ordinator/Mrs Morgan	action closed	Jan 25th 2016
#22/15	November 2nd 2015	Greenspace Funding for Mornigside Park	Niamh Shortt	action closed	Jan 25th 2016
#24/15	December 7th 2015	Christmas Cards - quality and design	Susanna Waller	action closed	Jan 25th 2016
#25/15	December 7th 2015	Nursery Welcome Evening Invoice Query amo	Susanna Waller	action closed	Jan 25th 2016
#26/15	December 7th 2015	Nativity lighting and backdrop funding	Karen Richmond	annual funding request- action closed	Mar 7th 2016
#28/15	December 7th 2015	Timetable of works to be requested from coun	Accommodation group	action closed	May 9th 2016
#29/15	December 7th 2015	Photos to be taken and sent to Accm re Deanb	Jenny Sheill	action closed	Jan 25th 2016
#30/15	December 7th 2015	Pursue deigns and evidence from architect	Karen Richmond	action closed	Jan 25th 2016
#31/15	December 7th 2015	Research playground design ideas on line	Antonia Hynd	action closed	Jan 25th 2016
#32/15	December 7th 2015	PVG job description	Craig Hilton	Craig to contact Graeme - action closed	May 9th 2016
#33/15	December 7th 2015	New PC Chair replacement	Susanna Waller	action closed	Jan 25th 2016
#34/15	December 7th 2015	New HT job advert to go out in January 2016	Parent Council	action closed	Jan 25th 2016
#35/15	December 7th 2015	Tricky Ricky book to issue to kids	Craig Hilton	action closed	Jan 25th 2016
#01/16	January 25th 2016	Latecomers and Deanbank bell timings	Mrs Morgan	action closed	Mar 7th 2016
#03/16	January 25th 2016	Teacher Allocation reminder	Mrs Morgan	action closed	Mar 7th 2016
#04/16	March 7th 2016	Revised list needed for Loose Parts Play	Mrs Morgan	action closed	May 9th 2016
#05/16	March 7th 2016	Details relating to Code Club setup	Miriam/Brian/Clubs	now up and running - action closed	May 9th 2016
#06/16	March 7th 2016	email PC nursery rep Amina re Accom group	Susanna Waller	action closed	May 9th 2016
#08/16	March 7th 2016	St Peters Road Closures- website+FB	Comms/Debbie Murphy	action closed	May 9th 2016
#09/16	March 7th 2016	BHS PC Secretary vacancy on Website+FB	Susanna/Comms	action closed	May 9th 2016
#10/16	March 7th 2016	How Good is Our School Spotlight Session	Mrs Morgan	action closed	May 9th 2016



South Morningside Parent Council (SMPC)  
C/O South Morningside School  
Comiston Road  
Edinburgh  
EH10 5QN

Chair: Craig Hilton

Secretary: Susanna Waller

Treasurer: Chris Hebden

## Chairman's Report – June 2016

This is the last parent council meeting of the year. A good time to reflect on what we have **achieved**:

- Ran a number of fund raising events, which also brought the school and the community together to have fun (Summer Fair, Winter Fair, Ceilidh)
- Undertook a transport survey related to Deanbank (138 responses)
- Undertook a finance survey to inform our spending decisions (269 responses) - The view was *#1 Playground improvements, #2 Sports workshops and equipment, #3 Drama and music workshops, #4 ICT*
- Engaged with the council on the Rising Roles/New School Consultation, fed back on the draft consultation and final consultation and took a deputation to the Full Council Meeting (watch it here - [http://www.edinburgh.public-i.tv/core/portal/webcast\\_interactive/175598/0/0/0](http://www.edinburgh.public-i.tv/core/portal/webcast_interactive/175598/0/0/0) )
- Ran 15 clubs, offering 20 sessions and 30 hours of activities **every week**
  - Started Code Club (against the odds).
  - Started running clubs at Deanbank
- Worked to make what we do more effective, by collecting what we know into a "knowledge base"
- Made the knowledgebase a thing of wonder (a repository to act as the PC "memory" – how to run stalls at the fair, send out a parent mail, book a let, etc.)
- Continued to enhance our website (information for clubs convenors, "how to", Situations Vacant, training for SMPC member)
- Continued to share news via our Facebook page (195 likes, over 800 views each month, remember the video of the hut being demolished?)
- Left the PC Shed in a tip-top state:
  - Tidied
  - New Lights
  - New Crates
  - New Lock
  - There was even sufficient room to fit the monitors for code club!
- Looked into the health aspects of lunchtime drinks
- Found volunteers to take on a ton of stuff (but lost some too)
  - Found 2 clubs coordinators (and subsequently lost one)
  - Found 2 new people to help with PVG admin
  - Found a new chair (and subsequently lost her)
  - Lost a secretary
  - Helped find a new team for Stage Club

## Chairman's Report – June 2016 (Continued)

- Funded our standard yearly commitments (about £10,000) (Science Week, teacher's allocation, library books, drama workshop, Scottish opera and more). Plus;
  - Ice lollies at Sports Day
  - Popcorn at Christmas Capers
  - Lighting and backdrop for Nativity
  - Helped four families with funding for the P5 Lendrick Muir trip
  - Bought football posts for boys and girls football
  - Coding Club start-up costs
- Found a way ahead on the playground - becoming a "pilot" project for a streamlined approach with the council
- Assisted in the recruitment of our new Head Teacher
- PVGd over 20 volunteers for Ski Club (at last!)
- Chased the council to get the snagging list at Deanbank and other accommodation issues progressed
- Did our best to warn people about the Scottish Gas road closures
- Attended Morningside Community Council and had them along to explain what they do

I'd like to **thank** everyone that made this possible.

- |   |  |
|---|--|
| • PC members and officers                     | • Teachers                             |
| • Mrs Grierson                                | • Our ward councillors                 |
| • Mrs Morgan and the senior staff             | • The Children and Families department |
| • PC Committee members                        | • The Pupil Council                    |
| • Helpers at our fundraising events           | • Alex                                 |
| • Clubs convenors                             |  |
| • The school office staff                     |  |
| • Local business that support our fundraising |  |

I'm sure I have missed some people, for which I apologise; there's just too much to keep track of.

Enjoy the summer

**Craig Hilton**

**Chair, South Morningside Parent council**

### **Head Teacher report to the Parent Council 9<sup>th</sup> June 2016**

Our Summer term is in full swing!

Our 'Make a Difference' focus this year has been on Fair Trade. Instead of doing the Stalls in the Hall this year, each class will be inviting parents in to share their learning and partake of some Fair trade refreshments. Many thanks to the Parent Council for 'lending' each class the money to buy what they need. This helps to do our money and budgeting teaching and learning in a really meaningful way.

#### **Sports Day**

We had a fantastic Sports Day on Wednesday 1<sup>st</sup> June with perfect weather- dry and warm but not too sunny.

It was suggested to me that the Bank Holiday Monday, this year on 30<sup>th</sup> May, would be a good day for Sports Day because lots of parents have a day off. It would be a bit tricky for us with the split sites, because we would need to make a decision about cancelling on the Sunday evening if the weather was not favourable but I would be interested to hear whether parents felt that would be a good idea.

#### **Next session**

We are very busy with our transition planning for next session. Our new P1 classes will be coming for their 'Meet the Teacher' afternoon on Thursday 16<sup>th</sup> June. Our current P1 classes will move into their new classes on that afternoon as the first in a series of sessions planned to help them get to know each other. On that afternoon, our current P2 children will be having a transition afternoon at the main school, when their Buddies will be showing them round and helping them to re-familiarise themselves with life at the main school. The nursery has been enjoying several Friday visits to Deanbank to help with their transition. There are also 2 sessions planned for other nurseries to enjoy a visit to Deanbank.

The staffing lists will be published before the end of term, and all the classes will meet their new teacher before the end of term, to help them put a face to the name. All the teachers meet with their class's new teacher to do a carefully planned handover of all information.

#### **New HT**

Due to unforeseen circumstances, Michael Urquhart is going to go back to his own school, Murrayburn to tie things up before the end of term. He will join us for the beginning of next session, 11<sup>th</sup> August. Michael and I are in regular contact and he is really looking forward to joining us.

#### **End of Term**

Our end of term service will be on Tuesday 28<sup>th</sup> June in Morningside Parish Church at 9.30am. Our P7 Leaver's event will be on the last morning of term, Thursday 30<sup>th</sup> June at 9.15am in the Upper Hall. School will close for the Summer holidays at 12.00 on Thursday 30<sup>th</sup> June.

# Treasurers Report – South Morningside Parent Council Meeting Monday, 6 June 2016

## 1. Surplus for the period

		<u>Income</u>	<u>Expenditure</u>	<u>Profit/(loss)</u>
<b>Op Cash</b>	Bank	43,049.70		43,049.70
	Accruals - ski and snowbaord	(6,017.60)		(6,017.60)
		<b>37,032.10</b>	-	<b>37,032.10</b>
<b>Events</b>	Christmas Cards	6,179.50	4,547.76	1,631.74
	Ceilidh	1,630.31	965.00	665.31
	Halloween Party	476.60	268.80	207.80
	Summer Fair	-	147.54	(147.54)
	Winter Festival	8,791.20	2,898.22	5,892.98
	<b>SUB TOTAL EVENTS</b>	<b>17,077.61</b>	<b>8,827.32</b>	<b>8,250.29</b>
<b>Clubs</b>	Guitar	1,031.50	844.80	186.70
	Friday Night Football	3,722.40	2,700.00	1,022.40
	Chess	2,576.00	2,030.86	545.14
	Chanter & Drumming	7,154.70	7,250.00	(95.30)
	French	3,283.00	3,283.00	-
	Gym	2,930.00	2,452.00	478.00
	Judo	4,539.00	2,805.00	1,734.00
	Knitting	1,078.50	482.50	596.00
	Recorder	1,529.90	1,470.40	59.50
	Ski-ing	14,360.20	17,001.50	(2,641.30)
	Stage	13,981.44	14,093.08	(111.64)
	Snowboarding	3,763.50	2,303.40	1,460.10
	Girls Football	647.72	1,264.42	(616.70)
	Spanish	5,661.39	5,279.24	382.15
	Clubs Doorperson	-	967.88	(967.88)
	<b>SUB TOTAL CLUBS</b>	<b>66,259.25</b>	<b>64,228.08</b>	<b>2,031.17</b>
	<b>Sundry Income</b>	<b>394.97</b>	-	<b>394.97</b>
<b>Payments</b>	Shed -light & storage crates		100.85	(100.85)
	Football goals		1,483.40	(1,483.40)
	Latest and best Jotters		495.00	(495.00)
	Library books		486.87	(486.87)
	Web-site expenses		47.00	(47.00)
	AGM refreshments		289.10	(289.10)
	Fischy Music Workshops		1,488.00	(1,488.00)
	Stage Club Hall rental		400.00	(400.00)
	Gift for Janitor		125.00	(125.00)
	Replacement keys		9.00	(9.00)
	P1 Nativity		221.96	(221.96)
	Popcorn for Christmas Capers		152.90	(152.90)
	Teachers allocation		1,094.30	(1,094.30)
	Ski race entry		48.00	(48.00)
	Drama Workshops - storytelling		720.00	(720.00)
	Science Week		2,625.00	(2,625.00)
	email hosting services		39.12	(39.12)
	P5 School trip subsidised places		260.00	(260.00)
	Fairtrade loans		575.18	(575.18)
	Bank charges,diff		36.70	(36.70)
	<b>SUB TOTAL PROJECT EXP</b>	-	<b>10,697.38</b>	<b>(10,697.38)</b>
	<b>2014-2015 NET INCOME/(EXP)</b>	<b>83,731.83</b>	<b>83,752.78</b>	<b>(20.95)</b>
	<b>CURRENT BANK BALANCE</b>	<b>120,763.93</b>	<b>83,752.78</b>	<b>37,011.15</b>

Girls football:

**2014/15**

Income - subs	675.00
Net expenses	(58.30)
<b>Surplus</b>	<b>616.70</b>

**2015/16**

Income	647.72
Expenses	(647.72)
refund to parents	(616.70)
<b>Deficit</b>	<b>(616.70)</b>

## 2. Available funds

<b>CURRENT BANK BALANCE</b>	<b>120,763.93</b>	<b>83,752.78</b>	<b>37,011.15</b>
<b>Less floats 'fund' re fairs</b>			<b>(3,000.00)</b>
<b>Less clubs surplus*</b>			<b>(2,031.17)</b>
<b>AVAILABLE TO SPEND BEFORE COMMITTEED FUNDS</b>			<b>31,979.98</b>
<b>Committed funds</b>			<b>(22,285.11)</b>
<b>UNALLOCATED FUNDS</b>			<b>9,694.87</b>

## 3. Committed funds

Description	Approval date	Approved £	YTD Spend £	Released £	Balance £
Playground Improvements 2012	Summer Fair 2012	4,380.28	-	-	<b>4,380.28</b>
Playground Improvements 2014	Approved Jan 14	13,000.00	-	-	<b>13,000.00</b>
Fischy Music Workshops	Approved 03/15	1,536.00	(1,488.00)	(48.00)	-
Maths bee-bot robots	Approved 03/15	600.00	-	-	<b>600.00</b>
Shed -light & storage crates	Approved 06/15	100.00	(100.85)	0.85	-
Football Goals for P3-P7 Football	Approved 06/15	1,390.00	(1,233.40)	(156.60)	-
Science Week 2015/16	Approved 06/15	3,000.00	(2,625.00)	(375.00)	-
Teacher's Allocation	Approved 06/15	2,500.00	(1,094.30)	250.00	<b>1,655.70</b>
Library Books 2015/16	Approved 06/15	1,000.00	(486.87)	-	<b>513.13</b>
Drama Workshops	Approved 06/15	1,000.00	(720.00)	(280.00)	-
Arts and Crafts Supplies 2015/16	Approved 06/15	750.00	-	-	<b>750.00</b>
Scottish Opera	Approved 06/15	350.00	-	-	<b>350.00</b>
P3 Football Set up	Approved 06/15	250.00	(250.00)	-	-
Parentmail	Approved 06/15	300.00	-	-	<b>300.00</b>
SMPC Website Annual Maintenance 2015/16	Approved 06/15	150.00	(86.12)	(63.88)	-
AGM & Intro to parents Evening	Approved 06/15	200.00	(211.90)	11.90	-
Stage Club hall hire fees 2015/16	Approved 06/15	400.00	(400.00)	-	-
Latest & best Jotters	Approved 06/15	500.00	(495.00)	(5.00)	-
Leaving gift for Janitor	Approved 11/15	125.00	(125.00)	-	-
Popcorn for Christmas Capers	Approved 12/15	160.00	(152.90)	(7.10)	-
Ski Race Team - Boyd Anderson Race	Approved 12/15	48.00	(48.00)	-	-
P1 Nativity Lighting and Backdrop	Approved 12/15	470.00	(221.96)	(248.04)	-
P5 Lendrick Muir Trip	Approved 01/16	260.00	(260.00)	-	-
AGM Wine	Approved 01/16	75.00	(77.20)	2.20	-
Code Club set-up costs	Approved 03/16	405.00	-	-	<b>405.00</b>
Ski race fees	Approved 04/16	92.00	-	-	<b>92.00</b>
Padlock	Approved 04/16	34.00	-	-	<b>34.00</b>
Sports day ice lollies	Approved 05/16	205.00	-	-	<b>205.00</b>
		<b>33,280.28</b>	<b>(10,076.50)</b>	<b>(918.67)</b>	<b>22,285.11</b>

#### 4. Teachers allocation

The Teachers allocation outstanding represents:

Class	Pupils	Allowance £	Claimed £	Balance O/S £
Nursery	37	166.00	166.00	-
P1A	35	140.00	111.75	28.25
P1B	35	140.00	96.64	43.36
P1C	24	96.00	96.00	-
P2A	39	156.00	6.40	149.60
P2B	30	120.00	-	120.00
P2C	30	120.00	-	120.00
P3A	30	120.00	12.61	107.39
P3B	30	120.00	12.77	107.23
P3C	29	116.00	86.39	29.61
P4A	29	116.00	49.72	66.28
P4B	29	116.00	-	116.00
P4C	32	128.00	-	128.00
P5A	33	132.00	35.00	97.00
P5B	32	128.00	43.86	84.14
P5C	33	132.00	35.00	97.00
P6A	30	120.00	-	120.00
P6B	31	124.00	31.01	92.99
P6C	28	112.00	102.77	9.23
P7A	29	116.00	50.00	66.00
P7B	29	116.00	108.38	7.62
P7C	29	116.00	50.00	66.00
		<b>2,750.00</b>	<b>1,094.30</b>	<b>1,655.70</b>

**Chris Hebden**  
**Treasurer 1 June 2016**



## Finance Group Report to 6 June 2016 SMPC

### 1. Requests requiring approval

The following funding requests have been received:

1	<p>JASS award - P6 Adventure &amp; Community sections: JASS (Junior Award Scheme for Schools) is an award scheme that is seen as an early Duke Of Edinburgh. It is offered at Bronze level to all Primary 6 pupils and Silver at all Primary 7. It is not compulsory, although the vast majority do it. The school encourages all pupils to take part. As a result, the JASS - Adventure &amp; Community sections are done through school and all SMPS P6 and P7 pupils take part in these activities, regardless of whether they are doing the full JASS programme or not (the Hobbies &amp; Sports sections are done at home with parental support).</p> <p>Active schools used to provide the trained instructor for the P6s to do this annually. Due to cut-backs, there is no-one in post currently, hence, the school is requesting funds to cover the cost of a leader from an external agency. This would greatly benefit all P6 students.</p>	£450
2	<p>P7 Bonaly Activity day – Transport costs. P7s do an activity day at Bonaly on their second last day of Primary school. This is very special for the P7s and the P7 parents are paying for the activities, at a cost of £20 per pupil. The funding request is for £260 to pay for the coaches to get the pupils to and from the event.</p> <p>This will benefit all of P7 and the activity day is a very worthwhile event.</p> <p>Note: the school management team are requesting that items 1 &amp; 2 be added to annual recurring spend in order to benefit all P6 &amp; P7 children on-going.</p>	£260
3	Ongoing annual expenditure agreed each June for the coming academic year (2016-17):	
	Science Week	3,000
	Teacher's Allocation	2,750
	Library Books	1,000
	Drama Workshops	1,000
	Arts and Crafts Supplies	750
	Scottish Opera	350
	P3 School Football Team Set up	250
	Parentmail	300
	SMPC Website Annual Maintenance	150
	AGM & Intro to P1 parents Evening	300
	Annual school teams race fees (ski teams, etc)	450
	<b><i>Recurring Spend Total:</i></b>	<b>£10,300</b>
	<b>Total</b>	<b>£11,010</b>

The Finance group have assessed the above requests and recommend a vote to approve £11,010 due to the multiple benefits these items bring, to enhance the educational experiences of the pupils at the school.

A vote is also required on adding items 1 & 2 to annual recurring spend, in order to benefit all P6 & P7 children on-going.

### 2. Requests requiring more information

P7 Hoodies – the PC funded Hoodies for the P7 sports teams in 2015. Due to the natural turnover of pupils, the school management team are gathering funding request details for more Hoodies. This will be considered by the Finance group before being put to PC.

### 3. De-minimus Limit for the Finance Group

The Treasurer has suggested a de-minimus limit be approved, whereby anything up to say £100 can be paid if approved by the Finance Committee, without needing full PC approval. Given time at PC meetings is always tight, it would be more efficient if there was not the need to discuss approval for new padlocks, etc. as these smaller items could be simply noted as approved in the Finance report & accounted in the Treasurer report.

Therefore a vote is required on the proposal to set a De-minimus limit for the Finance sub group.

### 4. Fundraising Finances committed to date

The fundraising finances committed to 6 June are as follows:

Accounts at the start of the year show cash available of	30,572
Less committed funds up to 2014/15 and earlier:	-18,032
Total:	12,540
Less approved recurring expenditure for 2015/16:	
Science Week	-3,000
Teacher's Allocation	-2,500
Library Books	-1,000
Drama Workshops	-1,000
Arts and Crafts Supplies	-750
Scottish Opera	-350
P3 Football Set up	-250
Parentmail	-300
SMPC Website Annual Maintenance	-150
AGM & Intro to P1 parents Evening	-200
Total recurring expenditure for 2015/16:	-9,500
<b>This leaves available funds for 15/16 of</b>	<b>3,040</b>
<b>2015/16 Fundraising Income Estimate (based on average income over past 3 years)</b>	<b>16,500</b>
Less one off 15/16 funding requests:	
Christmas Capers popcorn	-160
Boyd Anderson School ski team fees	-48
Lighting for the P1 Nativity play	-222
Leaving Gift for the Janitor	-125
P5 Lendrick Muir trip assistance	-260
AGM Wine	-75
Code club start-up costs	-405
Padlock for shed	-34
School ski team competition fees	-92
Ice lollies for Sports Day	-205
<b>This leaves uncommitted funds for 2015/16 of</b>	<b>17,914*</b>

\*If the funding requests total of £11,010 is approved, this will leave available funds of £6,904

*Miriam Jackson on behalf of the finance sub-group*

## **Parent Class lists**

Agenda item  
PC meeting 6th June

### **Communications Group**

The Comms group has been working hard to get our Knowledge Base consolidated. I am sure you will agree that our collective knowledge is vitally important for future parents to be able to access the fantastic knowledge and experience of previous generations of parents who have refined processes over the years. Without this it makes the smooth running of things like clubs and school fairs very much more difficult.

This is a great time of year to be talking about this, in advance of the new school year in August 2016.

One aspect of our collective knowledge that we would like to tackle is parent class lists. These are the email addresses of every parent in one class that are collected by the parents, for the parents sole use. They are the best way of being able to:

- Arrange for a rota of parents to help with reading or smart start
- Arrange for help with class trips- e.g. if someone can't go at the last minute
- Arrange for parents and children to get to know each other socially- picnics in the park or night's out
- Arrange for help with fundraising for the school- hamper donations, volunteers for helping at school fairs, etc

We need teacher support to be able to keep these lists up to date:

- In P1 parents have no way of contacting each other and will not know how to organise a class list
- P2 on- some children move away and keeping 'old' contacts on there really annoys them!
- P2 on -new children arrive and parents have no way of ensuring they are kept in the loop for helping out or social events.

Suggestion:

- Each class (21) in 2016 to nominate a parent 'rep' who will coordinate with the teacher at the start of term to ensure that the parent's list is up to date
- We understand that due to data protection this is an opt in system, so simply putting a note in a child's bag is perhaps the best option. But teachers, you know best, let us know how to do it!
- Teacher to keep the 'parent rep' informed of any changes
- The rep should contact the Comms Group: [comms@sm-pc](mailto:comms@sm-pc) we can:
- Help the rep create a 'google group' for the list to make it easy for parents to contact each other.
- Show the rep the 'how to' file e.g. to organise a reading rota: (signup genius)
- Any other suggestions welcome!!



## Situations Vacant

### Chair

The Parent Council is required to have three officers - a chair, a secretary and a treasurer.

The Chair acts as a figurehead role for the parent council. The role involves running the 6 parent council meetings held each year, discussing issues with the school leadership team and representing the Parent Council at necessary events.

South Morningside Parent Council is quite active and the chair plays a role in coordinating and guiding this activity. I should stress, this role does not involve doing all the work of the parent council, but does involve a few hours commitment each month.

The current Chair has reached the end of his term, but will still be available to provide support and guidance to a new Chair.

### Parent Council Secretary

Our current secretary has done a great job, but is standing down at the end of the summer term.

Please consider volunteering. Everyone is welcome, especially new parents.

The work of the secretary is largely concentrated around the two weeks prior to each PC meeting (6 times per year). Tasks relate to organising the meeting, working with the chair on the agenda and helping document decisions made at the meeting.

### Finance Group

Finance Group works to understand the spending priorities of the parent body (e.g. by Surveys) and deals with any expenditure requests that come in. The current representative on the Parent Council will be standing down in the summer term, as they have completed 3 years on the parent council. We therefore need a new representative to be a member of this group and also come to the PC meetings to provide updates from the group.

### PVG Admin - CLOSED

We use the Protecting Vulnerable Groups (PVG) scheme run by Disclosure Scotland to help ensure the safety of our children when they take part in PC clubs and other activities. A small number of volunteers help with the administration of this scheme.

We currently have sufficient volunteers, but if you would be interested in helping out, please let us know and we will add your name to the waiting list.