

Agenda

South Morningside Parent Council Meeting

Monday 25th January 2016 at 6.45pm in Staff Room

6.45 Welcome, attendees and apologies

Review & Approval of Minutes of 7th December 2015 meeting (Secretary) (Page 3)

6.50 Review of matters arising & actions from last meeting (Secretary) (Page 11)

6.55 Report: Chair (paper submitted) (Page 12)

7.00 Report: Head Teacher (paper submitted) (Page 13)

7.10 Report: Treasurer (paper submitted) (Page 15)

7.15 Review of Funding Requests (paper submitted) (Page 17)

7.25 Standing Agenda items

a) Clubs Group update (Page 20)

b) Fundraising update

c) Morningside Community Council update

d) Transport update

e) Playground update

f) Communications update

g) Accommodation update

i) New School/Deanbank update

h) Situations vacant (Page 21)

8.00 Requested Items - Charitable Status (CH)

8:15 AOB

8.20 Close

Date of next meeting: Monday 7th March 2016

Supporting Papers

South Morningside Parent Council Meeting

Monday 25th January 2016 at 6.45pm in Staff Room

1. Draft Minutes of the Parent Council meeting 7th December 2015 (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. Clubs Report (Kathy Gillies and Beth Clearwater)
8. Situations Vacant (Craig Hilton)

SOUTH MORNINGSIDE PRIMARY SCHOOL

SOUTH MORNINGSIDE PARENT COUNCIL

Draft minutes of the SMPC meeting held on Monday 7th December 2015 at 6.45pm in the staff room.

Total Attendees: (23)

Parent Council Members (21)

Craig Hilton (Chair)	Anna Cuthbert (Fundraising)
Chris Hebden (Treasurer)	Kirstin Beard
Susanna Waller (Secretary)	Antonia Hynd (Playground)
Noelle O'Doherty (MCC Link)	Jenny Sheill
Miriam Jackson (Finance)	Irene-marie Esser
Olly Headey (Comms)	Elizabeth Grierson *(Head Teacher)
Deborah Murphy (Comms)	Susan Morgan *(Acting Head)
Hamish Innes (Playground)	Lauren Jack *
Beth Clearwater (Clubs)	Pam Ferguson*
Kathy Gillies (Clubs)	Morag Macdonald*
Lesley Macniven	

Parent council made up of 16 Parent Members plus 5* non-voting staff members

Guests (2)

Sharon Wagner (Accommodation)	Karen Richmond * (Playground)

Apologies (8) received in advance of the meeting

Nikki McNair	Sheri Wallace
Yvonne Moore*	Brian Sharp
Amina Slimani-Fersia	Alex Quinn
Joanna Loxley	Fiona Gilmour *

6.45 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. The minutes of the meeting held on 2nd November 2015 were approved.
(14 in favour, 0 against and 0 abstentions)

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

#12/15: Query lunchtime drinks at South Neighbourhood Group – Kirstin reported that the ‘flavoured water’ served at lunch contained less sugar than pure juice but more than plain milk and water. Packed lunches on a Friday contained cartons of juice as standard. Craig and Kirstin to discuss how to get a parent body view – could be an opt out option? Mrs Grierson advised that any changes would have to be arranged with the outside catering company.

#19/15: Clubs places available and confirm PC Funding – the Clubs’ Coordinators will take this on in January 2016. A meeting has been arranged this Wednesday with Craig and the new coordinators to discuss Clubs’ Coordinator priorities. Mrs Grierson will handover list of children identified for free places to Mrs Morgan and Clubs’ Coordinators to get in touch with her to identify a realistic starting time for the children.

#20/15: Deanbank smagging - reply received from council, will be discussed later in meeting – action closed.

#21/15: Amend Constitution at AGM in Sept 2016 re Internet Bank Account

#22/15: Greenspace funding for Morningside Park – Niamph Short action, Susanna to chase.

#23/15: Playground plans - this will be discussed later in meeting – action closed.

6.55 Report: Chair (paper submitted by Craig Hilton).

- Craig thanked Mrs Grierson for her friendship, support and guidance over the last 3 years and particularly in his role as Chairman of the PC.
- Thanks to Kathy Gillies and Beth Clearwater for taking on the role of Clubs’ Coordinator.
- The Winter Fair on Saturday was another huge success, despite the weather, raising around £5700. He thanked everyone for the amazing team effort.
- Craig advised that he would be standing down as Chairman in June 2016 and that the members of the PC were to begin thinking of someone to replace him.

7.00 Report: Head Teacher (paper submitted by Elizabeth Grierson).

- SMPS looked like a different school 6 years ago, both the school itself and the Parent Council. The PC has now taken on a very valuable advisory role, a forum and body to help to improve the children's learning experience in SMPS.
- Mrs Grierson thanked all those who have worked so hard behind the scenes and in particular Craig Hilton for all the time and commitment he puts in to the Parent Council.
- Deanbank: Howard from the accommodation group had been looking into staffing resources. The additional staff allocated for management (11 hours for Deanbank and 15 for the Main school) in order to assist settling in to Deanbank is only for this year, until June 2016. There has been no additional funding given for more PSAs
- P1 intake for next August is slightly down from last year at around 90 catchment children. Deferrals have still to be confirmed – February 2016 is the deadline. This would mean 2 classes of 25 and 1 class of 40. Catchment families have to be appropriately staffed by the council once numbers are confirmed.
- The applicants for HT job have withdrawn and therefore the job will have to be re-advertised in the new year. (discussed further see later in the meeting)

7.10 Report: Treasurer (paper submitted by Chris Hebden).

- income received since last meeting from Christmas Cards (£1,632.24) and P3 Halloween Party (£207.80)
- Members of staff wanted to raise that the cards didn't seem to be of the same quality from previous years – no writing in the card, mugs not as good quality and the cards not folding neatly. Susanna said she would feed this back to Jane and Susan who organised the cards this year. #24/15

7.15 Review of Funding Requests/Finance Group Update (paper submitted by Miriam Jackson)

Funding requests:

- a) Popcorn for children at Christmas Capers event on Friday. Due to new regulations/council restrictions Mrs Moore cannot order through the school - £160.00
 - b) Entry Fees for the school ski team for the Boyd Anderson race - £48
 - c) P1 Nativity Lighting and Backdrop - £470.00
- Total - £678.00

Funding request was approved: For 14 Against 0 Abstention 1 (Treasurer)

Funding request for Nursery Welcome Evening : £75

This request was put on hold in order to clarify if the invoice was correct as Mrs Richmond and Deborah Murphy felt that it was quite a high bill for the evening. Susanna to speak to David Henderson. **#25/15**

There was a discussion around the cost of the P1 Nativity lighting as normally this is paid for by the selling of pictures of the children dressed in their nativity outfits. The school is no longer able to do this. Could the PC do this in future to raise the funds? Would it be worth investing in our own lighting at Deanbank?

Mrs Richmond is to report back to the PC after this year's nativity is over, as this is the first one at Deanbank and then further discussion can take place regarding costs. **#26/15**

7.25 Standing Agenda items:

a) Accommodation update (Sharon Wagner) - Long term issues: the consultation process is complete, a report will be published on 14th January 2016 and this will be presented to the Council in February 2016.

Short term issues:

Main School – new surface around the area where huts used to be is proving to be dangerous and children have been hurting themselves. Mrs Grierson has already made a request for railings and clear markings on the tarmac. She will chase this request. **#27/15**

Deanbank – snagging issues are still ongoing. Only one person from Deanbank on the Accommodation group, would be good to get other volunteers to feedback.

Playground: muddy and path often flooded at the gate, bottle neck issues, entrance needing widened, safe route to school required due narrow pavements, car parking and busy roads.

Sculptures/statues were removed however poles were not done.

Mrs Grierson is pursuing snagging issues: solutions to entrance problems been requested months ago, lighting to pathway also requested. Playground to be levelled and tarmac to be laid from existing to entrance gate – this has been agreed by Billy McIntyre at the expense of the council. Mrs Grierson acknowledged that this could have been done in a more architecturally pleasing way but given the urgency and the potential timescales for a ‘proper’ playground development it was felt tarmac was the best way forward for the moment.

The process by which these issues are pursued are as follows:

Mrs Grierson raises it with the council

Accommodation Group raises it again with the Council then pushes it.

Chairman of the PC then raises it and pushes it.

Then final step is to ask parents to write (using a drafted example letter) to the council to raise it again.

Deborah Murphy has been in touch with Jim Eadie about the entrance to Deanbank and has had a reply back so Property and Facilities are coming to take a look.

Pegs to hang coats have been received from PIB only so no other classes have the facility to hang up their coats.

Complaint from the care home about reversing buses and vans up the road, health and safety issue for parents and children using the road as access to the school via the top gate instead of the front gate.

Still a number of parents driving to school, parking on yellow lines and double parking (not just SMPS parents).

Due to the narrowness of the pavement especially at the entrance, children a going/falling on to the road.

Accommodation group going to ask for a timetable of works and if nothing comes then PC will look at putting more pressure on the Council. Jenny Shiell to take photos of Deanbank and send to accom group. #28/15 #29/15

b) Clubs Group update - Many thanks to Beth and Kathy for volunteering to coordinate clubs. Craig will be meeting with them for a thorough handover on Wednesday.

b) Fundraising update - Winter fair was a great success. Reminder of Easy Fundraising while doing your Christmas shopping. Currently we raise around £75 per quarter and Craig recently raised £50 from doing his shopping – easy way to raise money for the school with companies donating a percentage of their takings to the nominated charity. Details will be on the PC website and Facebook page.

d) Morningside Community Council update – Greenspace grant has been taken on by Niamph Short.

Survey regarding the 3 options for Deanbank. Demolition of Deanbank wasn't mentioned in the consultation, however can we prove that demolition and building a purpose built school would be of greater benefit to the community? Cllr Godzik said it wasn't an option for planning consideration.

Noelle advised that there had been reports that people have been stealing headstones from the cemetery and selling them on. There is no CCTV or padlock on the gate – recommended that residents keep an eye out and contact the council.

e) Transport update – no update

f) Playground update – During a recent meeting Mrs Richmond took minutes and these have been given to Craig. We are not the first school who is proposing a new playground space so that puts us in a very helpful situation where we can learn from other schools who have been through this process before. The Council have appointed Kelly Faulds to oversee and advise on playground procedures and provide a brief for a way forward. She will be our first point of contact and will be guiding us every step of the way. There was a West coast group of architects there to advise however it was felt their experience related to a whole school development and not specifically relevant to our playground proposal. Mrs Richmond is going to pursue this further and ask if they have any experience with playground design and can we see drawings or evidence. **#30/15** Are there other architects and where does Harrison Stevens fit in with this? Whoever we proceed with have to have a proven track record. They would create a plan and we then use these to apply for funding. There should be no difficulty in phasing the process and there is hope that Phase 1 would be completed by the end of the summer holidays 2016. Kelly Faulds has been a breath of fresh air to the process, and we now have a clearer way forward. There will be lots of little steps involved and Kelly will inform us of who needs to do what and who's responsibility each step is. There will be 2 separate contracts, one with the designer and one with the builder. We can choose any designer we want and we can discuss how much we want them to contribute. We may even get designs done for nothing! Antonia volunteered to research some playground designs. **#31/15**

The Playground group are meeting this Wednesday to discuss developments and agree a way forward. The PC will not be the client, it will either be the School or the Council. If the School is the client then we can use our money, private funds, which will give us slightly more leverage and we would not be so tied down to usual constraints.

Communication update – more communication on Facebook, great engaging with the comments. Helpful information being put on the website regarding Silent Genius (SMART start rotas) and Easy Fundraising.

h) Situations Vacant (paper submitted) –

PVG: Craig to contact Graeme to ask for a job description. **#32/15**

Fundraising: Require an organised person

Accommodation: More volunteers requested especially to represent the Deanbank community. Kirstin Beard volunteered to join the Accommodation Group as another Deanbank representative.

Chair: Craig advised the members of the PC that they were the best people placed to find a new Chair. No Chair means no Parent Council. The new Chair wouldn't need to be an existing member of the PC but it would be helpful if we could find someone as soon as possible so that there could be a period of shadowing and handover.

Susanna to send out a parent mail **#33/15**

7:30 Requested items –

a) Head Teacher Job: Eileen and Ellie are ready to be part of the recruitment process. The 2 applicants received pulled out before the interview process began. The job is to be re-advertised in January – if not enough of the right calibre of applicant it will then be re-advertised in February. (My Job Scotland and Times Educational Supplement) **#34/15**

8.15 AOB

a) Susanna shared the thank you card received from Martin Nicholson. There was a discussion around who was the replacement Janitor/SSO. It was indicated during the meeting that this was Jiri Altman. Mrs Grierson has since informed the PC that Jiri is in fact the Caretaker for our Nursery who has also been covering Martin's reduced hours and part of current temp cover. Mrs Morgan will let staff and parents know who our new SSO is when confirmed through the school newsletter.

b) Feedback from the children and parents regarding the magician for the winter fair ,Tricky Ricky, was very good. There is apparently a book that was promised to the children. Craig to look into. **#35/15**

8.20 Close

The meeting was closed by the Chair.

Date of next meeting: Monday 25th January 2016

Supporting Papers Supplied in the Meeting Pack

1. Draft Minutes of the Parent Council meeting 8th June 2015 (Susanna Waller)
2. Matters Arising/Action log (Susanna Waller)
3. Chair Report (Craig Hilton)
4. Head Teacher Report (Elizabeth Grierson)
5. Treasurer Report (Chris Hebden)
6. Finance Report (Miriam Jackson)
7. Communications Update (Olly Headey)

8. MCC Playpark in Morningside Park
9. Budget Framework (Craig Hilton)
10. National Improvement Framework (Craig Hilton)
11. Situations Vacant (Craig Hilton)

DRAFT

South Morningside Parent Council
Matters Arising/Action Log to be reviewed on 25th January 2016

OPEN MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Status
#12/15	January 19th 2015	Query lunchtime drinks at South Neighbourhood Grd	Kirstin Beard	Craig and Kirstin to discuss parent body view
#19/15	November 2nd 2015	Clubs places available and confirm PC funding	Clubs Co-ordinator?Mrs Morgan	to let Mrs Grierson know of place availability
#21/15	November 2nd 2015	Amend Constitution at AGM re Internet Bank Account	Susanna Waller	change at AGM
#22/15	November 2nd 2015	Greenspace Funding for Morningside Park	Niamh Shortt	Susanna to chase Niamh
#24/15	December 7th 2015	Christmas Cards - quality and design	Susanna Waller	Susanna to speak to Jane and Susan
#25/15	December 7th 2015	Nursery Welcome Evening Invoice Query amount	Susanna Waller	Susanna to speak to David Henderson
#26/15	December 7th 2015	Nativity lighting and backdrop funding	Karen Richmond	to report back on first Deanbank Nativity
#27/15	December 7th 2015	Main school playground, railings and markings	Liz Grierson	to chase council re request
#28/15	December 7th 2015	Timetable of works to be requested from council	Accommodation group	
#29/15	December 7th 2015	Photos to be taken and sent to Accm re Deanbank	Jenny Sheill	
#30/15	December 7th 2015	Pursue designs and evidence from architect	Karen Richmond	
#31/15	December 7th 2015	Research playground design ideas on line	Antonia Hynd	
#32/15	December 7th 2015	PVG job description	Craig Hilton	Craig to contact Graeme
#33/15	December 7th 2015	New PC Chair replacement	Susanna Waller	parent mail to be sent
#34/15	December 7th 2015	New HT job advert to go out in January 2016	Parent Council ??	My Job Scotland and Times Educational Supplement
#35/15	December 7th 2015	Tricky Ricky book to issue to kids	Craig Hilton	

CLOSED MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Last Status Before closure	Closed
#11/13	Nov 18th 2013	Recruitment training	Craig Hilton	Jamie Bookless volunteered 27/01 to attend training	Closed
#01/14	Jan 27th 2014	Input into Configuration of school day	Craig Hilton	PC volunteers agreed	May 3rd 2014
#02/14	Jan 27th 2014	Setting up Clubs Group	Craig Hilton	Group set up to oversee activities	May 3rd 2014
#04/14	Jan 27th 2014	Clubs Management/PVG/Access	New Clubs group	Issues being addressed by new Group	May 3rd 2014
#03/14	Jan 27th 2014	Secretary vacancy	All PC members	Susanna Waller proposed and seconded at AGM	May 3rd 2014
#07/14	June 9th 2014	Disposal of IT equipment	Jonathan Mundy	action closed	Oct 6th 2014
#05/14	June 9th 2014	Outside shed lighting	Craig Hilton	Cost for shed lights £18.76 approved	Nov 2nd 2015
#08/14	a) October 6th 2014	Canvass parents' opinions on expenditure	Volunteer required	closed- being actioned by Finance Group	Oct 6th 2014
	b) October 6th 2014	Any PC Parent mail to link to PC website	all PC members	closed- being actioned by Comms Group	Nov 10th 2014
#06/14	June 9th 2014	Portable play equipment for the annexe	Karen Richmond/Miriam Jackson	closed	Nov 10th 2014
#01/15	January 19th 2015	Parents to email Craig re Deanbank concerns	Parents/Craig Hilton	2 responses received, discussed -action closed	Mar 2nd 2015
#03/15	January 19th 2015	Finance Survey results- on PC website & in newsletter	Oilly Headey/Miriam Jackson	Sheri Wallace to take over website -action closed	Mar 2nd 2015
#04/15	January 19th 2015	Finance Survey proposals to Teaching Staff meeting	Teaching Staff	action closed	Mar 2nd 2015
#05/15	January 19th 2015	Sports Team T-shirts explore options and costs	Mrs Morgan/Craig Hilton	action closed	Mar 2nd 2015
#06/15	January 19th 2015	Sports Team T-shirts explore costs with Football Na	Priyanka Kulasegaram	action closed	Mar 2nd 2015
#07/15	January 19th 2015	To issue more info re MS Office 365 & check enable	Oilly Headey/Mrs Grierson	action closed	Mar 2nd 2015
#08/15	January 19th 2015	Club co-ordinator emails to allow easier parent contact	Oilly Headey	now set up - action closed	May 11th 2015
#09/15	January 19th 2015	Permanent Club Policy/Document on PC website	Oilly Headey	now set up - action closed	Mar 2nd 2015
#10/15	January 19th 2015	Info section re Accommodation and Transition on web	Oilly Headey/School Staff	action closed	Mar 2nd 2015
#11/15	January 19th 2015	Treasurer and Fundraising Co-ordinator parentmail	Craig Hilton	covered in situations vacant - action closed	Mar 2nd 2015
#13/15	January 19th 2015	ASC/BC Priority spaces for families with 3 site drop	Priyanka Kulasegaram	priority to be given to 3 site families - action closed	May 11th 2015
#14/15	March 2nd 2015	inform parents about alterations to term for p1&p2	Craig Hilton/Mrs Grierson	update provided in HT report - action closed	Mar 2nd 2015
#16/15	June 8th 2015	Girls Football Funding	Craig Hilton/Alison Dalrymple	action closed	May 11th 2015
#17/15	June 8th 2015	Resources and funding allocation for Deanbank	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 snagging	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



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 – January 2016

Happy New Year everyone.

A traditional start to the year with some activity around accommodation.

Edinburgh City Council have now published the outcome of their consultation on South Edinburgh Primary Schools. The prospect of a new school in the South is something that has been discussed for (quite literally) decades. I would urge everyone reading this to at least have a glance at the report and if they have an opinion, then please feed it back either via our accommodation group, or direct to our ward councillors.

You can find the report here:

http://www.edinburgh.gov.uk/downloads/file/6928/consultation_outcome_report_issued_14_january_2016

December saw the retirement of our head, Mrs Grierson. I wasn't able to make the end of year service, but from all accounts she was given a great send off. I wish her a long, enjoyable and well deserved retirement.

Which gives me the opportunity to welcome Mrs Morgan who will be our acting head whilst recruitment for a new full time Head is underway.

And I often feel that I am the voice of doom, calling out our need for help or resources in various areas, so I would like to recognise the fantastic work of our new clubs coordinators, Kathy and Beth who have started to make a real difference. Our first club at Deanbank should be starting shortly...

Having said that, if you are able to help out with our PVG activities, we'd love to hear from you...

Craig Hilton

Chair, South Morningside Parent Council

Parent Council Head Teacher Report

25th January 2016

Staffing update

Mrs Rachel Gunstone (P2A team taught class Monday and Tuesday, and P4B NQT cover Wednesday) has accepted a permanent post at Leith Walk Primary and her last day was Wednesday 18th January.

Mrs Jen Phillips has been on an extended career break, and she will return after the February holidays to the P2A post. This is her substantive post, so everything has worked very well.

Mrs Susan Crow will be in P2A on Mondays and Tuesdays until the February break. She will be in P4B on Wednesdays until the Easter holidays.

Mrs Lisa Ward has now started her maternity leave. Her replacement, Ms Amelia Kemble, shadowed Mrs Ward all last week, and started work on Monday 18th January.

Our new PE teacher, Miss Stacey Downie, started on Wednesday 6th January, to replace Mr Baird who has taken up at new post in a High School.

We have 3 new PSAs. Emily Laing is working at Deanbank and Hilary Adamson and Yvonne Thomas are working in the main school.

SMT structure

As you know, I am currently Acting Head Teacher until the new Head is appointed. This has led to a few other changes in the management team. Yvonne Moore is currently Acting Depute and Elaine Jones was appointed as Acting Principal Teacher.

New children enrolled

We had three new children start after the Christmas holidays and this has taken our roll to an amazing 642 children. There are enquiries on a daily basis, and so I would expect the roll to rise further before the end of the session. We have not yet received a firm decision on the make up of our P1 classes.

Deanbank

The extremely wet weather over the Christmas holidays meant that the 'grass' near the entrance to Deanbank was in a dreadful state at the start of term. As you will remember from Mrs Grierson's reports, Robbie Crockett had agreed that it was in an unacceptable state, and had asked a surveyor to come and assess it and give recommendations. I have copied his comments below:

"In the long term we will get a surveyors report this week which sets out the drainage requirements and comments on the type of surfaces likely to be most successful in the muddy area. Once I have this and have had a chance to question the surveyor I will come and discuss with you and we can agree the best approach."

Robbie's suggestion for a short term solution is rubber matting, similar to that used at music festivals, which can be pegged over the area. He is clear that this is a short term solution, but we are hoping that it will improve things until a longer term solution has been identified.

Scots Focus

We are in the middle of our traditional January Scots Focus, as I am sure you are all well aware of with all the Scots poems that the children are busy learning! We have a fantastic launch to the Scots focus, with May Weatherston, a retired PE teacher from South Morningside and her husband, leading the children in singing some Scots songs, both in the main school and at Deanbank.

Class Photos

As a result of a request at Parent Council for Class Photos as well as individual photos, we have arranged this, and the photographs will be taken next week. The photographers will be at the main school next Tuesday 26th, and at Deanbank next Wednesday 27th. A Parent Mail will be sent out at the end of this week.

Help please!

We have an ongoing problem at the main school with children being late! Sometimes I can let up to 30 children into school, in the 10 minutes after the bell has rung. The start of the day is a really important time for children to be in their class, and really sets the tone and the ethos for the rest of the day. I wondered whether members of the Parent Council have any thought on how best to work with parents to get that message across, and to encourage everyone to be in the playground in time for each child to go into school with their class.

Treasurers Report – South Morningside Parent Council Meeting Monday, 25 January 2016

1. Surplus for the period

SOUTH MORNINGSIDES PRIMARY SCHOOL SMPC PERIOD FROM 1 JULY 2015 TO 15 JANUARY 2016

		Income £	Expenditure £	Profit/(loss) £
Opening cash	Bank	43,049.70		43,049.70
	Accruals - ski and snowbaord	(6,017.60)		(6,017.60)
		37,032.10	-	37,032.10
Events	Christmas Cards	6,139.50	4,547.76	1,591.74
	Halloween Party	476.60	268.80	207.80
	Winter Festival	8,766.20	2,898.22	5,867.98
	SUB TOTAL EVENTS	15,382.30	7,714.78	7,667.52
Clubs*	Guitar	934.80	360.00	574.80
	Friday Night Football	3,498.00	900.00	2,598.00
	Chess	1,624.00	761.41	862.59
	Chanter & Drumming	2,867.50	2,750.00	117.50
	French	1,964.00	1,964.00	-
	Gym	1,710.00	1,250.00	460.00
	Judo	1,428.00	1,155.00	273.00
	Knitting	447.30	306.50	140.80
	Recorder	864.30	810.00	54.30
	Ski-ing	7,599.20	8.50	7,590.70
	Stage	7,620.00	815.00	6,805.00
	Snowboarding	1,462.00	-	1,462.00
	Girls Football	-	492.72	(492.72)
	Spanish	1,829.04	1,722.64	106.40
	Clubs Doorperson	-	362.25	(362.25)
	SUB TOTAL CLUBS	33,848.14	13,658.02	20,190.12
	Sundry Income	191.28	-	191.28
Payments	Shed -light & storage crates		100.85	(100.85)
	Football goals		1,233.40	(1,233.40)
	Latest and best Jotters		495.00	(495.00)
	Library books		273.39	(273.39)
	Web-site expenses		47.00	(47.00)
	AGM refreshments		211.90	(211.90)
	Fischy Music Workshops		1,488.00	(1,488.00)
	Stage Club Hall rental		250.00	(250.00)
	Gift for Janitor		125.00	(125.00)
	Replacement keys for SMPC mailbox		9.00	(9.00)
	P1 Nativity		389.08	(389.08)
	Popcorn for Christmas Capers		152.90	(152.90)
	Teachers allocation		617.14	(617.14)
	Bank charges,diff		4.20	(4.20)
	SUB TOTAL PROJECT EXP	-	5,396.86	(5,396.86)
	2014-2015 NET INCOME/(EXP)	49,421.72	26,769.66	22,652.06
	CURRENT BANK BALANCE	86,453.82	26,769.66	59,684.16

2. Available funds

CURRENT BANK BALANCE	86,453.82	26,769.66	59,684.16
Less floats 'fund' re fairs		(3,000.00)	
Less clubs surplus*		(20,190.12)	
AVAILABLE TO SPEND BEFORE COMMITTEED FUNDS			36,494.04
Committed funds		(26,704.75)	
UNALLOCATED FUNDS			9,789.29

3. Committed funds

Description	Approval date	Approved £	YTD Spend £	Released £	Balance £
Playground Improvements 2012	Summer Fair 2012 ring-fencing	4,380.28	-	-	4,380.28
Playground Improvements 2014	Approved Jan 14	13,000.00	-	-	13,000.00
Fischy Music Workshops	Approved 03/15	1,536.00	(1,488.00)	(48.00)	-
Maths bee-bot robots	Approved 03/15	600.00	-	-	600.00
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	-	-	3,000.00
Teacher's Allocation	Approved 06/15	2,500.00	(617.14)	232.00	2,114.86
Library Books 2015/16	Approved 06/15	1,000.00	(273.39)	-	726.61
Drama Workshops	Approved 06/15	1,000.00	-	-	1,000.00
Arts and Crafts Supplies 2015/16	Approved 06/15	750.00	-	-	750.00
Scottish Opera	Approved 06/15	350.00	-	-	350.00
P3 Football Set up	Approved 06/15	250.00	-	-	250.00
Parentmail	Approved 06/15	300.00	-	-	300.00
SMPC Website Annual Maintenance 2015/16	Approved 06/15	150.00	(47.00)	(68.00)	35.00
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	(250.00)	-	150.00
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	(389.08)	(80.92)	-
		32,209.28	(5,383.66)	(120.87)	26,704.75

4. Teachers allocation

The Teachers allocation outstanding represents:

Class	Pupils	Allowance £	Claimed £	Balance O/S £
Nursery	37	148.00	-	148.00
P1A	35	140.00	-	140.00
P1B	35	140.00	-	140.00
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	-	112.00
P7A	29	116.00	50.00	66.00
P7B	29	116.00	108.38	7.62
P7C	29	116.00	50.00	66.00
		2,732.00	617.14	2,114.86

Chris Hebden
Treasurer 18 Jan 2016

Finance Group Report to 25 January 2016 SMPC

1. Requests requiring approval

The following funding requests have been received:

1	<p>P5 Lendrick Muir trip assistance:</p> <p>Request from the school management team for £260 to help four families with the fees for the P5 Lendrick Muir trip in the Spring. These families can't afford the full fees, but as the trip is important for the P5s, the school are keen to find financial support so the children can go.</p>	£260
2	<p>AGM wine:</p> <p>Wine for the AGM – slight overrun on the approved spend to date. The additional £75 clears the bill.</p>	£75
	Total:	£335

The Finance group have discussed the above requests and recommend approval for the £335 requested.

Requests requiring more information

None.

2. Fundraising Finances committed to date

The fundraising finances committed to 7 December 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
This leaves available funds for 15/16 of	3,040
2015/16 Fundraising Income Estimate (based on average income over past 3 years)	16,500
Less one off 15/16 funding requests:	
Christmas Capers popcorn	-160
Boyd Anderson School ski team fees	-48
Lighting for the P1 Nativity play	-470
This leaves uncommitted funds for 2015/16 of	18,862*

* Note: £18,862 includes £9.5K of annual recurring for 16/17 (not approved yet).

As in previous years we have planned a number of fund raising events that we hope will raise £16,500. We expect the clubs to run at breakeven and should expect all costs already approved to be spent. If fund raising continues at current levels this should leave us with about £18,860 to spend this year – assuming £9.5K to be ring-fenced for the annual recurring spends for 16/17 session, then there is c. £9.3K remaining for new funding requests in 15/16.

Miriam Jackson on behalf of the finance sub-group

Club Co-ordinator Points for PC Meeting 25Jan16:

- Successful meeting with Susie Morgan where:
- we discussed and approved Clubs School calendar excluded dates for rest of 2015-16 - Website has been updated
- concluded classroom Interactive boards are not to be used by any club. Can PC fund a projector?
- Idea for extra shed for clubs storage mentioned. This requires more detail to be discussed at a later date.
- Clubs convenors have been asked to notify us of any Free Club spaces. Some clubs need to wait until clubs resume to be in a position to let us know.
- On the office's request we are in the process of compiling an updated and amended spreadsheet for them including phone numbers of club convenors.
- discussed challenges of working with new part-time janitors vs. full-time, long-standing Martin.
- New Clubs discussed; 1) Code Club - can see a possible room for this to run in if lack of storage for monitors can be overcome and rest of check list satisfactorily completed. Club-coordinators are yet to contact parent who is offering to start the club.
 - 2) Bike Club - details of what included & how it will be run would be useful as few concerns raised.
- Another meeting is planned for week commencing 9th May 2015 to discuss 2016-17 Lets and excluded dates.
- Successful meeting with Karen Richmond where:
- conclusion was reached that 2 rooms are available for clubs at Deanbank and these could be run 3:15-4:15pm (ie: within Janitors hours and No evening Lets possible) Monday - Thursdays only.
- we discussed door access at length as no spare SMASCC manpower. Same rules apply to Deanbank - no parents on school premises.
- Kathy met with Ski Club convenors and although many parents are PVG approved we aim to get more done this term. Kathy offering to become a PVG Volunteer to try and speed up this due to size of Club.
- Chess Club - their request to move to a classroom will be discussed further once we know (a) their numbers; (b) if projector can be funded by PC as Room 27 is available should they want to move. Verbal informal update of this given to Club Convenor on walk to school. The Club does not run in Summer Term though so unless pushed by the Club this can be discussed next term in time for 2016-17 Lets.

Situations Vacant

PVG Signatory

A small number of people act as PVG administrators for SMPC. They check the forms, review proof of ID and submit information to Disclosure Scotland. It's an administrative task, which is time consuming. As such, it would be good if we could spread the load. No specific skills required, but one aspect of the role is meeting parents to review their ID documents, so someone who was around in the day/playground would be helpful.

If you are interested in learning more, please email chair@sm-pc.org

Fundraising Coordinators

Our fundraising is extremely successful and runs very smoothly. One of the key reasons is because we rely upon a small number of individuals who help organise and co-ordinate our fundraising events. We would really benefit for some other people to help out.

Being a good organiser is the key school – this isn't about running individual stalls, it's about setting the fundraising calendar, ensuring every activity has an owner, bookings have been made, etc.

If you are interested, a fundraising meeting is being arranged - a great opportunity to meet the other members of the group and learn about what they do.

If you are interested in learning more, please email fundraising@sm-pc.org

Note: You don't need to be a member of the Parent Council to help with these roles.