

# Agenda

## South Morningside Parent Council Meeting

Monday 7<sup>th</sup> March 2016 at 6.45pm in Staff Room

- 6.45 Welcome, attendees and apologies
  - Review & Approval of Minutes of 25<sup>th</sup> January 2016 meeting (Secretary)
- 6.50 Review of matters arising & actions from last meeting (Secretary)
- 6.55 Report: Chair (paper submitted)
- 7.10 Report: Head Teacher (paper submitted)
- 7.20 Report: Treasurer (paper submitted)
- 7.30 Review of Funding Requests (paper submitted)
- 7.35 Standing Agenda items
  - a) Accommodation update
  - b) Clubs Coordinators update
  - c) Fundraising update
  - d) Morningside Community Council update
  - e) Transport update
  - f) Playground update
  - g) Communications update
  - h) Situations vacant
- 8.05 Requested Items
  - i) Boroughmuir High School Parent Council Secretary Vacancy
  - j) SQIP / How Good is our School?
- 8:15 AOB
- 8.20 Close

**Date of next meeting:** Monday 9<sup>th</sup> May 2016

## **Supporting Papers**

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

Monday 7<sup>th</sup> March 2016 at 6.45pm in Staff Room

1. Draft Minutes of the Parent Council meeting 25<sup>th</sup> January 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 Group Report (Miriam Jackson)
7. Situations Vacant (Craig Hilton)
8. BHS Parent Council Secretary Vacancy

**SOUTH MORNINGSIDE PRIMARY SCHOOL**  
**SOUTH MORNINGSIDE PARENT COUNCIL**

Draft minutes of the SMPC meeting held on Monday 5<sup>th</sup> January 2016 at 6.45pm in the staff room.

**Total Attendees: (31)**

**Parent Council Members (22)**

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)	Alex Quinn
Olly Headey (Comms)	Joanna Loxley
Nikki McNair	Ellie Trotter
Kathy Gillies (Clubs)	Sheri Wallace
Lesley Macniven	Susan Morgan *(Acting Head Teacher)
Brian Sharp	Morag Macdonald*
Alan Rehfish (Transport)	
Amina Slimani-Fersia (Nursery)	

Parent council made up of 20 Parent Members plus 2\* non-voting staff members

**Guests (9)**

Cllr Melanie Main	Clare Ridley
Harriet Moll	Jo Pentland
Andrew Baptie	Victoria Bowman
Marion Lowe	Elaine Jones*
Julie Morrison	

**Apologies (9) received in advance of the meeting**

Cllr Mark McInnes	Irene-marie Esser
Beth Clearwater (Clubs)	Lauren Jack *
Hazel Little	Fiona Gilmour*
Deborah Murphy (Comms)	Pam Ferguson*
Yvonne Moore*	

**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 7<sup>th</sup> December 2015 were approved. (11 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** – Kirsten and Craig still to speak about conducting a parent questionnaire.

**#19/15: Clubs places available and confirm PC Funding** – update given in Clubs update (action closed)

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

**#22/15: Greenspace funding for Morningside Park** – Susanna emailed Niamh 18/1/16 and spoke to her today. She confirmed that she would be in touch with MCC regarding the Greenspace. And offered to assist SMPS and the PC if and when we would be looking for funding. (action closed)

**#24/15: Christmas Cards** – Susanna spoke to Jane and Susan who organised them. Greeting: It was decided not to go for the greeting inside as it was difficult to decide what greeting was appropriate with such a wide range of cultures/celebrations within the school. Also, it was decided not to go for the children's own greeting as parents had complained in the past when the greetings had been spelt incorrectly. In terms of the quality and design, Susan and Jane said it was the same company that had been used as before and if the organisers next year wanted to change then that would be ok. They both said that it had been quite a difficult to get completed cards back from the classes, particularly Deanbank and wondered if this something could be done next year to ease this? (action closed)

**#25/15: Henderson's Invoice** – Susanna spoke to David and the amount of £75 was in fact for the AGM and not for the Nursery Evening. Amount to be approved late in Finance. (action closed)

**#26/15: Nativity Costs at Deanbank** – Enterprise project selling children's pictures in Nativity costume raised a lot of money which offset cost of lighting. To leave open for discussion next meeting with Mrs Richmond.

**#27/15: Main School Playground, railings and markings** – Mrs Morgan to chase

**#28/15: Timetable of Works for Deanbank** – Kirstin Beard to chase Accommodation Group.

**#29/15: Photos of Deanbank for Accommodation Group** – weren't required due to council visit (**action closed**)

**#30/15: Designs and Evidence from Playground Architect** – Mrs Richmond had received further evidence from Kelly and these were much more interesting and playground appropriate designs. (**action closed**)

**#31/15: Playground Designs and Ideas from Internet** – ongoing within the Playground Group (**action closed**)

**#32/15: PVG Job Description** – Craig still waiting to receive this from Graeme.

**#33/15: New Chair Replacement** – **action closed**

**#34/15: New HT Job advert** – Interviews to take place early and late February. Parent reps are Howard Kippax and Lesley Macniven.

**#35/15: Tricky Ricky Books** – distributed (**action closed**)

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

See report for detail.

Craig thanked Kathy and Beth for all their hard work with the Clubs Coordinating.

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

See report for detail.

Deanbank: No timescale has been given to put down matting suggested as short term solution to playground problems and the school have raised concerns regarding the safety of the matting.

Help Please: There is no specific Policy in SMPS for being late. Parents raised the problem of the weather and that maybe parents are holding off until the last minute so that their children don't get soaked. Unfortunately, children are not allowed in class early as this is valuable prep time for teachers and there is an important question regarding supervision if the teacher needs to leave the room at any point. If the weather is really bad the children are usually allowed into the stairwell where they are then supervised by Mrs Morgan. School going to remind parents of the importance of children arriving on time and also new start time of 8:40am.

A query was raised about the time of the Deanbank bell ringing as it seemed to vary from day to day. Mrs Morgan to look into. **#01/16**

Parents wondered if it was ok for Deanbank children to have access to main school toilets at the end of the school day. This was agreed and parents could accompany their child to the toilet.

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

See report for detail.

Winter Fair raised £5900

No fees have been received from Girls' Football as yet – Chris to chase. #02/16

Teachers' Allocation has been much appreciated by the teachers. Mrs Morgan to remind Deanbank and Nursery staff that they still have their allocations to spend. #03/16

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

See report for detail.

Funding requests approved: For 19 Against 0 Abstentions 1

We have £9.3k remaining for new funding requests for 2015/2016.

#### **7.25 Standing Agenda items:**

##### **a) Accommodation update –**

Craig summarised the recent report, published by the Council, about the Rising Roles:

Date for approval - 4<sup>th</sup> Feb – Full council meeting.

Options Discussed:

- 1a) New school, no nursery
- 1b) New School, nursery + Fairmilehead
- 1c) New school, 1 nursery

Issues / Questions

Most major item of feedback - Catchment areas (Gillespie's)

Retain Deanbank:

7.3% of all feedback talked about this (page 11)

Education Scotland raised it (page 12)

Appendix 4 of the report has a long response

##### **Reasons why the report said Deanbank would be retained:**

“we have spent significant sums of money on nearby facilities at Deanbank and that money would be wasted if we should we develop at Oakland. We think it is right to maintain

Deanbank” (Page 45, Q+A from South Morningside)

“A significant risk in securing the demolition of Deanbank”

“Purely on planning basis”

“Significant additional construction and demolition costs would be incurred” (page 46)

Page 115:

- 1) Planning Risk
  - a. Provided link to Edinburgh Design Guidance
  - b. Provided Guidance for listed building and conservation areas<sup>1</sup>
- 2) Deanbank is “providing an excellent educational environment”
- 3) Cost and loss of sunk costs
- 4) Decanting Impact

Not minuted, decided at an informal meeting (page 116)

Size:

A school this size should be 1.9 hectares (19,000m<sup>2</sup>). 13,000m<sup>2</sup> for play area and 6,000m<sup>2</sup> for playing fields

The size of the combined Deanbank and Oaklands site is 0.96 hectares( 9,6000m) - 6,558 after school taken into account. (Crawford’s note to Howard Kippax)

Scottish Gvt Approval - Scottish Ministers have indicated they will approve (3.43)

“The council needs to work closely with pupils, parents and staff to design facilities suitable for the size of the site” (Education Scotland – page 175)

What Happens if Not Approved/No Funding:

Huts in Gillespie’s

South Morningside/Deanbank Should be okay (but very close to call)

Traffic:

No detailed impact undertaken (page 105)

Team Teaching:

Will still be required in P1 and P2 going forward (page 14)

“Conservation area consent is required for the complete demolition of unlisted buildings within conservation areas.”

“Demolition will only be acceptable if the new development preserves or enhances the area.” (page 25)

It is important that we have Parent Council representation at the full council meeting held on 4<sup>th</sup> February in the form of a Deputation. It is unknown if Howard Kippax is able to attend however Anna Cuthbert and Alex Quinn volunteered to go.

The decision will be made by 58 councillors, many of them will not know all the facts as they are from different areas of Edinburgh so a deputation is so important to allow the councillors to make an informed decision. It may be helpful to also take a lawyer who would be able to help with the legalities regarding the consultation process and if another consultation should/could be done.

Craig identified that we have 2 main areas of concern as a Parent body:

- 1) Retention of the Deanbank building
- 2) Overall size of the site and access

Some of the parents queried why the council seemed to be sticking to the guidelines outlined for the space required for a nursery and yet the guidelines for the space for a two stream primary school seemed not so strict. Cllr Main informed the PC that there were no specific guidelines regarding space per pupil within a primary school playground however for nursery guidelines were more specific and were governed by a separate body.

The removal of the Deanbank building would certainly give us a blank canvas, and a new build is cheaper, however there haven't been any costings done for demolition or anything else. And until costing has been done, council cannot allocate funding.

Parents questioned the extra land currently used by St Peter's during school hours that is then available to the public outwith school hours. Can that land be used in the new school and why aren't Deanbank children using it now?

We held an informal vote amongst all the parents attending the meeting:

- 1) Work with the council on the Option 1(c) - 2 votes

or

- 2) No – we want to wait until we get something better – 8 votes

The majority of parents abstained from the vote as they felt they couldn't make a judgement as there were too many unknowns, particularly with timescales.

The council has said that there needs to be a new school in place by 2019 to accommodate the predicted rising roles or there would have to be temporary accommodation at Gillespies.

The Oakland Carehome land is currently owned by another directorate in the council but when the time came that would be transferred to the relevant directorate.



Craig/Howard to put forward a request for a deputisation for the meeting on 4<sup>th</sup> February and further discussions to be done through google groups.

Cllr Main suggested speaking to the other primary schools in the area or attending their meetings to try to get an idea of the general feeling among the schools and work together.

**b) Clubs Group update** - see report for detail.

Very few clubs have any free spaces, however Kathy will let Mrs Morgan know what spaces are available once all clubs have got back to her.

With temporary Janitors working at the school, clubs are reminding parents of club rules, for example no parents are allowed in the building after school. Interactive boards are not to be used by clubs.

New Code Club: this is an exciting new club and uses a program called “Scratch” and requires Computer Monitors. There may be storage issues but this is being looked into.

Amina wondered if there was scope for a Nursery club such as soccer? Clubs have to have a parent convenor and Amina to email Kathy about how to start a club.

**c) Fundraising update** - 2 meetings are coming up 4 February and 9 February.

**d) Morningside Community Council update** – MCC had been identified as a consultee and a Travel plan had been requested – this is still being looked into by Gordon.

Site proposed for new school at Deanbank is too small. Noelle gave the details of our local Council Community Safety Officer:

Louise Vittery, Community Safety Officer, Community Safety, Services for Communities

South Edinburgh Local Office, 40 Captains Road, Edinburgh EH17 8QF

[louise.vittery@edinburgh.gov.uk](mailto:louise.vittery@edinburgh.gov.uk)

**e) Transport update** – no further update

**f) Playground update** – Mrs Richmond will provide a detailed up date at our next meeting.

**g) Communication update** – Debbie has been doing regular Facebook updates and they have over a hundred followers.

Documentation update on Google drive, providing the PC with a valuable resource, is going well.

Training is to be given to PC members on how to update the website.

Still looking for volunteers, particularly on the technical side.

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

PVG vacancy: this will become more critical at the start on next year. Kathy is standing in just now but looking for 2 or more volunteers to make this job much easier.

**7:30 Requested items –****8.15 AOB****8.20 Close**

The meeting was closed by the Chair.

**Date of next meeting:** Monday 7th March 2016

**Supporting Papers Supplied in the Meeting Pack**

1. Draft Minutes of the Parent Council meeting 8<sup>th</sup> June 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. Finance Report (Miriam Jackson)
7. Situations Vacant (Craig Hilton)

## South Morningside Parent Council

## Matters Arising/Action Log to be reviewed on 7th March 2016

OPEN MATTERS					
Reference	Date Raised	Issue/Action	Owner(s)	Status	
#12/15	January 19th 2015	Query lunchtime drinks at South Neighbourhood	Kirstin Beard	Craig and Kirstin to discuss parent body view	
#21/15	November 2nd 2015	Amend Constitution at AGM re Internet Bank	Susanna Waller	change at AGM	
#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 marking	Mrs Morgan	to chase council re request	
#28/15	December 7th 2015	Timetable of works to be requested from council	Accommodation group	Kirstin to chase accommodation group	
#32/15	December 7th 2015	PVG job description	Craig Hilton	Craig to contact Graeme	
#01/16	January 25th 2016	Latecomers and Deanbank bell timings	Mrs Morgan		
#02/16	January 25th 2016	Girls football fees	Chris Hebden		
#03/16	January 25th 2016	Teacher Allocation reminder	Mrs Morgan		
CLOSED MATTERS					
Reference	Date Raised	Issue/Action	Owner(s)	Last Status Before closure	Closed
#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 net	Oily 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	Teaching Staff	action closed	Mar 2nd 2015
#05/15	January 19th 2015	Sports Team T-shirts explore options and cost	Mrs Morgan/Craig Hilton	action closed	Mar 2nd 2015
#06/15	January 19th 2015	Sports Team T-shirts explore costs with Footb	Priyanka Kutasegaram	action closed	Mar 2nd 2015
#07/15	January 19th 2015	To issue more info re MS Office 365 & check	Oily Headey/Mrs Grierson	action closed	Mar 2nd 2015
#08/15	January 19th 2015	Club co-ordinator emails to allow easier parent	Oily Headey	now set up - action closed	May 11th 2015
#09/15	January 19th 2015	Permanent Club Policy/Document on PC webs	Oily Headey	now set up - action closed	Mar 2nd 2015
#10/15	January 19th 2015	Info section re Accommodation and Transition	Oily Headey/School Staff	action closed	Mar 2nd 2015
#11/15	January 19th 2015	Treasurer and Fundraising Co-ordinator parent	Craig Hilton	covered in situations vacant - action closed	Mar 2nd 2015
#13/15	January 19th 2015	ASC/BC Priority spaces for families with 3 sit	Priyanka Kutasegaram	priority to be given to 3 site families - action clo	May 11th 2015
#14/15	March 2nd 2015	inform parents about alterations to term for p14	Craig Hilton/Mrs Grierson	update provided in HT report - action closed	Mar 2nd 2015
#16/15	June 8th 2015	Gris 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 sn	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 Morningside 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
#29/15	December 7th 2015	Photos to be taken and sent to Acum re Dea	ba Jenny Sheill	action closed	Jan 25th 2016
#30/15	December 7th 2015	Purse designs 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
#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



## Chairs Report, March 2016

The last couple of month saw the Parent Council discuss and vote on our response to the proposal for a new primary school in the South of Edinburgh. Our previous feedback on the consultation was that (along with the majority of our parents) we supported a new school (option 1) and also felt that it should include a co-located nursery (option 1C). However, we fed back that retaining the Deanbank building was a mistake - a new school should be based on a modern, fit for purpose facility.

So when it came to the full council vote, we were left with a choice to either support the proposal for a new school, with Deanbank or not support the proposal at all. The mechanics of the consultation only offered us those two options.

This led to the closest vote I have ever witnessed in my three or so years as the chair, the result being that the PC supported the creation of a new school, retaining the Deanbank building.

I'd like to thank all the PC members for their input into the discussion, the PC members who helped meet the PC members from other schools, our secretary for managing the hectic vote at short notice, and Anna and Howard for taking a deputation to the council meeting. They did a great job of stressing the need for ongoing engagement to make sure the new school is the best it can possibly be. If you've not seen the deputation, you can 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)

Our fundraising events continue at pace - the date for the Summer Fair has been set at the 5th June. Behind the scenes considerable work is already underway to book performers, bouncy castles, contact local councillors and MPs to ask them to attend etc. Thanks to everyone for their efforts.

The Ceilidh is on the 19th March (thought it is so popular, that I imagine that all tickets are long gone). Some ex-pupils are also looking to organise a quiz night to help raise funds for their volunteering - date to be confirmed, but please look out for that.

Transport issues, particularly parking continues to be a concern - I would urge all parents to politely remind anyone they see parking dangerously that the road markings are there to ensure the safety of all our children. This issue is a perennial one and I think the only way to solve it is to raise awareness of the problem.

Recruitment for a new permanent head is underway and a number of current and ex-PC members are supporting this. The advert has been published and the process runs through March and into April. In the interim, it has been great to work with Mrs Morgan, who has helped us with a number of things and highlighted where the PC can help with others issues.

Finally, at the last meeting, I indicated that volunteers had stepped forward to offer to step into the Chair role when I leave in the Summer. I'm pleased to say that we have started the handover/shadowing process and Hattie will be introducing herself at our March parent council meeting.

Craig Hilton

Chair, South Morningside Parent Council

## **Head Teacher Report**

### **Parent Council meeting Monday 7<sup>th</sup> March**

Life at South Morningside is as busy and interesting as ever! We are now in the middle of our annual Science and Technology focus and each class has had wonderful workshops from Generation Science, thanks to the support of the Parent Council. The science and Technology focus is a great chance for us to think about Science in our daily lives, and an important part of this is parents coming in to talk about their jobs in science and technology. The children always really enjoy this, and it is a fantastic chance for us to make connections between what the children are learning in class, and the kind of careers they might pursue. It is a fantastic opportunity to inspire our children- especially our girls, and show them that jobs in science and technology are for them as well.

#### **Staffing**

Miss Tanya Williamson, who has been teaching P1A with Mrs Ferguson, has been successful in securing a permanent post at Gilmerton Primary School and will be leaving us on Friday 11<sup>th</sup> March. We interviewed last Wednesday and have appointed Miss Fiona Monk. We hope that she will begin working in P1A after Easter.

#### **Lates**

Thank you to all parents for your support with this. I found our discussion at the last PC meeting really helpful- you could probably see that from the letter! I have been delighted with the response, and our problem with children being late has disappeared overnight. We have started the same system at Deanbank from Monday 29<sup>th</sup> February.

#### **Loose Parts Play**

We are having an Open Afternoon on Friday 4<sup>th</sup> March to gather resources to support Loose Parts Play, both at Deanbank and the Main School. I would love to get Loose Parts Play started as soon as possible and I will be able to give more information at the PC meeting when I know the number of resources that have been donated.

#### **Deanbank- playground**

Mrs Richmond and I met with Robbie Crockett on Friday to discuss the ongoing issues with the Deanbank playground. You will remember that Robbie had suggested using rubber matting, similar to that used at music festivals, to peg down over the section of grass/mud near the entrance as a short term solution to the mud. We had reservations about that because we thought that it would be a trip hazard. Robbie has taken further advice, and they agree, that it would not work to cover the entire area in rubber matting because the surface is undulating which will cause the mat to lift up. We have decided to try laying a section of matting to form a pathway across this section to provide another walkway for parents. We will monitor it carefully, and if it is proving to be too much of a trip hazard, then the SSO can lift it up again. We hope that this will happen before Easter.

The good news is that a company has been out to do a survey for the work needed to address the longer term issues.

To address the problem of the puddle in the playground, they are going to create a gully along the back of the monoblocked area, and a spur from the edge of the puddle to the drain.

To address the problem of the path they will lift all the paving and dig a channel along the side of the path with cross channels every 3 meters. The channel will link to the external drain in the road.

The mud/grass area will be excavated and flattened. They will then put in Addagrip Resin Bound permeable surface which allows the water to drain through. This surface is suitable for the tree because it is breathable. It is also suitable for the scooter and bike racks.

Now that the feasibility study has been concluded, the procurement process can begin to get a contractor. Robbie is very keen that this work happens during the Summer holidays. He has also been keen that some of the work could happen before the summer holidays- perhaps the work on the gullies to address the puddle issue.

### **Parents consultations**

As you will be aware, we are using a different system to book Parents consultations appointments. As with all new things, there are bound to be teething problems, but we are really keen to hear feedback about how the process has been, so that we can make it smoother and more efficient for future years.

### **SQIP review**

As you will be aware, every year we write a School Improvement plan, that outlines our key objectives for the coming year. We are now approaching the time to begin reviewing the current SQIP, and I would very much appreciate the input of parents in this. I intend to have a 'stall' at the Parent's Consultation meeting to gather the views of as many parents as possible, but I would be very interested in more detailed feedback from members of the parent Council and also to have input into setting the priorities for next year. If you think you would be able to meet with me to do that I would be very grateful if you could email me on [susan.morgan@southmorningside.edin.sch.uk](mailto:susan.morgan@southmorningside.edin.sch.uk).

## Treasurers Report – South Morningside Parent Council Meeting Monday, 7 March 2016

### 1. Surplus for the period

#### SOUTH MORNINGSIDES PRIMARY SCHOOL SMPC PERIOD FROM 1 JULY 2015 to 29 FEBRUARY 2016

		<u>Income</u>	<u>Expenditure</u>	<u>Profit/(loss)</u>
<b>Cash bal at start of yr</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	-	-	-
	Halloween Party	476.60	268.80	207.80
	Summer Fair	-	-	-
	Winter Festival	8,791.20	2,898.22	5,892.98
	<b>SUB TOTAL EVENTS</b>	<b>15,447.30</b>	<b>7,714.78</b>	<b>7,732.52</b>
<b>Clubs</b>	Guitar *	1,031.50	424.80	606.70
	Friday Night Football	3,722.40	2,700.00	1,022.40
	Chess	1,624.00	1,161.41	462.59
	Chanter & Drumming *	3,069.80	5,050.00	(1,980.20)
	French	1,964.00	1,964.00	-
	Gym *	2,890.00	2,000.00	890.00
	Judo *	2,904.00	2,145.00	759.00
	Knitting	447.30	306.50	140.80
	Recorder *	864.30	810.00	54.30
	Ski-ing	14,360.20	8.50	14,351.70
	Stage *	11,305.00	4,210.00	7,095.00
	Snowboarding	2,650.00	59.40	2,590.60
	Girls Football	-	647.72	(647.72)
	Spanish*	3,215.79	1,722.64	1,493.15
	Clubs Doorperson *	-	362.25	(362.25)
	<b>SUB TOTAL CLUBS</b>	<b>50,048.29</b>	<b>23,572.22</b>	<b>26,476.07</b>
	<b>Sundry Income</b>	<b>209.28</b>	-	<b>209.28</b>
<b>Payments</b>	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		289.10	(289.10)
	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 mailbpx		9.00	(9.00)
	P1 Nativity		221.96	(221.96)
	Popcorn for Christmas Capers		152.90	(152.90)
	Teachers allocation		617.14	(617.14)
	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)
	Bank charges,diff		20.20	(20.20)
	<b>SUB TOTAL PROJECT EXP</b>	-	<b>8,755.06</b>	<b>(8,755.06)</b>
	<b>2015-2016 NET INCOME/(EXP)</b>	<b>65,704.87</b>	<b>40,042.06</b>	<b>25,662.81</b>
	<b>CURRENT BANK BALANCE</b>	<b>102,736.97</b>	<b>40,042.06</b>	<b>62,694.91</b>

## 2. Available funds

<b><u>Available to spend</u></b>	<b>62,694.91</b>
<u>Less floats 'fund' re fairs</u>	<b>(3,000.00)</b>
<u>Less clubs surplus</u>	<b>(26,476.07)</b>
<u>Less committed funds</u>	<b>(23,311.75)</b>
<b><u>Unallocated Funds</u></b>	<b><u>9,907.09</u></b>

## 3. Committed funds

Description	Approval date	Approved £	YTD Spend £	Released £	Balance £
Playground Improvements 2012	Summer Fair 2012 ring-fencing	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)	-	<b>375.00</b>
Teacher's Allocation	Approved 06/15	2,500.00	(617.14)	232.00	<b>2,114.86</b>
Library Books 2015/16	Approved 06/15	1,000.00	(273.39)	-	<b>726.61</b>
Drama Workshops	Approved 06/15	1,000.00	(720.00)	-	<b>280.00</b>
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	-	-	<b>250.00</b>
Parentmail	Approved 06/15	300.00	-	-	<b>300.00</b>
SMPC Website Annual Maintenance 2015/16	Approved 06/15	150.00	(47.00)	(68.00)	<b>35.00</b>
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)	-	<b>150.00</b>
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 01/16	48.00	(48.00)	-	-
P1 Nativity Lighting and Backdrop	Approved 01/16	470.00	(221.96)	(248.04)	-
		<b>32,209.28</b>	<b>(8,609.54)</b>	<b>(287.99)</b>	<b>23,311.75</b>



#### 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

#### 5. Bank account

After reviewing the options for moving the SMPC Bank account to facilitate dual-authorisation of online payments, two issues have arisen:

- Annual turnover for the SMPC exceeds £100,000 and breaches the limit for Treasurers accounts with all high street banks; as such a change of bank would result in an SMPC account being set up as a small-business account and subject to charges (est. ~£300 p.a.); and
- RBS controls over cheques issued by the SMPC are limited to random spot-checks; having dual-signature of cheque isn't offering the degree of control that was likely intended by the constitution of the SMPC.

The proposal is to change the SMPC bank account to allow on-line authorization of payments. Though coming at a cost, reducing cheque payments will increase control over the SMPC bank account. In future years, the additional cost of bank charges can be allocated proportionately to clubs.

Views of the Parent Council are sought.

**Chris Hebden**  
Treasurer 2 March 2016

## Finance Group Report to 7 March 2016 SMPC

### 1. Requests requiring approval

The following funding request have been received:

<b>1</b>	<p>Parent Council Coding Club - One off infrastructure set-up costs:</p> <p>Request from a new SMPC Coding Club for assistance with the IT set-up costs: IT Kit List: £90 = 3x 145 litre lidded storage containers (stackable) for storing 12 donated monitors, keyboards and mice in the PC £110 = 14x VGA to HDMI or DVI to HDMI adapters for connecting donated monitors to the Raspberry Pis. Costings have been based on 10 VGA and 4 DVI adapters. for donated monitors are likely to be mostly VGA only. £60 = power distribution for the class (8x 2-3m 6 gang extensions for desks + 1x 10-15m reel extension) £110 = Teacher's classroom kit Includes Pi kit (£60), 1x USB drive (£30), 2x USB sticks (£10) + equipment bag (£10) £35 = Continuity spares 3x spare SD memory cards (£15) + 2x spare Raspberry Pi power plugs (£10) + 2x spare HDMI cables (£10)</p> <p>The club want to start up after Easter catering for P7 pupils initially. The plan is to extend the club out to P6 &amp; P7 in the 2016/17 school year. They have been gathering donations of the monitors, keyboards and mice from parents already and have secured more than half of that requirement, with plans in place to get the remainder by Easter.</p> <p>The club is hoping to run with volunteering parents and three parents are already on board to run the sessions. The plan is to try keep subscriptions low and use as many volunteering parents with the appropriate IT skills as possible. They are also keen to explore viability of offering occasional Raspberry Pi sessions for P1-P5 classes in the future. The infrastructure kit would be used for these too.</p>	<b>£405</b>
	<b>Total:</b>	<b>£405</b>

The Finance group have assessed the above request and recommend approval for the £405 requested.

### Requests requiring more information

None.

## 2. Fundraising Finances committed to date

The fundraising finances committed to 7 March 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
P5 Lendrick Muir trip assistance	-260
AGM Wine	-75
<b>This leaves uncommitted funds for 2015/16 of</b>	<b>18,775*</b>

**\* Note: £18,775 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 £18,775 to spend this year – assuming £9.5K to be ring-fenced for the annual recurring spends for 16/17 session, then there is c. £9.2K remaining for new funding requests in 15/16.

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

## Situations Vacant - Mar 2016

### 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.

## **Boroughmuir High School Parent Council Secretary**

Boroughmuir PC are looking for somebody who is willing to take on the vital role of Secretary to support the work of the Office bearers of the Parent Council (PC) @ BHS.

This role has a fee attached to it, from the City of Edinburgh, and we can offer the right person £35 per PC meeting, of which there are six per academic year plus the AGM, for taking the minutes and dealing with all of the administration of papers connected to each meeting.

If when you've looked at the detail of the job - in the advert below - and think that you could step up to the role, or if you would like to talk more about it before putting yourself forward, then please contact our current administrator (Andrea Henderson) [pcadmin@boroughmuir.org](mailto:pcadmin@boroughmuir.org) , or our Chair (Jacqueline Whymark) [the.art.of.jw@mail.com](mailto:the.art.of.jw@mail.com) for an email chat.

BHS hope to appoint the right person as soon as possible, and you would be welcome to come along to their next PC meeting on Wednesday 16th March between 6.30 and 8.00 to meet us, then you would be most welcome.

The Role:

### **SECRETARY**

- To support the Chair in administrative matters, formulating and distributing information
- To collect and distribute relevant documents in preparation for Parent Council meetings (7 meeting p.a.)
- To take, circulate and update minutes of PC meetings
- To maintain a current PC members distribution list
- To liaise with the Web Masters who maintain the PC Website