

Agenda

South Morningside Parent Council Meeting

Monday 4 March 2019 at 6.45pm in Staff Room

- 6.45 Welcome, attendees and apologies
 - Review & Approval of Minutes of 14 January 2019 meeting (Brian Sharp)
- 6.50 Review of matters arising & actions from last meeting (Shelagh Halford)
- 6.55 Report: Chair (paper submitted) (Brian Sharp)
- 7.00 Report: SMPC (Head Teacher)
- 7.10 Report: Treasurer (paper submitted) (Chris Hebden)
- 7.15 Review of Funding Requests
 - a) Play based learning resources (Mrs Richmond)
 - b) Equipment/books for main school (Mrs Morgan)
- 7.25 Standing Agenda items
 - a) Accommodation update
 - a. Planning application for North Morningside PS
 - b) Clubs Group update
 - c) Fundraising update
 - a. Survey results (see supporting paper)
 - d) Morningside Community Council update
 - e) Transport update
 - f) Playground update
 - g) Communications update
 - h) Situations vacant:
 - a. Chair
- 8.00 Requested Items
 - a. PVG Policy (see supporting papers x 2)
 - b. Statutory PE (Ellie Trotter)
 - c. Access to afterschool clubs (Moray Tait)
- 8:15 AOB

8.20 Close

Date of next meeting: 29 April 2019

Supporting Papers

South Morningside Parent Council Meeting

Monday 4 March 2019 at 6.45pm in Staff Room

1. Draft Minutes of the Parent Council meeting 14 January 2019 (Shelagh Halford)
2. Matters Arising/Action log (Shelagh Halford)
3. Chair Report (Brian Sharp)
4. Treasurer Report (Chris Hebden)
5. Funding request for play based learning resources (Mrs Richmond)
6. Funding request for equipment books for Comiston Road (Mrs Morgan)
7. Fundraising survey (Olly Headey)
8. PVG Policy
9. PVG notes following meeting (Brian/Brendan)

SOUTH MORNINGSIDE PRIMARY SCHOOL

PARENT COUNCIL

Draft minutes of the SMPC meeting held on 14 January 2019 at 6.45pm in the staff room.

Total Attendees (25)

Brian Sharp	John Cameron
Chris Hebden	Brendan Paddy
Shelagh Halford	David Davies
Howard Kippax	Andy Valdez-Tullett
Eilidh Stimpson	Alice Nelson
Emma Cunningham	Fraser Walker
Jeremy Balfour	Ellie Trotter
Helen New	Peter Ness
Andrew Leiper	Olly Headey
Emily Hargreaves	Clare Bowyer
Mrs Richmond	Mrs Morgan

Parent Council Members (22)

Parent council made up of 27 Parent Members plus 7* non-voting staff members

Guests (3)

Cllr Neil Ross	Erica Cairney
Craig Hilton	

Welcome, attendees and apologies – Brian Sharp (Chair) and Shelagh Halford (Secretary)

Brian welcomed everyone to the meeting and confirmed that apologies had been received in advance.

The minutes of the meeting on 19 November 2018 were approved.

Review of matters arising & actions from last meeting

See separate document.

Report: Chair

Report provided in meeting pack.

Report: SMPC (Mrs Morgan)

Wished everyone a happy new year.

Said there were some new staff and welcomed all of them – Yvonne McComb (replaces Mrs Ward), Victoria Allcoate (cover for Mrs Brian) and Linda Swinson for 1 day per week, Sarah Nairn (PSA at Deanbank), new EYP (Jane Jenkinson).

Explained there was a Scots focus during January (annual focus). Children are learning poems, singing songs and learning Scots language and there is lots of fun. Nursery and P1 assembly is on Burns day. P3-7 is on 8 February at Greenbank Church. Everyone welcome.

Said that just before the holidays, an email had been received to say that the Comiston Road site was going to be part of a city-wide refurbishment programme as a result of a building survey. The windows would be included in this work. Mrs Morgan is going to a meeting about it with Brian on Tuesday 15 January, at which she hopes to get a better idea of timescale but is assuming it won't be before Easter.

Mrs Morgan has issued a new newsletter, which is an attempt to engage parents more, make it more interesting and informative. Any ideas/feedback to be given to Mrs Morgan.

Report: Treasurer

Report provided in meeting pack.

Chris explained:

£8,200 raised from Christmas cards and winter fair plus £340 raised from the fun run.

£7,000 spent on the playground.

£30,000 available to spend (non-committed)

Chris said that with clubs, more payments are being taken online to try to keep admin to a minimum. Chris happy to receive feedback from clubs convenors. Emily said it was a lot

better this term although some people are putting the reference as SMPC rather than their name.

Erica said she was unsure whether it's OK to take cash. Chris said he would prefer cash to go through him. It was agreed that Clubs could enforce an online transfer or payment at the bank policy rather than cash or cheque.

Review of Funding Requests

Chris explained that Mrs Moore is looking for funding for a P6 trip to the zoo. Mrs Morgan explained that the school haven't budgeted to pay for school membership of the zoo this year. The cost is £250. The Finance Group have approved this. At the PC meeting, there were 17 votes in favour, 1 abstention and 0 against.

Chris said that the Finance Group have confirmed approval for two of Mrs Richmond's funding requests. These are:

Books to support the reading spine programme for P1 and P2 - cost £560. 17 PC members voted for, 0 against, 1 abstention.

A local author to visit Deanbank during Scots week - cost £200 (70p per head). 17 PC members voted in favour. 0 against, 1 abstention

Mrs Richmond said that she had put in an additional request for support play based learning - £500 nursery, £1000 P1 and £1000 P2. To be discussed in more detail at next PC meeting.

PC need to approve anything over £100.

Standing Agenda items

a) Accommodation update

Howard said they hoped to get a sub group meeting set up.

b) Clubs Group update

No update.

c) Fundraising update

No update. Howard said that someone will need to take over from Fiona at some point. Fiona has documented what the role involves, which is compartmentalised and many parents help out. There is a timeline of work to be done before fairs but it is not as onerous as it used to be. Howard will ask Fiona to put together a job description for the role.

d) Morningside Community Council update

No update provided.

e) Transport update

David explained that the group are progressing with the transport travel plan. Some issues from last time haven't been addressed but David is hoping to circulate a draft plan soon. David said they would put a note to Councillors to try to set something up to discuss the

issue with the crossing on Morningside Drive. It was agreed that Craiglea Drive and Comiston Road would be added to this. David will add it to the travel plan.

Regarding Deanbank and the parking issues, Mrs Richmond said it will only get worse now that the care home is about to be demolished. There is concern about who is going to patrol this. Mrs Richmond said closing it off while the school is functioning would be the answer. Jeremy asked how much opposition the school was likely to get to this. Mrs Richmond said it would be inconvenient to some parents, but not impossible. Local access is still allowed while a road is 'closed'. Cllr Ross said that a traffic plan would form part of plans for new school.

f) Playground update

Mrs Richmond said things were progressing, commencing with the clearing of the site. The trim track is being removed and the soft surface to be completely redone. Staging, toadstools and games are on order. They are working around the school being open. Mrs Richmond said up to £17,000 has been ringfenced for the works.

Comms asked Mrs Richmond to send them pictures of the works.

g) Communications update

Eilidh said that a questionnaire to stall owners at the Christmas fair had been issued to give back information for the next person who takes over but not many responses had been received so people may need to be reminded.

Situations Vacant

- a. Treasurer
- b. Chair

Positions to be readvertised on Xpressions with additional information about what is involved.

Requested Items

- a. PVG Policy

Craig is the PVG Lead Signatory. He explained what PVG is and why a vote was required.

The Protecting Vulnerable Groups scheme is run by Disclosure Scotland on behalf of the Scottish Government. Anyone who volunteers to work with children has a PVG check (e.g. clubs convenors and anyone who is left in sole charge of children). At any one time, there should always be one parent at a club who is PVG checked. Any concerns about anyone acting inappropriately (under consideration) is notified to the Lead Signatory. Disclosure Scotland have visited Craig and made some recommendations regarding the Policy (last updated 6 years ago).

Craig explained that the proposal is to suspend PVG members as soon as a flag is raised about someone, e.g. if someone is reported as having caused harm. Anything which calls into question someone's ability to work with vulnerable groups would be notified to the Lead Countersignatory.

Craig explained that checks are undertaken before someone starts volunteering. It's an active scheme so if someone commits an offence after they have started, the Lead Signatory will be notified.

Craig said that there is a legal requirement if we believe a child has been brought to harm to notify Disclosure Scotland (Lead Signatory has responsibility) within 3 months of being aware of the issue.

Volunteer checks are free. Checks are time consuming to administer and take time to undertake.

Fraser expressed concern with the PC making a blanket judgement to suspend anyone who is notified to us as under consideration. Craig explained that it was for serious offences and that to date, he has never been notified about anyone under consideration, that it was important to adhere to recommendations by Disclosure Scotland.

Jeremy said he has a concern about not having all volunteers checked and it's difficult to draw the line. Emily has a concern with this as there are 35 parents involved in chess club. Olly confirmed that this was why the PC had decided to apply checks only to convenors and those who may be in sole charge of children as a compromise.

Craig summarised the two main concerns as:

- 1) compliance with current policy – e.g. if in sole charge of a child, need to be PVG checked
- 2) whether the current level of compliance is strict enough

Cllr Ross said there was likely a standard set of guidance for schools and that other schools will likely have the same issue. He said that PVG training for the PC should be provided and that guidance may be available from the Council. He added that it was important for every member of the PC to understand and know what responsibility is.

It was agreed that the matter would be discussed further at the next meeting but in the meantime, a meeting between Craig, Brian and Clubs would be organised.

Olly suggested it might help to get other volunteers involved in helping to get PVG checks processed.

b. Parking issues

Covered above

AOB

South Morningside Parent Council

Matters Arising/Action Log

14.Jän.19

OPEN MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Status
#31/16	November 28th 2016	Class link person for every class - arrange someone from each class who can share parental views	Comms/All	For start of next year, request class rep from each class for them to co-ordinate more informal comms between parents, e.g. via Whatsapp. Issue is that school cannot give out email addresses but parents may be happy to provide theirs to comms direct. Advertise again on facebook. If anyone knows class reps to ask them to contact comms.
#04/17	March 6th 2017	School remote heating	Jenny/Cllrs Main and Cook	Type up findings from investigation (Jenny) and email Council (Cllrs Main and Cook)
#12/17	October 9th 2017	PC has concerns about Council budget for refurb of existing school and capacity of new school	Accommodation/Cllr Main	Ask to meet with the Council to discuss. Someone required from PC to take forward the existing school refurb sub group. Brian to speak to Cllr Main
#15/17	October 9th 2017	Traffic congestion on Caanan Lane - look into part-time permit parking on Woodburn Terrace	Brian/Cllr Main	Council have advised that wardens are in place but doesn't appear to have happened yet.
#05/18	January 22 2018	Teachers' collection	Sheri	Seek views on having anonymous central collection for teachers in the new term
#12/18	May 14, 2018	Treasurer post remains unfilled	Comms Group/Brian	Advertise again via Xpressions and include tasks and time taken. Consider Treasurer as paid post.
#16/18	May 14, 2018	Funding for Save the World group initiatives	Brian Sharp	Speak to Chris about funding the initiatives
#17/18	October 1st, 2018	Surplus funds	Comms	Survey to parents and children to seek views on what they would like funds to be spent on. Googleforms
#25/18	November 19th, 2018	Write to Edinburgh Council to check that funds for the new school have been ringfenced	Accommodation	Joint school meeting next Monday (D Johnson). Note via googlegroups to be circulated after that. Funds are included in the Council's budget (to be confirmed 21 February).
#1/19	January 14, 2019	Someone to take over from Fiona	Fiona Kippax	Draft a job description of the role
#2/19	January 14, 2019	Add issues with Craiglea Drive and Comiston Road to travel plan	Transport	
#3/19	January 14, 2019	Send pictures of the playground works to comms	Mrs Richmond	
#4/19	January 14, 2019	PVG Policy	Brian and Clubs	Meet with Craig about PC concerns

South Morningside Parent Council – Chair Report – 4th March 2019

Good evening and welcome to the second Parent Council Meeting of 2019.

Firstly, a quick resume of events that have occurred since our last get-together

15th January 2019 – Along with Mrs Morgan, I attended a Council School Works Meeting when School Capital spending was discussed - I will leave the good news / details to Susie.

7th February 2019 – The South East Parental Engagement Locality Group met at St Peters and along with general discussion, road crossings were raised and I mentioned with the lack of Lollipop Persons, fixed animal crossings should be considered at both the Junction of Comiston Road / Morningside Drive AND at the South Exit to Morningside Park. I await contact details from the Council's Maria Plant to take this further.

20th February 2019 – The Council held a come and see evening for the new “North M/side” Primary School at Deanbank. Subseq, the Accommodation Group have held a meeting to discuss / review and will hopefully give an informed opinion tonight.

And some good news

I am pleased to see the first of the long awaited Playground improvements at Comiston Rd – woo hoo !!

And finally, a warm welcome back to (a disguised) Mr Urquhart.

Kind regards,

Brian Sharp
Chair SMPC

Treasurers Report – South Morningside Parent Council Meeting Monday, 4 March 2019

1. Surplus for the period and available funds

SOUTH MORNINGSIDES PRIMARY SCHOOL SMPC PERIOD ENDED 26 FEBRUARY 2019				
		<u>Income</u>	<u>Expenditure</u>	<u>Profit/(loss)</u>
Cash bal at start of yr	Bank	62,451.11		62,451.11
	Accruals - club costs	(4,364.00)		(4,364.00)
	OPENING BALANCE	58,087.11	-	58,087.11
Surplus on Events	Winter fair	9,315.90	2,866.91	6,448.99
	Christmas Cards	6,441.70	4,728.19	1,713.51
	SUB TOTAL EVENTS	15,757.60	7,595.10	8,162.50
Other Income	Edinburgh Council Grant	840.40	-	840.40
	EasyFundraising	19.49		19.49
	Other sundry income	340.00		340.00
	SUB TOTAL OTHER INCOME	840.40	-	840.40
Clubs	Chanter & Drumming	4,967.56	3,029.00	1,938.56
	Choir	1,127.10	-	1,127.10
	Chess	3,349.50	1,708.00	1,641.50
	Coding Club	-	-	-
	Creative Writing Club	3,180.00	3,135.40	44.60
	Football coached club	215.00	170.00	45.00
	Friday Night Football	3,615.00	2,915.00	700.00
	Guitar	3,314.00	1,587.60	1,726.40
	Gym	5,281.85	2,265.90	3,015.95
	Judo	5,734.00	3,150.00	2,584.00
	Knitting	1,342.70	859.12	483.58
	Recorder	1,607.70	1,521.00	86.70
	Ski-ing	12,320.00	4,724.40	7,595.60
	Snowboarding	1,371.00	648.00	723.00
	Spanish	4,703.03	2,435.55	2,267.48
	Stage	17,138.00	6,456.02	10,681.98
	Zoom Club	2,669.80	1,920.00	749.80
	Clubs Doorpersion	-	1,134.00	(1,134.00)
	SUB TOTAL CLUBS	71,936.24	37,658.99	34,277.25
Expenditure	Teachers allocation	-	1,628.82	(1,628.82)
	Science Week	-	2,585.00	(2,585.00)
	P3 Football set-up	-	134.82	(134.82)
	Food and Science technologies	-	561.30	(561.30)
	P7 Ceilidh band	-	470.00	(470.00)
	Uniform Boutique	-	138.48	(138.48)
	Morningside Christmas Lights	-	100.00	(100.00)
	Playground	-	12,354.08	(12,354.08)
	Food for Christmas Party	-	1,200.00	(1,200.00)
	Christmas decorations	-	160.00	(160.00)
	Chess Club t-shirts	-	150.00	(150.00)
	Funding - club spaces	-	80.00	(80.00)
	Sports entry fees	-	187.20	(187.20)
	AGM expenses	-	124.45	(124.45)
	Author visit	-	200.00	(200.00)
	Recorded books	-	252.00	(252.00)
	Golden time tokens	-	187.03	(187.03)
	Zoo memberships	-	250.00	(250.00)
	Nativity lighting	-	338.56	(338.56)
	Committed	-	21,101.74	(21,101.74)
	Theatre trip transport 2017	-	128.00	(128.00)
	SUB TOTAL EXPENDITURE	-	21,229.74	(21,229.74)
2018-2019 NET INCOME/(EXP)				22,050.41

2. Available Funds

CURRENT BANK BALANCE			80,137.52
Restricted funds			
	Float requirements		(3,000.00)
	Surplus on Clubs*		(34,277.25)
	Committed Funds		(15,166.40)
AVAILABLE TO SPEND			27,693.87
*Clubs Surplus - note that any surplus as at 30 June becomes available for general use			

3. Committed funds

Description	Approval date	Approved £	YTD Spend £	Released £	Balance £
2014 Brought Forward					
Playground Improvements 2012	Summer Fair 2012 ring-fencing	3,850.28	(3,850.28)	-	-
Playground Improvements 2014	Approved Jan 14	13,000.00	(8,503.80)	-	4,496.20
2017/18 Brough forward commitments					
Teachers allocation	Approved 06/17	205.87	(205.87)	-	-
Numeracy packs	Approved 11/17	504.33	-	-	504.33
Science room resources	Approved 06/18	450.00	(412.14)	(37.86)	-
2018/19 Commitments					
AGM expenses	Approved 06/18	300.00	(124.45)	(175.55)	-
SMPC Web-site	Approved 06/18	150.00	-	-	150.00
Science Week	Approved 06/18	3,500.00	(2,585.00)	-	915.00
Theatre visits	Approved 06/18	3,500.00	-	-	3,500.00
Teachers allocation	Approved 06/18	3,000.00	(1,422.95)	-	1,577.05
Library books	Approved 06/18	1,000.00	-	-	1,000.00
Arts and crafts supplies	Approved 06/18	750.00	-	-	750.00
Science resources for teachers	Approved 06/18	500.00	(149.16)	-	350.84
Scottish opera	Approved 06/18	500.00	-	-	500.00
P7 Ceilidh band	Approved 06/18	500.00	(470.00)	(30.00)	-
Schools competition entry fees	Approved 06/18	450.00	(187.20)	-	262.80
One-ery funding	Approved 06/18	300.00	-	-	300.00
P7 Activity day	Approved 06/18	260.00	-	-	260.00
P3 football set-up	Approved 06/18	250.00	(134.82)	-	115.18
Sports day ice-lollies	Approved 06/18	250.00	-	-	250.00
P1 Nativity	Approved 06/18	200.00	(338.56)	138.56	-
Christmas capers snack	Approved 06/18	160.00	-	-	160.00
Christmas trees	Approved 06/18	75.00	-	-	75.00
Morningside lights	Approved 06/18	100.00	(100.00)	-	-
Uniform Boutique	Approved 10/18	138.48	(138.48)	-	-
Competition T shirts	Approved 10/18	150.00	-	-	150.00
Golden Tokens	Approved 10/18*	100.00	(187.03)	87.03	-
Chess club t-shirts	Approved 11/18	150.00	(150.00)	-	-
Christmas decorations	Approved 12/18	160.00	(160.00)	-	-
Christmas Party food	Approved 12/18	1,200.00	(1,200.00)	-	-
Author visit	Approved 01/19	200.00	(200.00)	-	-
Recorded books	Approved 01/19	252.00	(252.00)	-	-
Zoo memberships	Approved 01/19	250.00	(250.00)	-	-
Funded places		80.00	(80.00)		
		36,435.96	(21,101.74)	(104.85)	15,166.40
*low-cost items approved by Finance Committee					

Chris Hebden,
Treasurer, 27 February 2019

Funding Requests:

1 Mrs Richmond

Resources to support play-based learning support in P1 and P2

Total requested £2,500

2 Mrs Morgan

Miscellaneous supplies for Comiston Road

Total requested £2,138.24

APPLICATION FORM FOR FUNDING REQUESTS

1. **HOW MUCH** – *this should include how the figure was reached – quotes/how estimated, any ongoing costs e.g. maintenance, is it one off cost or are we committing ourselves to an annual cost.*

£500 Nursery

£1000 P1

£1000 P2

2. **WHAT FOR** – *a description of what the money is to be used for.*

Resources to support our play-based learning approaches in the early years. The items have been identified by the teaching staff to support their delivery of the curriculum. They include light boxes, construction, outdoor play items and small world. Much of the resources we currently used has been freely sourced and borrowed.

There is also a desire to develop block play (research shows having these resources would provide additional benefits for our children) however the cost of this would require considerable investment and therefore we have not added it here.

3. **WHO WILL BENEFIT** – *how many children will benefit from this, what age group, teachers and how often.*

Nursery, P1 and P2 pupils

4. **OTHER WAYS OF FUNDING** – *have you looked into other ways to fund this, have donations been considered?*

We are unable to pay for this ourselves as we have limited school funds. Teachers are currently supporting the learning themselves.

5. **PARENTAL INVOLVEMENT** – *SMPC are keen to see more parental involvement in the school – does your funding request involve parents – how?*

Regularly opportunity for parents to attend Stay, Play and Learn and see the resources in action. Feedback in Learning Journals

6. **OTHER** – *anything else you may like to add including contact details in case we have any further questions.*

Karen Richmond

APPLICATION FORM FOR FUNDING REQUESTS

1. **HOW MUCH** – *this should include how the figure was reached – quotes/how estimated, any ongoing costs e.g. maintenance, is it one off cost or are we committing ourselves to an annual cost.*

£2138.24

2. **WHAT FOR** – *a description of what the money is to be used for.*

Details of request included below

3. **WHO WILL BENEFIT** – *how many children will benefit from this, what age group, teachers and how often.*

Comiston Road classes

4. **OTHER WAYS OF FUNDING** – *have you looked into other ways to fund this, have donations been considered?*

No

5. **PARENTAL INVOLVEMENT** – *SMPC are keen to see more parental involvement in the school – does your funding request involve parents – how?*

No

6. **OTHER** – *anything else you may like to add including contact details in case we have any further question and so that you can be notified of the decisions.*

Finance Group email finance@sm-pc.org

PC funding requests from Comiston Road

From Hope Education catalogue

What is it?	code	How much?	How many?	Total cost
Calculators- box of 30	HE1254674	62.99	5	314.95
Trundle wheel 10 pack	HE1785302	97.90	1	97.90
Glue guns	HE248371	12.99	10	129.90
Glue gun sticks- 5kg pack	HE343544	42.99	1	42.99
Pentel oil pastels 50 pack	HE258472	5.99	34	203.66
Soft grey pastels 12 pack	HE166643	2.99	16	47.84

Reeves soft pastels 36 pack	HE420595	6.49	16	103.84
Watercolour pencils 24 pack	HE383506	13.99	16	223.84
Skintone watercolour pencils 12 pack	HE291336	7.99	16	127.84
People of the world coloured pencils	HE396662	1.99	15	29.85
Marbling inks standard	HE1202066	5.39	2	10.78
Marbling inks metallic	HE1202070	5.29	2	10.58
Printing ink white	HE221357	3.49	2	6.98
Printing ink leaf	HE2213331	3.49	2	6.98
Printing ink blue	HE221318	3.49	2	6.98
Printing ink red	HE221344	3.49	2	6.98
Printing ink yellow	HE221370	3.49	2	6.98
Printing ink orange	HE369908	3.49	2	6.98
Printing ink turquoise	HE151768	3.49	2	6.98
Printing ink purple	HE369921	3.49	2	6.98
			total	1271.97

PE

From YPO catalogue

What is it?	code	How much?	How many?	Total cost
Slow bounce tennis balls	281557	9.50	2	19.00
Badminton holdall	801225	8.00	2	16.00
High jump stand 1.5m	D46956	90.00	1	90.00
			total	125.00

Sportshall Athletics badges- ordered from Eveque through Oracle

What is it?	code	How much?	How many?	Total cost
Gold sew on badges		1.50	35	52.50
Silver sew on badges		1.50	35	52.50
Bronze sew on badges		1.50	35	52.50
			total	157.50

Support for Learning

What is it?	code	How much?	How many?	Total cost
Spellcheckers (Hope)	HE1004132	19.99	20	399.80
Sit 'n' move cushion (LDA)		24.99	4	99.96
Fidget toys (Amazon)	Different packs			30.00
All dogs have ADHD (Amazon)		8.99	2	17.98
All birds have anxiety (Amazon)		9.98	2	19.96

All cats have Asperger's (Amazon)		8.77	2	17.54
			total	585.24

Total cost £2138.24

APPLICATION FORM FOR FUNDING REQUESTS

1. **HOW MUCH** – *this should include how the figure was reached – quotes/how estimated, any ongoing costs e.g. maintenance, is it one off cost or are we committing ourselves to an annual cost.*

£2138.24

2. **WHAT FOR** – *a description of what the money is to be used for.*

Details of request included below

3. **WHO WILL BENEFIT** – *how many children will benefit from this, what age group, teachers and how often.*

Comiston Road classes

4. **OTHER WAYS OF FUNDING** – *have you looked into other ways to fund this, have donations been considered?*

No

5. **PARENTAL INVOLVEMENT** – *SMPC are keen to see more parental involvement in the school – does your funding request involve parents – how?*

No

6. **OTHER** – *anything else you may like to add including contact details in case we have any further question and so that you can be notified of the decisions.*

Finance Group email finance@sm-pc.org

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Glue gun sticks- 5kg pack	HE343544	42.99	1	42.99
Pentel oil pastels 50 pack	HE258472	5.99	34	203.66
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People of the world coloured pencils	HE396662	1.99	15	29.85
Marbling inks standard	HE1202066	5.39	2	10.78
Marbling inks metallic	HE1202070	5.29	2	10.58
Printing ink white	HE221357	3.49	2	6.98
Printing ink leaf	HE2213331	3.49	2	6.98
Printing ink blue	HE221318	3.49	2	6.98
Printing ink red	HE221344	3.49	2	6.98
Printing ink yellow	HE221370	3.49	2	6.98
Printing ink orange	HE369908	3.49	2	6.98
Printing ink turquoise	HE151768	3.49	2	6.98
Printing ink purple	HE369921	3.49	2	6.98
			total	1271.97

PE

From YPO catalogue

What is it?	code	How much?	How many?	Total cost
Slow bounce tennis balls	281557	9.50	2	19.00
Badminton holdall	801225	8.00	2	16.00
High jump stand 1.5m	D46956	90.00	1	90.00
			total	125.00

Sportshall Athletics badges- ordered from Eveque through Oracle

What is it?	code	How much?	How many?	Total cost
Gold sew on badges		1.50	35	52.50
Silver sew on badges		1.50	35	52.50
Bronze sew on badges		1.50	35	52.50
			total	157.50

Support for Learning

What is it?	code	How much?	How many?	Total cost
Spellcheckers (Hope)	HE1004132	19.99	20	399.80
Sit 'n' move cushion (LDA)		24.99	4	99.96
Fidget toys (Amazon)	Different packs			30.00
All dogs have ADHD (Amazon)		8.99	2	17.98
All birds have anxiety (Amazon)		9.98	2	19.96
All cats have Asperger's (Amazon)		8.77	2	17.54
			total	585.24

Total cost £2138.24

Fundraising Survey 4 March 2019

We had 199 responses in total, what a great result. The breakdown of the fixed categories was as follows (people could select more than one):

Sports and Fitness (59%)

Technology (52%)

Expressive Arts (47%)

Health and Well-being (43%)

Languages (34%)

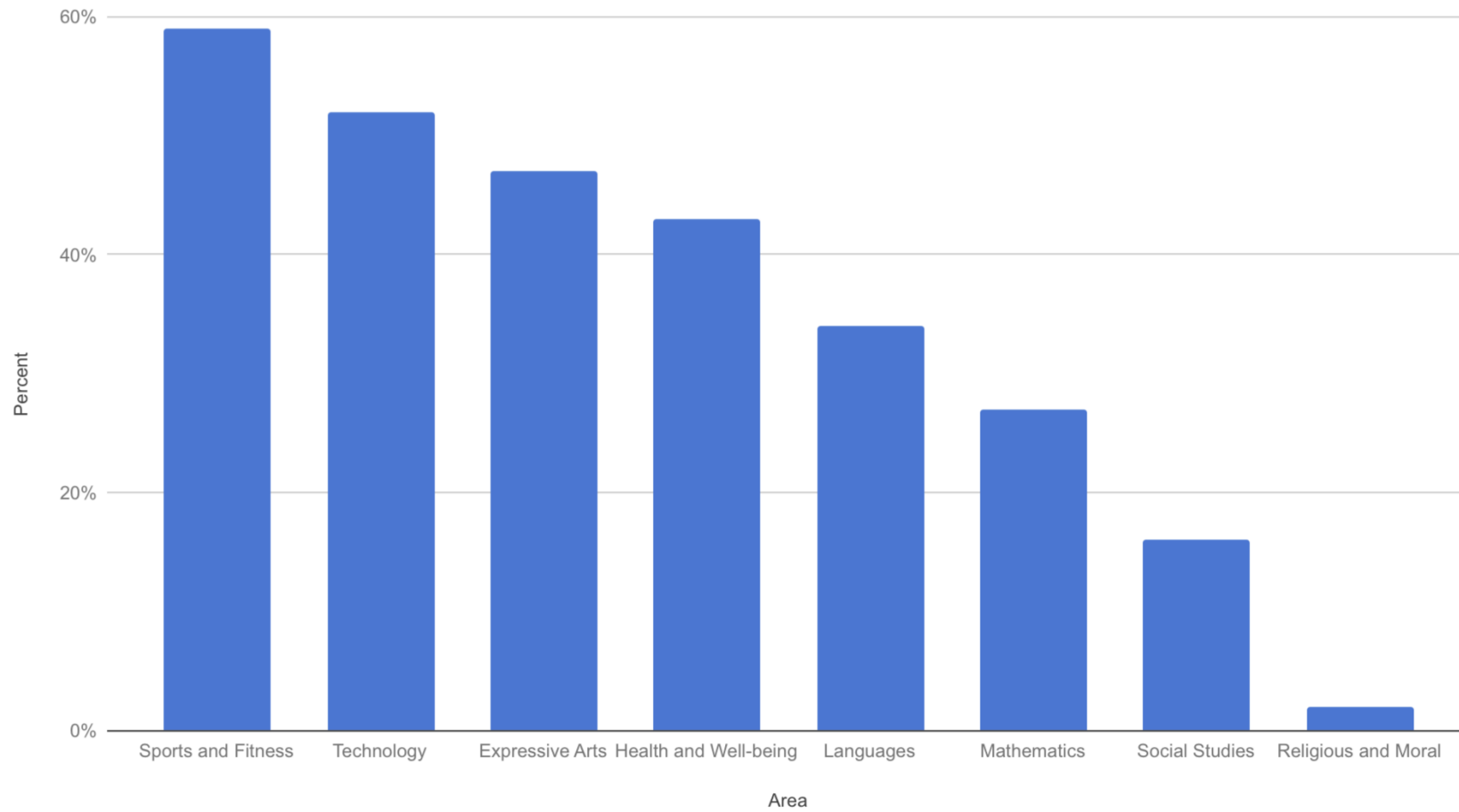
Mathematics (27%)

Social Studies (16%)

Religious and Moral (2%)

Here's a graph:

Percent vs. Area



In terms of additional comments, this could really be broken down into the following list, all quite equally represented:

Sports area, P&E facilities and kit
Playground improvements
Toilet refurbishment
More art equipment
Music lessons, school choir
Subsidising lower-income families
Donate to charity



South Morningside Parent Council (SMPC) PVG Policy

Background

South Morningside Parent Council aims to ensure that all children are kept safe from harm while they are with our club tutors and volunteers.

Those who undertake regulated work with children and within our organisation may be asked to complete a PVG disclosure application. Disclosure Scotland will continually monitor scheme members suitability to carry out regulated work and will notify our organisation if someone is barred as they have become unsuitable to do that type of regulated work or if someone is moved to consideration for listing. This can happen either at the time that someone applies to join the PVG Scheme or throughout the period that they are doing regulated work.

Policy Scope

This policy applies to all clubs that operate on behalf of SMPC.

School clubs (e.g. school teams) will have their PVGs managed directly by the school and are not covered by this policy.

This policy covers 4 areas;

1. PVG Registration and Monitoring
2. Making Referrals under the PVG Act
3. Secure Handling, Use, Storage and Retention of Disclosure Information
4. Covering PVG Costs

1. PVG Registration and Monitoring

Who needs a PVG?

All club tutors must have a PVG.

Further, any assistant or volunteer who has direct, unsupervised access to children must have a PVG.

If there are multiple individuals who have direct unsupervised access, they **all** require a PVG certificate.

As a minimum, at all times, at least one individual present must have a PVG registration.

Children must not be left supervised solely by an adult who does not hold a PVG certificate.

PVG Registration Requirements

Normally, the PVG must also be registered with the SMPC.

By exception, where the club is purchased as a “professional service”, the PVG may be registered with a 3rd party. Where this is the case;

- The 3rd party organisation must clearly be an independent organisation, not a business operated by the tutor/individual being PVG'd
- The 3rd party organisation must provide written confirmation that they will ensure all tutors have a PVG and the 3rd party organisation will not provide a tutor who is barred from regulated work or is under consideration

- This arrangement must be agreed with the SMPC PVG lead signatory and SMPC Clubs Coordinator(s).

Notification that an Individual is Barred or Under Consideration

If we are notified that an individual is barred from regulated work with children, the individual will not be recruited to do, or will be removed from that type of regulated work. Our organisation will be committing an offence if we engage or fail to remove someone who is barred from the relevant regulated work.

Disclosure Scotland may place a scheme member 'under consideration for listing' if they have information that they need to take time to review. During this time, the member is not barred from regulated work. If we are notified by Disclosure Scotland that an individual is under consideration for listing, our organisation will take the following action:

At Recruitment Stage:

- Suspend the recruitment decision until the final determination is made

As a Result of on-going Monitoring

- The individual will be suspended until the final determination is made

This decision will be fully explained in accordance with this policy.

2. Making Referrals under the PVG Act

Passing information to Disclosure Scotland is called making a referral.

Organisations have a legal obligation to pass information to Disclosure Scotland (make a referral) about an unsuitable individual when the individual who has been doing regulated work (paid or volunteering) meets both of the following:

- The individual doing regulated work has done something to harm a child and
- The impact is so serious that the individual is removed from the regulated work

What do we mean by harm?

Harm is when an individual who is doing regulated work, does any of the following:

- Harms a child
- Places a child at risk of harm
- Engages in inappropriate conduct involving pornography
- Engages in inappropriate conduct of a sexual nature involving a child
- Gives inappropriate medical treatment to a child

This may include behaviour which occurs outwith the person's work / volunteering with SMPC.

What do we mean by removed?

- Dismissed the individual from their paid or volunteering position, or
- Moved the individual to a new paid or volunteering post that is not a regulated work position
- Reached a decision that we would have dismissed or moved someone, had they not already left the organisation

Policy on making referrals

When a volunteer or tutor is removed from their regulated work position by SMPC, the PVG Lead Signatory will consider whether the grounds for making a referral have been met.

In some cases, information about inappropriate behaviour comes to light after someone leaves an organisation. SMPC will also consider making a referral when such information might have led to a referral being made had it been known while the person concerned was still doing regulated work.

Process of making referrals

When SMPC is clear that a referral should be made to Disclosure Scotland, we will do so within 3 months. This is a legal obligation and failure to make a referral to Disclosure Scotland will mean that an offence has been committed.

It is the responsibility of the PVG Lead Signatory to make such a referral. The SMPC Chair will deputise for the PVG Lead Signatory in fulfilling this responsibility. The person making the referral will have the freedom and authority to consult with all relevant people within SMPC in order to obtain the necessary information. A referral will be made at the end of the disciplinary process, once the decision has been reached to remove the individual from regulated work.

The relevant form for making a referral is available on the Disclosure Scotland website. There full Guidance on the PVG Act is also on the website and should be consulted as required. Advice on making a referral can be sought from CRBS.

3. Secure Handling, Use, Storage and Retention of Disclosure Information

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

SMPC will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. SMPC undertakes to make a copy of this policy available to any applicant for a post with SMPC that requires a Disclosure.

We are enrolled with Volunteer Scotland Disclosure Services to process disclosure checks for the purpose of assessing individual's suitability for paid and/or unpaid work with us. This policy has been developed to ensure that we comply with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information.

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for volunteering/recruitment purposes.

SMPC will ensure that an individual's consent is given before seeking a disclosure record, and will seek their consent before using disclosure information for any purpose other than recruitment/volunteering.

Furthermore, SMPC will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process. Disclosure information will only be shared with those authorised to see it in the course of their duties.

Disclosure information will be destroyed (via shredding) immediately after it has been disclosed to the relevant person at SMPC.

4. Covering PVG Costs

There is no cost for registering a PVG for a volunteer.

If a (paid) individual has a PVG, but it has not been registered with SMPC then there is a small cost. In this case, SMPC will pay for the registration.

If the individual has no PVG certification, then the cost is more significant. There are two options; a) The tutor pays for the cost of the PVG; b) The club pays for the cost and it is recouped via the fees charged to the club attendees. The club convenor will consult with the SMPC officers to decide the appropriate course of action.

From: Lorna Sharp <landbsharp@sky.com>
Subject: Fwd: PVG Notes following PC Meeting
Date: 27 February 2019 13:54
To: shelaghfoulis@hotmail.com

Hi Shelagh

A very helpful response about PVG which I think we should include in the mtg blurb ??

Regards

B #

Sent from my iPad

Begin forwarded message:

From: brendan paddy <brendan.paddy@gmail.com>
Date: 26 February 2019 at 09:59:07 GMT
Cc: Chris Hebden <chrishebden@yahoo.com>, South Morningside Parent Council Chair <chair@sm-pc.org>, pvq@sm-pc.org
Subject: Re: PVG Notes following PC Meeting

This is all really helpful Craig - sorry I have only just got around to reading and replying.

I think the critical take aways for me are that

- the change in policy you've proposed is based on advice you've received following a review by Volunteer Scotland
- The one that led to most discussion was suspending activity leaders if we were notified they were under investigation because there was a safeguarding concern
- If we receive notice that someone is being investigated it's because there have been reports of their behaviour that on initial investigation have given cause of concern
- An investigation could be triggered by a wide range of serious criminal convictions that attract potential custodial sentences but we would only be notified if the initial investigation found cause for concern
- We would almost certainly not be given any details of the crimes or allegations involved
- Suspension is an administrative step not a punishment - there is no assumption of guilt and no formal announcement would be made
- The change in policy therefore makes sense because it protects children, protects SMPC - the backlash if we did not suspend someone who was subsequently barred from working with children or, worse, committed an offence could be ferocious - and administrative suspension has limited implications for any club leaders who might be affected - it's never happened at South Morningside that we are aware of?
- It is NOT proportionate to PVG all casual parent helpers
- We should share the policy once updated and although we recognise there are challenges with this we should advise clubs and parent helpers that it is against our policy for anyone who has not been PVG checked to be alone with children other than their own, (informally we might want to add that if a situation arises where this is unavoidable they should seek to ensure that they are in a public place eg on the school steps rather than remaining inside?)

best

Brendan

On Sun, Jan 27, 2019 at 11:32 PM <notnowcraig@gmail.com> wrote:

Hello all,

I've made some notes following the recent meeting:

https://docs.google.com/document/d/1Q_9PoMJ-Kywg2EHkwJsnttnv_fUFn80Na_v3UP3Kl14/edit?usp=sharing

I've tried to provide a bit more background/education, but also address the specific questions and issues that were raised.

As ever, I think helping people understand the imperfect world and constraints of a voluntary organisation is key here. Specifically, if something needs done there (sadly) isn't a team of paid helpers waiting to run in and do it!

Happy to help be involved in/host any discussions – as I'm sure you are aware, discussing PVG could fill your entire series of PC meetings.

Let's have a chat at some point.

Regards, Craig

p.s. I Should have said – the best way for people to contact me about this is (obviously) PVG@sm-pc.org – it's quoted on the PC website and goes to me and Kathy I believe.