

Agenda

South Morningside Parent Council Meeting

11 October 2021 at 6.45pm via MS Teams

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|---|--|------------------|
| 1 | Welcome, attendees and apologies | Louisa Dall |
| 2 | Review and approval of minutes of 14 June 2021 | Bobby Pathak |
| 3 | Treasurer update | Alistair Haig |
| | <ul style="list-style-type: none">• Approval of SMPC Annual Accounts 2020/21• Appointment of independent examiner of accounts 2021/22 | |
| 4 | School update | Michael Urquhart |
| 5 | Communications and logo update | Alice Nelson |
| 6 | Appointment of new parent council members | Louisa Dall |
| | <ul style="list-style-type: none">• Brendan Hyland• Alice Nelson | |
| 7 | PC and school wide questionnaire | Ange Robinson |
| 8 | Subgroup reports Q&A | Various |
| 9 | Canaan Lane Update | Ellie Maizels |
| 8 | AOB | Various |

2021/22 meeting dates:

- 6 December 2021
- 17 January 2022
- 7 March 2022
- 25 April 2022
- 13 June 2022

AGM meeting date:

- 12 September 2022

Date of the next SMPC meeting is 6 December 2021

Supporting Papers

South Morningside Parent Council Meeting

11 October 2021 at 6.45pm via MS Teams

- 1 Chair's Report (Ange Robinson & Louisa Dall)
- 2 Draft Minutes of the Parent Council meeting 14 June 2021 (Bobby Pathak)
- 4 Treasurer's Report (Alistair Haig)
- 5 Communications Report (Eilidh Stimpson)
- 6 Transport Report (Neil Inglis)
- 7 Clubs Report (Alison Reeves)
- 8 Canaan Lane Report (Ellie Maizels)
- 9 School uniform reminder
- 10 Draft Minutes of the Parent Council AGM 13 September 2021. For comment, to be approved September 2022 (Bobby Pathak)

Meeting Minutes

South Morningside Parent Council Meeting

14 June 2021 at 6.45pm via TEAMS

Parent Council Voting Members – Attending

Olly Headey	Ellie Maizels
Brendan Paddy	Alison Reeves
Alistair Haig	Chris Hebden
Bobby Pathak	Chris New
Angela Robinson	Colin McRae
Louisa Dall	Shelagh Halford
Andrew Leiper	

Parent Council Voting Members – Apologies

Andy Valdez-Tullett	Gedimias Burba
John Cameron	Martin Little
Brian Sharp	Lizzie Boyce
Tatiana Tantarouda	Emelia McMenamin
Elisabeth Quinn	Nadia Cunden
Jeremy Balfour	Fraser Walker
Abigail Cabrelli	Reuben Carr
Ellie Trotter	

Parent Council Non-Voting Members – Attending

Michael Urquhart	Susie Morgan
Karen Richmond	Elaine Jones

Councillors – Attending

Cllr Neil Ross	Cllr Melanie Main
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Attending Parents/Carers/ Guests

Eilidh Stimpson	Jen Rogan
Katie Holt	Jane Petty
Isaias Ferreira-Rachmiel	Thom Kenrick
Hannah Law	Carol Duncan
	Wendy Donegan

Welcome, attendees and apologies

Welcome and apologies were made, the agenda was summarised and attendees thanked. Teams etiquette introduced including the muting of mics and the facility to raise hands.

It was noted that today's session may be lighter and questions were encouraged using the chat function.

Review & Approval of Minutes of 26 April 2021 meeting

The meeting minutes were approved by the Parent Council.

Review of matters arising & actions from last meeting

See separate document.

School update including COVID provisions – Headteacher

- The situation around isolation protocols remain fluid. Despite meeting two weeks ago with PC reps and teaching staff to review plans of possible year group closures, an unplanned for scenario presented itself: when multiple children had to isolate across different classes, rather than a whole year group needing to go into isolation. Feedback from this event has been taken onboard.
- The point was made that schools have been having to close across Edinburgh but SMPS has managed to remain open and the hope remains this will continue to the end of term.
- It was highlighted that the school's business manager has been active in maintaining the required covid provisions and parents and staff were thanked for their patience and flexibility.
- It remains unknown what August will look like; however, erring on the side of caution, class bubbles and separation within the playground looks likely to remain at this point. Anecdotally the school has found children are happy within their smaller playground groups.
- In terms of the school's recruitment for August, 80% of staffing is in place for next term, however, the children are yet to meet their new teachers and this is something the school is looking to work on. Nine vacancies remain and the council are now engaged in '*matching*' – teachers are yet to be given a specific teaching post.

- Mrs Moore will be staying in her acting head teacher role for the remainder of the year and an acting deputy headteacher's position has been advertised.

The floor was opened to general comment with a question raised regarding the gym hall still being used for classes:

- It is not the current plan to use the gym as a classroom with future larger classes being able to occupy the larger classrooms. Furthermore, next year will see the biggest years as being P3 & P4 resulting in 2xP4 classes and 1xP3 classes; however, this remains fluid and numbers may go up or down. Despite freeing up the gym, an emphasis remains on outdoor learning in order to mitigate covid infection.

A question was raised regarding what kind of work pupils would be given if they were self-isolating:

- It was suggested 'static' items of home learning would be given out which can be adapted into a 'piece of comprehension', reading material, artwork, or a 'piece of science' which can be produced a term ahead; however, parental feedback to the school suggested parents remain worried about missing out in terms of curriculum materials and the school will look at this feedback to see how they might be able to respond in August.

Active Schools (AS) Update – Louisa Dall

- There will be changes to how AS deliver extracurricular and in curricular sports in schools.
- It was noted that our school stands apart from some others in that the PC led clubs remain very active in terms of the enthusiastic participation within them.
- Louisa Dall met with Tony Segall to look at how PC clubs and AS could work together to bring a varied set of activities for the children. Some changes with AS include their remit to focus more on children who have been unable to access sports and may need help with this and it is hoped that Tony will be able to continue the work with the school and the teaching staff to provide curriculum-based sports education to those who have not been able to access it before.
- It is also hoped the PC will be able to work with AS to maintain the PC clubs which will in turn continue to help generate income for the PC. It was noted, however, that the intention remains to subsidise sports activities for those parents who require the help.
- The desire is to continue on the basis that the PC clubs continue to focus on their provision and AS focus on school activities with both offerings complimenting each other. On this basis it is hoped a well-rounded and positive programme of activities for SMPS will continue to be delivered.

Transport Update – Ange Robinson

- The Transport subgroup had a productive meeting with Stacey Monteith-Skelton at Edinburgh Council this included their projected travel plan review which is due after the summer holidays.

- The building works in Canaan Lane will probably involve the closure of the west side of the street and this may be for 18-24 months. While Canaan Lane will remain closed to through traffic, the street will have two-way traffic to allow local and contractors' access and deliveries.
- It is hoped signage will be updated in Canaan Lane following the projected closure at the west end and Stacey said she should be contacted regarding possible signage issues in order to feed onto the council's traffic enforcement teams.
- Stacey also said she would speak to the parking team regarding the ongoing issue of illegal / nuisance parking close to the school.
- A 'park and stride' initiative may be looked at to facilitate those parents who need to drop off children enroute to work and this may be looked at to service both school sites at Comiston Road and Canaan Lane.
- The issue of pollution monitoring was raised and, although unaware of the situation, Stacey suggested she would check if monitoring toolkits can be issued to the school to monitor pollution levels around SMPS. It was further suggested, if the council kits were not usable then more appropriate kits may need to be bought.
- The point was made that Stacey appeared to be very open to engaging with the transport subgroup.

The floor was opened to general comment with a question raised regarding the possible date of closure of Canaan Lane.

- It may be as early as 17 June; however, this needs to be verified.
- Cllr Neil Ross said he was happy to assist at the council in terms of the proposed 'park and stride'.

New School Transition – Ellie Maizels

- It was felt the PC may want to focus greater attention around the continued uncertainty surrounding the transition plans involving the new school at Canaan Lane.
- This included the lack of a sibling guarantee, confirmation there won't be older years in the new school in the period 2022/23 as well as the use of the school by SMPS while work continues at Deanbank House.
- It was also suggested that given the recent letter contained a lot of information affecting children enrolled/enrolling in both schools, while the new school site is going to be shared, it would be useful for the PC to conduct a survey to get a sense of the numbers of families who may be impacted.
- If a group of affected families is set up, then their concerns could be directed to the council in a more focused way.

The floor was opened to general questions with the comment made that other schools are also affected.

- It was then suggested the PCs of other schools could be contacted to focus on any possible common goals. (28)

The comment was made that Classlist may be an appropriate platform to group together affected families.

It was also suggested that a possible subgroup may be set up to deal with this.

PC Elections and appointments – Chairs

- New co-Chairs were voted in for Louisa Dall and Angela Robinson.

AOB

- Clarification was sought on the possibility of a relaxed uniform policy next year:

It was noted that there would be no relaxation of the school's uniform policy with the school's new house hoodies being used only for outdoor learning and sports. It was also noted a detailed uniform list was given in the last 'sway' newsletter.

- Clarification was sought on whether the uniform boutique would run and if not, could the PC arrange something off site?

The school noted the boutique was not running as a result of covid restrictions; however, the school remained entirely supportive of all endeavours to re/upcycle clothing for reuse.

- Olly and Brendan were thanked for their time as co-chairs on the PC.
- Carol Duncan of the South Morningside Community Council noted issues of concern to the wider Morningside community and asked for a PC representative to be present at the meetings of South Morningside Community Council.
- Karen Richmond thanked the PC for funding ice lollies for children during the sports day event and discussed the need for approximately £300 to pay for a tennis coach for children at the tennis courts at Greenbank church. The treasurer suggested that given funds are available to cover sports provision, there may not need to be a vote for this request. This was corroborated by the finance committee and approved without a vote.

The meeting closed at approximately 19:35

Chair's report

Obviously, it's not been long since the AGM but we feel like lots has been happening to keep us busy!

We were really pleased with the number of people who were able to attend the AGM and hope that we can continue to encourage larger numbers to attend meetings and get involved with the Parent Council and sub-groups. We had quite a few people contact us after the AGM expressing an interest in joining various sub-groups, in addition to those at the meeting; so a big welcome to all of them.

We also sent out a survey after the AGM to encourage more people to get involved, although we only had 2 people respond! We have been discussing how to engage more parents and would welcome any thoughts on this.

We both attended the induction for new Parent Council Chairs in September, run by Edinburgh Council. It was a really useful meeting and we were able to hear from very experienced chairs as well as find out about the resources that are available to us through our Connect membership. They were also looking for suggestions for further meetings for all PC members including topics and speakers. So, if you have something in mind then let us know.

We also attended the North/West and South/West Locality Group Meeting with other Parent Council Chairs and heard about two national surveys that are due to be rolled out (Health and Wellbeing for P5 and above, Parental Engagement for all years). We also had a presentation on the Empowered Learning Project which will extend digital learning across all schools and provide equality of access. The intention is that there will be 39,000 iPads in use (1:1 ratio for P6 and above; 1:5 ratio for P1 to P5) by Oct 2022, as well as improved school WiFi and teacher training.

We met with Edinburgh Council around the use of Deanbank playground so that lorries can access the building site to remove soil. This was work that should have taken place over the school holiday but other work had to be prioritised (i.e. that involved the digging up of part of the Deanbank playground). We have also asked for a meeting with Edinburgh Council to better understand the timeline for the opening of the new school, the work at Deanbank and what it means to SMPS children. We also sent on a list of questions from a cross-school group convened to discuss the issues around the opening of the new school for those that will be in the catchment.

We met with Tony Segall, our Active Schools coordinator, with Clubs and Elaine Jones to discuss the re-start of clubs after October break and how Active Schools can support this to happen.

Some of our sub-groups have been pretty active too in the last few weeks so we're looking forward to hearing more from them at the meeting!

SOUTH MORNINGSIDE PARENT COUNCIL

**REPORT AND ACCOUNTS
YEAR ENDED 30 JUNE 2021**

SOUTH MORNINGSIDE PARENT COUNCIL

**REPORT AND ACCOUNTS
YEAR ENDED 30 JUNE 2021**

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SOUTH MORNINGSIDE PARENT COUNCIL

**REPORT OF ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2021**

South Morningside Parent Council ("the Council") was formed in September 2007 in accordance with the Scottish Schools (Parental Involvement) Act 2006 and took over all activities previously undertaken by South Morningside School Board and South Morningside School Parent Teacher Association. It is run from the primary school premises at 116 Comiston Road, Edinburgh.

All parents, carers and legal guardians of children attending the Primary and Nursery schools are automatically members of the Council's Parent Forum. A committee of up to 30 members, including three or four office bearers, can be re-appointed each year at the Annual General Meeting to run the Council ("the Committee"). Parent nominations are voluntary and members may be on the Committee for a maximum of three years. In addition, two teacher representatives, chosen by the teachers, have been invited to join the Committee and may serve for a maximum of two years. The school's Headteacher or his/her nominee has a permanent seat on the Committee. The Committee meets regularly throughout the year.

The office bearers during the period were as follows:

Chair	Brendan Paddy and Olly Headey
Secretary	Bobby Pathak
Treasurer	Alistair Haig

The purpose of the Council is to advance the education of pupils at the school by providing and assisting in the provision of facilities not normally covered by the Local Authority. In practice this breaks down into two areas - the organisation of fund-raising events and the running of after-school clubs.

The fundraising events supported by the Parent Council generated net income of £8,364. Although summer and winter fair events were unable to go ahead due to Covid-19 restrictions, several new fundraising initiatives were implemented including 12 days of sparkle and an online auction. The school donated the proceeds of the Virgin Money challenge.

A surplus of around £1200 was generated by Friday Night Football due to lower venue costs. The clubs are not intended to make a surplus but to provide educational opportunities for the children whilst at least breaking even financially. No refunds (£15 per player) were requested as at 30 June.

Projects on which to spend funds can be suggested by both parents and teaching staff and are approved at Parent Council meetings.

Project expenditure, i.e., expenditure outside of clubs and fundraising, was £5,327. This is materially lower than previous years because some activities such as theatre trip were replaced by alternatives such as online activities at lower cost. The committed funding set aside for those projects not completed has been released for general reallocation. Committed funds for 2021/2022 are £15,685.

The net income raised resulted in a surplus of £7,615 for the year. Net assets increased to £49,048 at the year end. There are no accruals or prepayments. £4,000 of the surplus is reserved to provide for any event cash float and club spaces/trips identified by the school.

.....
Chair

.....
Date

SOUTH MORNINGSIDES PARENT COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2021

	Note	Year to June 2021 £	Year to June 2021 £
INCOME	1	38,837	88,979
Direct expenses	1	<u>(25,894)</u>	<u>(74,064)</u>
NET INCOME GENERATED		12,943	14,915
Project expenditure	2	<u>(5,328)</u>	<u>(21,137)</u>
(DEFICIT OF EXPENDITURE OVER INCOME)/ SURPLUS OF INCOME OVER EXPENDITURE		7,615	(6,222)
Bank interest received		<u>-</u>	<u>-</u>
(DEFICIT)/SURPLUS FOR THE YEAR		<u><u>7,615</u></u>	<u><u>(6,222)</u></u>

The notes on pages 4 and 5 form part of these accounts

SOUTH MORNINGSIDES PARENT COUNCIL

**STATEMENT OF BALANCES
AS AT 30 JUNE 2021**

	June 2021 £	June 2020 £
CURRENT ASSETS		
Bank		
Current account		
Bank balance at year end	49,048	45,692
add outstanding lodgements	-	-
less outstanding batch payments/cheques	-	-
	<u>49,048</u>	<u>45,692</u>
Prepayments and accrued income	-	1,560
	<u>49,048</u>	<u>47,252</u>
CURRENT LIABILITIES		
Accrued costs for other clubs	-	(3,840)
John Watson Trust Tec Funding	-	(450)
Teachers Gift (Covid 19)	-	(129)
Skiing Club Refunds	-	(1,398)
	-	-
	<u>-</u>	<u>(5,818)</u>
	<u>49,048</u>	<u>41,434</u>
REPRESENTED BY		
Balance of fund account at start of year	41,433	47,655
(Deficit)/Surplus for year	<u>7,615</u>	<u>(6,222)</u>
BALANCE OF FUND ACCOUNT	<u>49,048</u>	<u>41,433</u>
	0	

.....
Treasurer

.....
Date

INDEPENDENT EXAMINER'S REPORT

I have examined the books and records of the South Morningside Parent Council for the year ended 30 June 2021.

This Parent Council, in common with many others of a similar size and organisation, draws much of its income from sources which cannot be fully controlled until they are entered into the accounting records, and consequently, are not susceptible to independent audit verification.

Subject to the foregoing, in my opinion the financial statements set out above and on the preceding page, fairly represent the financial position of the Parent Council at 30 June 2021 and the receipts and payments for the year then ended.

.....
Independent Examiner

.....
Date

NOTES TO THE ACCOUNTS
YEAR ENDED 30 JUNE 2021

1 NET INCOME GENERATED FROM EVENTS, CLUBS AND OTHER ACTIVITIES

	Note	Income £	Expenditure £	Surplus/ (deficit) £	Year 30-Jun 2020 £
Fund raising events					
Summer Fair		-	-	-	-
Winter Fair		-	-	-	5,477
Christmas Cards and 12 Days		11,922	6,596	5,326	1,683
Calendar		2,052	846	1,206	1,312
Summer Auction		959	-	959	-
Sundry Income		199	-	199	178
Virgin Money		1,153	480	673	
Total events		16,286	7,922	8,364	8,650
Clubs					
Chanter & Drumming		-	-	-	1,498
Choir - Deanbank		-	-	-	(66)
Chess		-	-	-	2,197
Creative Writing		-	-	-	75
Friday Night Football		3,905	2,709	1,196	1,115
Gardening		-	-	-	-
Guitar		-	-	-	936
Gym		-	-	-	-
Judo		650	650	-	1,297
Knitting		-	-	-	-
Recorder		-	-	-	102
Ski-ing		1,549	616	933	2,500
Snowboarding		-	-	-	-
Spanish		-	-	-	(155)
Stage		15,607	14,909	698	362
Zoom		-	-	-	73
Clubs Greenbank Hall Hire		-	(912)	912	(5,060)
Clubs Doorperson		-	-	-	-
Total clubs		21,711	17,972	3,739	4,874
Other					
City Of Edinburgh Council Grants	a	840	-	840	840
Total other		840	-	840	840
Total		38,837	25,894	12,943	14,365

a Parent Council Grants from City of Edinburgh Council - based on per pupil head for meeting and marketing costs.

SOUTH MORNINGSIDE PARENT COUNCIL

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NOTES TO THE ACCOUNTS (continued)
YEAR ENDED 30 JUNE 2021

2 PROJECT EXPENDITURE

	Year to June 2021 £	Year to June 2020 £
Greenbank Hall	-	-
Playground improvements	-	10,982
Play based Learning	-	2,000
Teachers' allocation	1,299	1,614
Funding - School Trips and Club Spaces	-	1,355
Theatre trips	130	1,200
Scottish Opera	-	810
Charitable Grants	-	550
P7 ceilidh band / silect disco	500	470
Science Week	2,484	465
Ski race team clothing	-	304
Other general expenditure	149	290
Author visit	-	250
P1 Nativity	-	233
AGM & Administrative	-	116
Sports entry fees and subsidised places	-	112
Morningside Christmas lights	-	100
Disclosure Scotland costs	-	90
School Christmas trees	-	75
Science and Food technologies	-	73
SMPC Website/email annual fees	162	48
Sports day lollies	181	-
Hoodies	142	-
P7 Activity	145	-
Tablets and IT equipment	135	-

<u>5,327</u>	<u>21,137</u>
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Communications Team Update

The new comms team had our first meeting to discuss the different roles involved and what we would like to achieve.

Knowledge base – This contains information about how all aspects of the PC and different subgroups are run. It can be accessed from the website but you need a google account and we are currently just checking the security of it on the website. We aim to update all subgroup members and PC members on this and create a guide for what kind of information you might want to upload on to this.

Classlist – We aim to investigate whether we can create accounts for the subgroups so you can post anonymously from the subgroup rather than from your personal account.

Website – Shelagh is kindly going to take on the management of the website. It's a good resource for parents, helps with inclusivity and it's often the first port of call for new parents. Considering a "meet the PC" page, some quotes from members about positives and achievements and maybe some pictures?

Drumming up business – Create flyers/adverts for subgroups and jobs in need of help.

Email alias's – Ellie is updating all the email alias's.

Parent council branding – Create logo for letter heads and correspondence.

Transport report

The Transport Committee continues to press the council for answers to questions we put to them several months ago along with updates on some of our proposals. In particular we are interested in the school travel plan review that is due to be held, the progress of the proposed road closure on Canaan Lane to facilitate construction of new flats at the old public toilet site, along with questions on pollution management and active travel support.

Clubs report

We are delighted that SMPC Clubs are up and running this term. Current clubs running are:

- Judo – Monday @ Greenbank Church
- Drumming (pipe band) – Monday @ Greenbank Church
- Recorder – Tuesday @ Greenbank Church
- Chanter (pipe band) – Wednesday @ Greenbank Church
- Creative Writing – Wednesday @ Greenbank Church
- Stage Club – Friday @ Greenbank Church
- Ski Club – Friday @ Midlothian Snowsports Centre
- Friday Night Football – Friday @ Meadowspot/ World of Football

All clubs have completed a Covid risk assessment, produced Covid risk reduction protocol for those attending and worked with venues to meet their requirements. A couple of new tutors and volunteers are being PVG checked. Many thanks to the diligent convenors for this feat of paperwork! We are feeling much more expert so any new convenors will be well supported by our new skills.

Clubs that are still active but not running this term are: Coding, Guitar, Spanish and Chess. We are working with new and existing convenors and tutors to hopefully get these started next term, depending mostly on the situation with letting. Clubs that are without a convenor or/and tutor are Gym, Zoom Animation, Deanbank Choir and Knitting and it will require an enthusiastic parent convenor to come forward to get these moving again. And Judo are asking please for a new convenor – as these helpful parents are also convenors for Chanter/Drumming!

Greenbank Church have been very supportive and are letting their spaces at a discounted rate. We are still unsure as to whether the school will be available for out of school hours letting next term so we will continue to talk to the council, the school and Greenbank about best arrangements.

Clubs have set their fees as usual to cover tutor and letting costs, which due to some clubs now having to pay for premises, means fees families are paying have generally increased. Being able to move some clubs back into the school will hopefully bring those fees down again.

Update from Canaan Lane subgroup

1. Engaging the Council via the locality meeting

Since the last meeting, the subgroup consulted with the Classlist group of affected parents to compile a list of questions that we would like the education department at Edinburgh City Council to answer.

This was raised by the Chairs at the locality meeting in September 2021, and the questions were submitted after that to the council.

We are yet to hear a response, but the questions asked were as follows.

- a. The Council's original decision for the new school didn't include a sibling guarantee for spaces in existing schools but did include the option for siblings to attend the same school by attending the new school. We understand that this will not be an option in 22/23 due to the delayed opening, can the Council please confirm if older siblings will be able to move to the new school from 23/24? If not, will the Council consider offering a sibling guarantee for P1 starts until the new school is able to provide spaces for older years, from the 22/23 intake?
- b. The Council wrote to families in June to say "We will be working directly with any family with siblings at separate schools to try and mitigate the impact that this [the suspension of the sibling guarantee policy and no older siblings moving to the new school in 22/23] might have." What mitigation has the Council put in place to support parents with children split across different schools, e.g. staggered drop-offs/pick-ups etc, and what budget has been assigned for providing this? The difficulty South Morningside has been having recently over coordinating pick up and drop off times between the two campuses clearly illustrates a need for specific management support providing coordination between the new school and the surrounding schools with siblings. How does the council intend to ensure that issues like this can be resolved without placing an unreasonable administrative burden on those establishing and managing the new school as well as the existing schools. Also, have impacted families been asked to co-develop those options and, if not, please can families be included in co-developing these options?
- c. If there is no intention to allow elder siblings to move to the new school, how does the Council intend to use the rest of the new school over the next 5+ years? Will the empty space in the new school be used to ease overcrowding in the other schools?
- d. How will the new school affect wrap around care access, particularly when both schools are using the new building?
- e. We understand that there is no intention to amend the high school catchment areas, can the Council please confirm this is still the case? Given that approximately

80% of the catchment area for the new school is in Boroughmuir High School catchment and 20% in James Gillespie's High School catchment, can the Council also clarify if there will be any mitigation in place for those children moving to High School who risk being separated from all their friends because the primary school feeds into two different high schools?

- f. Can the Council release the modelling used to calculate future school place needs in South Edinburgh? Do these include potential development of the Astley Ainslie?

2. New Facebook group

Following a meeting with the Parent Councils at JGPS and Bruntsfield PS there is now a Facebook group for parents across the three schools to keep in touch.

This is here:

<https://www.facebook.com/groups/390946935775260>

Please do feel free to share this with anyone you know who is affected.

What you need for P1

In the One-ery, we encourage everyone to wear comfortable and washable play-clothes:



A grey One-ery branded sweatshirt or zip-up hoody



A navy branded One-ery T-shirt (or a gingham dress in summer)



Either navy shorts, skirt or trousers



Dark footwear: trainers or outdoor shoes suitable for outdoor play



A draw-string school bag for water bottle, snack and home learning

Please ensure that all items of clothing are clearly labelled, particularly sweaters and PE equipment which are often lost.

What you need for P2-P6

SMPC Meeting Pack

Once our learners have graduated from the One-ery, they should wear:



A royal blue branded sweatshirt or cardigan



A navy or white polo-shirt



Either smart grey shorts, skirt or trousers (leggings can only be worn under a skirt)



Black footwear: black shoes or all black trainer



A draw-string school bag for water bottle, snack and home learning

All items of outdoor clothing (including hoodies, scarves, baseball caps and jackets) must be removed in class.

What you need for P7

In their final year of school, learners have the opportunity to wear:



A navy blue P7 sweatshirt or hoody (designed by the pupils)



A navy or white polo-shirt



Either smart grey shorts, skirt or trousers (leggings can only be worn under a skirt)



Black footwear: black shoes or all black trainer



A draw-string school bag for water bottle, snack and home learning

Please help us by ensuring that pupils do not bring valuable or expensive items of clothing to school.

What to wear for PE

PE clothes must be different from those worn to school and should be stored in school. Activities can be indoors or outdoors so preparing for the weather is important.



A house coloured T-shirt



A navy pair of sports shorts



A house hoody for outdoor sports



Leggings or tracksuit bottoms for outdoor sports



A change of footwear for PE: trainers or plimsols

PE kit should be brought to school in a drawstring bag at the start of each school term and will be sent home termly to wash.

Outdoor learning kit

SMPC Meeting Pack

In addition, all learners will require outdoor learning clothes which should be brought to school on identified days:



A warm waterproof jacket with a hood

A pair of outdoor shoes or wellies

PE hoodies can also be worn for outdoor learning

Ordering School Uniform

South Morningside branded uniform can be ordered from www.superlogo.co.uk. Other items can be purchased from local supermarkets or online.

Support with School Uniform

Please get in touch if you need any support in accessing school uniform by e-mailing the school (admin@southmorningside.edin.sch.uk) or calling us on 0131 447 5446.

Any uniform which pupils have outgrown can be handed into the school uniform boutique to allow us to allocate these items to pupils who require them.

South Morningside Primary

School Uniform

We believe that:

- As we are a large school, for safety reasons, it is essential that all pupils are instantly recognisable as South Morningside pupils.
- Wearing school uniform instils pride, a sense of belonging, a sense of purpose in class and projects an appropriate image to the local community and visitors to the school.
- Items of school uniform are significantly cheaper than branded items of clothing.
- School uniform should be sustainable and we encourage the up-cycling of items through our School Uniform Boutique to anyone in our school community

Parent/carers are asked to co-operate with the school in encouraging the wearing of our school uniform.

South Morningside Primary School

South Morningside Parent Council AGM

Minutes of the SMPC AGM held on Monday 13 September 2021 at 6.45pm via MS Teams

Total Attendees **(59)**

Parent Council members in Attendance **(15)**

Louisa Dall	Elisabeth Quinn
Ange Robinson	Alison Reeves
Alistair Haig	Ellie Maizels
Bobby Pathak	Nadia Cunden
Colin McRae	Lizzie Boyce
Chris New	Reuben Carr
Shelagh Halford	Abigail Cabrelli
Jeremy Balfour	

Parent Council non-voting staff members in Attendance **(3)**

Michael Urquhart*	Susie Morgan*
Karen Richmond*	

Apologies **(3)** received in advance of the meeting:

- John Cameron (Accommodation subgroup)
- Fraser Walker (Finance committee)
- Cllr Neil Ross

Parent Council made up of **28** Parent Members plus **5*** non-voting staff members

Guests **(41)**

Mandy Watt	Joana Ferrão
Melanie Main	Ellie Trotter
Andrew Leiper	Casey Ryan
Moir Gibson	Joseph Lamb
Craig Fraser	Shona Dewar
Sophie Arnold	Iain Sinclair
Alice Nelson	Stuart Herring
Iain Ring-MacLeod	Dan Farthing
Rebecca Lee	Sharon Leung
Erin Rose Harte Gil	Ceri Ledger

Elin Williamson	Emily Tracey
Karen Hawkes	Leyla Gül
Alex Holt	Moira Land
Sarah Boyd	Eleanor Passmore
Ryan Gilbert	Jennifer Yule
Helena Castro	Wendy Clarke
Claire Phelan	Claire Bruck
Kirsten Ness	Brendan Hyland
Neil Inglis	Eilidh Stimpson
Louise Beaton	Elaine Jones
Christopher Egan	

1 Welcome, attendees and apologies - Angela Robinson (Co-chair)

Ange and Louise introduced themselves as co-chairs and noted this was their first meeting. Guests were welcomed and Teams etiquette was introduced including the muting of microphones, use of the chat box and the raising hands.

Ange noted that she hoped the meeting would provide a flavour of the work of the parent council (PC) and how parents can get involved, as well as formal AGM business.

2 Introduction to Parent Council - Louisa Dall (Co-chair)

Louisa introduced the structure of the PC starting with the three office bearing roles of Chair, Treasurer and Secretary. It was pointed out that the bulk of work is conducted through nine subgroups which currently include: Fundraising, Finance, Playground, Clubs, Accommodation, Transport, Communications, Canaan Lane and PVG signatories. It was stressed that while the PC is independent of the school it also enjoys the support of it and parents were encouraged not only to join subgroups but also suggest possible new ones to cover issues they are concerned with.

Made up of voting and non-voting members, SMPS PC remains highly active with regular attendees from Morningside Community Council as well as local councillors and also enjoys close links to James Gillespie's Primary School and Bruntsfield Primary School as together these form feeder schools into Boroughmuir High School. The PC also has wider engagement with all of the parent councils across Edinburgh.

3 Introduction from the School - Michael Urquhart (Headteacher)

Michael welcomed everyone and in particular new parents. It was reiterated that ours is a particularly active PC that can make a big difference to the operation of the school and can help enrich the curriculum and ensure that the children of SMPS have a great experience.

Michael spoke of being the head of SMPS for the past five years and he has enjoyed seeing parents so readily willing to lend a hand throughout that time. He recalled joining a PC meeting at the start of his leadership of the school and learning of the ski club which seemed unusual for a primary school at that time; however, hearing of the emphasis on encouraging membership regardless of means and trying to ensure everyone could participate in the

club, he felt, and continues to feel, the specialness of our PC and school. It was reiterated that parents should feel encouraged to join the efforts of the PC in order to help in any capacity they can either a little or a lot.

4 [Overview of PC achievements 2019/20 & look forward - Angela Robinson \(Co-chair\)](#)

Ange noted that while her and Louisa are getting started as co-chairs, it was important first to look back at the achievements over the past year and the co-chairs thanked both Olly Headey and Brendan Paddy for their work as previous co-chairs. During the past year:

- Covid-19 and its related lockdowns had clearly had an impact on the work of the PC with Olly and Brendan working hard with the Communications subgroup to develop and strengthen comms.
- Classlist launched last year with a focus on facilitating parent-to-parent as well as PC-to-parent communications. Classlist was also an invaluable help with last year's fundraising given the cancelation of the winter and summer fairs as a result of the Covid induced lockdowns.
- A further success of the PC was that funding requests continued to be met, for example with the P7 leavers silent disco and the end of term tennis camp.
- During the second lockdown the school was open for key workers as well as the majority of pupils learning at home. The PC helped to communicate changes and support parents and carers.
- The Accommodation subgroup continued to help and inform the building works on Canaan Lane.
- The Transport subgroup developed relationships with other schools and Edinburgh council to inform and communicate around transport issues affecting SMPS children and parents.

Looking ahead to the coming year:

- It is hoped the PC will continue to represent even more parents as well as facilitate greater collaboration between subgroups.
- The PC remains committed to creating an already inclusive and welcoming school.
- Looking towards the coming months, the intention of the PC is to circulate a survey to all parents in order to find out what parents and carers want from the PC.
- While time will be taken up with the plans around the completion of the new school on Canaan Lane and the refurbishment of Deanbank House, it is also expected that the PC can start to focus greater attention on plans for the existing school building on Comiston Road in preparation for all children being housed there.

5 [Subgroup activities, roles and how to get involved](#)

Louisa introduced the subgroup representatives (below) in turn and reiterated that all parents and carers are welcome to attend PC meetings and help out with as much or as little time as they have available on the various subgroups.

a) Fundraising (Elisabeth Geuther-Quinn)

Elisabeth introduced herself and noted that prior to covid lockdown restrictions last year the summer and winter fairs had raised around £15,000 collectively. She also noted that the group thought it was important to find opportunities to bring the wider parent and carer body together and foster a unique community spirit. However, this was not the case last year with a moratorium on the two annual fairs and therefore also on the bulk of funds coming into the PC.

Despite these setbacks, successful fundraising activities last year included:

- A Halloween trail event which successfully brought parents within the local community together.
- The 'St. Andrew's Day Fling' organised by Mrs Richmond which saw our children dancing to pipe music in a nonstop dance event in the playground which raised £5,000.
- The organising and sale of the children's Christmas cards and calendar.
- A successful auction organised through Classlist.

It was suggested that 20 people plus would be warmly welcomed to the Fundraising subgroup in order to both raise money for the PC but also to create and strengthen our growing sense of community. It was stressed that no experience of fundraising is necessary with lots of different skillsets needed within the subgroup.

b) Clubs (Alison Reeves)

The PC delivers schooltime clubs using the school as a venue, community venues and specialist centres and caters for a broad reach of interests including creative arts, Judo and Pipe band. There are two main areas of support with this subgroup: Club conveners and Club admins with the admins dealing with general policies and procedure. The structure of the Clubs subgroup and parent support means they provide inexpensive and varied activities and, where possible, try to give financial support to parents and carers in need.

In the past Clubs operated within the school and therefore incurred little extra expense; however, during last year's lockdowns many club activities closed as did their revenue to the PC. Clubs that continued to operate included chess and creative writing which ran online and the ski club given it was an outdoor delivery. Stage club also continued from a new venue.

From 9 August this year certain restrictions have been lifted; however, with greater guidance and covid specific risk assessments required, these have taken some time to get off the ground. Community venues are having to be used as currently no external lets are being granted by Edinburgh Council. The clubs that have started include recorder, football, judo and chanter and drumming. Some clubs are ready to start but require venues until 6pm, these include coding and Spanish.

Existing club convenors and tutors were thanked and any new and enthusiastic club convenors are strongly encouraged to contact this subgroup. Volunteer club convenors are required for guitar, gym, chess and knitting, with gym club also requiring eager parent volunteers. Admin volunteers are also required and any parents who want to start a new

club is equally encouraged to contact the Clubs subgroup as there would no doubt be lots of support from the PC, past and present club convenors as well as the treasurer.

Lastly, the support from World of Football to the PC was acknowledged and, given they are now experiencing some difficulties, any support individual parents can offer them would no doubt be appreciated.

c) Communications (Eilidh Stimpson)

The Communications team was introduced by Eilidh with a call for new volunteers always being welcome. Now in her 5th year on the subgroup, Eilidh stressed helping with this, as with all subgroups, was far from an onerous task.

Communications manages the PC website, comms events, writes the PC newsletter after PC meetings and manages the PC Facebook page. With around 700 followers the PC Facebook page has proved to be a good platform, particularly for short sound bites. The Comms subgroup also helps to maintain the PC's knowledge base which gives information on general PC matters including how clubs are run as well as the PC's email list.

The launch of Classlist last year has also been good for communication across the wider parent community as well as being useful for fundraising. It is hoped Classlist may replace the various WhatsApp groups as the parents' preferred method of communication.

The PC website requires tweaking and volunteers with these skills are also very welcome. Anyone that can help to run Classlist is also very welcome.

d) Accommodation (Andrew Leiper)

Currently there are 5 to 6 parent volunteers on the Accommodation subgroup which looks to communicate between parents and the school regarding accommodation issues between the different school sites of Comiston Rd, the new building at Canaan Lane and Deanbank House.

The new school building at Canaan Lane has taken priority recently which started in earnest in 2019 when comments were put forward. During this time updates were provided to planning and this has continued throughout the build which has been impacted by covid-19.

Next year there is a plan to transition SMPS' Deanbank children into the new school while Deanbank House is refurbished and therefore, at least for a short time, SMPS kids will be using the new school.

It is intended that the focus of the Accommodation subgroup will shift to Comiston Road after Deanbank House is refurbished; however, at present attention remains at Deanbank.

Current members of the subgroup include construction specialists with quantity surveyors, project managers, architects and Andrew himself being an engineer; however, all are welcome to join the subgroup and it is not necessary to have a construction background.

Current commitments are a monthly contractors' meetings. However, with the new school predicted to finish in January this meetings commitment should not be ongoing for too much longer.

e) Transport (Neil Inglis)

The purpose of the Transport subgroup is to ensure our children travel in the safest way possible by working with Edinburgh council and other parent transport groups in the city. Active transport is encouraged including walking, cycling to school and scooting also.

The Transport subgroup works to minimise traffic and speeding around the school sites. This has included asking Edinburgh council to move bin collection to a time outside of school hours and liaising with Astley Ainslie Hospital to encourage their drivers not to use Canaan Lane as a shortcut.

The Transport subgroup is also exploring ways to try to minimise pollution at Comiston Road by looking at the feasibility of moving the bus stop immediately outside the school gates and the possibility of introducing a 'green screen' – an environmental hedge designed to absorb the pollution from Comiston Road.

While the subgroup has a preference towards active travel, it was also highlighted that it recognises that parents will at times need to drive to school and a 'park and stride zone' is being investigated also. This should allow parents to stop a distance from the school for free during drop off and pick up times and then walk a short distance to school.

As with other subgroups, last year proved challenging; however, transport was able to start building a relationship with Edinburgh Council as well as other school transport members.

It was reiterated that all help is greatly appreciated on the subgroup.

f) Canaan Lane (Ellie Maizels)

Ellie Maizels introduced the Canaan Lane subgroup which is the newest subgroup on the PC and which was initiated at the end of the last academic year. Its aim is to try to fully understand the impact on SMPS children and families as they transition to the new school at Canaan Lane as a result of the newly drawn catchment area. The aim of the subgroup is also to try to minimise any negative impact of this transition. Although the subgroup initially formed around the issue of not having a sibling guarantee in the event that two children from the same household could be studying at two different schools, it is also recognised that this group has an important role to play regarding the impact of SMPS continuing to use the site of the new building at Canaan Lane in the interim as well as at Deanbank House as the renovations there come to a close.

As a very new group there is little to report at this time other than a Canaan Lane specific Classlist group has been set up and all affected families are encouraged to sign up to this. The subgroup has also been in consultations with the PCs of James Gillespie's Primary School and Bruntsfield Primary School to see how they are being affected.

It was stated that, looking ahead, the subgroup would continue to liaise with the three schools as well as Edinburgh Council with a view to minimising the impact of the catchment change and transition process.

All interested people are warmly welcome as the aim is to have as broad a reach as possible across the South Morningside community.

g) Treasurer (Alistair Haig)

Alistair introduced himself as treasurer having been in the office bearing role for one year. Given the issues of the previous year's lockdowns, the reduced volume of clubs and fundraising events has resulted in a less busy treasurer role. However, despite less revenue coming into the PC, the finances of the PC are in fact healthy given there has also been less outlay than in previous years.

The point was made that despite the reduced activities of the PC it was a testament to the fundraising group, and the wider parent community, that funds were still raised during last year's lockdowns.

As Alistair will be stepping down next year, it was stated that it would be very useful to have a potential treasurer to shadow him for some of this year with a view to starting at the end of the 2021/22 academic year.

The important distinction between the finance committee and the treasurer's role was highlighted with the treasurer standing apart from making spending decisions. To that end the PC and the finance committee decide whether money is to be spent while the treasurer's role is to make sure the monies are spent accurately and maintain accurate records of the spending.

6 *Parent Council Membership - Bobby Pathak (Secretary)*

a) Record of members standing down and membership status

There were 28 parent members prior to the AGM meeting. Eight voting members must now step down automatically from the PC as they have served for three years. Of these, four stepped down two weeks ago and four more will step down on 1 October 2021. They are: Fraser Walker, Ellie Trotter, Andrew Leiper, Andy Valdez-Tullett, Gedimias Burba, John Cameron, Jeremy Balfour and Martin Little. The PC thanked them for their commitment, efforts and support over the past three years.

This creates 9 vacancies as the maximum number of parent voting members is 30.

b) Appointment of new parent member volunteers

Parents interested in joining the PC (or being involved in a subgroup) were asked to note interest in the meeting chat box. These parents would be contacted following the PC meeting.

- Dan Farthing put his name forward for membership of the PC, nominated by Ange Robinson and seconded by Louisa Dall.
- Stuart Herring put his name forward for membership of the PC and joining the Accommodation subgroup, nominated by Jeremy Balfour and seconded by Ange Robinson.
- Eilidh Stimpson re-joined the PC, nominated by Louisa Dall and seconded by Nadia Cunden

7 Formal AGM business

a) Approval of Minutes of 14 September 2020 AGM - Bobby Pathak (Secretary)

The minutes of the 2019 AGM were approved

b) Approval of SMPC Annual Accounts 2020/21 - Alistair Haig (Treasurer)

To be confirmed at the next Parent Council meeting (11 October 2021)

c) Appointment of independent examiner of accounts 2021/22 - Alistair Haig (Treasurer)

To be confirmed at the next Parent Council meeting (11 October 2021)

8 AOB (Various)

The floor was opened to any other business:

- A query was raised by email regarding the broken locks in some of the girls' toilets at Comiston Road.

It was reported the school is aware of the issue but this has been compounded by some of the children standing on toilet seats and breaking them with two further incidents in the previous week.

A question was then asked whether the facilities department at Edinburgh Council had been approached regarding getting more durable seats. It was noted that it was unlikely the case that different toilet seats would have made a difference. Furthermore, a number of P7 girls are monitoring the situation and it is hoped this will help to resolve the matter.

- A query was raised over the school uniform changes during last academic year and it was asked what the rationale was behind the changes to hoodies and what consultations were undertaken before implementing the changes.

It was clarified that no changes to the school uniform had in fact taken place. New hoodies were introduced as an addition but not as a requirement to the existing school uniform. The new, optional, hoodies were introduced to facilitate the increased outdoor learning which was introduced to mitigate covid-19 transmission indoors and could now continue to be used for outdoor learning and PE.

Louisa Dall closed the meeting at 19:54 pm