

Agenda

South Morningside Parent Council Meeting

17 January 2022 at 6.45pm via MS Teams

1	Welcome, attendees and apologies	Co-chair
2	Review and approval of minutes of 6 December 2021	Bobby Pathak
3	Subgroups' update	Various
4	Treasurer update	Alistair Haig
	• Appointment of independent accounts examiner	
5	Budget request	Co-chair
6	AOB	Various

2021/22 meeting dates:

- 7 March 2022
- 25 April 2022
- 13 June 2022

AGM meeting date:

- 12 September 2022

Date of the next SMPC meeting is 7 March 2022

Supporting Papers

South Morningside Parent Council Meeting

17 January 2022 at 6.45pm via MS Teams

- 1 Draft Minutes of the Parent Council meeting 14 June 2021 (Bobby Pathak)
- 2 Matters arising 11 October 2021 (Bobby Pathak)
- 3 Treasurer's Update (Alistair Haig)
- 4 Accommodation Group (Andrew Leiper)
- 5 Clubs Report (Alison Reeves)

Meeting Minutes

South Morningside Parent Council Meeting

6 December 2021 at 6.45pm via TEAMS

PC Voting Members – Attending

Louisa Dall	Ellie Maizels
Angela Robinson	Alison Reeves
Alistair Haig	Abigail Cabrelli
Bobby Pathak	Chris New
Nadia Cunden	Colin McRae
Stuart Herring	Brendan Hyland
Helena Castro	Claire Forsman
Lizzie Boyce	

PC Voting Members – Not attending

Brian Sharp	Alice Nelson
Tatiana Tantarouda	Emelia McMenamin
Chris Hebden	Elisabeth Quinn
Eilidh Stimpson	Reuben Carr
Shelagh Halford	Dan Farthing

PC Non-Voting Members – Attending

Karen Richmond	Susie Morgan
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Attending Parents/Carers/ Guests

Elaine Jones	Michele MacCallum
Neil Inglis	Thom Kenrick
Eva Fraser	Cyan Harte
Moir Gibson	

Welcome, attendees and apologies – Ange Robinson

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

- Apologies received from Shelagh Halford and Eilidh Stimpson before the meeting and Cllr Neil Ross sent his apology during the meeting.

Review & Approval of Minutes of 11 October 2021 meeting – Bobby Pathak

- The meeting minutes were approved by the parent council (PC).

Matters arising from 11 October 2021 – Bobby Pathak

- Clarification of Annual Accounts 2020/21. A possible typo within the annual accounts was queried after the last PC meeting. This was fixed and the accounts were approved by PC voting members online.
- The appointment of an independent examiner of accounts for 2021/22 remains outstanding.

Treasurer's update – Alistair Haig

- The use of Stripe online payments in the last year in lieu of cheques have made fundraising transactions more prompt and smoother.
- It was noted that some of the PC's allowance of £4 per child for teachers still needs to be claimed by the school with approximately £100 remaining unclaimed.
- It was suggested any unclaimed funds this year could be used for broader purposes such as learning support, sports for learning and/or science. Susie Morgan welcomed this and it was confirmed reminders to teachers had been sent.
- In order to make it even simpler for teachers to request this allocation, it was suggested this can be done in advance for the whole year and then submit receipts to the treasurer at the end of the academic year. It was noted it was already possible to do this year.

Green Barrier – Michele MacCallum

A landscape architect working with Groundwork northeast, Michele MacCallum shared an onscreen proposal of the green barrier which is being put forward for the Comiston Road site. The green barrier is aimed at reducing pollution and it is hoped will be delivered alongside Balfour Beatty plc as part of their charitable corporate responsibility.

- Examples of green barriers used by primary schools in Manchester were shared on screen where cedar was used in playgrounds with both soft and hard ground sites.
- The purpose of green barriers is to help minimise fine particulate matter with trials finding Swedish birch as well as ivy screens being good and with western red cedar being best, given the area and type of leaf it has.
- It was noted that the air quality immediately behind the green barrier can be improved by up to 60%; however, the point was made that this did not mean air quality would necessarily be improved across the Comiston Road site.
- The current timeframe for possible action is Easter 2022.

The floor was opened up to questions

- It was asked if a green barrier would help with noise reduction within the playground from the road: While the perception of distancing may be obvious, the separation protection offered would have an insignificant effect on roadside noise within the playground.
- The point was made that a current sticking point with the Council centres on the maintenance and its associated costs: It was noted that if pre-grown shrubs at 1.2 meters high were planted then pruning and trimming would be all that may be required. This would need to be done twice a year with an electric hedge trimmer as what is proposed is not a fast-growing tree (estimated at approximately £100 a day for two visits a year). Ample watering would however be needed in the first year.
- It was also pointed out that if air quality monitors produced a higher than acceptable reading then it may be incumbent on the Council to act regardless of associated maintenance costs.

Action: Ange to discuss maintenance issues with Karen if agreement can't be reached with Council.

School update – Karen Richmond

This update centred on the writing gap which has developed as a possible result of previous lockdowns and where SMPS is focussing work as a result.

It was noted that handwriting, punctuation and letter formation has been affected as a result of a lack of practice. The school's focus now is on increasing vocabulary which, it is hoped, will feed into spelling patterns and rebuilding confidence by, for instance, encouraging the use of journals. A bank of writing has been developed and in the future it is hoped teachers will be able to share ideas of how to help improve learners' writing.

Onscreen slides were shared focussing on the following items:

1. Engage in meaningful reflection of learner writing from this year
 - With assessment to discover gaps and help guide pupils' acquisition of writing.
 - Intervening to address gaps once identified and support parents to become 'talk partners rather than teachers'.
2. Rebuilding learner confidence in writing
 - By encouraging 'free writing'.
 - Increasing vocabulary
 - Encouraging journaling in order to draw inspiration for future writing.
3. Undertaking moderation both within the school and across the Boroughmuir cluster
 - Identifying that moderation tends to be successful when supported by the school's leadership team and when it is facilitated by a coordinator.
4. Focussing on future development
 - Attempt to increase motivation for children's appreciation of writing.

- Integrate more writing across the curriculum and support language development including listening skills.

The point was made that there has been an improvement and therefore engagement and motivation will be an important factor in progressing ahead.

Chair's update – Ange Robinson

- There has been continued engagement with the Council regarding the new school, both in relation to children impacted by the catchment area change as well as other SMPS children. There was due to be a meeting with the Council on 10 December to discuss this further.
- There had been a really helpful meeting with the sub-groups, however, with Christmas taking place between this meeting and the next there may not be time for one before the next meeting. Ange and Louisa were instead going to try to make some sub-group meetings.
- It was noted that Louisa had been really busy undertaking the Christmas cards orders and was thanked for all her work. It was noted that Stripe should make this an easier process next year.
- The fundraising team, teachers and all those who had contributed were also thanked for their efforts in supporting the 12 days of sparkle event.

Sub-group's update – Various

- Accommodation – Stuart Herring

The accommodation team were thanked for their efforts and it was suggested that any issues that parents may have should be forwarded to the accommodation sub-group and would very happily be considered.

- Canaan Lane – Ellie Maizels

The Council sent a response to questions asked at the end of the last PC meeting; however, it was felt they had not provided any additional information than was already known. The sub-group have resubmitted more probing questions with, hopefully, more answers coming at the end of this week at Friday's meeting with the Council.

- Clubs – Alison Reeves

In addition to Clubs' written report, it was noted the existing venue arrangements (mainly at Greenbank Church) would be kept in place for the upcoming term. It is also hoped guitar club and the infant school choir may be able to start. Unfortunately, there will be no ski club until April 2022 in order to accommodate other schools given the Snowsports Centre at Hillend's remit is to serve the broader Midlothian area. Greenbank's risk assessment officer was thanked as was Moira Gibson, from Morningside Community Council, for their invaluable help to Clubs in facilitating Greenbank as a venue.

The floor was opened to questions.

- A concern was raised about the school's continued focus on social distancing at the potential expense of the children's emotional wellbeing. In terms of clubs, it was pointed out that Council venues, including schools, are being opened up; however, Greenbank continues to offer greater flexibility in terms of the PC run clubs at the moment.
 - Karen Richmond agreed with the importance of play for the children; however, it was stressed that the focus of the Council, and therefore their guidance to schools, is to try to keep schools open as their main priority.
- Transport – Neil Inglis

The point was made that the long-term closure of Canaan Lane from today at Morningside Road may prove useful in providing evidence to support the eventual fulltime closure of Canaan Lane to through traffic.

A school travel plan review is to take place in May 2022 and the transport sub-group will be working to ensure we are clear on our asks and the parent community are kept updated to seek their agreement and support.

A written deputation had been provided to the Committee to support a proposal from Cllr Neil Ross on the use of painted zebra crossings. A paper had set out a proposed route to ensure a safe route between the two school sites. This was delayed until next year and we assume might be part of the travel plan consideration.

Neil Inglis was thanked for the continued work he has been doing on behalf of the transport sub-group.

PC and school wide questionnaire – Ange Robinson

A questionnaire is in the process of being developed which is intended to go out to the whole school. This will be piloted to sub-groups and the school's leadership team beforehand and its progress was shared on screen. The purpose of the questionnaire is not only to guide the direction of the PC by getting feedback from parents but also to inform the wider parent and carer body of the work the PC does and to pass information on.

AOB – Various

- It was clarified that the uniform graphic highlighted that gingham dresses and pinafores are included as part of the school uniform. It was noted that if boots are to be worn, a change of shoes might be appropriate.
- A question was raised over the consistency of what teachers are allowing children to wear in class if they get cold, given ventilation is a requirement within the teaching space, as some teachers are allowing extra layers while others are not. Mrs Richmond noted that the school was part of a Napier University study on ventilation and that windows were open and that teachers had been informed that pupils are allowed to put on extra layers. The point was made that it might perhaps be questionable for one person to decide how cold another

person may be feeling at any given time. Clarity has been requested over this issue as we move into the colder months of the year.

- It was observed that at one point during the past week five cars were parked illegally by parents during drop off at Comiston Road. It was also noted that parents do not necessarily feel authorised to ask errant parents to curb this behaviour. It was clarified that school staff are also not empowered to enforce illegal parking offenses; however, the ongoing issue has been refereed to the community policing unit who would hopefully be able to attend soon.

The meeting closed at 20:14

South Morningside Parent Council

Matters Arising/Action Log 12-Oct-20

OPEN MATTERS

Reference	Date Raised	Issue/Action	Owner(s)	Status
#3/21	October 11, 2021	Appointment of independent examiner of accounts 2020/21	Alistair Haig	Outstanding from 13 September AGM.

Treasurer's Update

Request for an independent examiner of accounts

The task involves:

- Checking the accounts against main bank statements at the end of the year
- Liaising with the treasurer regarding invoices and details for selected large transactions
- All information is provided by email attachments and correspondence
- The role typically involves no more than a few hours and usually takes place in July or August
- No qualifications are required and there is no liability.

Below is from parent zone:

Do the accounts of Parent Councils need to be audited by an accountant?

The accounts of a Parent Council should be independently checked and a signed copy presented to the Annual General Meeting by the treasurer. This can be done by a suitably skilled parent or a community volunteer who is not on the Parent Council and is not related to anyone on the Parent Council.

<https://education.gov.scot/parentzone/getting-involved/parent-councils/parent-councils-accounts-and-fundraising/>

SOUTH MORNINGSIDE PRIMARY SCHOOL SMPC
YEAR ENDED 30 JUNE 2022

		<u>Income</u>	<u>Expenditure</u>	<u>Profit/(loss)</u>
Cash bal at start of yr	Bank	49,049.00	-	49,049.00
	Accruals		-	-
	OPENING BALANCE	49,049.00	-	49,049.00
Surplus on Fundraising	Cards and December.fundraising	8,189.00	5,966.74	2,222.26
	Calendar	1,940.63	1,792.00	148.63
	Winter Fundraising	4,973.94	337.50	4,636.44
		-	-	-
	SUB TOTAL FUNDRAISING	15,103.57	8,096.24	7,007.33
Other Income	Edinburgh Council Grant	836.20	-	836.20
	EasyFundraising	33.01	-	33.01
	Virgin Money	-	-	-
	SUB TOTAL OTHER INCOME	869.21	-	869.21
Clubs	Chanter	-	1,594.50	(1,594.50)
	Choir*	-	-	-
	Drum	645.00	-	645.00
	Coding Club*	-	-	-
	Creative Writing Club*	3,440.00	-	3,440.00
	Football coached club - P6*	-	-	-
	Friday Night Football*	7,176.00	6,090.00	1,086.00
	Guitar *	-	-	-
	Gym *	-	-	-
	Judo *	1,625.00	350.00	1,275.00
	Knitting*	-	-	-
	Recorder *	-	-	-
	Ski-ing	9,888.00	-	9,888.00
	Snowboarding	-	-	-
	Spanish*	-	-	-
	Stage *	9,343.00	2,575.00	6,768.00
	Zoom Club*	-	-	-
	Hall Hire	-	1,047.00	(1,047.00)
	SUB TOTAL CLUBS	32,117.00	11,656.50	20,460.50
Expenditure	P7 Activity	-	-	-
	Workshops/Drama/Theatre trips	-	-	-
	Hoodies	-	-	-
	Greenbank Halls	-	676.35	(676.35)
	Teachers allocation	-	-	-
	P1 Nativity	-	-	-
	Library books	-	-	-
	Tablets and IT equipment	-	-	-
	Web site expenses	-	-	-
	P7 Leaving Activity	-	-	-
	Christmas trees	-	-	-
	P3 Football set-up	-	-	-
	Scottish Opera	-	-	-
	Science Week	-	-	-
	Funding - Club Spaces and Trip Subsidies	-	-	-
	Sports day lollies	-	-	-
	Food and Science technologies	-	-	-
	Author visit	-	-	-
	Disclosure expenses	-	-	-
	Charity Grants	-	-	-
	Other General Expenditure	-	-	-
	SUBTOTAL EXPENDITURE	-	676.35	(676.35)
	2020-2021 NET INCOME/(EXP)	48,089.78	20,429.09	27,660.69
	CURRENT BALANCE	97,138.78	20,429.09	76,709.69
	Loans to school - P7 project			-
			<i>Control</i>	6,365.62 £76,709.69

**SOUTH MORNINGSIDE PRIMARY SCHOOL SMPC
YEAR ENDED 30 JUNE 2022**

2. Available Funds

CURRENT BANK BALANCE **76,709.69**

Less Restricted Funds

Event Float Requirement	(4,000.00)
Surplus on Clubs*	(20,460.50)
Committed Funds	(6,367.70)
Event Surplus**	

*Clubs Surplus - r
as at 30 June ber

AVAILABLE TO SPEND **45,881.49**

2021/22 Commitments

Firm Spend – School Activities

Teachers allocation	June 2021 SMPC meeting	3,000.00
Arts and crafts supplies	June 2021 SMPC meeting	750.00
Science resources for teachers	June 2021 SMPC meeting	500.00
P7 leaving activity	June 2021 SMPC meeting	500.00
Sports entry fees	June 2021 SMPC meeting	450.00
P7 activities	June 2021 SMPC meeting	260.00
P3 football set up	June 2021 SMPC meeting	250.00
Sports-day lollies	June 2021 SMPC meeting	250.00
P1 Nativity	June 2021 SMPC meeting	350.00
Christmas trees	June 2021 SMPC meeting	75.00
Morningside lights switch-on	June 2021 SMPC meeting	100.00
Library books	June 2021 SMPC meeting	1,000.00
Author Visit	June 2021 SMPC meeting	250.00
Sub-total		2,025.00

Firm Spend – SMPC Costs

AGM expenses	June 2021 SMPC meeting	300.00
Insurance	June 2021 SMPC meeting	50.00
Web expenses	June 2021 SMPC meeting	50.00
PVG expenses	June 2021 SMPC meeting	50.00
Sub-total		450.00

Contingent Spend

Science Week	June 2021 SMPC meeting	3,500.00
Theatre visits	June 2021 SMPC meeting	3,500.00
Scottish opera	June 2021 SMPC meeting	500.00
Sub-total		7,500.00

Nurture Base	Oct 2021 SMPC meeting	250.00
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Treasurer's Comment:

"Winter Fundraising" comprises all fundraising except cards and calendars. These activities raised over £4,500.

All clubs have covered expenses in the first term.

Any questions on this report can be raised at the PC meetings or at anytime by email to treasurer@sm-pc.org.

Clubs report

The changes to Covid-19 restrictions that were brought in in December have not impacted on the running of parent council clubs. Under 12s are not required to physically distance from each other and are permitted to take part in indoor contact sports. So all of our current clubs are able to start again this January. There has been a slightly delayed start to clubs operating at Greenbank as the hall committee decided to delay re-opening after Christmas. But by 19th of January, this term's clubs will all have re-started. These are:

- Recorder
- Friday Night Football
- Stage Club
- Creative Writing
- Judo
- Chanter
- Drumming

We have a new convenor for guitar club which will be delivered again by Morningside School of Music. It will run on Tuesdays, 3.30 to 5.30 (3 sessions) at Greenbank Church from 1st February. We will begin advertising this in the week beginning 17 Jan.

Work plan for this term: We will follow developments with the letting of the school building out of school hours and consider a return to school asap. We will canvas parents of P1 and P2 with the intention of running an infant's Choir club in the Spring. We will carry out a safeguarding review, including workshopping an updated safeguarding policy – this workshop to be open to attendance from interested and experienced parents.

Accommodation Group Update

Canaan Lane Primary School - Works Progress

- A "Canaan Lane Primary School" contractor meeting was attended on the 14th December 2021. The following updates were provided
- Morgan Sindall (MS) are currently targeting end of February for completion of building works.
- This is not a firm end date yet; various items were mentioned e.g. they are having issues getting the incoming electrical meter, issues with the supply of materials.
- Current works are now mainly finishing trades; so floor finishes, fitting doors, WC cubicles, skirtings, etc.
- External works also have some way to go; David Boyle stated that there will be a reduced requirement for access to the rear of the site in January, but access will still be required.
- MS have organised a daily road sweeper to try and minimise the build-up of mud on the road etc due to the building works.

Opening of Canaan Lane Primary School

- There is no longer a plan to open the nursery in advance of the rest of the new building.
- There was a prolonged discussion between the different council attendees (pushed on this point by Mandy Watt) on when parents will have a confirmed timetable for moving South Morningside children out of Deanbank into the new building.
- The conclusion of that is that the "window for opening" will be confirmed at the next project update meeting, on the 25th Jan.
- The most likely timeline is to move in April. It will definitely not be possible to move in the February holiday.

Other Items – Surrounding the new school and the construction project

- Playing Field - Stephen Tait (St Peters) enquired if any improvements are feasible to the playing field once the site huts go; at the moment it is just down for re-instatement. They are organising a separate meeting to discuss that.
- Canaan Lane road safety - there was a long discussion about the issues being caused by the Canaan Lane road closure for the new block of flats.
- This closure means that any long vehicles (both MS and the builder of the flats) have to reverse back along Canaan Lane past the school, as they can't drive through any more.
- This is particularly important in the context of the flats, as they appear to either not be bound by, or are disregarding any restrictions on when they do deliveries. So even once Morgan Sindall leave, the issue will be on-going.
- The council is going to look at this, the view was that the road closure gave an exemption to Canny Man delivery trucks (the cones can be removed to let them out onto Morningside Road) so it would seem logical to offer the same to the 2 building sites when a vehicle is too big to turn around outside Falcon Court.

Deanbank Building Refurbishment

- The works have not been tendered yet. They are supposed to complete for August 2023.

Future Accommodation Group Meetings

- A meeting of the accommodation group has been proposed as there are new members and it would be good to discuss potential arising issues and changing priorities.