

# Agenda

## South Morningside Parent Council Meeting

16 January 2023 at 6.45pm at Comiston Road

1	Welcome, attendees and apologies	Co-chair
2	Review and approval of the 7 Nov 2022 meeting minutes	Bobby Pathak
3	Matters arising	Bobby Pathak
4	Interim Headteacher's update	Gail Canning
5	Chair's report	Co-chair
6	Treasurer's update	Jack Bruck
7	Subgroups' update	Various
8	AOB	Various

### PC meeting dates:

- 16th January 2023 - **face to face**
- 6th March 2023 - **online**
- 24th April 2023 - **online**
- 19th June 2023 - **face to face**

**Date of the next SMPC meeting is a face to face meeting on 16 January 2023**

## Supporting Papers

### South Morningside Parent Council Meeting

16 January 2023 at 6.45pm at Comiston Road

- 1 Draft Minutes of the PC meeting 7 November 2022 (Bobby Pathak)
- 2 Matters arising (Bobby Pathak)
- 3 Finance Committee Report (Fraser Walker)
- 4 Clubs Report (Alison Reeves)
- 5 Communications Update (Shelagh Halford)
- 6 Transport Report (Neil Inglis)

# Meeting Minutes

## South Morningside Parent Council Meeting

7 November 2022 at 6:45pm via MS Teams

### PC Voting Members – Attending

Louisa Dall	Helena Castro
Angela Robinson	Claire Forsman
Bobby Pathak	Andrew Leiper
Alistair Haig	Helen New
Shelagh Halford	Jack Bruck
Thom Kenrick	

### PC Voting Members – Not attending

Stuart Herring	Dan Farthing
Tatiana Tantarouda	Emelia McMenamin
Brendan Hyland	Reuben Carr
Ellie Maizels	Abigail Cabrelli

### PC Non-Voting Members – Attending

Gail Canning	Elaine Jones
Karen Richmond	Nikki Wright

### Councillors – Attending

Marie-Clair Munro	
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### Attending Parents/Carers/ Guests

Rosslyn Stephenson	Rosi Pollock
Elisabeth Geuther-Quinn	Alison Reeves
Emily Tracey	Moir Gibson
Steve Tonneau	Eva Fraser
Ryan Gilbert	Ruth Lee
Salsabil El-Awaisi	Lizzi Boyce

#### Welcome, attendees and apologies – Louisa Dall

Attendees were welcomed, thanked and the agenda was summarised. Apologies were received from Cllr Neil Ross and Stuart Herring.

#### Review & Approval of Minutes of 12 September 2022 AGM & meeting – Bobby Pathak

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

#### Independent Examiner of Accounts proposed – Bobby Pathak

Craig Fraser was put forward as the independent examiner of accounts. He was voted in by Louisa Dall and seconded by Ange Robinson.

#### Interim Headteacher's update – Gail Canning

The PC, parents and carers were thanked. It was noted that in the two short weeks that Gail has been at SMPS, she has enjoyed getting to know the staff, children as well as the newly appointed deputy head teachers – Elaine Jones and Nikki Wright.

Having arrived as interim headteacher from Carrick Knowe Primary School, it was noted that Gail is looking forward to gaining a deeper understanding of the running of the school and, given the advert for the position of headteacher closed yesterday, it was noted that at this point there was little intention to make very large changes until a permanent headteacher is found.

The floor was opened to questions.

#### Chair update – Ange

It was noted a meeting with the Council, PC, Canaan Lane Primary School and SMPS took place on the 7 October to discuss the school accommodation issues between Canaan Lane, SMPS and the site at Deanbank House. Andrew Leiper, from the accommodation subgroup, provided a detailed update (given below).

The PC's presence at the curriculum evening at Canaan Lane and SMPS proved very successful in terms of getting to speak to parents and carers face to face. The success is reflected in 16 parents expressing an interest in helping with the PC.

Chair activities have included helping with the principal teacher's recruitment and the continued discussion with the Council around the HT recruitment.

Louisa had been very busy processing the (very successful) orders taken for this year's Christmas cards – this is estimated to have raised approximately £2,000 for the PC.

While a meeting with the various subgroups has not been arranged this academic year, it is hoped that one may be possible before the next the PC meeting.

The setting up of a possible WhatsApp group bridging communications between the PC and the wider parent/carers body was discussed. It has been suggested that it would be helpful to establish a WhatsApp group of current parent reps and it was asked if someone would be willing to volunteer to pull this together.

#### Fundraising Update – Elisabeth Quinn

Last month's Halloween disco proved very successful with the children enjoying themselves. Approximately £1,300 has been raised although this figure may be slightly reduced given some deductibles are yet to be accounted for.

The upcoming Christmas calendar is being organised and the return of the Christmas fair is now taking place on December 3 at 12-3pm. Sign up for the Christmas fair will be released on Classlist and fundraising need as many people as possible to make this the success it has proven to be in the past. It was noted that many past volunteers have since moved on from the school community and helpers are needed to run stalls ranging from science, cake baking, craft stall and face/nail painting. Parent volunteers are also needed to help with the Christmas hampers, greeting at the door and cleaning up at the end of the day. Could all volunteers contact fundraising with suggestions and time commitments ([fundraising@sm-pc.org](mailto:fundraising@sm-pc.org)).

The floor was opened to questions.

- The need for a credit card acquiring machine was raised. Despite the drive for the PC to be cashless, it was decided this was a good idea given some P7s may be coming independently of their parents.
- It was noted tokens will also be in effect.
- In addition to Brian Sharp's offer (in AOB below), Sheri Wallace has crafts she can forward on that may be useful in various stalls.
- Cllr Marie-Clair Munro offered to do run a mulled wine stall.
- Alison Reeves offered to run a music activity
- The PC question of buying two card acquiring machines for the upcoming Christmas fair was raised. This is to be put to an online vote.

#### Budget and Finance Update – Alistair Haig

Approval of the 2020/21 annual accounts remain outstanding and are to be presented for approval at the next PC meeting.

The handover to the new treasurer is in progress and Alistair screenshared the 2022/23 accounts which showed a £5,000 surplus.

Elaine Jones had asked for an update on the Virgin money proceeds which now stands at approximately £700.

It was noted that while there has been a backlog of overdue payments mainly relating to clubs, this has now largely been cleared and the various overdue payments have now been made.

#### Sub-group's update – Various

#### Clubs – Alison Reeves

In addition to the report submitted with the meeting pack, it was noted that the clubs' provision had started very quickly with the opening of lets to Council properties. This has resulted in the various stakeholders (Council facilities department/the clubs themselves/the school administration) needing more working with care with each other and perhaps needing to appreciate the pressures being demanded on each of the main participants.

With this in mind it is strongly suggested that the Clubs subgroup would benefit from having a member of the PC onboard and additional members to each have a responsibility for communicating with one of the stakeholders listed above.

It was clarified that it has always been a policy of Clubs not to issue refunds to parents should they need to withdraw their children.

#### Accommodation – Andrew Leiper

Slides were screenshared detailing possible design proposals which were discussed with the Council, PC, Canaan Lane Primary School and SMPS representatives which took place on the 7 October. The sketch proposals discussed were at a very early concept stage, looking at possible zones on the ground floor, they are uncoded and at an early stage.

Another meeting with the Council is slated for the start of December 2022.

It was noted that accommodations issues within SMPS are linked to P1s & P2s potentially using the space; however, with the refurbishments at Deanbank House due to be completed in August 2023, this will also have an impact on the use of space at SMPS.

#### Transport – Thom Kenrick

There was a good response to the Council's recent transport survey with 267 responses from parents and carers including 12 from SMPS staff.

Errant parking by parents at Canaan Lane during pick up and drop off is continuing to prove problematic. This may have been compounded by the opening of the street to through traffic before being closed again; however, traffic wardens have been enforcing illegal parking with more vigour recently.

The floor was opened to comment and Cllr. Munro confirmed she had recently met with the headteachers of St Peter's Primary School and Karen Richmond (Canaan Lane's Headteacher). While primarily concerning the vacant field adjacent to both schools, the problem of illegal parking came up and Cllr. Munro witnessed the problems first-hand while walking round the area. She confirmed the greater number of parking wardens were at her recommendation. She has also met with the chief superintendent of police covering Edinburgh and reassured the PC this was an active campaign she is now engaged with.

Communications – Shelagh Halford

It was noted the PC website is now up to date; however, if there is needs anything that needs updated parents have been asked to contact comms ([comms@sm-pc.org](mailto:comms@sm-pc.org)).

It is intended that the newsletter will continue to go out the parent /carer body after PC meetings and it was noted that Facebook updates is continuing.

AOB

While some interest has been expressed around joining the playground subgroup, it was noted that the subgroup has been limited in its effectiveness given lack of funds. It was suggested that playground and the accommodation subgroup might benefit from combining given the PC's focus is now on bringing parity to SMPS given the relatively new schools within its immediate locale.

The meeting was closed at 19:55 by Louisa Dall.

# SMPC Meeting Pack

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	A	B	C	D	E	F	G	H	I	
1	South Morningside Parent Council									
2	Matters Arising/Action Log		12-Sep-22							
3										
4	OPEN MATTERS									
5	Reference	Date Raised	Issue/Action	Owner(s)	Status					
6	#1/22	November 07, 2022	Approval of the 2020/21 annual accounts remain outstanding	Alistair Haig	Outstanding from 12 September 2022 AGM. Incoming treasurer Jack Bruck to action					
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## Finance Committee Report

Below we have set out details of the Teachers Allocation for Academic Year 2022 / 2023 and how this can be claimed. We have also set out the process for making a request for funding from the Parent Council.

### Teachers Allocation

The Teachers Allocation for Academic Year 2022 / 2023 was agreed as part of the Budget for the year in September 2022. The amount is set at £6 per pupil. Teachers can spend this money as they see fit and, given the funding is already approved, they only have to provide receipts to the Treasurer for whatever they have spent the money on.

### Funding Requests

Requests for funding need to be approved by Finance Committee (if the spend is below £100) or Parent Council (if the spend is above £100). The application form attached at Appendix 1 needs to be completed and sent to the Finance Committee email address ([finance@sm-pc.org](mailto:finance@sm-pc.org)). Funding requests should not be submitted to the Co-Chairs or Treasurer directly. We will seek to ensure that funding requests are responded to quickly, but it would be appreciated if at least 2 weeks' notice is given wherever possible to allow time for consideration at the requisite approval level.

## APPENDIX 1

### 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.*

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

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

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

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

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](mailto:finance@sm-pc.org)

## Clubs Report

Clubs are beginning to start back after the holidays. Some have delayed starting until a week or even two after term starts, to leave a little time for settling in and planning. The absence of After School Care Club has thrown up a couple of changes and challenges. Those children who were dropped off by or returned to ASCC are now having to be brought and collected by their families. And because the building doesn't have to be open for ASCC, we are having to be more specific in our arrangements with letting and facilities management, as we are the only occupiers of the building after school hours. We're not planning to change anything about our arrangements however, as we hope that as soon as ASCC restarts, things will settle again.

The club convenors met online in November to discuss what was currently challenging and what improvements we could make at Admin level to make things run more smoothly. Some actions we will take forward from this are:

- Move to using Google forms for applications in August 23, with a template set up by Admin
- Move to using central Google Drive location for all clubs' own admin, to be accessible by Clubs admin.
- Review fire evacuation procedures.
- Tutors and adult volunteers to wear lanyards to be identifiable after hours.
- Mobile numbers of tutors and adult volunteers to be shared with clubs meeting on the same evening.
- What'sApp convenors and Clubs Admin group to be established for emergency messaging.

There will be some club convenors moving on at the end of this year, which only leaves a couple of months for those clubs to find new convenors. We remind all school families that clubs entirely depend on your support to run, so please respond to requests from your child's club for help or offer your time if you have an expertise that could be useful. If you're worried about it becoming a forever job, feel free to put a time limit on your offer!

## Communication Update

We're still looking for a volunteer to help with posting updates on the SMPC Facebook page so if you can offer some assistance, please get in touch!

And if there is anything you'd like to see or anything you notice is out of date on our website ([sm-pc.org](http://sm-pc.org)) or if there is any support you need from comms, please get in touch! [comms@sm-pc.org](mailto:comms@sm-pc.org)

## Transport Report

The Transport Committee eagerly awaits the final results of the Travel Survey that parents recently completed. We've had a meeting with the Road Safety Officer responsible for production a report from the results to discuss initial findings and once those are finalised we will be working with council officers, SMPS, and Canaan Lane PS to develop an updated School Travel Plan. This will be our opportunity for getting some capital funding for new projects around the two school sites. It is expected that pupils will have the opportunity to input on these plans too.

Traffic on Canaan Lane and Woodburn Terrace at school pick up and drop-off time continues to be an issue for the safety of children travelling to and from school. Thanks to Cllrs Parker, Ross and Munro for their help with interventions there so far. The frequent presence of a traffic warden has helped somewhat with congestion due to parking outside permitted times and double parking, but it does persist. Recent correspondence with Road Safety Officers have brought about an agreement from the contractors at Deanbank that the "loophole" space at the corner where the pavement build-out was removed to help enable building work should shortly be coned off in the mornings and the cones removed when heavy good vehicles require access to Deanbank. We hope to see that in place soon.

The road closure at the West end of Canaan Lane ends in February and to date we have been unsuccessful in our attempts to find out if this can be extended under an Experimental Traffic Order. Longer term, under the School Travel Plan, we will be pressing for this to be made into a School Street with timed closures enforced by the police. We will continue the temporary closure as we don't consider through traffic on Canaan Lane appropriate any more, given the number of people using the street, which will only increase once the Deanbank building reopens