

Parent Council Meeting

29 August 2018

## MINUTES

### **In Attendance**

Jane Weir (JW) Chair

Katy Westacott (KW)

Julie Tait (JT) Treasurer

Gary O'Connor (GO)

Katie Wotherspoon (KFW) Secretary

Johanna Jenkins (JJK)

Joanne Jamison (JJ)

Johannah Prentice Espey (JPE)

### **Apologies**

Eva Malone

### **Welcome and PC member update**

A big thank you to Eva and the previous Parents Council. A handover has now been done with the new team.

JW and KFW were confirmed as Chair and Secretary respectively. It was also confirmed that JJ did not take up the role of treasurer and it was agreed by those present that JT would take up the role of Treasurer as a put forward at the EGM.

JJ will continue in the role of fundraiser and vice chair, as last year.

Although not present, Anne Moore has confirmed that she is happy to continue as Parish Representative.

After discussion it was agreed that we should continue to have a fundraising team and that this should be opened up to the wider parent body. A message will be put of the Facebook page.

### **GDPR**

JW talked about concerns having been raised about data security, particularly in relation to emails sent to the Parent Council inbox.

It was proposed that we purchase a domain address from which we run two email addresses, one general and one fundraising specific. These would be looked after by the Chair and the fundraiser with access by the other trustees in exceptional circumstances. Any emails coming out from the Parent's Council will only come out from these two addresses. This will make it clear who we are representing.

There were no objections to this proposal.

A privacy policy will be put in place that will make explicit the fact that while the Parents' Council email addresses will remain the same, the operators of the accounts may change with changes to

the trustees of the Parents' Council. Emails will be deleted once no longer relevant. The privacy policy will be put on the Parents' Council section of the school website.

### **Headteacher's Report**

KW thanked the whole school community for their support and patience while the works in the school concluded and recognise the hard work and dedication of the staff throughout the renovation period and the work that has been put into a smooth the transition for P1. It was unforeseen works that delayed the finish. There have be a large number of pipes replace, total rewiring and IT facilities put in. There are still some pieces of furniture to arrive but many of these are coming from Germany or the United States so they will take a little time.

**Individual Concerns** - KW asked that any individual concerns be raised out with the Parents' Council meeting when she will be able to give quality time to Parents / Carers during the day.

**Agile Spaces** - The agile spaces questionnaire will be emailed out via Parent Pay, please take a moment to complete this. This will run over three consecutive years to help assess the Agile Spaces Project.

**Staffing** – We welcome Miss Bellinsegna and say goodbye to Ms Marshal (who is going to the NHS) and Mrs Davison (who is going on secondment to Waverly Court for a year).

**Centenary of the 1918 Education Act** – KW asked for ideas of what the school could do to celebrate this.

**School's 60<sup>th</sup> Birthday** – KW would like to arrange for mass to be said in school and again asked for ideas on how to celebrate this, particularly that might include the wider parent body and local community.

**Volunteers** - Volunteers are needed for school trips, to support small group work in school and to tidy up the garden at the back of P1. Do the Parents' Council know of anyone who may be able to help?

**Parent Involvement** - 12<sup>th</sup> September Parent Involvement Conference for Parents' Councils. Kw has some tickets for this is there is interest in going. JW, KFW, JJ and JJK indicated they would be able to attend.

### **School Development**

- There will be a further upgrade to the IT facilities once the teachers have had the chance to work in the space and assess what they need (this is part of the digital strategy).
- Teachers attended additional visible learning training during the in-service days

### **Curriculum Update**

- There has been very positive feedback from pupils, parents and staff on STEAM (Science, Technology, Engineering, Art and Maths).
- P7 are organising the MacMillan coffee morning at the end of September.

### **Support for Pupils**

- All schools in Edinburgh have had their pupil support (audit) hours adjusted. This budget is for schools to use to support particular children in the way they deem appropriate. This has been looked at across the whole city and redistributed, meaning a cut in the devolved budget, from which the Pupil Support Assistants (PSA) come from.
- There are currently two PSA positions advertised, a full time position and a 10 hour position.

### **Transition to Queensferry High**

- There is a change to procedure this year so that once an application has been made to Queensferry High transition work can begin, rather than waiting for an offer to be made. This means transition starting from November rather than May.
- There is no difference in transition from other schools. St Margaret's pupils will be invited to any activity going on in the High School
- Transition activities with Queensferry High would only be for children who have applied there. Transition activities with St Augustine's would be for all children due to St Margaret's being one of its feeder schools.
- Transition activities with St Augustine's will form part of the P7 curriculum.
- It was questioned that if these activities form part of the curriculum then is it fair that parents have to pay to get there? It was agreed that this is something for the Parents' Council to consider if they can contribute to. To facilitate this KW will provide the Parents' Council with an estimate of the costs involved.
- It was pointed out that it should not matter which school a child will be going to, we need to get it right for every child. KW agreed with this.

### **Treasurer's Report**

- The accounts from last year have been examined and signed off and will be uploaded on OSCR.
- There is a healthy carry over of £3942.99

### **Fundraising**

- We have agreed to fund the P7 prom bus in advance to allow for booking.
- It was suggested and agreed that the Parents' Council would take over the organising of bag packing events.

### **Upcoming events**

- **28<sup>th</sup> Sep** - MacMillan Coffee Morning / P1 Coffee Morning – these will be combined to enable as many parents as possible to attend but it was thought it was best to wait until the works in the school were complete.
- P1 – P3 Spooky Walk / Evening Halloween Disco
- It was suggested that the Parents' Council put out a note to find out if any other parents have match funding arrangements at their work that they may wish to use to support Parents' Council fundraising efforts.

### **Breakfast / After School Club Update**

Little Flyers are moving forward with the proposal to establish an afterschool club from St Margaret's and Dalmeny primary schools. They are considering the Hub or Dalmeny Hall as possible locations and they are lodging an application with the Care Inspectorate. There are no initial plans for a breakfast club but there is the potential to add this at a later date.

### **Questions from the Parent Body**

**Seating in P6** - *There have been concerns raised about the amount of seating in the P6 classroom, with children racing to get a seat after lunch* - It was confirmed that there is enough seating for every child and GO explained that there is different furniture for different activities and that he encourages the children to move around. There are no allocated seats at the moment but this will be given ongoing consideration and they will continue to assess the situation. The new format with P6

and P7 moving between the two classrooms is due to begin week commencing 3<sup>rd</sup> September which will change the situation.

**Non-Catholic children at mass** – *It had been pointed out that it would make non-Catholic Pupils feel more included at mass if they could receive a blessing when the other children go up for communion* – It was agreed to ask Anne Moore, as the Church Liaison Officer, to approach Fr Deeley about this.

**Contacting the school** – *Often hard to speak to someone at school / no one on office / no one answering phone* - KW agreed that this has been a difficult transition with all the building work and resource has been concentrated on the children meaning communication has been more difficult than usual. KW said she would acknowledge this via Parent Pay and that they would take into consideration the idea of an emergency mobile phone.

**Timing of Parents' Council meetings** – *A number of parents have said that they would like to participate in the Parents' Council but the timings of meetings would not work for them* – the timings of meeting are restricted because of janitorial cover and availability of PC members however we will look into this further and any suggestions are welcome.

**Letters not being handed in** – *It has been highlighted that some children struggle to remember to hand letters in to their teacher, is there anything that can be done at address this?* – There is a new EE2 this year that means far fewer letters will be required as consent will not be needed for each individual excursion. This will hopefully alleviate the problem.

#### **AOB**

**Photographer** – The Photographer needs to be booked but a date needs to be decided. The suggestion is that this would be for individual and sibling photos. There was also the suggestion that P1 and P7 class photos would be nice. This is still to be finalised

**The next parent Council meeting is Wednesday 26<sup>th</sup> September – 6.30 pm**

#### **ACTION SUMMARY**

<b>Action</b>	<b>Owner</b>	<b>Date Due</b>
Estimate cost of travel to St Augustine's for transition activities	KW	
Provide funding requests the week before PC meeting to allow opportunity to consider	KW	19/09/18
Note to parent body about match funding	Trustees	
Ask Fr Deeley about inviting non-Catholic pupils, in classes that receive communion, to come up for a blessing	AM	
Note to parent body via parent pay about recent difficulties with communication	KW	
Consider further how to make PC accessible to more parents	All PC	