



## Leith Walk Primary School

### Parent Council Meeting

#### Minutes

6.30pm Tues 30<sup>th</sup> October 2018

**Present:** Rachel Guatelli (Vice-Chair), Maria Gowans (Acting Head Teacher), Arran Finlay (Senior Education Officer, Edinburgh Council), Susan Dunn (DHT), Alana Rowland (Acting Principal Teacher), Katrina Walker (Secretary), Will Walker (Treasurer), Briony Antonopoulos, Roy Spiers, Shona MacColl-Mooney, Karen Hartnup, Christina Hinds

**Apologies:** Claire Ritchie (Chair), Annette Megaughin-Helder, Andrew Megaughin, Marion Donaldson (Councillor), Laragh Quinney, Alla Kuslii, Kaz Bauer

(Apologies if some names are misspelled or missing from the list.)

Actions are in **red**.

#### Minutes and Actions from last meeting

Breakfast club – Further to the last meeting, Susan has the contact to call at Drummond to take this forward so will be in touch.

Playground – Robbie Crockatt has a contact, Julie Kelly, at the council who would be able to advise on 'all things playground'. It was discussed whether we should have a whole playground scheme and then implement it in sections, although concern was expressed that this had already been discussed for years without decisions being made and consequently no changes had happened. Changes such as painting tracks on the surface wear away within a few years and therefore might be beneficial to children immediately whilst a longer term strategy for work and fundraising is considered. It was considered that the gradual approach might be better. It was also noted that the Friends on Montgomery Park are looking to improve the facilities in Montgomery Park and would like to consult with the school about this. It was suggested that in addition to having a stand at the Winter Fair that they might like to come in for an assembly to get the views of the children.

**Action Point: Karen to invite the FoMP to a school assembly**

#### Head Teacher's Report (Maria Gowans and Arran Finlay)

The update from the different classes is as follows:

P1s and 2s all together are looking at toys and forces

P3 - Local Area

P4 - Plastics and Oceans

P5 - Space

P6 - World War 1. They also had a very successful trip to Benmore. All children were a credit to the school.

P7 - WW2, Poppy Appeal and Remembrance Assembly

Upper school (P5,P6,P7) – They are working together on a combined enterprise activity to make and sell things towards the end of the term.

*Staffing Update* – [Please note that a fuller note of this has been distributed to parents directly since the meeting] A few roles are being advertised including a PSA and three full time Early Years Practitioners for our nursery. The school has appointed a new administrator, Lorna Greig who is starting back at the end of November. There are also interviews for a new clerical member of staff and our business manager will be in the office in the interim to cover. The school has appointed a candidate to the Attainment Officer role (funding through PEF).

*Frequency of camp* - Years P5/6/7 all have a trip right now and there is the concern that this is a lot of money for parents to find, particularly if they have multiple children at the school. Whilst the benefits of residential experiences were acknowledged by all, it was noted that there are a variety of outdoor experiences close to the school that are not being utilised at present and these could be done during the day without the need to pay for the children to be away overnight. There are some families that are not happy for the children to be away overnight and these children might be excluded from a class experience 3 years in a row. There was discussion about phasing out the number of experiences, but that those that were currently booked in would continue as planned. There was general consent that the parent council was happy for the school to make a plan for outdoor learning and phase out the number of residential experiences.

*Scholastic Book Fair during Parent Consultations* - There was agreement that the Scholastic Book fair should be cancelled going forward as they are very expensive books. It was suggested that perhaps a book swap, or a very cheap sale of donated books could happen instead.

*P7 Hoodies* – These have been ordered by Mr Macdonald although he doesn't feel that he can ask for parents to pay for them and asked if the Parent Council might consider paying for them again this year. The cost is approximately £10 per hoodie with 29 children in the class. The P7s are fundraising as a class for Lagganlia but they would need additional support for the hoodies as all money will be needed for camp. It was agreed that the Parent Council would pay for the hoodies.

*Building Arrangements* – Following the discussion regarding bringing the library downstairs, a problem has been identified with the Wi-Fi throughout the building and the ICT suite cannot be dispersed until the Wi-Fi is consistently good throughout the classrooms. The school is currently looking at purchasing additional hubs for the building to resolve this but the hubs are approximately £700 each and therefore funding may be needed to support this. There are currently 4 hubs in the school but the school is looking at purchasing 2 per floor. The council is scheduled to come round the school to assess the IT needs before Christmas but it is not clear how much financial support will be possible from them. Christina mentioned that John Lewis might be able to support this as they helped supply the white boards throughout the school.

**Action Point - Karen to supply John Lewis contact to Alana who will get in touch with John Lewis to ask for support with the Wi-Fi hubs**

Maria asked whether this year's Parent Council classroom funds could go towards the Wi-Fi instead as this would benefit everyone throughout the school. This was supported by all present.

'Aladdin's Cave' – The school is still hoping to clear this. A start has been made by the Janitor but Maria asked whether the Parent Council members would still be happy to volunteer some time to help. It was decided that Friday 16<sup>th</sup> November, 1pm to 3.30pm should be set aside for this task. Alana offered to look after a few children at this time to allow the parents to get involved.

2 Drummond Staff would like to come to the next PC meeting and it was agreed that this should be no problem.

*QIO team report* – They have been in and highlights are:

- 1) Calm, positive atmosphere. Relationships are warm and supportive. This has been seen before and is still there.
- 2) Children feel that they have a voice and are learning.
- 3) Support for pupils is good, not just for individuals but across the years.
- 4) Evidence of learning – more consistency is being shown.

Things to work on:

- 1) Need to teach children the language of learning. It is already in the plan for the year
- 2) How do we target support? How do we use the staff to maximise the delivery of learning? If two children need the same program, it should be run together to maximise the time. The PEF funded support officer and other PSAs will help to deliver this.

*Communication* - School is looking at getting access to the school website, but they do have access to Facebook. Facebook will need to be looked at to ensure all the content is relevant going forward. The Communication Policy still needs to be looked at, but doing more online would be a good thing, eg using Parent Pay to allow parents to sign up to Parent Consultations etc. Reducing the need for paper would be desirable.

## **Treasurer's Report**

Recap – since last Parent Council meeting we have raised approximately £180 from 1<sup>st</sup> Friday Bake Sale and Doors Open.

There is still the unspent money from Leith Decides for £376.61 and it was decided that the Parent Council should consult with the teachers about this.

**Action Point: Karen to send the application list of items that was applied for to Susan and Maria so that they can consult and decide what would be the most useful for the school.**

It was discussed whether marine boards to put around the planters and paint with blackboard paint would be a good use of funds. It was agreed that these would be a good idea.

Library money – It was decided to keep this ready for the library move when that happens.

Magazine subscriptions – Match subscription is going to the upper school classrooms and it was asked whether any further subscriptions would be beneficial. It was decided to revisit this once the library is in place.

## **Garden Committee**

Rachel confirmed that there had been a success with planting, harvesting and then cooking with the plants grown in the garden.

There has been no development yet on the new outdoor tap.

**Action Point - Arran to chase Murdo for an update on this.**

### **Parent Council Events**

Bake sale on Friday - Rachel volunteered to arrange this.

Winter Fair – It was agreed to have a separate meeting for this.

### **AOB**

There is an impact of meetings moving to a Tuesday night for the crèche if they have to be inside as the room is much smaller. It was agreed that an effort should be made to be flexible with the Parent Council meetings so that we use the let hours we have on a Monday during the Winter when it is dark outside so the children can be active indoors, and then when the evenings are lighter, we could move to the Tuesday night when the crèche could be held outside. The option for using Drummond on occasion is also possible.

It was confirmed that there will be no school pantomime trip this year.

**Meeting Finished: 8.25**

**Next meeting: Monday 26<sup>th</sup> November, 6.30pm**

LWPS Parent Council Cashflow - June 2018 - May 2019

	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	Total
<b>INCOME</b>													
Sports Day Refreshments		£246.29											£246.29
Leath Gala Day		£664.02											£664.02
Interest		£0.95											£0.95
Edinburgh City Council			£612.40										£612.40
First Friday Baking Stall					£87.55								£87.55
Uniform Exchange					£92.20								£92.20
Doors Open Bake Stall					£6.00								£6.00
Winter Fair					£93.75								£93.75
Christmas Cards													£0.00
Mugs													£0.00
													£0.00
													£0.00
													£0.00
<b>Total Income</b>	<b>£911.16</b>	<b>£0.00</b>	<b>£612.40</b>	<b>£87.55</b>	<b>£191.95</b>	<b>£93.20</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,896.26</b>
<b>EXPENDITURE</b>													
Book Festival		£531.00											£531.00
P1 Reading		£180.00											£180.00
P7 Hoodies		£334.80											£334.80
Puer		£50.00											£50.00
Bike & Scooter racks		£664.00											£664.00
Fundraising running costs		£75.18											£75.18
Leaves													£0.00
P1 Bookbags													£0.00
Cheche					£30.00								£30.00
Classroom start-up funds					£30.00								£30.00
Christmas Cards													£0.00
Montgomery Street Fair Fee													£0.00
Pantomime treat													£0.00
Leath Festival		£75.88											£75.88
Playground													£0.00
Leggante		£500.00											£500.00
													£0.00
													£0.00
<b>Total Expenditure</b>	<b>£652.01</b>	<b>£1,759.80</b>	<b>£0.00</b>	<b>£30.00</b>	<b>£30.00</b>	<b>£30.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,501.81</b>
Surplus/Deficit	£259.15	-£1,759.80	£612.40	£57.55	£161.95	£63.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Opening bank balance	£6,764.50	£7,023.65	£5,263.85	£5,876.25	£5,933.80	£6,095.75	£6,158.95	£6,158.95	£6,158.95	£6,158.95	£6,158.95	£6,158.95	£6,158.95
<b>Closing Bank Balance</b>	<b>£7,023.65</b>	<b>£5,263.85</b>	<b>£5,876.25</b>	<b>£5,933.80</b>	<b>£6,095.75</b>	<b>£6,158.95</b>							

Key: Cheque  
Cash  
BankTransfer

Money set aside:	Awarded	Spent	Remaining
Leath Doodles	£1,000.00	£63.39	£376.61
Playground - LWPC	£1,050.00	£1,015.54	£34.46
Leaves - LWPC	£1,800.00	£556.69	£1,043.31
<b>Total</b>	<b>£3,650.00</b>	<b>£2,195.62</b>	<b>£1,454.38</b>

Expected Costs:	
James prize (tabled)	£55.00
Lucky Dip (James et al)	£196.00
Cheche	£210.00
Negative subscription (March)	£71.00
WIT Hubs	the
P7 Hoodies	the
<b>Total</b>	<b>£532.00</b>

Summary:	
Bank balance	£6,158.95
Money set aside	£1,454.38
Expected costs	£532.00
Unallocated funds	£4,172.57