

## Roslin Primary School Parent Council

### Minute of meeting, September 12, 2018, 6.30 p.m.

**Present:** Stuart Clark (chair), Andrea Berry, Jo Wilson, Helen Holmes, Pawlina Dand, Colin Burt, Claire Witney, Alex Clark, Holly Gibb, Emma Clark, Sue Fitchett, Rhona Farren, Emma Hutt, Leila El-Helali, Sara Rodriguez, Madhu Satsangi (minute).

**Apologies:** John Phillips, Claire Houston, Susan Welsh.

1. SC **welcomed** all to the meeting, particularly LE-H and SR to their first meeting.
2. **Minute** of meeting on May 2, 2018: approved as an accurate record.
3. **Matters Arising**
  - a. **Parent Pay:** JW said that uptake across School was now 69% and 61% amongst P1 parents/carers (parents hereafter). It was noted that Angela Foley's email advice to P1 parents on how to join Parent Pay was very useful and JW agreed to send it to parents across School.
  - b. **Tuck shop:** CB tabled a paper on turnover. He will be talking through these, and more detailed performance data with P7. After discussion, it was agreed that next PC meeting will review the tuck shop menu; CB will also draft an information letter to P1 parents.
  - c. **School opening:** now set for October 3, 10-11 a.m. JW invited representation from PC: RF, EC, HG and MS will attend. JW noted that most snagging items had now been resolved and she was chasing for remainder, she noted that Paradykes PS also has issues outstanding.
  - d. **Gazebo:** CW reported that this had been purchased for £100 and used at the Sept 1 gala. £300 had been spent on paint for the container in School grounds. School will give thank you gifts to the people who did the painting.
  - e. **PC accounts:** (item added) CW noted that there was a surplus of £3,200 at the end of 2017-18 and tabled financial spreadsheets for information.
  - f. **Easy Fundraising:** AB noted that she had emailed parents about joining the scheme which had boosted uptake. Further reminder emails will be sent periodically.
4. **Improvement Plan:** JW tabled a new summary of the plan (the full document is on the School website). AB spoke to the item on Developing the Young Workforce. The Scottish Government has identified 5 key skills for 3-18 year olds and the School will be focusing on 2 of these. AB has consulted with P3-7 incl and will be consulting with all parents and staff. She invited PC members to identify their 2 priority skills.
5. **Format of reports:** It was noted that staff had been reviewing this and CB will bring a proposed format to the next PC meeting.
6. **Visible Learning Conference:** AB reported that the School has been invited to participate in this event, a National conference at Murrayfield on November 7. A group of 8 children will attend with JW and they will lead a workshop on their learning journeys. PC was very supportive. JW said that Edinburgh will be hosting the next worldwide Visible Learning Conference in March 2019.
7. **London awards:** JW reported that the construction manager for the new school building had reached the final 6 of a UK project manager of the year award. JW and Angela Foley have been invited to represent the School at the award ceremony in London.
8. **Edinburgh college:** JW said that School had responded to an invitation to work with a lecturer, learning assistant and student on health and nutrition in 2018-19. She and CB will be meeting the college team on Sept 14 to discuss.
9. **Social Committee:** SC led discussion, noting that PC had previously agreed that a committee was needed to run events such as disco's. Agreed that volunteers will be sought by email to all parents with SC, HG and RF to draw-up. Representatives will also recruit. (Item 11 brought forward): role of representatives is to liaise with parents and identify issues for discussion by PC. They will be identified in a newsletter and on the website. Reps identified: Nursery EH; P1 Miss Brodie's group LE-H, Ms Herd's group HG pro-tem; P2 CH (HG

will discuss with her); P3 TBC; P4 HH; P5 AC (SC possible also); P6 PD; P7 RF. HG and RF will be corralling social committee volunteers.

- 10. Fundraising:** AC said that the aim was to have a bookshop before the mid-term break (followed up in February and around Easter). She will be discussing with Angela Foley. Xmas cards – CW noted that the aim was to get these organized earlier than in 2017. Xmas fair – agreed to hold late afternoon of December 7; a sub-group of CW, SF, EH, PD and AC will meet to sort out organization and other PC members agreed to help on the day. Funday – AC said that the stall had made a surplus of £43, noted that the principal purpose of the stall was to raise awareness of the PC rather than make money.
- 11. Representatives:** see 9 above.
- 12. PC constitution:** SC reported that he had circulated this as agreed.
- 13. Dates of meetings:** AB reported that the Eco Committee and Learning Council were being composed and dates will come to the next PC meeting. PC – November 21, January 23, March 6, May 8, June 19 (AGM).
- 14. Communications:** SC said that he had received thanks from Mairi Needham. CW has received papers on insurance and indemnity from Connect (formerly SPTC).
- 15. AoCB:**
  - a. Homework: SF asked about timing of homework. JW and AB said that School practice had been to start this in Autumn after the September break. SF and others wondered about starting sooner. JW said this would need proper discussion by staff and consultation with parents.
  - b. New teachers – SR asked if it was possible for an informal introduction to new teachers for parents and JW will look into setting this up to coincide with the Macmillan coffee morning on Sept 28.
  - c. Governance – JW said that practice had been for discussion items under AoCB to be put on the agenda for the next meeting to allow proper discussion and all agreed this was appropriate.
  - d. Janitor staffing: raised by RF, to be discussed at next PC meeting.
  - e. Participation in activities: raised by PD, to be discussed at next PC meeting.

Next meeting is on Wednesday November 21 at 6.30pm in School.