Minutes of Cramond Parents & Staff Council meeting
held at Cramond Primary School on Monday 7th September 2015

Present	Apologies
Sarah Anderson Linda Campbell Steph Croan Helen Donaldson Kathryn Garvie Sheila Kennedy Cathy Kistruck Rebecca Mill (Chair) Claire McDowell Fiona Pengelly Jim Poseley Fran Warren Claire Woodcock Paula Diamond Angela Maitland Niketa Platt Rickie Tank Dominic Sharratt	Katie Bruce Caroline Duff

Agenda Item	Discussion	Action	Person(s) Responsible	Date for completion
Welcome	Rebecca welcomed everyone to the meeting.			
Apologies	Apologies were given as above.			
Acceptance of minutes of last meeting	The minutes were reviewed and accepted as an accurate reflection of the meeting. This years Halloween Disco will take place on Tuesday 27th October 2015. Our PLACE maintenance day, where general tidying took place. Rebecca to ask Martin Stevens to give update at next meeting.	Give update on Our PLACE Maintenance.	Rebecca/Martin Stevens	9th November 2015
Treasurer's report	Just under £3000 raised at the Summer Fair end of the 2014/15 session. This leaves us with £1000 to pay back to the school for the Our PLACE loan.			
School update (HD)	Mrs Donaldson explained that the School had some Australian visitors who came to see Our PLACE, as an example of how a local community can help raise funds for such a project. **Staffing updates** There are 2 NQTs (Newly Qualified Teachers),			

	and temporary maternity cover already in place and started at Cramond. Mrs Waddell is back working 4 days per week (not working Wednesdays). Currently recruiting for School Administrator (which has been re-advertised), 3 Pupil Support Assistants, and 1 maternity cover Teacher (for Mrs Naeem). The School has had audit hours increased, and is now in the position to recruit 3 more p/t Pupil Support Assistants. **Trips** Sixty new Primary 1 pupils have started and are doing well. The School took advantage of having the Edinburgh Festivals on our doorstep and some classes have already had trips out to The Edinburgh International Book Festival, and the rehearsal for the end of festival Fireworks Concert, in Princes Street Gardens. We received many compliments about positive behaviour of the children whilst out at the book festival. **Meet the Teacher** Event was well attended last week. Staff have fed back very positively about it. Parents appreciated being informed about the learning planned for this session. Did having it all on one evening, make it difficult for parents with more than one child at the School? Ongoing debate about online, cash-free system for paying school (trips and lunches). Cramond Primary School is more than willing to pilot, but council has not chosen us as one of the schools to do this. No further action on it. There has been a terrific uptake on **school lunches.** Action – trying hard to keep it as a slick system. P7s are helping. Currently looking at 60-80 more school lunches per day. If there are any concerns or anxieties from parents, please get in contact with the School. **Science and Maths** are our main focus for this year – looking for parental expertise – and any possible links to businesses. **Charity focus** – It has been suggested to change charity events for this year and rather than Macmillan – go to St Columba's Hospice. Furthermore, all schools have today been asked by the City of Edinburgh Council to get behind MercyCorps. Mrs Donaldson to lead a school assembly on Thursday 10th on the subject. We will follow this up with a donations day on	Can Reps find out from P1 parents if they would prefer a P1 only night meaning parents with 1+ children would be out on 2 evenings. Feedback at next meeting. Mrs Donaldson	Year Group Reps	9th November 15

	Thursday 17th September. **School Streets update** – 22 September is the launch date for 18 months. £60 fixed penalty for driving cars into exclusion zone between 8.20 – 9am and 2.45 – 3.45pm Monday to Thursday. 8.20 – 9am and 12.10 – 12.40pm on Fridays. On the week of the Grand launch – free gifts reflective bag tags, pencils and banners. JRSO support. Cramond Bank, Cramond Crescent, Cramond Terrace, Fair-A Far Shot and Gamekeepers's Loan are all included in the program. Some parents may want to organise a walking bus – Mrs Donaldson is happy to bring your walking bus straight into the gym hall, so the children are all actually taken into the school safely. No capacity for school staff available to support. Mark Symonds and Caroline Burwell would also give support. All local neighbours will be given a permit, and the School will have 2 permits for emergency use only, The waste disposal, police, fire, ambulance, blue badge holders are all exempt. Mrs Donaldson is to meet with Little Monkeys to discuss after school club bus access. Whitehouse Road is a 30mph. The point was raised about getting a 20mph road sign, asking people to slow down. Caroline Burwell and Mark Symonds should be contacted to ask for support in the matter. The School have previously asked the Council for signs and they were declined. Cargilfield have the signs. Sarah Anderson suggested having a practice day one day next week asking people where they plan to park, get to school etc. Sarah Anderson to help. CK suggested people just do not like to walk, however this can teach the kids road safety, learning they have to leave 10 minutes earlier and explained it is the way things are going to have to be. Hopefully in 18 months, people will have changed their habits, and accepted the change. The Walk to School badges are still ongoing. They have to get 11 by November to get a badge this term. If we had a walking bus, parents can park further away from school and then walk, or walk from home. **Sports hall update**	Send out electronic walking bus survey, inviting parents to sign up. Send letter to CEC requesting 20 mph speed limit and road signs on Whitehouse Road and request Gamekeepers Road flashing signs for Cargilfield are also for Cramond and consequent term-time changes to their operative times. Mrs Waddell to ask Mrs Mackay for her help with patrol. (Thursday 17th September)	Mrs Donaldson and Mrs Adam Sheila Kennedy	11 Sept 15 18 Sept 15

	Thanks to Cathy Kistruck who attended stakeholders meetings with SLT during the Summer holidays. Progress being made – planning stage – either Feb 16 or April 16 to start build. Aim completion by Aug 2016 or Oct 2016. It is definitely going in the middle courtyard which is far more integral to the design of the School. The hall will be completely lockable, have its own plant room with own water and heating, so totally self-sufficient. This means Lets can be put out to any groups and offer a lot to the local community, so our children are not having to go so far to clubs. Plans are finalised and stakeholders meeting will be scheduled soon. There will be plans to come in at the end of the school day and also an evening session for parents to see the designs and share their thoughts. The hall will have male / female changing, storage areas, and disabled access. Access area will be between existing gym hall and P7 class. Security access pad will be set up. Security gate will go across, which can be a fire exit and used for evening Lets. Suggested fake grass, which can be softer surface to go around the outside, to provide a quiet space for children to play or read. **points to ponder for fundraising** Disco and stage lighting? Could add in some money to include this. Adding the electrics in at these early stages is much more economical. We would therefore not need to hire expensive equipment. New staging – lightweight and quiet? Blackhall PS is currently raising funds for this. The existing staging we have will fit the new hall. Additional seating? Landscaping option? How do people feel about linking fundraising to the hall? We will need some people will need to have discussions with the designers about what we want to have / see it look like. The School only get the funding for a hall, not everything else. RM asked about nursery kitchen. School has most of the funds. May need a small top up.	Obtain quotes in time for the next meeting. Send parentmail to parents with hall plans. Get the dimensions of the hall.	Mrs Donaldson Mrs Donaldson Mrs Donaldson CPSC	9 Nov 15 9 Nov 15 9 Nov 15 28 Sept 15

	The majority agreed if we decide on a focus, it is then easier to get parents on board to help fundraise. Match funding could also be applied for.	Discuss and decide this years CPSC Fundraising focus at AGM		
Possible block car event could be linked to garden maintenance afternoon (CMcD)	Block Cars: Claire McDowell suggested that a new fundraising idea (run by James Hardie, www.blockcars.co.uk) could be linked to a garden maintenance afternoon. Participants design, build and decorate cars before a race event, by carving their desired shape from the balsa wood block. Weight may be added and the car finished with paint and decoration, in accordance with the local race rules. Four wheels and axles are provided in each kit, along with instructions and a design template. The cars are gravity powered as they run on a purpose-built sloping track. Prizes are awarded based on speed, but also design and creativity. The group were in favour of pursuing this fundraising idea, especially with the race event as a main focus of a garden maintenance afternoon in conjunction with a BBQ. It was suggested to be held on 5 or 6 November, as it was Bonfire weekend and also a great time to harvest the willow, which can be sold off in bundles. The organisation of this event needs a coordinator and helpers, with James providing support and information as flexibly as possible.	Claire McD to check if Hardies are available on 5th or 6th November. Also check re selling packs and what the maximum amount of packs we could sell are. If demand is high, could we have two sessions on same day?		
Matters raised at West Edinburgh Parent Committee (CMcD)	Claire attended West Edinburgh Parent Committee on 1 September. The Council are looking for parents to sit on committees for expulsion appeals and school placing appeals. This will be on a voluntary basis and might be a good idea for someone looking to get experience in that sort of area.	Reps might want to put a note out to their year groups and ask if anyone is interested.	Year Group Reps	28 Sept 15

CPSC 100 Club update (CD & KB)	Due to Katie and Caroline being absent, no update was given. Rebecca explained that Caroline has approached the bank about changing the account name to CPSC 100 Club. Everyone agreed that this could go ahead.	Give update at next meeting Caroline to arrange for bank account name to be changed and update all when this is done.	Katie Bruce and Caroline Duff Caroline Duff	28 Sept 15 9 Nov 15
Items raised by parents / carers	SCroan raised two points: recent trips - • some classes got to go and others didn't. (Numbers were restricted.) Ones who went on the trip gave great feedback. Could parents have a bit of communication to let us know the other class is going, and numbers are restricted? • Can date and time changes be communicated as soon as possible to parents? This related to the recent Meet the Teacher date change.	Check if parents in their year group are receiving Parentmails ok. If not, contact the office.	Year Group Reps	9 Nov 15
Future meeting dates	Future meetings – a few people have raised concerns about the day of the CPSC meetings. From a show of hands the majority of people in the group are able to attend on a Monday with Tuesday being the next most popular day. It was suggested to perhaps move some of the meetings to Tuesdays throughout the year.	Amend some of the dates to Tuesdays and advise.	Rebecca Mill	28 Sept 15
AOCB	Angela was welcomed as the new P7 rep and Niketa Platt as the new P1 Bears rep. We have one new P1, P7 and Nursery PM rep. We still need more P1 reps. Reps are required to attend the six CPSC meetings a year, encourage the parents in their year-group to get involved, and to be the communication link between the parents and the school. Mrs Mills has decided to take early retirement. Mr Short is on paternity leave, Angela Welsh is on adoption leave. Golden time is currently being reviewed by the School. Communication to year groups should go via the office in the first instance when year group reps want to contact parents. The Parentmail can	Put together Parentmail requesting parents sign up to be Year Group Reps. Mrs Donaldson mentioned caution over use of Social media –	Rebecca Mill, Cathy Kistruck, Claire McDowell	28 Sep 15

	include the reps email, and request parents to contact the rep directly. Mrs Donaldson stressed to Reps to be careful to BCC people into emails, and not to share others' email addresses. Mrs Donaldson gave a handout on the Learning Focus for this year and said it would be useful to get feedback on it at the AGM.	parents to come into school to discuss any issues or concerns – not a dialogue on facebook. School staff have strict ICT responsible user policy requirements.		

Date of next meeting: AGM on 28th September 2015 7.15 – 9pm