

**Minutes of Cramond Parents & Staff Council meeting  
held at Cramond Primary School on Tuesday 10 November 2015**

Present		Apologies		
Sarah Anderson Linda Campbell Steph Croan Helen Donaldson Rebecca Mill (Chair) Claire McDowell Fiona Pengelly Jim Poseley Fran Warren Claire Woodcock Paula Dimond Niketa Platt Nick Balchin Caroline Duff Maggie Smith Alison Mackay		Katie Bruce Cathy Kistruck		
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>	<b>Person(s) Responsible</b>	<b>Date for completion</b>
Welcome	Rebecca welcomed everyone to the meeting.			
Apologies	Apologies were given as above.			
Acceptance of minutes of last meeting	<p>The minutes were reviewed and accepted as an accurate reflection of the meeting.</p> <p>Martin – OurPLACE maintenance afternoon: More gravel and sand was put down. Existing sand and gravel was dug up. The boat area – the sand was being kicked off the top area so there was not the same level of bounce on landing. Also, children are not meant to jump from the top part of the boat, but they are, and there was a risk of landing on someone. A temporary fix has been applied – wood has gone over this area to keep the sand in and stops kids from jumping from the high level.</p>			

	<p>We have planned for ROSPA further risk assessment. The school will pick up the funding for this once it has taken place.</p> <p>The gardening part of the maintenance day was cancelled due to the weather (as part of the monthly maintenance). This will be rescheduled.</p> <p>Rachel Pollock is now in place as School Administrator and 3 PSAs have been appointed.</p> <p>P1 reps – Meet the Teacher. Only one response received. They were happy it was on the same night.</p> <p>Electronic survey about the Walking Bus</p> <p>Letter to Council about the speed limit</p> <p>New hall – possibility of getting stage lighting installed.</p> <p>Expulsion appeals group. No replies were received.</p> <p>Change of meeting dates. Has happened and some meetings now take place on Tuesday.</p>	<p>HD/AMc to collate the information about the Walking Bus and advise the results.</p> <p>Sheila Kennedy has sent a letter. We do not know if she has had a reply. SK to advise at next meeting.</p> <p>HD to obtain quotes for next meeting.</p>		
Christmas Fair	<p>CMcD sent an email to year group reps with all the responsibilities.</p> <p>Nursery – ticket sales and possibly hot chocolate and mince</p>	<p>If people receive unwanted gifts, we could ask for it to be donated and store it ready for next year's</p>		

	<p>pies.  Admission fee - £2 adult and children free. Sales of alcohol in past have not been great, so feeling was to omit this from this year's fair and offer hot chocolate instead.  P1 – Grotto – involves lots of decorating, 2 Santas, elves, etc. Prizes such as selection boxes have been used in the past.  P2 – Raffle – 16 prizes already sourced including a kids bike and hopefully a Sky Box and years subscription.  P3 – the adult tombola and bottle stall.  P4 – café and home baking.  P5 – Carols in the Courtyard (School Choir) and Great British Bake Off – showcased at the Fair? Possibility.  P6 – Kids tombola – Parentmail can be sent a few weeks before for gifts, smellies, etc for everything. They will all then be sorted and labelled for the tombola.  There is still a box of Christmas Craft stuff in the cupboard which can also be used.  P7 – External stall holders. Keeping them happy and ensuring they are all happy.  Teachers will run their own stalls with goods they have made. Each year group will keep their own profit.</p> <p>First aid – teachers and Learning Assistants may be available.</p> <p>Let from 6pm – people who need to get in earlier to set up will be allowed in any time after 3pm.</p>	<p>fair.</p> <p>CMcD to compose a Parentmail requesting donations for the fair.</p> <p>RM to look at previous years map of layout of stalls, café, Grotto</p> <p>HD to contact David Fortune re Santa availability.</p> <p>HD to check availability of PSAs and teachers on the night.</p>		
Pinewood Derby	<p>James and Rebecca ran the car element of the day. They would have more time to set up prior to the event. Electronics did not work. Fifty kits were sold within minutes of going on sale, however only 40 turned up. If we run another one (perhaps in January or February), is there something we can do to ensure we have fifty cars taking part?  Perhaps we can offer those who have made a car, but not taken part another place and charge a lower fee (half price?) If</p>	<p>HD to pass on list of pre-registered entries for future events.</p>		

	<p>people were to keep the cars, perhaps we could run another one at the Summer Fair and everyone could use the cars they have made.</p> <p>KB – good atmosphere and buzz. A really fun event. Someone commented there was not enough teaching staff visible, however it was run by the CPSC, not the staff.</p> <p>Lots of emails pre-derby, but nothing sent immediately after the derby to say thank you very much. (An email was sent out on the Tuesday after the event from the School).</p> <p>£270 on sale of kits and £270 on the café, so we raised a considerable amount.</p> <p>First Saturday in February will be a garden maintenance weekend and could be the next event.</p>			
Communications with Parents	<p>More coordinated approach to sending out Parentmails. How to manage the flow of information.</p> <p>If class reps had something, it could be sent to class teachers and a link could be put on class pages of the website.</p> <p>Best way is for messages to go out via the office. The reps can write the Parentmail and email it to the School office requesting it be sent out. The new model of Parentmail is now in place and is working well from the School's point of view. Reps can include their own personal email in any Parentmail requesting replies go direct to them.</p> <p>Certain main points can be extracted from for example, CPSC minutes, and then put on the website and posted onto the website.</p> <p>Emails help the reps to build up a rapport with their year groups and feeling was more responses might be received rather than one email to all year groups.</p>	Each year group rep to send photo of themselves to RM to display on the School website. No children to be in the photo, only the rep.		
Homelearning Review	<p>HD updated the group. Lots of discussions with year groups and Staff, looking at Learning at Cramond and how home learning reflects this.</p> <p>The reporting format and the new learning leaflets that are being designed. The home learning will link with this.</p> <p>HD would like to send out a survey, but aware there are a</p>	Reps to send out email encouraging parents to reply to Home learning Survey.		

	<p>number of surveys being sent out at the moment.</p> <p>The Homelearning will help us tweak our practise. There are displays near the gym hall which will continue to be up and HD welcomes all comments.</p> <p>HD would like to harness opinions at Parents Nights from parents on Home Learning. She would like to have a discussion about Bug Club (P4 in particular). Post it notes will also be available if parents do not want to chat about it.</p> <p>Aware there will be a wide range of opinions from parents, and so by putting up displays of progression and that the staff putting a great effort into the tasks they set to enhance learning.</p> <p>However, if parents can communicate with the School, we should be able to work better together. There are excellent practices going on, but aware there are areas to improve.</p> <p>Staff need to be using the website more as a way of communicating about homelearning.</p>			
<p>After School/Breakfast Clubs</p>	<p>HD explained the Landscape around Work and Training – practicalities at Cramond regarding space and numbers.</p> <p>HD has sent the presentation to RM who will disseminate.</p> <p>There is a huge demand for this service in Cramond.</p> <p>190 responses from nursery to P7. Highest % response of 26% from nursery.</p> <p>68.42% said yes absolutely or yes perhaps if Breakfast Club was offered</p> <p>£3-4 cost – 86.81% said about right cost.</p> <p>Best suit your needs. – 129 answered. Numbers of places - Breakfast club if in hall would mean we cannot run other clubs currently offered.</p> <p>Mon 112 places needed, Tues 142 places needed</p> <p>Wed 145 places needed, Thurs 121 places needed</p> <p>Fri 65 places needed</p> <p>Demand for people to have an after school club on site was high. 60% said yes. Only 6 responses said they absolutely would not use an after school club.</p> <p>CK has provided details on external childcare providers who</p>			

	<p>come into a School and run it or a Parent Committee who run it. CK has gone to meet with Trinity Primary After School Club providers to see how this is run.</p> <p>They have a large team of staff, run holiday clubs, their own toys and equipment which is where the costs go.</p> <p>The P4/5 gym hall is a possibility for a location for an after school club, however we need to find out more about how or if this could work.</p> <p>We know there is a huge appetite for this and HD has fed back to the Council our results, however with current budget cuts, it may well be something which is not high on their priorities of introducing to schools.</p>			
100 Club	<p>CD has sent request to bank to change the account name. KB is having a new logo designed. Quite a few more subscribers received, but plans are in place to have further advertising opportunities to increase numbers.</p>			
AOCB	<p>Next disco – Halloween disco went really well.</p> <p>Easter is 25 March. Disco to be on Wednesday 23 March 2016.</p> <p>Volume of noise and scariness of the Halloween disco was commented on by P1 parents. The quiet space worked really well and will continue to be offered. Parents can make the decision to allow their child to go or not.</p> <p>CPSC meeting moved to</p> <p>Back gate was not opened one afternoon as PSA was at funeral this week.</p> <p>P1 parent commented they were disappointed with school photo and felt like the child wasn't placed properly. HD to find out what uptake was. Reps to ask for feedback.</p> <p>Choir – next Wed choir will be recorded singing 3 carols for STV to be shown on Christmas day. 19 schools picked from across Edinburgh. Mrs McArthur has put a lot of effort into the choir and we are very proud of them.</p>	<p>HD to send parentmail with staffing update.</p> <p>HD to find out what uptake of school photos was.</p> <p>Year group reps to ask for feedback on school photos.</p>		

**Date of next meeting: Monday 1st February 2016**