Minutes of Cramond Parents & Staff Council meeting
held at Cramond Primary School on Monday 1 February 2016

Present		Apologies
Sarah Anderson Linda Campbell Steph Croan Helen Donaldson Rebecca Mill (Chair) Caroline Duguid Kellie Taylor	Fran Warren Niketa Platt Nick Balchin Caroline Duff Maggie Smith Alison Mackay Kathryn Garvie Sheila Kennedy	Katie Bruce Paula Diamond Cathy Kistruck Claire McDowell Jim Poseley Fiona Pengelly Claire Hunter

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.			
	No reply from the Council was received to her letter re the speed limit Walking bus survey – carried over to next meeting Photos for website– carried over to next meeting School photos – overall opinion from feedback received was negative. Now looking for alternative photographer for next time. Perhaps parent helpers could come in to help prepare the children prior to having their photos taken.	SK to resend letter to Council HD – to action for next meeting RM - to action for next meeting SK – to pass contact on to Lyndsy Adam NP – to email in contact used by Little Monkeys		

Treasurers Report	Bank balance is £5,700. Christmas Fair / raffle takings were £2,300 with expenses of around £200. New chequebooks / deposit slips with the new account names have arrived (they are corrected now), and Treasurer will drop them off at school office.			
March Beach Clean	Miss Jeni Hume – doing additional qualifications on Outdoor Learning and Sustainability and has links with the Marine Beach Clean. Older classes have participated over the last few cleans. How do we build learning into that with our classes? 4th March is the date for the next Beach Clean. P3, P6 and P7 will be involved from 1015am on the Friday. The type of rubbish is now tracked to find out about the type of rubbish that is found on the beach.	Class reps to publicise and get as many parents involved. Miss Hume to send out Parentmail re the Clean for the Queen Beach Clean.		
Our PLACE Maintenance and RoSPA Inspection	We have requested an annual Inspection which is a very thorough, in-depth check. We have had an external validation on our new playground. When the report is given to us, we will immediately take steps to make anything highlighted into a low risk. Play equipment will be checked as well as the tyres, the ground – absolutely everything. HD also wants a quarterly check to be done, just to ensure everything is just as we want it to be and that we have a safe play area. We have signed up now for both the major annual and shorter quarterly check for the next few years. We have a maintenance budget to keep Our Place, and we need to ensure we can keep this from a safety aspect. Could the Parent Council fund 50% of this cost, with the School funding the other half? The cost of Inspections to come out of the General Account and not the 100Club funds.			
Drains	KB arranged for the drains to be cleaned. There is a type of basket which she is arranging to go under the drain to catch the	KB to contact Lyndsy Adam re the drain work.		

	gravel, but first they had to be cleaned out. KB has spoken to Gus about keeping on top of the gardening.			
Fundraising	Disco – SA suggested date of 21 April. (Back up date of 27 April if 21st is not available. P1-3 normal disco and games. P4-7 to have Karaoke with some games included too. Dress Up Disco – SA suggested date of 3 November.	SA – to book DJ for Easter and Dress Up Discos.		
Pinewood Derby	Parentmails have gone out asking if people want cars. People who put their names down last time, but were unsuccessful have all been contacted. CMcD can do a lot of the pre work Eg buying cafe items but is in London on the day itself so we will need volunteers otherwise can't run that bit of it. Hall booked from 10 till 3. Event 1 till 3. Cafe helpers probably needed from 12 / 12.30. Rebecca Hardie dealing with car requests. 30 on survey who registered an interest. Hopefully get kits out pre half term.			
Safely to School / 20mph mascot design Edinburgh Competition / Feedback on residents parking survey / Update on Meeting with Mark Symonds	Had a meeting with Mark Symonds, JRSOs and Bikeability. Talking to the children in general, they think it's much better, but still some dangerous situations happening and residents have had verbal abuse back from parents parking over driveways. Most people are sticking to the rules. Parents are still putting children out on the roadside and expecting them to cross in dangerous points of the road, rather than with the Lollipop Lady. Neighbours are saying they cannot get out of their driveways, but sometimes this can be parents parking across from those driveways, restricting access to some drives. Main problem is happening on Whitehouse Road. Positive outcomes are outweighing the negatives. No-one came forward to lead a walking bus. Going to do the Big Pedal this year again. Miss Nichol is leading the Bikeability and will work on this project.	Class reps to find out from neighbours, perhaps with no children at the School how they feel since the restrictions came into being. AMcK to contact Mark Symonds re the walking bus.		

	We have had a few courses on Ditch the Stabilisers and once the better weather comes in, we will run more. All the streets round about the School will commence in July 2016. Mark did the feedback prior to the parking restrictions coming in. The JRSOs will carry out another survey soon and AMcK will feedback at next meeting.			
School Update Staffing Update	Bomb threat was received by 3 High Schools today in Edinburgh. Cramond have regular drills in these instances and have a bomb threat plan in place, should we need to. We have reciprocal agreements in place with others in the local area such as Cargilfield. We have our text messaging thru Parentmail and our website to use in these circumstances to communicate with parents. We also have channels through The City of Edinburgh Council. It is vital that parents give the School up to date contact details and advise of any changes. Mrs Donaldson gave a report which included: Mrs Naeem, Mrs Pollock and Mrs Clarke will return to work in August following their maternity leave. Mrs Kettles has extended her secondment at Digital Learning Team until July and will return to Cramond in August. Mrs Stewart has permanently reduced to two days a week, Mrs McKay (Principal Teacher) is reducing permanently by one day a week. Miss Steele retires at the end of the session – we wish her all the very best and look forward to celebrating the end of her long, dedicated service to Cramond in June. There are currently 2 dining supervisor vacancies – please promote in the community. P1 numbers – Our expected numbers for P1 in August are 60.	HD to come back at the next meeting with costs for 'pipe and drape' (portable curtains) and the mechanical costs for behind the scenes for sound and lighting. Class reps to encourage parents to give feedback after the March parents night. Travelling Books will be present at it.		

School Places and Projected Numbers for P1 Intake	It is likely almost all of these will be catchment pupils. There is no current expectation to create composite classes at Cramond although this can change. I would expect appeals for P1 places to take place from May to August. We are currently full in all classes from P1-4 with a waiting list for each stage. This does include some pupils who have recently moved into catchment and are unfortunately unable to get a place, some may have siblings in school. New CEC policy requires me to try to reserve a space per class for pupils moving into catchment. With demand so high, this has not been possible at Cramond and even where spaces were reserved these have been quickly taken. Proof of address and residence are required to secure catchment places. Being at Cramond Primary or nursery school does not mean an automatic place at RHS or CPS. The third teacher we have had for P1 over the past 5 years has now been made permanent as our numbers are highly unlikely to go down.	Class reps to encourage parents to share any plans to move children from Cramond to allow us to manage placement requests.		
Hall Update	Preparations and all the background work is on schedule. We are hoping works will start in Easter with provisional completion date of October 2016. HD is currently in meetings re quotes and feasibility for lighting (next meeting on 23 February). If any parents have Audio Visual, stage lighting and similar skills, we are looking for support. Changes have been made to changing and toilet room plans – we will have one accessible toilet with shower. This will be useful for LETS, we have plenty toilets for pupil use already. Hall size does not change.			
Council Budgets	A real challenge. CEC Transformational review is looking at different ways to make significant savings, in particular for schools in the business support areas (including clerical and admin). Further details will follow. HD is still actively investigating possibilities and meeting with carious agencies. HD has a meeting with a provider of ASC to			

Breakfast club/After School club	ask what potential services they could offer. School do not have capacity to run themselves and space for storage, running etc a significant constraint. There may be a pilot breakfast club run in summer term for small numbers. More details will be shared at the next meeting. Until we can our new hall, ASC is extremely unlikely. New hall alone will not guarantee an ASC at Cramond. HD recognises demand for these services at Cramond and is actively pursuing. CK went to Trinity Primary School to enquire more about their set up for ASC. It would be a huge commitment for a group of parents to manage an ASC.			
Corporate Parenting Info Presentation	Will be carried on to the next meeting by HD.			
Workshop activity to gather parent feedback on Curriculum Rationale	HD gave presentation on Cramond Curriculum Rationale. HD would like to get feedback from CPSC which represents parents views on this.	From your point of view – what are your feelings on the four headings. What do we know already and what do we need to find out – which add up to what makes Cramond unique?		
Sports Day	Sports day will be held at Cargilfield again this year. We cannot do anything about the weather!!!! 31st May is the date, if not, it will be the 1st June. All year groups will be held in the afternoon. Events will be well sign posted in Cargilfield grounds. There will not be a van with hot drinks, but parents can bring picnics and hot drinks if they so wish. Cargilfield will get more toilets available to us. Parents will be able to take their children directly at the end of the event. (Although children can come back to School as normal and leave from here). We are still planning to hold the Cluster Schools Interscholastic event this year too.			
AOCB	P7 show on 14 April. Parent helpers required.			

	Cramond's Got Talent – looking for someone to run it for this year. Are we interested in a School Zoo Membership. It would be £250 per year. Entry cost is reduced to £3 per pupil. Without this it is £5.50 per child. Adults would be free. Anything above 100 children would then make a saving for the School. HD advised – yes, we are interested. Friends of River Almond are another local provider we have been working with. Perhaps 100Club could also look at funding this membership. Active Schools club can also provide a child with a free place if possible. Please contact AMcK for further details. Only 4 people applied. It is now open to P4. New Active Schools Coordinator is embedding into the new system. Could they be extended to perhaps 5pm (even with a bit of down time at the end of the session). Headlice has been reported to the School recently. NHS advice that children should be kept at home until treated. The only way to eradicate this is by bug busting by parents. We do not as a School send out details to parents about exact pupils or classes they are in. If parents will comb their children's hair over one weekend every month (or more if possible), we would probably bust these bugs. They are really hard to see with the naked eye and unless you get a lot of conditioner and a proper comb to do this, you may miss them. Every parent can walk into a pharmacist and get treatment and a proper nitty gritty comb (on the minor ailments free of charge) and even some basic white conditioner to carry this work ok. Comrie Croft trip – will be discussed at Lagganlia Trip on 9th February.	NP to advise Zookeeper to contact HD directly with details. AMcK to talk to Active Schools Coordinator about this, but it is thought unlikely to be possible. HD to send out parentmail re Headlice bug busting.		

	Lights at the back gate are out. Facilities management to be chased by HD. Are there plans to build a shelter for parents waiting in the rain for children to come out? HD advised parents are welcome to wait in the main foyer of the School on rainy days. Children running playing British Bulldogs running between the hedge and the main building are knocking over small nursery children. HD to talk to them at assembly. Nursery mums – new faces from time to time, can we have photos and names on the board? Online Learning Journals - Miss MacKay can send out. Nursery mums to contact and ask to resend.	HD to action. HD to action. HD to action. Miss F Mackay to resend login details to nursery parents. HD to request this.		

Next meeting 22 March 2016