**Minutes of Cramond Parents & Staff Council meeting held at Cramond Primary School on Wednesday 30 August 2017**

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| Present | | | Apologies | | |
| Helen Donaldson  Caroline Ashbrook  Katie Bruce  Linda Campbell Steph Croan Livia Wright  Fran Warren  Nick Balchin  Jennifer Draycott  Alison Maxwell  Nicola McKirdy  Carrie Muir  Katie Bruce  Emma Walker  Rosie Smith  Jill Shepherd  Lynn Oliphant  Katie Rutherford  Karen Clarkson  Chandra Isenberg  Sarah Knox  Preethe Nurimele | | Tammie Fletcher  Alexis Ovenstone  Niketa Platt  Jim Poseley  Sarah Anderson  Kathryn Garvie  Ellie Miers  Caroline Money  Liz Robertson  Asia Hamid  Zahid Hamid  Felicity Smail  Sandy Lochhead  Kimberley Gibb  Elizabeth Forbes  Shona Broom  Jackie Slaven  Caroline Thomas  Karen Hobbs  Rosa-Lee Schafer  Gary Schafer | Caroline Duff (Acting Chair)  Caroline Duguid  Louise Taylor  Fiona Pengelly | | |
| **Agenda Item** | **Discussion** | | **Action** | **Person(s) Responsible** | **Date for completion** |
| Welcome | Helen Donaldson welcomed everyone to the meeting, and gave an outline of the evening’s agenda:  Confirm class reps and nursery reps  Sharing Roles – passing the baton  Need active parental support - roles  Triangulation of home and school is essential  Shared role of Chair, Treasurer, and fundraising | | | | |
| 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 which took place in June 2017. | |  |  |  |
| • CPSC Roles & Responsibilities  Forthcoming Key Dates | Role of a class rep is to share communication and bring concerns of parents to the School and act as a go-between. Roles vacant will be posted on the big outdoor notice board. There is also a section on the website.  The roles of the Chair, the Treasurer and the Fundraising Chair are crucial to Cramond Parent and Staff Council. Children are really keen to be part of things, but we need parents to offer their help, ideas and assistance.  Correspondence will be sent out soon about how and where parents can help out at the Family Treasure Hunt and BBQ, scheduled to take place on Saturday 9 September. Please lend a hand if you can. Please note however, we may decide to postpone this event for now.  Core Fundraising groups getting together – 1 September  CPSC Meeting – 30 August  Family Treasure Hunt and BBQ – 9 September – likely to be postponed  CPSC AGM – 19 September  CPSC Meeting – 25 October  Halloween Disco – 30 October  Christmas Kick Off – 8 December  CPSC Meeting – 18 January  Burns Supper and Ceilidh – 25 January  Pinewood Derby – 24 February  CPSC Meeting – 14 March  Spring Disco – 22 March  CPSC Meeting – 23 April  Summer Fair – 12 May  CPSC Meeting – 12 June | | | | |
| School Dates Clarification | Request to change dates from some parents (and staff)  Meet the Teacher P1-7 on 5 September 6pm and 6.45pm  Nursery Meet the Teacher (and Forest Kindergarten info) 7 September at 6.30pm  Parents Nights 3rd and 4th October 4.30-7.30pm. Appointment booking system available from 11 September  Reports issued before Easter (P2-6) Nursery and P1 & P7 – issued start of June  Parents Nights 15 & 16 May 4.30 – 7.30 – Appointment booking system  New Date Sheet will be issued to parents.  There are still plans for the School to have a new 2 classroom unit up and ready for August 2018. | | | | |
| Forest Kingergarten Pilot from October 2017 | Exciting joint venture with Clermiston at Lauriston Farm – run by CEC, likely after October.  Forest K trained Mrs Warrender and Miss Patrick (EYO).  Offer to pre Schoolers a free Kindergarten afternoon slot (in addition to a morning nursery space).  Equipment – outdoor clothing and footwear provided.  Transported by minibus from our nursery at Cramond to Kindergarten. Collected by parents from Lauriston 3.45pm.  Bring packed lunch. Likely £2 per day contribution for minibus costs.  1140 consultation survey will be put out to all parents and a link put onto the School’s website.  Developing across the School – Mr Short Outdoor Learning Lead trained in Forest Schools.  Early Level transformation in P1 – outdoor learning each day in addition to break times.  This gives children a different environment to learn in and is a very exciting pilot to be involved in. | | | | |
| Coffee Morning Info & CPSC | We will adapt to what you need and want to take place.  Aim is to reach bigger targeted audience of stakeholders and build community.  Suggested Themes: In line with School Improvement priorities  Meeting Learners Needs at Cramond  Literacy Focus (& workshop curriculum evening)  Maths Focus (& workshop curriculum evening)  Santa STEM and Festive Fun  Learning, Teaching and Assessment  Outdoor Learning, Forest Schools and Forest Kindergarten  Self Evaluation activities – gathering feedback. | | | | |
| • Confirming P1-7 Class Reps | P1 – Liz Robertson (Caterpillars), Carrie Muir (Dragonflies), Sarah Knox, Katy Rutherford (Bees), Jill Shepherd (Ladybirds)  P2 – Sandy Lochhead, Tammie Fletcher, Nicola McKirdy, Yvonne Gillies, Debbie Smith  P3 – Nick Balchin, Niketa Platt  P4 – Fecility Smail, Chandra Isenberg, Siobhan Wilson, Shona Broom  P5 – Nick Balchin + Vacancy  P6 – Fran Warren + Sheila Kennedy  P7 – Fiona Pengelly + Vacancy | | | | |
| • Introducing Nursery Reps | Nursery – Emma Walker (PM), Kathryn Garvie(AM), Jill Shepherd (PM), Rebecca Hardie (AM) | | | | |
| • Other vacancies/Roles | Event Committee: Steph Croan, Joanne Macleod, Fiona Pengelly, Alison Maxwell, Niketa Platt  Gardening Club Admin: Katie Bruce  2nd Hand Uniform: Fiona Ross, Amanda Fyvie, Lesley Marjoribanks  100 Club Admin: Caroline Duff  100 Club Sales: Mel McLaughlin  Chair – Vacancy  Vice Chair (School Support) – Caroline Duff  Treasurer – Jim Poseley  Vice Treasurer – Vacancy  Clerk – Linda Campbell  Fundraising Leads – Katie Bruce, Louise Taylor | | | | |
| • Playground update | Fences – two separate ‘Issues’ building and playground.  Cramond Primary School are working with the City of Edinburgh Council who are dealing with the Scottish Hazards report and advising on action required. The School is hoping that the playground is opened in full as soon as possible. Katie and Rebecca are joining the meeting with the Education Convenor to represent the parent body.  The safety of the children is our priority. The Council is completely happy with what we are doing, as are ROSPA. The Scottish Hazards Report has not been released by CEC, which explains why it is not on our website.  Meanwhile, adults continue to monitor play in OurPLACE for the safety of the children. | | | | |
| Gardening Group | Thank you for all your hard work over the last year.  Trying to get clarification – landlord and tenant responsibility pp Trees and pitch. Our pitch is uneven and it has now been agreed that it needs to be reseeded and sorted out. The School are communicating directly with the Council to push this through and get done.  Our garden space is a legacy and it is an amazing group to be part of. We try to set it up that the first Sunday of the month, but sometimes it doesn’t work out exactly on that date.  10 September – 1.30-3.30pm is the first arranged day this year. Bring your kids, let them run around, do a bit of work. Parents crack on and get the jobs done. It has been discussed that perhaps in the Summer next year, we might get a group to keep things in check during that mad growing season, so when we come back, things are not out of hand in any of the garden areas. Many hands make light work and we can get through jobs really quickly.  Two lots of volunteer groups from Lloyds Bank have recently come in and helped out to clear and sort areas. They are coming in again soon and try to tackle the front of the School.  If parents would like to come and help with this, please get in touch. Also, if you know of anywhere we could approach for more volunteering help, please let us know.  CEC Facilities Management review ongoing for years. Now in locality model. Aim is to streamline, make more efficient.  Role of SSO – Janitor – Facilities technician changing. | | | | |
| • Meeting Learner's Needs at Cramond - presentation by Caroline Ashbrook | Mrs Ashbrook gave a presentation, which will be repeated on Friday morning by Kirsty Rosie, Head of Support for Learning at City of Edinburgh Council.  We strive to **follow best practice and follow national and local policy and guidelines** as a School. Your child is the most important thing and we try to work as a School to get it right for you and your child.  By support – we mean **5 focus areas: Emotional, Academic, Social, Medical and Communication.**  We want every child to feel safe, happy and valued and able to learn to the best of their ability. We have a duty of care to get it right for every child. Speech and Language therapy, dyslexic, ASD, dyspraxia, allergies, asthma, global delay are just some of the special support needs some of our children may have.  We meet our pupils’ needs in having knowledge, working as a team and following a process which Mrs Ashbrook spoke about. This involved following the **4 Pathway Network** used by the City of Edinburgh Council, and involving a wide range of practitioners and professionals. (3 pathways in School and 1 pathway out-with mainstream School).  Partner Agencies we work closely with include Educational Psychologist, Community Child Health, Speech and Language Therapists, Medical Outreach Support, Occupational Therapists, and ASL Services (including Health and Wellbeing and ICT).  The School are currently updating their policy document. Please contact Caroline Ashbrook for further information on this subject. Handouts were made available to the group. The School has many groups and support areas we can suggest. If you or you know of a parent who needs support, the School urge you/them to contact us, so they can try to help give/get you the support you need.  Every child at Cramond is challenged and supported each step of the way in their learning. Cramond look at the whole learning environment for the children, not just at the academic side of things. The furniture the School have placed in the new classroom is autistic friendly, and they have taken into consideration the look and feel of smaller things, that go unnoticed sometimes, but many children, but that mean a huge difference to others. Cramond know that children learn best when they are safe, supported and comfortable in their environment.  Some children have a 1-1 with a PSA (Pupil Support Assistant), others are assigned small groups and others are involved within a classroom. This changes according to where the need arises. As a School, a per capita allowance is given, goalposts have changed and the need is increasing. An application is made to the Council for support, and they decide what allowance the School receives. | | | | |

Next meeting 19 September 2017 - AGM