**Minutes of Cramond Parents & Staff Council meeting held at Cramond Primary School on Tuesday 19 September 2017**

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| Present | | | Apologies | | |
| Helen Donaldson  Caroline Ashbrook  Caroline Duff Linda Campbell Jim Poseley  Louise Taylor  Livia Wright  Nikita Platt  Victoria Bowes  Jennifer Draycott  Felicity Smail  Chandra Isenberg  Kathryn Garvie | | Kari Cessford  Caroline Duguid  Sarah Anderson  Fran Warren  Joanne MacLeod  Nicola McKirdy  Sheila Kennedy  Shona Broom  Katy Rutherford  Carrie Muir  Liz Robertson  Katie Bruce | Fiona Pengelly  Steph Croan  Fran Warren  Sarah Knox  Nick Balchin | | |
| **Agenda Item** | **Discussion** | | **Action** | **Person(s) Responsible** | **Date for completion** |
| Welcome | Caroline welcomed everyone to the meeting. | |  |  |  |
| Apologies | Apologies were given as above. | |  |  |  |
| Acceptance of minutes of last AGM | The minutes were accepted as an accurate record of the last AGM. | |  |  |  |
| Presentation of Chairpersons Report | Caroline gave her annual report for 2016/17 to reflect the achievements over the last year. The Cramond Parent & Staff Council (CPSC) is the combined Parent Council and PSA which represents the parents and carers of children who attend Cramond School and also acts as the fundraising group. The parents and staff who have helped form part of the CPSC over the past year were praised and given thanks for their hard work and commitment.  Objectives of the CPSC – Caroline explained the following aims of the group:   * Helping the School in its work with pupils - Meeting regularly with Mrs Donaldson to discuss school policy and funding educational tools * Take account of the views of parents and discuss these with the Head Teacher and the Council - Liaising with other parents and bringing any feedback to CPSC meetings * Take part in appointing promoted staff - Attending interviews for the new Depute, Mrs Ashbrook * Encourage links between the School, parents and carers, pupils, pre-school groups and the community - CPSC meetings and social events open to all. Minutes from meetings are sent out & published on the school website * Support the School in developing home and school partnerships - Class reps & homework discussions * Make use of the skills, knowledge and experience that parents can offer - Garden maintenance & other volunteer groups.   World of Work week, class talks, etc.  Further School Support has been offered in the form of:  OurPLACE – Attending meetings with Council representatives, co-ordinating maintenance and repairs, creating the butterfly garden  Consulting on building issues – building repairs, new classrooms.  In 2016/17, the CPSC were involved in the following events:  Prosecco Night to promote the CPSC and open the new Sports Hall  Halloween and Spring Discos  Two Pinewood Derbys  Christmas Movie Night and Silent Auction  Cramond’s Got Talent  Summer Fair  CPSC 100 Club - Subscriptions has increased from 87 balls to 104 balls over 2016/17 (currently 123 balls)  This is the third year that we have not had a Co-Chair in Fundraising. Fundraising Team now set up should hopefully help take pressure off just having the one Chairperson. As no one volunteered to take on the role of Chair at the last AGM, there are a few areas of the Chair responsibilities which were not covered. For example, we did not work with any external groups such as attending Edinburgh West Parent Council meetings to represent Cramond Parents and share best practice with other schools. Neither did we contribute to cross-school discussions on shared topics such as road safety.  Thank you to the parents who have been on the CPSC and the staff who have regularly attended meetings and given up time. | | | | |
| Presentation of Treasurers Report and approval of accounts | Two documents were given to the attendees. The first was the Members’ Annual Report for the year ended 31 March 2017. The Parent Council received £463.60 from the City of Edinburgh Council to cover expenditure plus an additional £240.00 to pay for clerk fees. Expenditure during the 2016-17 consisted of a £120.00 donation to Cramond Primary School for uniforms and £280 clerk fees. The Treasurer also displayed the Treasurers Report for the year, showing cash in bank at end of the year is £992.73.  The PSA – main fundraising charity – raised £6549 over the year. With the addition of £454 transferred from the 100 Club, the Association was able to contribute £8124 to OurPLACE, purchase Numicon for P1-P4 and a new firepit for the School.  100 club - £3465 paid out  Ski Club – self funded organisation. Council do not get paid until April. Carried over £8000, but spent about £6500 of that (yet to be paid to the Council in April).  Reserves have been reduced due to the previously mentioned OurPlace project. The Association maintains a surplus of £15097 on the combined General PSA fund, 100 Club Fund and Garden Fund. These funds are split into £6998 unrestricted and £8099 restricted funds. | | | | |
| Parents Summary for SQIP 2016/17 – Mrs Donaldson  Spending Plan 2017/18  Events 2018/19 | Mrs Donaldson explained that the Standards and Quality Report was drawn up at the end of the year, along with a plan for the coming year by each School.  Attainment Report for 2016/17 (Please see the Powerpoint Presentation for full details).  In standardised testing, P1, P4 and P7 has been carried out for the last 4 years within Edinburgh Schools. These are collated centrally and allows Head Teachers to discuss how pupils are doing.  All staff report on CFE levels in maths/numeracy. In Cramond 87% in 2015 were secure, compared with 88% in 2016 and 93% in 2017.  In Primary 1, our score is 109 – across Edinburgh this figure was 106, so Cramond was above average Nationally and within Edinburgh.  In Reading – In Primary 4, Cramond pupils had an average score of 100. First Level is a real jump from Early Level (in P1-P4), which may explain why there is a slight dip in the P4 Levels compared with P1, but this happens across the board.  We tell children where their strengths are, and what they can do to improve.  In Primary 1 (2016/2017) Cramond had 65% with more than 112, compared with 47% across the City. Numicon and Big Maths, as well as SEAL are having real impact in our Maths at Cramond.  Progress Through Maths was a harder test in 2017, which may explain why our P7 did not perform as well as those across the City.  Are we as confident (as parents) in helping our children at home to understand Maths? To help boost this.  Steady increase, year on year. Staff are much more targeted in their support, Numicon and Big Maths are having a great, positive impact. Sumdog is really helping at home. There is a changing mindset about maths – quality of early learning experience, ……  Fantastic new hall at Cramond was a huge addition to the Health and Wellbeing last year. There is a huge concern in the news at present about nurturing children, and we try to ensure our children have healthy minds, bodies, wellbeing.  Fantastic response to STEM last year. Children were very positive about science and doing experiments when they were asked towards the end of the year.  Based on our evaluation – Cramond Improvement Priorities 2017/18.  Transforming lunchtimes – looking at having space outside  Transforming assemblies –  Want more drama, more songs, more dance included  STEM – Science and Technology is something is the children are really excited about, so we will make this a priority.  The Cluster working together –  Cluster workshops looking at the local community, to look at subjects such as drugs, alcohol, social media etc.  CPSC Fundraising - £3000 towards School Improvement Priorities  Toys and equipment for lunchtime clubs – such as beanbags for outside, board games such as monopoly, colouring in books, comics etc.  Outdoor learning materials for creative courtyard – expecting benches from Boroughmuir once they move location.  STEM Materials – construction, science, maths and engineering  Whole School literacy resources  Improve learning environments P1, P3 and P7. In the past, we have had priority classrooms. P1 has had money spent recently. P3 and P7 are looking at their learning environment and looking at interior design for their classrooms. We are looking at the P7 classes being homed in the new 2-unit classroom which will be build.  Ideas of things we can make and buy. We can use Active Schools Vouchers this year to provide more resources too and add to our learning environment outdoors.  Games and Literacy – Miss Cessford passed round some plans and ideas for how money could be spent in this area.  A question was raised about how the School will target growth and development in Maths with the older children. The School has the Numicon books for P1 through to P7. Staff will be involved in a training session on using these within the classroom in the next month.  Dungarees and waterproof jackets are needed for Nursery and P1 to use outside.  There has been a phenomenal response to gardening and maintenance of the grounds. Thank you to everyone who has been involved. We are making a huge difference and doing great work.  Still vacancies in P5 and P7.  Mrs Donaldson passed round a handout about the role of the Class Rep at Cramond. This described how the role is primarily to improve communications between home and school.  They share opinions and feedback from their year group.  They clarify matters and bridge parent body with both the School and the Parent Council.  Class reps offer a positive partnership with the parent council and a year group.  Class reps support the Parent Council at events and with fundraising.  It is a positive vehicle of communication between the School and home.  Social Media – as class reps, we request this is kept professional. The School would expect this to NOT utilise this as a vehicle for personal opinions. The concern is when it is a Social Media page, using the School’s name, it can become blurred and give out the wrong message. We have clear guidelines as to what should and should not be aired via Social Media. As Class Reps, you can come to the School Leadership Team and speak face to face with us. Having that dialogue is vital for positive relationships. Class Reps have a moderating role, to ensure any year group social media groups are not being used as a venting path, which could damage the School’s name.  Do we need to have new Facebook Groups set up? This would ensure we have a clean slate to start with and are aware who is in the group and only relevant parents are involved. However, as Facebook will not allow a second group to be created with the same name, perhaps we have to keep the ones set up already. Previous year groups will have to hand over the administration role of their year group page to the new year group rep.  There is a meeting at 11.30am on Friday, when reps can be shown more about social media, the website and Facebook.  Groupcall – any additional emails you would like added, please let the office know.  At the end of last year we discussed allocating funds at the start of the year to specific areas which we are aware will need our support. This was voted in at the meeting.  In the future, additional spends less than £500 can be approved by 3/5 office bearers. Additional spends greater than £500 need to be presented to CPSC at the next meeting and voted for. Urgent requests can be resolved via email with 24 hours provided for a vote.  Grounds Maintenance - £2000 – for things such as sand for the sand pit which needs topping up over the year. Fingers crossed, we may not require anything major to be purchased. We have not had confirmation that the works will happen in October, but we had a confident meeting  P7 Gift - £400 – yearbooks were funded last year. Going forward, P7 should take this money, invest it, buy resources to make things to sell and pay for their yearbooks  School Funds - £3000 – linked to the School Improvement Plan, and £500 per year also available to assist families who need a bit of help with school trips, uniform, etc  Sports Kit - £500 - new 191 kit to be provided  Total Outlay - £6400  Request to add background history of OurPLACE to the next agenda, so that new parents can understand more about the challenges we have faced over the years in getting it to where we are now.  3 events in the Autumn Term  2 events in the Spring term  2 events in the Summer Term  Recruiting for two more people to join the Events Committee.  We would like to education the Parent Council, parents and carers about events and how it can be so much fun to be part of the team.  Gardening – you don’t have to be a gardener. You just have to turn up and help out.  It would be great if whoever runs the disco, gets a team helping and working together and growing each event.  The full events list can be found on the School Website and on the Notice Board outside the School office.  19 May is a holiday which is why the summer fair date has been moved.  In the survey carried out last year, children really wanted a treasure hunt, family barbeque and a great day together. This will happen in the Summer Term.  CPSC will display fundraising plans on the notice board. Please encourage others in the year to turn up and take part. Every body helps. | | | | |
| Election of Office Bearers | Caroline explained the roles and what was involved. There was a general discussion on the roles and those who would be interested in taking on the role for the year coming and were asked to make themselves known (and were supported) as follows:  The Chair – vacant  Vice Chair (School Support) – Caroline Duff + vacancy  Treasurer – Jim Poseley  Vice Treasurer – Paula Dimond  Clerk – Linda Campbell  Gardening Club Admin: Katie Bruce  2nd Hand Uniform: Fiona Ross, Amanda Fyvie, Lesley Marjoribanks  100 Club Admin: Caroline Duff  100 Club Sales: Mel McLaughlin  Fundraising Leads – Katie Bruce, Louise Taylor  Vice Chair (Fundraising) – Alison McKay, Kari Cessford  Fundraising Events Committee – Louise Taylor, Fiona Pengelly, Alison Maxwell, Joanna McLeod, Rebecca Mill, Niketa Platt.  Morning Nursery Rep – Kathryn Garvie, Rebecca Hardie  Afternoon Nursery Rep – Nursery – Emma Walker, Jill Shepherd  P1 – Liz Robertson (Caterpillars), Carrie Muir (Dragonflies), Sarah Knox, Katy Rutherford (Bees), Jill Shepherd, Jenny Lamb (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  100 Club – Caroline Duff and Katie Bruce  With the focus of the meeting shifted to this year, the group were advised that Caroline Duguid has agreed to increase her involvement in the CPSC and she and Caroline Duff would like to stand as co-chairs on the School Support side.  The group officially proposed Caroline and someone seconded this.  Katie Bruce and Louise Taylor volunteered to take the lead in events planning and already have a great committee of helpers.  Jim will continue as Treasurer but the group would also like an Assistant Treasurer this year, with a view to taking over from Jim when he stands down next year. Paula Dimond agreed to stand. This was officially proposed and seconded at the meeting.  As well as fundraising, Katie is continuing to do an amazing job with the Garden Club and there are a lot of regular helpers in this area. | | | | |
| AOCB Relating to AGM | **Walking Bus**  In the past, this was tried out and there was not much interest. As class reps, if you could gauge interest and let us know. There are no school staff available to run it. It has worked well in other schools. A couple of parents are really keen to run it.  **Parking**  A number of parents are parking dangerously. Mrs Donaldson really need the Police and the Council to help us in this area, as the Police are the only ones who can enforce this.  School Streets are continuing. If any parent wishes to write to Mark Symonds at the Council, requesting we had more of a presence in the neighbourhood.  Mrs Ashbrook will speak with the JRSO’s in the School. One parent will write to the Council on behalf of the CPSC. (Helen to advise the contact details).  **Active Schools**  There is a new Active Schools Coordinator. There has been a slower start this year, but they are still coming on board. We are keen to continue with lots of clubs. Children should let the School know which sports they would like in this area to experience. Class Reps can also find out and feedback from parents who are interested in their child  CodeClub UK is a Nationwide network of volunteers and educators who run free codeing clubs for children, which may be interesting for young people interested in STEM. Sounds Like Friday/Saturday is another club you may be interested in, which offers free group music tuition and resources for P5-P7 pupils across Edinburgh. | | | | |

**Next CPSC Meeting** – Wednesday 25 October at 7.15pm