**Minutes of Cramond Parents & Staff Council meeting held at Cramond Primary School on Monday 12 June 2017**

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| Present | | | Apologies | | |
| Caroline Duff (Chair)  Claire McDowell  Linda Campbell Steph Croan Helen Donaldson Louise Taylor  Maggie Smith  Livia Wright  Fran Warren  Celina Davis  Nick Balchin | | Tammie Fletcher  Alexis Ovenstone  Niketa Platt  Kari Cessford  Jim Poseley  Sarah Anderson  Caroline Duguid  Joanne MacLeod  Emma Walker  Fiona Pengelly  Victoria Bowes  Nicola McKirdy  Debbie Smith  Kathryn Garvie  Claire Hunter  Simon Oliphant  Katie Bruce | Fran Warren  Fiona Pengelly  Debbie Smith  Tammie Fletcher  Nicola McKirdy  Celina Davis  Sheila Kennedy  Caroline Duguid | | |
| **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 meeting | The minutes were reviewed and accepted as an accurate reflection of the meeting.  The School plan to do the response to the Cramond Campus next week. | |  |  |  |
| Treasurers Report | £3400 made summer fair  £8000 in current account  £850 in Parent Voice Account  £400 Parent Council Account from Council – has been spent. Zoo membership in 2015 and Numicon £600 this year, plus Clerk fees. | |  |  |  |
| CPSC Spending 2017/18 | Proposal of a certain amount (£5000) that we will spend next year and a plan of what to do if other requests come up.  As we are a registered charity, the charity commission comes and asks you if you do not spend a certain percentage (2/3rds) of the funds you raise every year (within the Financial Year).  The Office bearers are Rebecca Mill – as Director, Claire McDowell and Jim Poseley as Directors.  Numicon kits £600, £8000 on OurPLACE. This has used up any surplus we had last year. Anything which is in the grounds of the School, the nursery garden, the wildlife garden, etc have been put in over the years by the Parent Council, so we have a responsibility to look after these areas to ensure their future.  We have to show to the Council that we have ongoing maintenance costs planned. We always knew there would be these costs, but if things get damaged for example, we simply don’ have the funds as a School to fix things.  **OurPLACE** was put in and was groundbreaking, but goalposts have changed since then to meet Compliance Laws and this was a cost we had not foreseen. EN1176.  We need to have an ongoing **grounds maintenance** budget of over **£1500** each year. ROSPA will be out to do an assessment in the next week or so. Trimtrail is going to be around £800 to fix and the Burma bridge will be fixed over the summer.  We could propose £2000 each year is a good figure to plan to go towards this grounds maintenance.  We do not foresee huge costs like we have had in the past year, but obviously this cannot be guaranteed and is out of our hands.  **P7 gift.** Really helpful that the Parent Council pays for this gift. If we were to give them the funds at the start of the year **(£400)** then the P7s can decide how they wish to invest in this money to buy equipment or use it to buy things to help fundraise during the year to raise more money.  P1 children are given their first book bag each year and this now costs £5.50 per child. Which is also a huge cost to the School.  Agreed £400 each year earmarked for P7 gift.  Ringfence an amount at the start of the year **(£3000)** for **the School** to decide what they want to spend it on, depending on what the School needs. At the moment, the focus is the creative courtyard, outdoor space (around the hall). This will be used by every year group and we have 8 picnic benches for free which we have coming soon. We would like to have a number, creative and writing hut to use in all weather. For the P1s, we would like to have things for cross motor skills, eg more sturdy toys which you need two people to use.  The School staff will discuss and come up with a plan of what sort of things are needed for the next School year. Helen will report back in August at the CPSC Meeting.  Important for the Pupil Committees to take responsibility of how money is spent also, moving forward.  Sainsburys vouchers are being used for lots of new things for the nursery. We had a phenomenal amount from them this year, so thank you to all parents who collected and donated them  Charities – proposal to have pupil committees to set a local and an international charity we support each year.  Educational Trips. We have always discussed with parents any financial difficulties in paying for School Trips. Money given from the CPSC to a Helping Hand Fund would be well used. Proposal to spend £500 on this area annually.  Could each class be given a cost of a travel pass for one local trip to cover the bus fare for all pupils? This would give the teachers freedom to use it for a one off trip without having to ask parents for money.  We have 5 coaches of P3 dads who want to get up and running after the summer. They want to fundraise for at least half of the money to pay for P3 football strips and would like to ask the CPSC to fund the other half.  The School performs amazingly well in sporting events, but we are not always the best kitted out teams. Proposal to have a sporting fundraiser to buy some sports kits for when we travel to competitions. We have had many of our kits are dated and need updating. This are kits to be kept in school. Please support this event when the time comes to fundraise for these much needed funds.  We could invest in a whole new batch of ‘191’ tops which can be used for a multitude of sports and hoodies to be worn at tournaments and competitions. Children would not keep these, they are handed back in at the end of the competition. Noone in the group objected to putting money towards a sports kit.  We can also add a different coloured zip up hoodie to our Uniform Order and parents would have the option to buy their child their own one to keep if they so wished.  If we had really good football pitches at Cramond Campus, we could have a brilliant facility for our pupils to use. If our football pitch was re-done in the playground, it would ringfence that whole area to have even more football played on that area, which leads to many arguments with pupils in School.  Helen keen to keep the link with Cargilfield going and strengthen this relationship for future events.  If there is anything over and above the spend each year – if the total is more than £500, there is an approval process for spending additional funds:  There are four office bearers –  Chair – VACANT (Rebecca Mill still officially names but needs to be removed)  Treasurer – Jim Poseley (Last year as the Treasurer will be 2017/18 session)  Fundraising Chair – VACANT – (Claire McDowell standing down and leaving school)  Other – currently Caroline Duff as 100 Club Admin (will remain for 2017/18 session)  Propose adding a fifth office bearer relating to Grounds Maintenance, which would be Katie Bruce.  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.  Propose to continue having a CPSC Meeting of an evening, but then 9-10am the following Friday, there will be a coffee morning where at least one member of the CPSC would attend and update parents who perhaps have not made it to the CPSC Evening meeting. This makes it a very relaxed way to get more parents involved. | | Helen to find out how much a travel pass would cost per child. |  |  |
| Headteacher Report | Staffing Update:  Recruitment underway for –  Temporary class teachers, PSAs, EYP and Permanent second Principal Teacher Post  Farewell to –  Mrs Clark on maternity leave  Mrs Dalziel – no update. Still not well enough for work  Ms Sajhid and Ms Tang as NQTs moving on  Welcome to Mr Bennett – permanent member of staff team from August  2 NQTs  Mrs Naeem pregnancy – well take on HWB RICC  New P1 Uptake –  Capped at 8 with 4 spaces reserved for catchment  4 teachers – high adult:pupil ratio – additional PSAs  Adaptation to learning environment – new classroom kit out  Building 2 classroom units planned – underway ready for August 2018  Rotational model – Early Level pedagogy based on active learning, rich open play experiences. Major resource reorganisation/investment  Exploring Forest Kindergarten and Forest Schools for Nursery to P7  Building –  Unexpected new on Friday – precautionary. Internal space is fine.  Works planned over the summer.  All risk assessments – alternative exits/fire escape plans etc in place.  Creative Classroom Courtyard  Space outside for learning – whole school – picnic benches from another high school.  May get doors to access – 3 huts – Sainsbury vouchers  Playground  ROSPA due – works are completed on retaining wall and our required adaptations made  Clearing of sand and gravel done – still to be signed off  New cordon may affect access initially even when opened  Communication re costs incurred to make essential changes  Trim Trail – work in progress (School Funding)  Attainment – good progress overall, dip in Maths P7  We are hitting all our targets for literacy and numeracy.  Pupil Equity Funding £21,600  Focus on Health and Wellbeing – Nuture and Seasons for Growth. Space to be. Additional support to access clubs, activities, residentials, etc. Staff training – emotional and family support. Detail to be confirmed. Will benefit many children and families.  Change to parental engagement:  4 committees in houses – 2x term Friday mornings – parent helpers welcome  (Eco and Sustainability, Grounds for Learning, Pupil Council and School Events crew)  The School are excited about setting up a Pupil Council, which will be rotated with all 4 House Groups over the 4 terms in a year. Every child will have the opportunity over the year to be in different groups, such as events planning, eco etc.  Termly Parent Council coffee morning catch up and help out  Curriculum workshop/evening  Learning at Cramond highlights and review | | HD to give more detailed plan for attainment at next meeting. |  |  |
| Building Remedial Works | Work on retaining wall has been finished, but cannot open until ROSPA sign it off as safe for use. The children will be taught how to use the space safely once more by staff.  Surveying work has taken place across the CEC Estates. Investigatory work has to take place. Fencing is quite extensive. Front foyer, nursery, P4-5 at fire exit door and P4-5 area. This is purely precautionary and work will take place over the summer. Children have all be taken through how to exit and enter safely by the temporary doors. All risk assessments are in place in terms of how to get children out safely. | |  |  |  |
| Summer Fair Review | Around £3400 raised from the Summer Fair, but we are still finalising the end figure once costs are taken off. Pretty high footfall and the layout worked well. Claire has detailed plans to pass on to whoever takes it on next year. It was a really busy term for fundraising events.  Perhaps too much is going to the external stallholders. Travelling zoo came to a fair at South Queensferry and kids paid £1 to come in and that raised a lot of money. Or to have a wine or water stall where some bottle bags only contain a bottle of water.  The tombola stall made a lot of money. The pocket money stall could be done by ourselves – perhaps the pupil council could become responsible for this next year. P7s made almost £500 with their stall.  We could put some money into buying goods and get some handy parents to make equipment which can be used each year for the summer fair.  It is important to get rid of the stalls which are not fun, rather than the ones which do not necessarily make a lot of money. | |  |  |  |
| AOCB | HWB update at next meeting.  It took a long time to do the coconut shy and the hook a duck. Reps to write notes of how their stalls worked, what to do/not to do in future years to help with the Summer Fair (or any event). We need to make improvements each year – to have a ‘how to’ guidebook stored somewhere.  Thank you to Claire for all her hard work on the Summer Fair.  Christmas Movie Night, Cramonds Got Talent (or Pinewood Derby) Late February. | | Reps to create a ‘how to guide’ for their stall and save it electronically. Hard copy to be placed in the CPSC cupboard.  Planning session in August. |  |  |