**Minutes of Cramond Parents & Staff Council meeting held at Cramond Primary School on Wednesday 14 March 2018**

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| Present | | Apologies | | | |
| Caroline Duguid Helen Donaldson  Livia Wright  Linda Campbell  Paula Dimond  Fran Warren  Sandy Lochhead  Jill Shepherd  Emma Walker  Shona Broom  Alison Maxwell  Lindsey Muir  Katie Bruce | | Caroline Duff (Chair)  Tammie Fletcher  Jenny McLeish  Fiona Pengelly  Liz Robertson  Louise Taylor  Carrie Muir  Chandra Isenberg  Niketa Platt  Jim Poseley | Felicity Smail  Mel McLaughlin  Kathryn Garvie  Sheila Kennedy  Yvonne Gillies  Sarah Knox  Lyndsy Adam  Caroline Ashbrook | | |
| Ian Tame came to talk to the group about The Schools Review and how it affects Cramond Primary School.  He spoke about the proposals for new Schools across the city and the areas most affected.  Why are we here?  Growth of the city  New housing developments in Maybury and Cammo  Requirement for new primary school at Maybury and new West Edinburgh High School  Implications for catchment areas within south east  Condition of schools in the south east.  Cammo housing development site will be realigned to the catchment area of a new primary school at Maybury and a new West Edinburgh High School  No existing housing within the Cramond PS catchment area will be affected  New P1 pupils living in the new Cammo housing development will go to Maybury Primary when it opens in August 2022.  New S1 pupils living in the new Cammo housing development will go to the new West Edinburgh High School when it opens in August 2022.  Any pupils who move into the new Cammo housing development before new schools open would go to the nearest appropriate school.  Concern was raised over building a large housing development before starting to build a school. The new School would take over 3 years to build.  It was asked if any consideration had been given to making Cramond Primary School larger, instead of building a new school.  What would happen if developers reneged on their agreement to build the School? It would be likely there would be an agreement in place to carry through with their promise to put the School in place.  Status of Published Proposals  No decisions have been made.  This is an informal process.  Nothing can be implemented without full statutory consultation.  Purpose of gathering views, suggestions, ideas and sharing information.  Next steps  Informal process extended to 29 March to allow engagement with wider community  Website will remain live throughout the process  Special meeting of Education, Children & Families Committee to be held on 29 March  If appropriate, recommendations for any statutory consultation to be made to Education, Children and Families Committee in May.  [www.edinburgh.gov.uk/schoolsreview](http://www.edinburgh.gov.uk/schoolsreview)  There is nervousness from people living in Cammo currently who come to Cramond and Royal High School, but are concerned that in future, catchment areas may be changed. Ultimately there would be a consultation and it would be the elected members who make the decision.  Cramond will have a modular unit in place for August 2018. The installation will happen in the Summer holidays. Cramond are involved with the architects and likely that Primary 7s will go into the proposed 2 classrooms. We are not expecting disruption to classes during the installation. We are also hoping for some storage space there also. The unit will be kitted out with furniture and we are working with a team of internal architects to hear our views on how we would like it to look and work as a learning environment.  There are budget pressures from the City of Edinburgh Council and so we will have a single storey unit at this point. The question was raised about whether it might be more cost effective now to build the foundations strong enough to accommodate a 2-storey unit at a later date. The single storey unit fits us now, but the opportunity is there now to get plans in place for a growing school. Council budget restraints are the main reason for this not happening.  In future, the unit could be removed (should it no longer be needed at any point in time). | | | | | |
| **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. | | LC to add Jill Shepherd and Sandy Lochead to present at last meeting.  LC to add to apologies Lyndsey Muir at last meeting. | Linda Campbell | 15 March |
| Treasurers Report | Jim Poseley was absent from the meeting. | |  |  |  |
| Fundraising and Gardening Update | Airport money – grant originally for work in butterfly garden but redirected to Nursery. It is a very exciting time for the Nursery to receive this funding. Thanks to Jilly Fraser and her husband for their hard work on this project.  Cramonds Got Talent – really well received and great feedback. All the acts are now performing in Assemblies. We had 23 acts!  Spring Disco – bit of a slow uptake with tickets. Flyers do not seem to be making it out to everyone. Suggested to remove the paper problem and use an online event booking system in future.  We need volunteers for the disco. Helpers can sign up electronically. Mrs Fortune will sell tickets from the office.  Spring/Summer Fair – please sign up to help out with something and encourage parents to help. It would be great to have as many helpers as we can. Contact Katie Bruce for more information. Class Reps – each year group will be asked to be responsible for an area. Rebecca Mill will be in contact about the Summer Raffle. Saturday May 12th is the date of the event.  Mrs Donaldson thanked everyone who helped with the snow clearing. The response was phenomenal and a great  Gardening – waiting for a break in the weather for things to start again. Sadly, we had our whole 3 foot section of willow area damaged with children playing there whilst waiting for older children to be released from School in the afternoon. It is a real shame that volunteers put great time and effort into making the grounds a safer and more beautiful place for all our children, only to be demolished in this way. We will start gardening again soon with Sunday slots and sometimes on a Wednesday afternoon we have helpers who can come along and lend a hand. | | Mrs Donaldson will mention it in Assembly this week.  Please can parent reps encourage parents to help out on the evening.  Please can parent reps strongly encourage parental help for the Spring/Summer Fair. |  |  |
| OurPLACE and School Grounds Update | Our PLACE – slow progress, however the Council have authorised the work and funds. Business Manager is working on it and we need to get it right. We are delighted this will be fixed. | |  |  |  |
| Staffing and Classroom Update | Mary Dalziel retired – Lesley Davies has been successful in getting the 3-day permanent post. Doug Short has just had a new baby girl – Olivia.  Full PSA team now in place and this is fantastic. | |  |  |  |
| Security Review | Security Review – Passes are now in operation. All staff now accompany and dismiss pupils from school. Teacher now stands at door to dismiss then close door behind them.  Please can parents respect this and work within these School rules. If you are running late, come in the front door of School. If you want to look in lost property etc, please come to the front door of School and make yourself known to the Office team. We will challenge parents who have not signed in and are wearing a badge. We are doing this to keep our children safe. | |  |  |  |
| Parking and Traffic | Parking is an ongoing problem. Fair a Far Shot/Cramond Vale and Gamekeepers Loan. Some parents are not following our requests for safe parking. The CPSC has written to Mark Simmonds again requesting this is policed and we will keep banging this drum to ensure our children are safe. Anyone can report unsafe parking and driving to the police. Mrs Donaldson also receives complaints in this area and passes them onto to the Police. | | Mrs Donaldson to speak to Mr Powell. |  |  |
| School Uniform | School Uniform – Took the chance to review what we were offering. Black shoes are a massive thing. Trainers are not good for wearing all day. Plain black, leather if possible shoes are highly recommended. There are a number of new items which will be available through our uniform provider. A whole gym kit can be purchased together, including a bag. There is a padded jacket, rather than the one with a fleece lining. We now will offer a maroon cardigan and v-neck jumper. There is a new style school bag, a bobble hat, a hair scrunchie and a boot bag. Also there is a new grey and maroon school tie.    ALL existing uniform will continue to be accepted. Parents can purchase the new style items as and when they require.  A uniform gives a sense of belonging and takes stress away from parents to decide what their child wears. The School colours are grey and maroon. Primary 7 children wear a black sweater.  Someone raised concerns about delivery last Summer, so Border Embroideries no longer deliver to Schools. Free home delivery is available for orders over £45. £2.99 for orders less than this. This will be communicated to parents soon, after photos of all the items are taken for a leaflet.  Mrs Donaldson has negotiated with Border Embroideries to keep our prices at the same affordable price for another year. | |  |  |  |
| AOCB | Communication – could the calendar be updated more often? When our Clerical position is in post, that will help. Mrs Donaldson will take this on board and try to improve this. ‘We are trying to balance a lot of things and it is good to get feedback, always. If anyone has any suggestions on how to improve things, we are always willing to listen.’ | |  |  |  |

Next meeting Monday 23 April 2018