**Minutes of Cramond Parents & Staff Council meeting held at Cramond Primary School on Thursday 24 January 2019**

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| Present | | | Apologies | | | | |
| Emma Walker  Caroline Duguid Helen Donaldson  Linda Campbell  Shona Broom  Sheila Gook  Kari Cessford  Claire Woodcock  Claire Paterson | | Jennifer Draycott  Alexis Ovenstone  Alison Maxwell  Lyndsey McGuire  Alison Downes  Pip Homes-Hoare  Chris Powell | Tammie Fletcher  Fiona Pengelly  Nick Balchin  Alison McKay  Caroline Ashbrook  Steph James | | Jill Shepherd  Niketa Platt  Paula Dimond  Sarah Borthwick | | |
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| **Agenda Item** | **Discussion** | | | **Action** | | **Person(s) Responsible** | **Date for completion** |
| Welcome | Emma Walker 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. | | | | | | |
| World of Work | In the absence of Mrs McKay, Mrs Donaldson gave a presentation on the forthcoming World of Work Week. Mrs Donaldson explained how we can help to equip our children for a very changing world by teaching them more about Leadership and Management, Learning Provision and Successes and Achievements. There is now much more emphasis on developing skills to use in the workplace. At Cramond, been creativity skills have been focussed on for some time now, motivating children to be solution focussed and to be brave enough to take on challenges.  The World of Work website allows older children to login and use the materials on offer. For younger children, there are lots of information and areas for parents to work through with them.  Mrs McKay ran the World of Work programme successfully 2 years ago. Parent reps to encourage other parents to get involved and come onboard with this years’ programme. An excellent site for parents and kids of all ages is [www.myworldofwork.co.uk](http://email.groupcallalert.com/wf/click?upn=gfIj2iWGOLBaK4yWo3pNepuozi-2F-2FVXxNYsnFX4b07P-2B40VMm2gJhjL-2FdL8jlUhkK_3gOZZ7Z6tfm6JLkaMHmnWRMygVRPcUoKSjpb7IkPYfm2vd0d36iOaaMdJ2VAOFM6bRPbIDScN5XoD5mZVYJiM8wIBVpJ2Txr3VmpgXBsQ2qPLDwqN6laGoDS7iTM67GK-2F6c4R8FfjWFcoBGi-2BShhJcGz7jbtS9ON614nkTGJMu7Dlhw8kj091FeEwXGvFvLcro196ynIDGCzZremG6BVHzM-2FsocJa7uets2OnhD1eyLUeAzYFm6GaopKtY2WtbABMFDo3x28JdLyHNpAIL9GMQtWovq9w3Chu9CsUpjxQ8im585GT33KeYUnDD97A58Vg98Ti7l-2FWetxv-2BnAEeEpN10HbGBpQP7X-2FYeUf8PWHdamqy6SrlRkqycfAwv6GIs0Oad1A5GjF3vsFQXp4vgvXt9Dx9XegnHnBVqtVscjMi8-3D).  We had a presentation by Mr Powell on [KAPLA](http://email.groupcallalert.com/wf/click?upn=EHSNzfBcYRyTAsWEjRZJYy767dkOwq2O1GXXVPXJBFWFrA2iiKe-2BBKibueIkCWY0_3gOZZ7Z6tfm6JLkaMHmnWRMygVRPcUoKSjpb7IkPYfm2vd0d36iOaaMdJ2VAOFM6bRPbIDScN5XoD5mZVYJiM8wIBVpJ2Txr3VmpgXBsQ2qPLDwqN6laGoDS7iTM67GK-2F6c4R8FfjWFcoBGi-2BShhJcGz7jbtS9ON614nkTGJMu7Dlhw8kj091FeEwXGvFvLcro196ynIDGCzZremG6BVHzM-2FsocJa7uets2OnhD1eyLUeAzYFm6GaopKtY2WtbABBeWs6hsjuDX7mMwvqSQY1SW9QM08K5zzbvfrB7oCyKW-2FcTJqQKvAD3CzXGUGfdh8ocZ6e-2FGC7tVRl3o-2Fmo59ZMEanGfMgjsOykFxaGf-2BO76JTUzvSgwvEG7Cm55i-2FbsMd-2BLKi0H2HZxCjCvG9nEr6BBB-2FqpM7ZYeahWKkfh2XEs-3D) building blocks as a highly open-ended STEM resource. Mr Powell managed to have a few of these sets on a trial basis and the CPSC agreed to funding some more sets, to enable all year groups to share around the school.  Mrs Donaldson gave thanks to CPSC for funding the place for Parental Engagement course for Emma and Caroline to attend. | | | | | | |
| Parental Engagement | Mrs Donaldson gave an update about parental engagement at the school. Parents are becoming more involved and engaged – **Seasons for Growth** is a loss and grief peer-group education programme to support young people aged 5-19 years and adults who are affected by change, loss and grief. It was first delivered in 1996 and is well established in Australia, New Zealand, Ireland and the United Kingdom.  Coffee Mornings for groups of parents are planned by Caroline Ashbrook and Anna Hughes to encourage greater parental engagement at Cramond.  Anna Hughes has started in Support for Learning at the School.  Old workroom is now The Burrow which is our nurture space and can also be used as a waiting area, prior to meetings.  The Support for Learning room is Mrs Donaldson’s old office.  CPSC Meeting planned for 14 March was changed to 28 March as there is a big event at the Royal High School for all Cluster Primary Schools, focusing on the digital strategy and the world we now live in as parents, coping with the digital world. There will also be key information for safety on line and various information booths will be open for parents and pupils. Details will follow.  Staffing – Miss Cessford is pregnant and due in May. She aims to work up until just after the Easter break.  Alison McKay is retiring in June after 22 amazing years at Cramond.  The plan is to run for a year with an Acting Principal Teacher, giving our current staff an opportunity, as well as external candidates to apply. Given that budgets are undecided at the moment.  Ali King has started her maternity leave and now have their new son at home. She is taking a year off. Anna Hughes is a permanent teacher to our team. Chandra Issenberg will remain in P3 until the end of June when her contract ends.  We have made a successful offer to a new Business Manager and the name will be announced shortly.  The Pirate ship is being worked on. Mrs Donaldson is very pleased with the workmanship being carried out. The men are really putting so much effort into restoring the ship and the children are very excited about when it will reopen. A final inspection will need to be carried out first.  Cramond has received a fantastic donation for pitch development. Mrs Donaldson will go back to the council and will get it back to a community pitch playable. After this, the lines and grass maintenance will be carried out by the council parks and grounds staff.  A net at the back of the pitch would be useful to stop the balls going over into gardens. Another option is to have smaller pitches for mini games over break and lunch times, as well as goal posts at either end, giving us a full-scale pitch. | | | | | | |
| Website/App/ Communication | Mrs Donaldson and Emma Walker are going to update all the CPSC pages on the website, making it easier and more accessible for all to use. This will help streamline communication for class reps right across the year groups. Emma to set up a WhatsApp group and will send relevant messages across the school, and also by individual year group messages every Sunday. CPSC Facebook page – we are looking for someone to do the administration for this page. The aim is to try to have one post each week which is community-orientated.  School App is almost ready to go live (and should be within the next few weeks). Mrs Donaldson explained the school are just waiting for the PIA (Privacy Impact Assessment). Parent Pay now has 100% uptake in the school body, making it much easier for transactions. The app will be also be free to download and parents can choose which areas/updates they wish to see. It is much easier and quicker for staff to update. Groupcall is the current email system, which is very expensive. These emails go to your own email account. The app will allow for this to be stored there for everyone to look at instantly. We will aim to make administration updates every Tuesday and the Headteacher Update will continue to come out on a Friday.  More information on the new school app will be issued to parents very shortly. | | | | | | |
| Parent Council Locality Group Update | Emma Walker gave an update on the meeting which took place on Tuesday evening. How to support our school council / staff/ report collectively to the Council. It is great to know more about general council activity, including School lets and how to get more people involved in Parent Councils. Cramond have put their name forward to attend a forthcoming CEC meeting about budget cuts planned across the portfolio. What these might look like for Education will be discussed. Emma to put something onto the Facebook page to encourage feedback and comments from parents, which may be raised at this meeting.  The prior meeting, held in November, focussed on breaking down the idea that parent council meetings only discuss budgets. | | | | | | |
| Treasurer’s Report | In her absence, Paula had sent the Treasurer’s Report in advance of the meeting for distribution.  £ 8039 in the Current Account £4419 in the 100 Club Account £111 in the Garden Account – CPSC are planning to close down this account as it is no longer required to have money ringfenced for this area. These funds will be transferred into the General Fund.  Events so far in 2018/19 - A lot of work has been done on communication this year and Paula is keen to drill into certain areas of fundraising: Why some things are not successful and reasons why others are profitable will be investigated. Fundraising events will be community building and fun. Cramond wants to look at how we enhance learning. As a parent body, we may have to contribute some funds to the work being carried out on pitch restoration, but that is not confirmed yet.  How the money has been spent so far by the school - £1000 donations went towards the Forest School, STEM and Literacy resources. £500 went towards purchase of sports equipment. Helping hands funds were boosted by £500 from CPSC funds and £150 has been granted towards teaching training.  Edinburgh Airport have donated £250 this year so far and second-hand uniform sales have raised £140.  Annual Accounts and Annual Return to Charity Commission 2017-18 – submitted 7 January 2019 by Jim Poseley. | | | | | | |
| Fundraising | Cramond’s Got Talent and the Spring Disco are coming up, followed by the Summer Fair.  Silent disco is a possible future fundraiser. Headphones work out at about £2 per head. | | | | | | |
| AOCB | Shared Learning event will take place tomorrow (25 January), immediately after the coffee morning.  Class Reps to actively promote to parents to attend Parent Council Meetings. It would be great to have more parents attend and for reps to really make a positive effort to represent their year group at CPSC Meetings. The evening slots for the meetings seem to be the most suitable time of day to hold meetings. | | | | | | |

* Next meeting: **28th March 2019 at 7pm** – 8.30pm: LITERACY learning focus - how to support literacy at home.