**Minutes of Cramond Parents & Staff Council meeting held at Cramond Primary School on Thursday 27 September 2018**

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| Present | | | Apologies | | | | |
| Emma Walker Helen Donaldson  Livia Wright  Linda Campbell  Paula Dimond  Shona Broom  Sheila Gook  Kari Cessford  Vic Bowes  Claire Woodcock  Claire Paterson | | Jennifer Draycott  Fiona Pengelly  Lyndsey Muir  Nick Balchin  Sarah Knox  Sandy Lochhead  Alison Mckay  Caroline Ashbrook  Jackie Slaven  Melissa McLaughlin  Steph James | Caroline Duguid  Louise Taylor  Tammie Fletcher  Kathryn Garvie  Chandra Isenberg  Jim Poseley | | Felicity Smail  Jill Shepherd  Niketa Platt | | |
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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. | | | | | | |
| Treasurers Report | £9785in the Current Account  £3646 in the 100 Club Account  £111 in the Garden Account  £2009 in PSA Account  The Summer Fair took in approximately £4,000 - awaiting expenses before final profit is available.  Last year, the CPSC donated £3,900 to the school (£3,000 general, £500 Helping Hands and £400 towards the P7 leavers)  The CPSC needs to get a budget for OurPLACE maintenance (as that was committed to as one of the main purposes for funding monies).  Incoming / outgoing - Only thing paid from CPSC was SPTC membership / insurance for the year = £175  People can check out <https://connect.scot> for more info on SPTC. On their website, there is also an online training course coming available for PTA constitutions. | | | | | | |
| School Improvement Summary and Attainment Report – Helen Donaldson and Caroline Ashbrook  Interventions to Support Learners – Caroline Ashbrook | Mrs Donaldson and Mrs Ashbrook gave a comprehensive presentation on the **Cramond Attainment Report**.  The School submits centrally the CFE levels in May each year. These are collated and is populated in our annual attainment report, submitted by the school following discussions in October.  Cramond’s DHT (Caroline Ashbrook) & SFL teacher (Ali King) track all learner’s attainment using Standardised Assessments, CFE (Curriculum for Excellence) levels and SNSA (Scottish National Standardised Assessments). Some assessments are annual, and some are at the end of a level (P1 Early, P4 First, P7 Second).  Tracking procedures are informed by termly attainment meetings which inform interventions and teacher planning to ensure appropriate support, challenge & progression.  **Universal Support:** The child is central to all planning as active participants in learning & developing. There is a focus on differentiation, pace and challenge with all learners.  **Targeted Support:** Interventions and support can be targeted at groups or individuals agreed at attainment meetings with class teachers and PSAs. Learners needs are identified through reliable and valid assessment information: appropriate, proportionate & timely support is put in place.  Cramond averages are consistently higher than the overall City of Edinburgh average in reading, writing, listening and talking for attainments levels. The School wishes to continue improving these figures though and do not want to stand still. Maths attainment outperforms the Edinburgh average at most levels with pupils in Cramond.  The Improvement Plan for Cramond is based around the National Improvement Framework. Assessment is built into learning and teaching at Cramond and is planned throughout the year. Throughout the learning, the teacher will be checking in on the pupils and how much they have learned.  The team around the stage has been introduced with pupils, teachers, PSAs and specialist teachers reflecting on attainment for the previous year and thinking about what could be done differently to improve where possible. Cramond have looked at what training is required for staff and many have undertaken further courses to focus on priority areas. The impact of this is then looked at.  *Wider Achievement is also essential for*  \* homelearning \* activities, interests & clubs – skills, experience & creativity \* Jass and W.O.W (world of work)  Parent Groups-Parental Engagement  Cramond would love for parents to come in and help within the School, just for short periods, but it would make a huge difference:   * **General Helpers** Thursday afternoons or Friday mornings eg photocopying, laminating, display * **Additional Support Needs** coffee mornings as RHS Cluster level & a **Cramond Cares parent partnership**. A very informal way for parents to find out about different topics and have a coffee. We would really like to develop a parent area within the School, where parents could go to find out more information about various topics. * **Lost Property** Friday pick up. Having the table outside the front door at the end of June was successful. If one or two parents signed up to arranging this on a weekly basis, it would help with the mound of uncollected items every term. * **Trip Helpers –** the older the children, the less parent helpers volunteer to help on School trips. This means the school has to take staff out of the younger year group classes.   Year Group reps to promote the above and see if some interest can be drummed up to help out – every little bit counts at Cramond. The School would like to work with parents and hear about what would work for them and what they would like the School to do/provide for parents.  Class reps to feedback to Caroline Ashbrook and Ali King with details of any parents who are keen to get involved or any ideas of the kind of things our parents are interested in learning more about. Caroline Ashbrook will send a draft Survey/SignUp.com out to parent reps to pass on to parents.  Communication streamlining and redesigning the website is a priority this year and Emma Walker will be working with the School to do this. There will be many areas which will remain static on the webpage, but our aim is to be more proactive in updating things. | | | | | | |
| Playground Update and Cleaning Update – Helen Donaldson | The School has a date for work to start and subject to the delivery of the goods, the work will be completed over the October Holidays. Final meetings are happening in the next few days and work will start very soon. Edinburgh Airport are funding the project as well as some other areas requiring remedial work, which is absolutely fantastic. If this funding goes ahead, we will communicate with donors who gave money towards this area of the School, suggesting we use these funds elsewhere in OurPLACE.  Class reps to enquire with the wider parent body whether having a movie on while parent events, such as Meet the Teacher or Parents’ Evenings are really helpful.  We now have 2 newly appointed cleaners and are joining the team, which is great news.  The sickness bug is not Norovirus. Class reps to please communicate to the wider parent body this message. Also, please ask parents to call into the School to advise when a child is not coming in and advise the reason for not coming in. It is not acceptable to just say they are ill, as the reason (such as sickness, sore head, sore throat) is recorded and the School has to report figures to regulatory bodies.  We hope to link our Cramond Cares area of the School to our CPSC coffee mornings. This would involve cakes being on-sale at the coffee mornings, with funds raised going towards the upkeep of the playground.  The children involved in this group are keen to attend a future CPSC meeting to present their ideas and goals. | | | Contact parent body  Communicate to parents | | Class Reps  Class Reps |  |
| Parental Engagement Update – Vic Bowes | Vic Bowes went to the last Locality meeting with the City of Edinburgh Council. There are 8 different groups they are looking at within Education. This meeting focussed on Parental Engagement. The Council are looking for 2 reps from each locality to form the Strategic Development Group working forwards with the National Plan. Emma Walker to become one of the reps for this locality, with Vic Bowes giving assistance when required. As a school, we have an excellent parental involvement, and this is a huge opportunity for our voices and ideas to be heard. Until now, the Council has chosen the Schools from which parental reps have come from. This has changed and parents from all schools now have the opportunity to be involved. Focus Group ideas will be sent to Head Teachers or Parent Councils and these can be forwarded to the Parent Council Reps.  The Edinburgh representation for the National Parent Forum is vacant. Please speak to Vic or Emma if you are interested and want to know more. | | | | | | |
| CPSC Investment to School for 2018/19 | Last year, £3000 from the CPSC went to the key curricular areas including outdoor provision and musical instruments. In addition to this, the school received £500 towards sports and bought items such as sporting hoodies. £500 was given towards their Helping Hands fund which goes to people who need it the most for school trips or school uniform, for example.  P7 still have some funds in their Legacy Fund from last year and in an ideal world it would be great to have £400 towards this for this year.  Kari Cessford discussed the STEM resources available relating to Science and children leading their learning. The Learning Festival last week in Glasgow was inspirational in observing the children using these open ended creative resources. This fits in with the Science Improvement Plan.  £1000 was approved towards this from the CPSC.  £1000 was requested towards P4 Forest Learning and Mrs Donaldson explained how beneficial it was having money from Parent Council to buy items and resources required for this new and exciting venture.  Literacy funding – Having a top up fund to add to the money the School have will enable new books and reading material to be purchased.  The above was proposed and voted in by the group. | | | | | | |
| ACOB | Alerting parents and text alerts – We now have a really robust plan for children coming into and leaving school in severe weather. The one thing the School would do differently, following the recent storm would be to send a text. The priority is not on answering phones as they only have one phone line. The school is proactively looking at a cost-effective way for us to text parents. They have a subscription to Parent Pay and some other schools do all their trip letters and texts via Parent Pay. Groupcall only do electronic communications, such as letters, our parent’s night booking system and emails. This is linked to our School database and extracts the first person contact on the system.  In exceptional circumstances, please let the office know and additional email addresses can be added manually.  In terms of the text, please let the office know and we will add additional phone numbers, however there is a cost implication to all these additional contacts for the School.  If parents are keen to help the School research a better facility, please contact Lyndsey Adam or Carol Fortune in the office.  Class Open Day – A parent asked if the school could split the session between P1-P4 and P5-P7. Mrs Donaldson explained many parents have more than one child in P1-P4 and others have more than one child in P5-P7, so there is never going to be an easier or fairer way than present to hold these events. Half an hour is much better as it takes a long time for children to calm back down into a working pattern after parents have been into class.  Halloween Disco – A parent enquired if this event could be held on Thursday 1 November instead, to give pupils a bit of time after they resume from October holiday. This was approved by the school and the CPSC. New date – 1 November 2018.  School Photos – the group were consulted about which company to use for future school photos. If anyone has any opinion on the company used for school photos, please get in touch.  It was agreed to add Caroline Duguid, Paula Dimond and Emma Walker onto bank mandates. This will now be arranged. | | | | | | |

Next meeting Thursday 8 November 2018