**Minutes of Cramond Parents & Staff Council meeting held at Cramond Primary School on Thursday 28 March 2019**

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| Present | | | | | Apologies | | |
| Emma Walker  Caroline Duguid  Caroline Ashbrook  Linda Campbell  Kari Cessford  Daniela Forbes  Paula Dimond  Jennifer Sanderson | | Jennifer Draycott  Alison Maxwell  Lyndsey McGuire  Alison McKay  Owen Robinson  Catriona Nichol  Anna Hughes  Jilly Fraser | Lindsey Armstrong  Emma Park  Karolina Darling  Emma Szadurski  Jane McNab  Sivakarmini | | Tammie Fletcher  Helen Donaldson  Cristina Buckingham  Jill Shepherd | | |
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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 | Paula Dimond gave the Treasurer’s Update:  £8683 General account  (£800 has been spent on Kapla blocks for the school since the last meeting).  £4656 in the 100 Club  £111 in the Gardening Account  The Gardening Account funds will be transferred into the General Fund (they are not restricted funds) and the Gardening bank account closed once the Bank Mandate is processed. | | | | | | |
| Fundraising Update | Cramond’s Got Talent made a profit of £733.  The Spring Disco is taking place on Thursday, 4 April 2019.  There is a lot to organise in time for the forthcoming Summer Fair which takes place on 11 May 2019. Please come forward and give your help to this event. Historically, we allocate an area of the Fair to each year group. Class reps to spread the word and encourage parental help. | | | | | | |
| Grounds and Garden Update | The CPSC are really keen to fund something for the Wildlife garden. The grounds have been established by previous Parent Councils, but these areas need to be maintained. The Wildlife garden and the willow around the school need up to £2000 to bring it all back into a state of safety, which can be used for our children’s educational benefit.  In theory, the gardens have had around £2000 spent annually, but as very little has been done in these areas, other than brief maintenance, it really does need a revamp. We would like to get our community more involved as well as more children and classes involved, but this will require H&S to be considered first.  The monies were approved in principal, to allow a professional person to come in and do the required work, which will give the school time to set up a volunteer group. A volunteer lead is urgently needed to take responsibility for this area. This does not necessarily have to be someone who does the work, but someone who sets up days for work to be done, coordinates and facilitates volunteers. They can also lead on what needs to be done professionally and what can be managed by volunteers.  A big thanks was given to Wilma who quietly arranges things with the butterfly garden and nursery parents. It is looking really great and much appreciated by so many. | | | | | | |
| Literacy at Cramond | Miss Cessford, Miss Hughes and Miss Nicol led a presentation on Literacy at Cramond. Miss Cessford described the methods used at Cramond with the pupils in terms of writing and writing progression, along with tips for how parents can support this learning at home.  Miss Hughes talked the group through Spelling and Phonics progression at Cramond and how to support spelling at home. Breaking the sound up when children spell a word can be really helpful. More information on this will be uploaded onto the school website.  Miss Nicol guided the group through coding, comprehension and reading continuum and strategies used at the school. Parents were given tips and ideas to further use this at home with their child(ren). Children who love to read usually grow up with a better vocabulary. The five fingers method was explained and relates to children finding books which are at the right level for them. Advice for reluctant readers was given and strategies to encourage development of enjoyment of reading.  There is a Literacy tab on the school website which will be filled with snapshots of information as well as short video clips. This area also gives ideas of how to support learning in a fun and exciting way at home.  Please see the school website for this presentation and lots of tips on how to support literacy learning at home. The link to Parentzone on the Education.gov.scot website can also be found there.  Mrs Ashbrook thanked the team who have stayed behind to present the Literacy presentation this evening and for putting it together. This needs to work both ways, so parent reps to plea to parents to feedback through the correct venue. This flow of communication is needed. | | | | | | |
| DHT Update | Mrs Ashbrook advised that Education Scotland were interested in how we identify the needs of children at Cramond and the way in which we use play based learning and excellent practice. Kari Cessford has made an exceptional contribution to this piece of work will be used nationally with other schools. Education Scotland are now keen to do a piece of work with nursery and P1 team at Cramond. What this will look like yet is unknown, but the School is really very proud of what is happening at Early Level.  Questions were raised around communication and parental engagement. The school apologises for information which has gone out last minute. In advance of each CPSC meeting, the school will now produce a Newsletter which will give an update on what is coming up at Cramond. The first of these Newsletters was circulated at the meeting to parents.  A huge thank you was given to the children and parents who went along to the recent Cluster Coffee morning at the Royal High School.  [www.Parentzone.org.uk](http://www.Parentzone.org.uk) has information about Games which are being played by children currently, to give parents more information about it. Parents are encouraged to take a look.  Anxiety is something increasingly emerging in children. Caroline Ashbrook gave thanks to Jilly Fraser and Emma Walker for detailed conversations on this area. Mrs Ashbrook would like to encourage parents to talk about experiences with their children and open up discussions at a very informal coffee morning. On 3 May between 9am and 10am, there will be an informal coffee and chat at the school where parents can chat with other parents about some of the things that have helped their child. School staff will be there to share information on Mindfulness, Seasons for Growth and Emotion Talks amongst other things.  Parent and Carer area in School – Sofas in the main entrance and in ‘The Burrow’, the nurture room, will be available for parents to have a coffee and chat once a week. School staff will not be there, and it will be held weekly, subject to interest. Please contact Emma Walker for further information and details. | | | | | | |
| AOCB | Christmas at Cramond – Parent reps to gather feedback from their year group about what you think works well and what you would like to change. This will be discussed at the next meeting in May.  In relation to the attacks in New Zealand – there was no response from the School. It could have been formally recognised by the school or a bit more informally by the CPSC. If you have ideas on how we increase diversity across the school through #CramondCares, please let the school know. If any families have commented to Year Group reps, please make the school aware.  The school did put information out to class teachers about how to handle comments from children, but nothing was sent out to parents and this is something the school will take onboard, so correct messages are sent out to families.  A concern was raised about the Crossing at the top of Cramond Vale. Mr Powell and the JRSO group, as well as Cargilfield School are interested in tying this together. | | | | | | |

* Next meeting: **Thursday,** **23 May 2019 at 7pm** (this was later changed to Wednesday, 22 May, due to the school being used for European Elections.