**Minutes of Cramond Parents & Staff Council meeting held at Cramond Primary School on Thursday 22 May 2019**

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| Present | Apologies |
| Caroline DuguidPaula DimondLinda CampbellShona BroomSteph CroanJill ShepherdChris Pollock | Nick BalchinKaren HobbsBarbara CairaClaire WoodcockLaura McDadeAlison MaxwellAlison Downes | Helen DonaldsonAnna HughesAlison McKayNicola GrayCaroline MoreyGwen Shaw | Sheila KennedyEmma WalkerJennifer SandersonCarrie Muir |
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| **Agenda Item**  | **Discussion** | **Person(s) Responsible** |
| 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. |  |
| Treasurers Review | Paula Dimond gave the Treasurer’s Update:£10,405 in the General AccountSpring Disco £653 surplus plus £1,991 surplus from the summer fair so far with more to come in.(More has been spent on Kapla Blocks and some staff training for the School since the last meeting).£5,114 in the 100 Club Account£111 in the Gardening AccountIf you are interested in taking on responsibility for the 100 Club, please get in touch with Caroline Duguid or Emma Walker for further details. |  |
| Fundraising Update | Gwen Shaw gave a fundraising update. The Summer Fair took place on 11 May 2019. A discussion was held about the date for next year and it was decided this should be pushed back to early June (6 or 13 June were proposed). This year, it fell just after holidays and there was not a long lead time for organising it. Holding it between 12 and 2pm seemed to work well. Thanks were given to the core group of parents who planned and organised the Fair. Changing rooms in the School will be used next year to store donations, making it easier to access during the school day. Wet weather alternative plan – Gwen monitored the weather and is happy to continue this next year. P5 and P6 classrooms will be cleared and available. Mrs Donaldson will ensure staff has a wet weather plan on their radar, in case it needs to be held indoors. Volunteer numbers were low. Covering was split into 2 halves. A discussion was held about making the shifts shorter and ‘sharing their slot’. The relief janitor was absolutely amazing on the day and he helped in so many ways. A huge thanks were given for his efforts. Water pistols proved to be really popular purchases, and would still have sold out, even if we had double the quantity to sell. It was suggested we open the fair a short time earlier for families who have disabilities or sensory overload difficulties and perhaps would otherwise not attend because of noise or crowds. This was thought to be a good idea.CEC have a blanket ban on all inflatables at present. The go carts worked really well as did the face painting. Next year, CPSC to give the school a list of what is happening and where which will be announced at assembly to the pupils to encourage attendance. Next year the AGM will take place on 29 August in the P7 Hub. Caroline to circulate final dates for all CPSC meetings as soon as lets are confirmed. Halloween Disco will be held on Wednesday, 30 October 2019 and the Spring Disco on Thursday, 2 April 2020.A decision was made for pupils not to come to school on Halloween wearing costumes all day, but to save them for the disco. Cramond’s Got Talent will be held on Wednesday, 28 February 2020. There will be a short entry period and a strict performance time. A wider variety of categories will be encouraged next year. Christmas Movie Night will take place on Friday, 6 December 2019. There is scope for another event at some point during September, perhaps a race night on 27th. Please contact Caroline Duguid or Gwen Shaw if you have any other ideas or contacts.Mad Hatter Raffle to be held on 28 March 2020. Reps will help encourage donations to be handed in. | Gwen ShawCaroline DuguidAll Class Reps |
| CPSC Committee / Constitution Update | Caroline Duguid explained a little more about the constitution which will be updated and reworked. It will be available over the summer on the school website and a vote will take place at the AGM in August to accept the changes. CPC constitution 2012PSA constitution 20092013 version of the document has been drafted and if approved will bring together the running of the two bodies.These documents are being reviewed and the parent body will be requested to view and approve of any amendments suggested to bring the official documents up to date and more in line with how we run the committee.Emma Walker to contact all class reps to try to establish who would like to be involved next year so we can hit the ground running. Caroline to talk to Emma to ensure all reps have been asked if they would like to remain on as a rep. The CPSC hopes to have a lead rep within each year group who would ensure there is always a representation at each CPSC. Each year group will also have an area in which the school/parent council operates and could take a lead on this. The App will also be used by CPSC and will be a great method for sharing and accessibility to convey messages from class reps to parents.  | Emma Walker |
| Head Teacher Update including class reorganisation and staffing | Mrs Donaldson reported that Kari Cessford has just had a baby girl (Isobel).Miss Tekati is leaving at the end of the session to move abroad in October but will be on the primary teaching supply list. She will be finishing the session with P1T.There will be 2 NQTs joining the school next session. Miss Hughes has accepted Acting Principal Teacher post for Miss Cessford’s maternity. Mr Cook will join the Primary 7 team.Debbie Alderdyce, Margaret Peach, Ryan Williamson, Tynne Lovell and Christina Olsen will all be leaving Cramond at the end of the session. Classes will be reorganised in Primary 5 and Primary 6 next year. Mrs Donaldson explained this is to encourage children to widen friendship groups. An announcement will be made at the beginning of June with class lists. The school are trying to please children and their friendships. Mrs Turner and Mrs Naeem will be Primary 1 teachers next year. Doug Short will not be a class teacher next year but is not leaving the school. His work in Forest School has been outstanding and he will provide 1.5 hours with each P3-P7 class each week as an outdoor learning experience. Education Scotland came to the school and are very excited about what is happening around play based learning at Cramond. It is very exciting and a great testament to the wonderful staff at the school.The School App has been launched and parents can all sign up now.£10,000 has been ringfenced for approving the pitch. It will not be astro-turfed. Mrs Donaldson would like to speak to anyone with experience in this area for help.Trips – transport costs have increased considerably, and it has made some of the proposed trips unmanageable. The school is mindful of costs to families. There will still be year group trips, but they will cost less. Pantomime will not be a school trip out each year, but something will take place in school. On Friday, 13 December there will be a school-run Christmas Fair launch morning. This will then start the festivities for the last week of school before the holidays. Mrs Donaldson will try to get the Christmas lunches in the last week, but there is no guarantee the CEC will approve this request. The school are moving away from Tempest photography to the smaller company again. If anyone would like to volunteer to manage school photo organizing, please contact Caroline Duguid. Parent reps to ask families how regular photos should be taken. The school are happy to accommodate, but parents are requested whether they want individual, families, class photos yearly. Cramond Primary School 2018-19 Standards and Quality Report and Attainment Report will be presented by Mrs Donaldson at the AGM. | Mrs DonaldsonAll Class Reps |
| DHT Update | Mrs Ashbrook and Miss Hughes reported the coffee morning on 3 May with a focus on anxiety and how to help your child went really well. A lot of resources in school were shared along with great ideas. Class reps to share the news that Health & Wellbeing and Resilience will be the focus of the coffee morning on Friday, 24 May. Friday, 14 June will see all cluster schools meeting at the Royal High School. At the last CPSC Meeting, Literacy was presented by Miss Hughes. Following this, top tips have been created and will go on the website soon. *How do we Raise an Adult* is a good book recommended by Mrs Ashbrook to help parents at home. One of the PSAs at Cramond has been working closely with ADHD pupils and is putting together a document to help parents, even if their child has not been diagnosed as ADHD. Growing confidence and resilience is a focus for the school next year. The school’s aim is to work with parents to build resilience in pupils. The CEC have produced a leaflet on Growing Confidence in children and how to support their mental health and wellbeing. As part of Getting it Right for Every Child is SHANARRI – handout given.Fifty things to do before you are 11 ¾. These leaflets will be added to the new School App for parents to find and view.Next year, the school will keep building on the relationships with parents and are looking into a Pupils Support Officer being employed on a part time basis at the school.Restorative Practice – Cramond will involve parents more next year and help parents to understand more about this area at the school. | All Class Reps |
| AOCB | The possibility of an Inclusion Fund was raised where parents pay above the cost of their trip where the excess goes into a fund to help other families fund their child’s trip. The school currently has a Helping Hands fund which supports families financially. There are other financial ways of assisting such as breakfast school places. Mrs Donaldson to add a message on the School App explaining more about the Helping Hands fund. A parent raised her concern about Cramond Primary being closed to be used as a Polling station for elections. The cost of child care needed because of this is extraordinary. CPSC will contact Edinburgh Council to log our concern and to contact local MSPs.  | Mrs DonaldsonCaroline Duguid |

* Next meeting: AGM on **Thursday, 29 August 2019 at 7pm** and CPSC Meeting on **Thursday,** **14 November 2019 at 7pm**