

## Leith Primary Parent Council Annual General Meeting

Wednesday 3<sup>rd</sup> May 2017 18:15 School Library

**Attendees:** Nicola Lamberton, Heather Stitt, Nikki Dunne, Kate McDonald, Marie Middleton, Jen, Shepherd, Suzanne McHattie, Kirstie Paton, Rebekah McVittie, Katy McLean, Justine Douglas, Bryony Knox, John Booth, Christine Trenche, Phil Allcock, Veronica Melichar, Alexia Gaitanou, Andrew Burnett, Jule Hildman, Maria Callendar, Judith Weir, Miss Craig, Miss Curran, Miss Butler

**Apologies:** Rachel Hein, Miss Moloney, Lindsay Grant, Kirsty Welsh

1. **Minutes of the previous meeting** were approved

2. **Head Teacher Update:**

**Parent Pay** – going well so far, a few teething problems with those who pay for lunches forgetting to log on to select. Nikki enquired about the associated credit card/debit card fees which Miss Craig explained was being absorbed centrally not passed on to parents. By August it is hoped that the school will be cash free.

**Pupil Equity Funding** – Guidance has been given and staff views will be sought at the in service. A parent and pupil will follow. The likely focus of the spending will be intervention strategies, nurture and emotion, perhaps using room 16 as a nurture room. Miss Craig reported that it is likely to be more straight forward than first thought accessing and spending the fund.

**Behaviour Management Review** – A temporary educational psychologist has been appointment so there's been a delay to this review. Parent input time will follow.

**Lost Property** – This was sorted out with many items washed by Marie and Christine and put on sale on Friday at the bake sale. The pre loved rail will be located in a new place, just off the senior cloakroom, cleared out by the janitor.

**Nursery Staffing** – Intention to advertise for a nursery Principal Teacher, just awaiting funding confirmation from the council. Recruiting for a principal teacher will ensure quality and continuity as well as overseeing the transition to the new building at the increased hours. It is planned to have a greater focus on play in P1. This role will be in place before the new building is completed.

**Breakfast Club** – the club will not continue in its current form after summer. A meeting will be held between school and a council coordinator to secure an outside provider which should mean there will be more places available. The club will move from current location to the dining hall. Funded places for those in need will be allocated by the school as appropriate. It was requested that we ask the new provider to allow parents to only use and pay for days they need not have to pay for a whole week when they may only need 2-3days. CLASP were approached about taking over this provision however they declined. It is hoped this new club/set up will ensure better sustainability and be more flexible. The current waiting list will be transferred over to the new supplier. It was also asked if we could use **Parent Pay to pay for breakfast club – Miss Craig to explore this.**

**New gym/nursery** – One week behind schedule due to difficulty working with waterproof material around the foundations however the team are confident this time will be made up and long term weather forecast looks good. Steel works have now begun, it is expected to be fairly noisy from now until Christmas. There have been discussions around requirement by Sports Scotland for straight

sided walls v current plans for pipes to be boxed in. The team will carry out an assembly on health and safety information for all pupils.

**2017/2018** – Still waiting for confirmation of staffing structure although likely to remain the same 15 classes. This will mean 2 x p1 classes plus a p1/2 composite (9 x P1s in the composite). In addition there will be a p3/4 composite. There is currently a waiting list of 6 or 7 for p1. It hasn't been confirmed if they are in catchment or not this will potentially affect structures. Class make up is all subject to change depending on final numbers for the new year which will not be known for a few weeks yet. The Education Welfare Officers who use the room next to the library will not be moving out until next academic year so we are currently unable to take this room back to being a class space at present.

**Attic space** - There was also some discussion about the attic space. The council has been investigating how this could be safely opened up for use and given the increasing school roll we may have to use this eventually. If anyone is interested in having a look at the attic space Miss Craig will look into organising a short visit. **Please contact her if you'd like to see it.**

**Head Teacher Post** – has been re-advertised and the process is underway.

### 3. Appointments of post holders

Current post holders resigned as per constitution then we opened the floor for nominations.

<u>Post</u>	<u>nominee</u>	<u>nominated by</u>	<u>seconded by</u>
Chair	Marie Middleton	Rebekah McVittie	Judith Weir
Vice Chair	Suzanne McHattie	Marie Middleton	Jen Shepherd
Secretary	Judith Weir	Jen Shepherd	Suzanne McHattie
Treasurer	Justine Douglas	Suzanne McHattie	Katy McLean

A vote was taken for each post and agreed by those attending the AGM.

#### Sub Groups

Baking – Christine Trenché

Playground – this will be “parked” for a year whilst the building work continues. Jen enquired if we wish to progress the investigation of removing the railings/wall that divides the original playground out onto what used to be the turning space on the road (now bounded by blue metal railings) **Alex Melichar may be able to help with this.**

Curriculum – Jen Shepherd

Fundraising/Grants – Kate McDonald

Gala Day – Marie Middleton – however we need to organise someone else as soon as possible – **Volunteers please**

Social Events – Kirstie Paton

After School Clubs – Bryony Know and Alexia Gaitanou

Communications – Amy O Leary has been suggested by Jen however **volunteers to support welcome**

Library – Rebekah Mcvittie and Christine Trenche

Christmas Fair – Nikki Dunne

Thanks to everyone who has stepped up to support the LPPC this year and to those who did so much last year. An extra special thanks was given by Marie, on behalf of the LPPC, to Jen Shepherd who has stepped down as Chair after two challenging years. She was instrumental in the library relaunch and guided us through the maze and challenged councillors and council officials to ensure the school will be getting its new nursery/gym. Thanks Jen, you've been amazing!

4. **Treasurer Report** – this year there was a slight shortfall of income versus expenditure of £709.50, income £11,701.61 expenditure £12,411.11. Justine noticed two regular payments coming out of the LPPC account with Aviva and RAC which turned out to be incorrect and had been coming out for several years. This resulted in a refund of almost £700 to the account which covers the shortfall. Going forward budgets will be set for each area the LPPC is involved in including sponsorship (supporting the school on trips e.g. Benmore, Panto etc) library, after school clubs, playground.

It was also discussed we should monitor closely the effort put into events and fundraising vs money raised. E.g. easyfundraising needs no organising other than publicising it and raised £748.93 school lottery is the same and raised £1567.70. Compare this to the Christmas card project which was a lovely thing to be involved in however only raised £69 but required lots of input from LPPC members. We are in a strong position now to apply for the Foyle Foundation grant which promotes literacy and could be spent on the library and enhancing literacy resources in the school. Kate to work with Miss Craig to ensure we have a comprehensive application, much of which requires data on literacy levels at school etc. Phil suggested we have a big project to aim for each year e.g. attic conversion. **Marie has already been in contact with Ashwood the builders regarding this however agreed this is a great idea and will liaise with Phil to work on ideas. If you have any ideas please contact Phil or Marie or have them ready for the next meeting. LPPC would welcome ideas and input from staff as well as parents.**

5. **Updates:**

**Disco and raffle** – disappointing turn out 19 people turned out and 30 tickets were bought. On reflection the date to hold it, bank holiday weekend/pay day, weren't ideal but even still it was well attended last time around the same time of year. The music, as always, was fabulous (thanks to Kirstie/She Bangs) so it was frustrating that this event was not better supported. It did however still make a small profit after costs were covered. It was felt it was worth giving it another try as there wasn't a huge amount of effort going into organising it and the aim was to provide a social opportunity for parents, not raise money.

The raffle raised £550 which less than the 2016 Spring raffle when we had a signed Hibs shirt as star prize. (we previously raised £800). Going forward we need to avoid fundraisers and social events following on from recent fundraisers – we had ours hard on the heels of sponsored read plus Comic Relief – plus avoiding bank holidays. There was mention that having childcare available might improve attendance however this would add to costs and organisation. **If you've any ideas for different types of events please contact Kirstie – quiz night, bingo, another ceilidh – get your ideas coming in please.**

**Races** - there are no spaces left for the junior races for the Edinburgh Marathon Festival so, Jen has investigated the idea of setting up a crowdfunding type fundraising page which will remain open all year for individuals/families to use to fundraise in support of Maggie's. **If you're planning a run/race in the coming months and wish to fundraise, Maggie's has supported families from Leith Primary recently and it would be lovely if we could say thank you through a donation. Jen will be in touch with details of the page.**

**After school clubs** – Currently we have football for P4-7 a drama club and a coding club in the process of being organised for the start of the new school year. There was mention of a choir and we need volunteers for this. **If you have any ideas for other clubs please prepare them for the next meeting or get in touch with Bryony or Alexia. The funding (£400) we received from Leith Links Community Fund needs spent soon so please come forward with your ideas!**

## 6. Any other business

**Lost Property/Pre loved** sale on Friday – a text is required to promote this

**Welcome Picnic** – this will be discussed at the next meeting – **please bring ideas and thoughts on how to improve this for the new P1s in September 2017.** Last year only 1 new P1 parent attended, the rest of people attending were already part of the school community. Do we want “entertainment” e.g. magician, bouncy castle again? The new P1 parent meeting/meet the teacher event is planned for 24 May but this may change.

**Set meeting dates in advance** – it was agreed we would set the entire 2017-2018 academic year LPPC meetings in advance going forward.

**Sports Days** - **Miss Craig will communicate the dates in the newsletter asap**

**Named person** - **Miss Craig will give a short update on this for the next meeting**

**Next meeting is Wednesday 14 June at 18:15**

**If you wish childcare please email**

**leithppcsecretary@gmail.com**

### **Other useful email addresses**

[leithppc@gmail.com](mailto:leithppc@gmail.com) – Chair

[leithppclibrary@gmail.com](mailto:leithppclibrary@gmail.com) – Library

[lppcbaking@gmail.com](mailto:lppcbaking@gmail.com) – Friday baking stall queries

[lppccomms@gmail.com](mailto:lppccomms@gmail.com) – social media, newsletter, website, marketing

[lppcfundraising@gmail.com](mailto:lppcfundraising@gmail.com) – grants, fundraising (non-event related)

[lppcevents@gmail.com](mailto:lppcevents@gmail.com) – events e.g. Christmas