

Parent Staff Association Minutes- 9th May 2018- 6.30-7.30pm

Present: Sandra Rathjen, David Borthwick, Charlotte Stewart, Fiona Vacher, Sam Rushforth, Katie Blair, Conor Horan, Matthew Boyles, Jennifer Longstaff, Rachel Blythe, Sandra Bagnall, Chris Knowles, Nicola Clark-Tonberg, Anne Hay, Richard Smith.

Apologies: Ailsa McMullan, Kate Moir, Carol Fyfe, Vicky Rawson

Agree last minutes/matters arising not on agenda: 1 amendment – CL is Catherine Logie, minutes agreed. No other matters arising.

Agreement on how PSA funds are spent: Discussion on how various requests should be considered. Criteria for using funds from Broughton Primary School Trust shared with all – these are broad. There have been some concern raised by Parents regarding recent spend from PSA – extra playground bins and installation of smartboards. Difficulties are arising as people don't know what is funded centrally by City of Edinburgh Council (CEC), and with the budget being very tight there is much that isn't funded and requires support from PSA.

SR stated that all of the smartboards have been installed through PSA funds as this is not funded centrally, and the extra bins were purchased to support "looking after our environment". Extra bins could not be funded by CEC. Suggestion that some of the bins could be used as recycling bins – to be looked at in the future, SR reports children only just putting litter into the bins, not yet at the stage of being able to sort it without much adult help.

Suggestion from Sandra Bagnall that there needs to be:

- A process to look at requests for spend
- Criteria around what PSA funds should be spent on to be written

Agreed by those present; **ACTION** small group to pull together options and bring back to the next meeting.

Health Café feedback – Anne Hay

Raised £281, less than the usual cafes which raise around £400. AH reported that the pupil helpers were outstanding and gave thanks to them. As this was promoted as a health café there were less donations of cakes than usual, and no tuck or fizzy drinks. As we had proposed £400 towards Health week we agreed to fund this.

Discussion regarding tuck & fizzy drinks v healthy snacks at cafes. School ethos is to promote healthy snacks and lunches. There are many children who don't bring healthy things to school to eat.

BPS Parent survey had many comments regarding healthy eating and promoting health snacks was felt to be important.

Agreed & **ACTION** – to have more healthy options at all cafes. To give further guidance on what cakes to donate at future events.

EMF – Sandra Bagnall

SB gave an update – now 110 BPS children running in the various races. Draft newsletter shared with those present, it needs more detail on what the money has been spent on, **ACTION**: to be given by Sam Rushforth. Newsletter will be sent out next week by school. There will be a countdown on BPS

school website. T-shirts being handed out on Friday 18th May in school. Sunday 20/5/18 last fun run in Holyrood Park.

SB feels that there will be more emphasis in future on participation and health and well being, rather than on fundraising, as the cost of entering the races is large and to get sponsorship on top of this can be difficult for many families.

Team BPS photographs still to be organised – **ACTION:** Sam Rushforth to confirm date/time for this.

Discussion regarding fundraising for a local charity can't be done as part of EMF due to charity guidelines, this could only be done if there was a separate fundraising option and those donating could choose which to donate to.

Summer fair planning (AH & JL)

Agreed to borrow tables from school.

Bouncy castle to be in gym hall with relevant risk assessments completed; JL, 1 member of staff and 1 other adult helper to be present at all times. If it rains and the fair moves into the gym hall bouncy castle to be cancelled and deposit lost.

Raffle – going well so far with gathering prizes. **ACTION:** all donations to be brought into school during the week preceding the fair, and any perishables the day before.

Soup (N C-T), face painting (CK and Naomi); BBQ; children's stalls all in hand.

ACTIONS: school to confirm when S Rathjen can go into school to teach balloon modelling to willing P7 children; ice-cream to be ordered by S Rathjen; fire engine to be organised by Mel (teacher); AH to email DB regarding the children's stalls; AH to contact Jessica active school coordinator re Active Schools presence at the fair; following suggestion from FV re Trinity Academy Duke of Edinburgh students who are required to do a volunteering part of DoE, and are always looking for volunteering opportunities – AH to contact Trinity Academy.

AOB

RB informed the meeting that there will be transport disruption for tram extension to Newhaven. School hasn't received any information about this as yet. **ACTION:** AH to ask Stuart Hay regarding any transport plans that he is aware of.

"Electives" shared by SR – on Friday mornings staff will be sharing/teaching a skill and all pupils will sign up for this for a number of weeks. If this goes well this will be extended to Parents to offer.

Parent Council Minutes- 9th May 2018- 7.30-8.30pm

Attendees as PSA meeting

Head Teacher's Report- SR

All the latest school news has been summarised on the latest school newsletter which was sent out to parents and posted on the website.

A Survey Monkey has been created and publicised with parents with regards how the school shares information about the learning and progress of the children. This was in response to some feedback received through the CEC Online parent survey issued earlier this year. The feedback from this

survey has been shared with the staff- some of the most common 'strongly agree' comments noted pupil enjoyment of school and their learning, leadership and leadership of change. Some of the notable things for school to consider from the survey are having effective resources, informing parents of progress, and also advising parents of support programmes.

The staff in-service on Tuesday 8th May was focused on self-evaluation and was a very productive day with a lot of focused staff engagement.

Development plan for next session- will be stripped back to two main priorities-

1. Developing Health and Wellbeing in pupils
2. Closing the attainment gap between the most and least advantaged

Information about PEF spending will be shared with parents.

Once the Improvement plan is written, **ACTION:** it will be shared with Parent Council and a summary document will be put on the school website.

GDPR

School's first tasks with this are to make sure that the technology used in school complies with CEC guidelines. This will mainly be around how data and information is stored and what formats we use to do this

154 McDonald Road

SR met with Jason Colvin from Kingsford. Financial support with playground developments was agreed for several quick fixes in the first instance -

- -Willow screening for the top playground and Nursery building
- -Storage solutions for outdoor playground equipment
- -Ways to develop the strip of playground space between the Nursery building and McDonald Road- to make it a useable space, planters suggested
- -Mud Kitchen
- -Chalkboard in the top playground

Code of Conduct for residents was discussed- instead of a written code, at school level Sam will meet with Kingsford every month to discuss any issues. Once a term a Parent Council representative can be invited to attend this meeting too. Any concerns from any parents should be passed on to school to be discussed at this meeting- e.g. frosting of glass on upper levels of the properties still needs to be done.

Cameras installed outside 154 McDonald Road have been signed off by CEC- we can have access to what the see/record.

Jason was keen to build positive future relationships with the school and suggested Kingsford could support future school events- the consensus was that we need to be sensible about this and consider carefully what is supported and how- e.g. how Kingsford use their name in the promotion of these events.

Graham McGartland from Properties is to send to SR a copy of the Terms and Conditions given to Kingsford.

PC Chair Report

Sandra R attended the Locality meeting- main message from this was discussion of school budgets and concerns about further reductions.

SR also reminded about Online Safety workshops planned this Friday - FV said responses were low, but hopefully will get enough to go ahead. The Community Police Officer is available late May so a further session may be able to be organised outwith school hours.

GDPR- Sandra shared our Parent Council/PSA draft GDPR policy with the group- management of email groups a consequence of this- e.g. members will need to only be shared within PSA/PC and recipient should be given the chance to unsubscribe whenever they wish. Sandra suggested that a footer be added to group emails like PC/PSA/EMF to this effect. Clarification given regarding sharing of email addresses and names of helpers at events – consent needs to be sought on every occasion, and if consent not given unable to share. **ACTION:** S Rathjen to update.

OPAL/Playground

In light of the unsuccessful Leith Chooses bid, future playground developments were discussed. We are still working alongside OPAL, and will re-engage with them next session to move our current plans forward. Some quick fixes have been put in place- new playground equipment, zoning of different areas, and raising the profile of the PSAs in the playground. Weekly meetings have been established with PSAs to discuss moving playground activities forward. Plans that were considered if our Leith Chooses bid had been successful may be able to be transferred to the playground- e.g. development of the strip of playground next to the Nursery, tyre planters or other planters in the playground to make it 'greener'.

Bowling Greens- due to an ongoing issues over ownership of the green space, plans for development of these have been put on hold. The latest information school have is that Children and Families own the greens, so they don't belong solely to Broughton Primary. Sam is attending a meeting on Friday re: Powderhall developments and will be keen to obtain use of the greens for as long as possible. Attending this meeting will be representatives from Children and Families, the Planning dept., Katie from After School Club and Sandra Rathjen. Nicola Clark-Tonberg has emailed MSPs to ask them for their support re: school use of the greens.

As part of the refurbishment works currently being carried out in and around the school, (3 projects ongoing), tarmac resurfacing work is also planned. Whenever this work is to be done will influence when certain playground development plans can be made. It may be possible to escalate when this is done as part of the 3 year refurbishment plan to allow playground plans to be progressed.

PSA/PC Survey

JL reported that the responses were disappointing. **ACTION:** BPS and PSA to resend the survey.

Treasurer Report – see attached

The Treasurer Report was issued to the group for reference. Suggestions for immediate spending were given- a basketball hoop for the playground, once a suitable location for it is decided, and also a set of Broughton T-shirts for Lorna Ramm to give out to participants of various sports events out of school. Both agreed. Sandra Bagnall suggested potential spending of EMF funds towards purchasing

swim caps, swimming costumes, gym shoes etc. to enable children to participate in PE events, in line with poverty proofing work. **ACTION:** To be considered at a future date.

Gaelic Medium Education- Drummond Community High School consultation

S Rathjen- the council paper summarising the outcome of the proposal to move Secondary GME to Drummond High School is to be released on Wednesday 16th May. It will be looked over by Mr Sterratt the DCHS Parent Council chair and some Broughton PS parents. Jodie the HT at Drummond has stated her gratitude for the support the community provided with this issue. She felt it raised the profile of Drummond in the local community and fostered a positive community spirit. The group's feelings echoed those of Jodie. We have established some more positive links with Drummond, in that P6 will be visiting their Science labs to carry out Electricity work.

Proposed Staffing/Class organisation for 2018

Current proposals will be a P1/2, two P1 classes and 2 stream onwards up the school. The school have been assigned two probationer teachers for next year, names TBC. The school will have two temporary teaching vacancies next year. SR and FV explained the way a P1/2 composite class works/ is organised, and detailed how the children are grouped and challenged very much in terms of their ability, not purely by their age. Once all classes are organised parents will be notified.

Dates for AGM and next session

ACTION: SR will look at allocation of dates for the AGM/meetings/LET dates for next year and send them to S Rathjen to look over. They'll then be circulated to the group. S Rathjen shared her intent to step down as PC chair at the next AGM, after three and a half years in the role. Jennifer Longstaff has provisionally agreed that she would be happy to take over the PC chair role at the next AGM. FV reminded the group of the date of the Nursery to P1 Transition event in school, on Thursday 21st June, so PSA/PC representatives can attend and set up their stall. **ACTION:** FV to confirm time.

Thanks

Finally a presentation was made with grateful thanks to Nicola Clark-Tonberg on her last ever PSA/PC meeting. We all expressed thanks for her advice, support and hard work supporting the school over the years.