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| **THE CITY OF EDINBURGH COUNCIL** | **Children and Families** |
| **Eastcraigs RGB** | EAST CRAIGS PRIMARY SCHOOL  79 CRAIGMOUNT BRAE  EDINBURGH EH12 8XF  Telephone 0131-339 7115  Fax 0131-538 7276 |
|  | Ms Jackie Reid  Head teacher |

EAST CRAIGS PARENT COUNCIL ([eastcraigspc@live.com](mailto:eastcraigspc@live.com))

**Meeting Minutes** – 24 January 2017, 18;45 – 20.15, Staff Room, East Craigs Primary School

## **Attendees:** Ms J.Reid, Ms S.Isler, Ms A.Reid, Ms N.Jeffrey, Ms S.Davidson, Ms N.Gilchrist, Ms F.Kenny, Ms A.Gordon, Ms A.Thomson, Ms C.Hinchcliffe, Ms C.Lawrie, Ms A.Norwood

## **Apologies:** Ms C.Rigby, Ms L.Wallace

## **Agenda Item 1 – Welcome & Open Actions**

The meeting was opened by welcoming everyone to the meeting. Apologies were noted from Christina Rigby and Lynne Wallace

### **Open actions from previous meetings:**

* ECPC Secretary – Alison Reid to take meeting minutes at ECPC meetings. Closed.
* Language Workshops – Head at Corstorphine is to send a powerpoint. Mel Donaldson meeting across cluster. Action to be carried forward.
* Residential Excursion – Both ECPC Chair & Ms Reid tried to contact Robin Yellowlees as well as Mr Rae, Head of Craigmount High – no response to date. Action to be carried forward.
* Residential Excursion – 2018 camp dates have been moved from the week of the Sept weekend to another week in September. Closed.
* Leavers Event – consultation with children is to begin this week. Closed.

## **Agenda Item 2 – Successes**

New standing agenda item for ECPC meeting to share positive feedback from parents/pupils with the school – please keep these success stories coming in.

Here is a selection so far and Ms Reid to share with staff team:

* P7 Assembly – thoroughly enjoyed by the children “(they were absolutely raving about it”!) and was nice for them all to be able to see it at the same time. Parents enjoyed being invited back to the classroom for tea & cakes.
* Christmas Church service – really enjoyed having all the classes singing ‘Oh Christmas tree’ in the 3 languages.
* Advanced notice of activities such as the P3 assembly is really appreciated.
* Website – P3 films of work, really nice to see.
* Feeling that East Craigs is a happy school and children talk positively about it
* Panto was enjoyed more than expected with it being in school rather than a trip
* Positive feedback from P6 learning German and P4 with French
* Community learning teams seem to be a positive exercise, especially with them being comprised of a mix of primaries.

## **Agenda Item 3 – 1 in 5 Poverty survey**

See Heads update for details

## **Agenda Item 4 – Dining Hall/school lunches**

The new hall has meant that there is now no impact on the P.E. provision (whereas before time was taken out for setting up school dinners and clearing up afterwards)

It’s a “mystery” as to why food is running out (and indeed extra food is being taxed from WHEC on a regular basis). Bizarrely, there is also a lot of waste generated as well! Ms Reid stated that the catering staff do not report into her but report to Arlene Greerson at WHEC, who is the catering manager. Ms Reid has been in communication with Ms Greerson to discuss the situation. There is a log book available to staff covering the lunches which should be used to highlight problems. The feeling is that this isn’t being utilised to its full potential and dining staff should use it to feedback more.

**Action** – Ms Reid to continue to liaise with catering manager and dining staff and monitor the situation and report back at next meeting to see if there has been an improvement.

Other lunch issues – parental request for notification of school trip to go out as soon as possible so parents don’t order a school dinner for that day.

Regarding the fact portion sizes are the same for a P1 as a P7 – nothing can be done around actual sizes as the catering staff have been trained to give an equal amount to each pupil regardless of age. It was thought that if any pupil is still hungry after their meal that they could wait to the end and be given extra from what’s left (especially since we are generating lots of waste). And possibly only give P1’s half a baked potato as they are not managing to eat a full one.

**Action** – Ms Reid to confirm whether this can be done going forward.

Online ordering will be coming in the next session so it was hoped that this would alleviate some of the problems.

## **Agenda Item 5 – School Grounds**

Several community learning groups are interested in developing the school grounds. The decisions on this will be child led.

Mrs Lewis has been in touch with Gillespie’s who have ‘loose parts’ play which consists of tyres, crates, pipes and the like that children can play with and is very popular. Concerns were raised around storage of any such equipment but other schools that have this type of thing leave it in the playground and haven’t had any problems.

Muddy areas – the question was asked as to whether these areas (bottom of playground and on the slope next to lower & upper playgrounds) could be tarmacked or covered in soft surfaces. This could be expensive but will be considered as part of the whole playground development.

P1 playground needs improving as well. The astroturf is loose and needs glued down. **Action** – Ms Reid to take investigate as the astroturf should already have been secured down.

Carol Cerden (parent @ Gillespies) was involved in raising a large amount of money for the development of their playground.

**Action** – Ms Isler to look at different funding options by getting in touch with Gillespies.

The question was raised as to what happened to the ‘outdoor stage’ that was removed as part of the New Classroom build.

**Action** - Ms Reid to contact builders as the agreement at the outset of building work was that this would be reinstated.

### **Agenda Item 6 – late addition to agenda - Social Media presence**

There has been discussion as to whether East Craigs has a Twitter feed. This would save on costs as other means of communication can be costly. Other schools in the cluster (Craigmount High and other primaries already do this).

It could be used solely by the school to send out information or combine this with interaction from parents. If there were to be full interaction, then there would need to be assurance that it would not be used to make negative comments against the school or staff.

Ms Reid will be looking for a parental contact to help take this forward

## **Agenda Item 7 – Lagganlia Fees**

It was suggested that payment dates are posted on the newsletter as a reminder.

**Action** - Ms Reid to speak to Ms McIntosh (in the office) regarding the best way for her to receive the payments and to then communicate this to parents.

## **Agenda Item 8 – Leavers Photos**

It will be possible to have a full year photo as well as the class photos.

## **Agenda Item 9 – Head Teachers Update**

* Official launch of the new games hall on Monday 19.12.16 was a huge success. It was officially opened by Cllr Cammy Day, Convenor of Children & Families Committee. The event was also attended by other local elected members, Council officers and Chairs of ECPC/PTA/Working group members. Pupils were organised into their Community Learning Teams with members of the teams sharing how they felt the new hall would support enhanced community engagement, as well as enhancing the Physical Education provision.
* Christmas Festivities were greatly enjoyed by the school community including Nursery and P1 Nativities, P2 Singalong, Choir Performances, Parties & Pantomime.
* Community Learning Teams will run until Easter- some parents supporting the teams, which is excellent in terms of developing parental engagement and partnership working. Digital Leaders are leading the whole school learning focus on Safer Internet Day which is 07.02.17. There will also be an assembly to further promote this learning focus. Community & Citizenship Learning Team are organising a Coffee Afternoon, making links with the Cookery as a Life Skill, and Performance, Teams.
* Term 3 “What Will I Be Learning?” sheets will be uploaded to the Sharing Our Learning Pages on the website. Parents & Carers will be invited to request a paper copy, should they require one.
* Scots Poetry assemblies on Friday 27.01.17, where winners of the Scots poetry competitions will perform their winning pieces. Both assemblies will be attended by Hamish McDonald (Scots Schriever) and Alice Heywood (Learning and Outreach Officer National Library of Scotland).
* Lagganlia Information Session held on 25.11.17, led by Barry Hewitt from Lagganlia was well received by parents/carers who attended. 2018 dates have been changed (was previously incorporating the September holiday) which was raised as a parental concern. Pupils will now be there from Monday 10.09.18- Friday 14.09.18 with Roseburn and Hillwood Primaries. Tom Rae, Head Teacher at Craigmount High has also written to Robin Yellowlees to express concerns re cost increase on behalf of the Cluster, but has not yet received a response. In East Craigs, there is a 85% participation rate. Cluster Primaries all to offer P5 parents & carers the chance to start paying towards the cost of Lagganlia.
* 1 in 5 Poverty Awareness Survey. The deadline was extended until 20.01.17 as there had only been 63 respondents upon return from the Christmas holidays. This extension brought about a response from 97 respondents in total. Summary report produced of % of responses and Verbatim comments. This still leaves the school in a challenging position as this is still not necessarily a representative section of the community. Key message is to ensure that “fun” activities, which are generally thought to be fund-raising events, panto trip out of school, etc should continue with optional donations/subsidies. Some of the verbatim comments are based on perceptions which need to be reversed e.g. Halloween banned due to 1 in 5, World Book Day not being celebrated. World Book Day is 02.03.17, plans are being formulated for a learning focus which will include a range of fun learning activities, as was the case last session. The suspension of some of the activities has been to offer an opportunity to gather parental views about the best way of implementing 1 in 5 in the East Craigs context, which has been communicated several times. It is not that decisions have been taken to make irreversible changes, it is an attempt an open and honest consultation.

**Action -** Meeting to be arranged with ECPC/PTA chairs to look at results to find a positive way forward in terms of calendar/subsidy of events.

*Some suggestions put forward at ECPC meeting were to alternate fund raising year by year and to agree at the start of the year what the school would be planning.*

* Consultation regarding the “Qually-” will be held on 25.01.17 with class teachers/Mrs Graham to ask children, including the current format to ensure this is considered.
* P7 Leavers’ Hoodies can be worn upon return from the Easter holidays.
* Open Afternoon planned for Monday 06.02.17 P1-2 2:00-2:45pm, P3-7 2:30-3:15pm. Parents & Carers invited to have a learning conversation with their child, completing a dialogue sheet which indicates their child’s strengths, development need and suggested next steps in learning. Achievement Folios will be used as evidence of learning, with all jotters made available at Parent/Carer consultations on 21st and 22nd March.
* Provisional Class Organisation 2017/18- meeting to be held with ECPC chairs prior to the end of February to discuss proposed model. This may not be the final position and it is sometimes deemed necessary to change the class organisation up to, and during, the summer holidays or between August and the October break.

**Action** – Ms Reid to meet with Ms Rigby&Ms Isler by end of February.

* Education City Subscription-£749.00. Includes Literacy & English, Numeracy & Mathematics, Science (Early, First & Second Curriculum for Excellence levels), Computing, Spanish & French, German not available (First & Second levels), Learn English, Free Home access for all pupils, Free online training throughout Subscription. Skills, Knowledge and Enquiry Learning.
* Strings Instrumentalist Service- Ms Sievwright is back with us until the February break when she goes on Maternity Leave. The post is being advertised as per email received from Alix Knox, Instrumental Music Service Business and Events Manager, 11.01.17. Information regarding the successful candidate will be shared as soon as possible.

## **Agenda Item 10 – PTA Update**

Upcoming events:

* Bingo night (1st Feb) – making use of the new hall to increase numbers by 30/40
* P5/6 disco 1st March
* Shopping night 3rd Nov
* Guess the number of eggs in a jar for Easter
* Another photo shoot to be held for families (same as that done prior to Christmas)
* Possibility of a Halloween party being discussed.

Future meeting dates and PTA update will be put in the school newsletter.

Have gained 2 new members.

**Action –** Request that PTA issue reminders in advance of meetings to increase their attendance and publish Minutes of their meetings via school website (PTA section)

## **Agenda item 11 – AOB**

### School Uniform

Parent concern was raised that uniform wear was slipping across the school, particularly in the upper years including not wearing indoor shoes.

**Action:** Reminder to be issued via Newsletter on East Craig uniform.

### Hall windows

It was noted at the P7 Assembly that the hall windows kept opening, making it very cold for those in the hall. This is due to the CO2 sensors activating.

**Action -** Ms Reid to see if this can be overridden or adjusted.

### P7 Shared Toilets

The male & female toilets are shared, causing some concern over the placement and discreet accessibility of the sanitary bin. It was suggested that one cubicle is labelled ‘Male’ and the other ‘Female’ but there was some doubt over the practicalities of this.

The meeting was closed by thanking attendees for their time, thanks to Ms A.Reid for taking the notes and confirmation that Minutes of the meeting will be made available via the school website us usual.

# **Next Meeting – 15th March 6.45pm**