


Campie Parent Council Meeting 11th October 2016

Attending	Laura Munro (Chair), Jenna McBirnie, Shona Blakeley (minutes), Pauline McKay (HT), Sarah Macdonald, Ross Anderson, Stuart Jackson, Ailsa Duncan, Clare Paterson, Susan Heaton, Nadine Lowrey (Vice-Chair), Alison Elgin (DHT), Tansy Main, Elizabeth Hunter, Colin Liddell, Hazel Sayers. Joined at 8pm Sara Robson (DHT)
Apologies	Richard Cooke, Mike Williams, Jackie Campbell John Williamson (Councillor)

Serial	Agenda Item	Action	Action
1.	Welcome & apologies	The chair welcomed all to the meeting and issues apologies	
2.	Minutes of last meeting	Approved by all	
3.	Matters arising	<p>Updates:</p> <p><u>School Lottery</u> Campie has been signed up to the school lottery system as defined at https://www.yourschoollottery.co.uk/ we will be provided with dedicated webpage and bespoke leaflets to advertise. Size of our community pot will depend on numbers and value of those signed up. All players will go into a national pot for £25,000. We can extend invite to wider Campie Community. £1 per week is minimum entry. Drawn every Saturday. 40% of income for school, 60% of income used for administration and prize fund. To supply company with our licence holder details</p> <p><u>Christmas Cards</u> We are piloting a new supplier as this will give us more income for less work as well as providing purchasers with more options to use the Christmas design. Card doesn't get sent home, rather it is sent direct to company and every child gets a free sample. This may generate more orders No consensus could be reached about calendars so this is a longer term project</p> <p><u>Newsletter</u> Had not been enough content for newsletter recently, though information about relevant activities (consultation and Halloween party) has been circulated as needed. Content needed for next newsletter. All to contribute where possible. Include information about school lottery and a playground update in next newsletter</p>	<p>Elizabeth/ Nadine</p> <p>All</p> <p>All</p> <p>Comms</p>
4.	Head Teacher's Report	<p>Pauline presented about Standards and Quality report 2015 – 2016. It's a reflective document capturing successes from previous session, priorities for next session and dovetails into the school improvement plan (SIP). Includes key indicators to comment on and recognizes that schools have to manage changes in education effectively while recognising the value of existing work and developments. School's aim is to embed change and always reflect best practice. There is to be a pupil version of the SIP produced, a small leaflet with key themes and headings. Pupils have been very involved in helping to decide what sort of school they'd like Campie to be and have been encouraged to take this conversation home with them. Collated responses illustrated as a Wordle:</p>	Pauline

		<p>be a cost involved with this (circa £1000 + 10% of the value of the project). Some of the big benefits of using this facility is the principal contractor is responsible for any H&S issues and also if the project is deemed to be part of ELC then we avoid any planning requirements. It also means we have access to ELC's resource base.</p> <p>In order for us to move forward Liz McLean, the Service Manager - Strategic Asset and Capital Plan Management at ELC has to decide if ELC has the man power to project manage the work – specifically the MUGA area.</p> <p>Needless to say there are a lot of hoops to jump through before work could truly commence which include the following...</p> <ul style="list-style-type: none"> • Check with council tree officer re. the feasibility of locating the MUGA next to the large tree in the area in terms of digging around it - would roots be an issue? • Consult a structural engineer re. the wall at the side of the MUGA area – would we need to underpin it? • Do we level out the ground next to the wall which may require building a retaining wall or do we build up the ground to the level of the existing wall instead – accessibility issues for pupils? • Likely we would need to dig down to check the depth of the foundations i.e. a trial pit. <p>All of the above could be carried out by ELC if they were appointed the project manager.</p> <p>We would also need funding in place so that in conjunction with the above tasks it is unlikely that any work realistically can take place on the MUGA until the 2017 summer holidays.</p> <p>With regards to getting more bike racks Mark suggested that Mrs MacKay should contact the council for funding for this. He has given us a contact that would hopefully provide good prices for them but the funding is unlikely to come from his area of ELC.</p> <p><u>Grant-writing</u> Tansy and Elizabeth have submitted an application to the Scotrail Foundation for free play. An awards for all application is in process An application to Edinburgh Airport Community Fund is being considered.</p>	Pauline
6.	Treasurer's Report	<p>There has been little activity in the account, no transactions, means no statements. Sitting at £7,500 in bank. List of pledges and restricted income: Requests for expenditure to support Halloween party, P7 camp and a gift (£30) were carried</p>	Colin
7.	Musselburgh Area Partnership	<p>A new member is required at this with utmost urgency. Nadine has had to stand down. It is an amazing vehicle for community involvement with a significant annual budget to award. If we cannot select a replacement for Nadine we will lose our seat. http://www.eastlothian.gov.uk/info/200528/musselburgh The next meeting is 28 November 2016. Meetings are once per month for 2 hours and must always be the same person. The plan can be downloaded from here:</p>	ALL – WITH URGENCY (Names to Chair ASAP)

		http://www.eastlothian.gov.uk/downloads/file/11426/musselburgh_area_plan	
8.	Tabled information	<p>Has been circulated by Chair. All to review and act where necessary and required</p> <p>Training is being offered by ELC – please book directly as per instructions in email.</p> <p>NPFS are conducting a survey on parental involvement</p> <p>Anti-Bullying consultation in progress</p> <p>Scottish Government consulting on achieving excellence</p>	All
9.	AOB	<p>Campie Clerk position is vacant – please think of suitable candidates. There are several vacant clerk positions across ELC and they are finding it hard to fill these vacancies. It is a paid position if a member of the PC or parent forum takes the paid role they will not have a vote in meetings, alternatively a member of the PC could take minutes as a volunteer (perhaps we rotate this?)</p> <p>Constitution needs updated</p> <p>Children in Need – 52 children came to meeting. Events to happen 18th November. Volunteers required</p> <p>Open door policy – looking for some clarification on this as reports from some parents in the playground are that they feel unwelcome in the school. HT will follow up with team. Initial thoughts are that the office may be having peak times where it is more difficulty to give everyone a great experience as the office's first responsibility is to school security. Feedback greatly welcomed and HT and team will see what tweaks can be made</p> <p>Classlist – a virtual school gate</p>  <p>The virtual school gate. Secure classlists, parent-to-parent communications and much more for your school community.</p> <p>Secure online class contact lists</p> <p>Events, parties, payments</p> <p>Parent Classifieds</p> <p>Classlist has been a hugely welcome change to the way class reps at our school operate. Nicky Laird, Class Rep, Drogan School</p> <p>Classlist Making Parent Life Easier</p> <p>Get started in minutes at Classlist.com</p> <p>Parent Engagement Data Protection Registered PTAUK</p> <p>An opportunity to build parent engagement with the school exists by using this free website. https://www.schoolclasslist.com/</p> <p>Free features include:</p> <ul style="list-style-type: none"> Secure parent and class messaging e-newsletter tool school run sharing map full moderation events, parties and ticketing Volunteering groups Groups for every class Parent classifieds Data protection registered No Spam 	<p>ALL = to email chair with nominations/ volunteering or suggestions</p> <p>All</p> <p>UPDATE: a poster has been added to reception to give visiting parents extra information about peak times etc</p> <p>All to research and feedback at next meeting</p>
		Shona suggests piloting this to reduce workload and increase parental engagement with parent forum. Likely to be a joint	

		<p>project between fundraising and comms sub-groups</p> <p>Parental Involvement Strategy meeting (rough notes from meeting bellow)</p> <p>Shona represented Campie primary at ELCs planning meeting to develop a Parental Involvement Strategy. Good representation from a variety of ELC staff reps from within education, including a private nursery. 4 parent reps attended.</p> <p>Various different strands to be discussed then included with an ELC strategy. Home learning Reporting Evaluation Developing school Improvement plan</p> <p>To be developed over a three year period. Original strategy dates to 2007</p> <p>http://www.westlothian.gov.uk/media/13253/Parental-Engagement-Framework/pdf/160817_-_Parental_Engagement_Framework.pdf to be a starting point for discussion.</p> <p>Clarity of communication, aims and roles Training and support to be explicit in strategy</p> <p>Legislation very specific: open door policy and parents to be welcomed into school and on the parents' terms.</p> <p>Suggestion that an Authority level handbook to be given to parents at school at start of academic year school to give top tips about how to be involved Breaking down the jargon</p> <p>Overarching principle about development and involvement to be enshrined in strategy then delivered according to HT (don't duplicate what happens already) Deliver "guide" verbally. Lead sessions at evening. Parentzone good but intangible</p> <p>Succession planning for Parent Council.</p> <p>Include headings: parental engagement versus active engagement Sets realistic boundaries</p> <p>Front of house staff give them a day to talk about being the face of the school</p>	
10	Date of next meeting	Tuesday 15 th November 2016	All