



Ormiston Primary School Parent Council

Ormiston Primary School
Meadowbank, Ormiston, East Lothian, EH35 5LQ

Subject: Parent Council Meeting
Date: 08 Nov 2017
Location: Ormiston Primary School
Chair: Jo-Anne Barron
Author: Lucy Baines
Attendees: Lucy Baines (Clerk), Ian Flory, Jill McCaul, Phil Bancroft
Other Attendees: Helen Gardyne (Head Teacher), Kirsty Dunn (Teacher)
Shamin Akhtar (Councillor), David Torrence (Minister) Douglas
Davidson (Border Embroideries)
Apologies: Amanda O'Neil, Brian Small, John McMillan, Lyndsey Black, Steph
Ross, Vicki Marr

AGM

Agenda Item:	Owner:	Time (Min):
Annual Report	Chair	As required
Constitution Review including Trustees and Parent Council Members	Chair	As required

Agenda

No.:	Agenda Item:	Owner:	Time (Min):
1.	Welcome, Apologies and Approval of Minutes	Chair	2min
2.	Focus Groups:	Lucy	10 min
3.	Parent Queries	All	As required
4.	School News/Head teacher Update	Helen	10 min
5.	Finance Update	Flo	10 min
6.	Fundraising Update	Lucy / Vicki	10 min
7.	Wider Communications / Events Update	Chair	10 min
8.	Any Other Business	Chair	As required
9.	Date and time for Next Meeting	Chair	2 min



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AGM

Annual Report

Jo-Anne presented the DRAFT Annual Report, no queries were raised, report to be finalised and circulated to the Parent Forum. **ACTION: Jo-Anne**

Constitution Review including Trustees and Parent Council Members

The constitution was reviewed:

The Parent Council agreed that the constitution requires some updates. A draft will be prepared and circulated initially to the Parent Council for comment. **ACTION: Jo-Anne / Lucy**

Trustees were reviewed:

Existing Trustees: Jill McC, Lucy B and Sonia Renton

New Trustees appointed: Jo-Anne Barron and Phil Bancroft

Appointment of Trustee process to be reviewed and any relevant paperwork forwarded to new trustees.

ACTION: Lucy

List of Parent Council Members was reviewed:

A current list is held by the clerk and a copy provided to East Lothian Council. The school blog will be updated with a list and photos of all current Parent Council Members. **ACTION: Lucy**



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MEETING DESCRIPTION

1. Welcome, Apologies and Approval of Minutes

Jo-Anne welcomed everyone to the Meeting in particular Douglas Davidson from Border Embroideries.

Apologies were received from Amanda O'Neil, Brian Small, John McMillan, Lyndsey Black, Steph Ross, Vicki Marr

The minutes from the last meeting on 22 Aug 2017 were approved.

2. Focus Groups

I. Fundraising Planning

Lucy provided an update that a new focus group on Planning for Fundraising events would be started this term. The date of the kick-off meeting is to be confirmed and then communicated to the Parent Forum to seek further volunteers. **ACTION: Lucy**

II. Transport

Open action from meeting on 22 Aug 17 -The group will refocus this academic year. **ACTION: Vicki / Helen** to reconvene Transport Focus Group.

III. Active Ormiston

A new focus group will be started in January. The aim of this group is to look at how we can provide information to the Parent Forum on local activities which children can get involved with. A focus group lead and participation sought from the Parent Forum.

3. Parent Queries

I. Uniform Supplier Issues

Following parents' concerns over delays with the uniform supplier Border Embroideries, a representative from the company joined the meeting. Douglas confirmed that recent delays were a result of a newly installed computer system. The system is now fully operational and the company do not foresee any future issues. Deliveries will be made within the published timeframe. Parents should check their website carefully for details as these change particularly in June and July. Additionally, Douglas acknowledged that communications at the time were not to the required standard and measures had been put in place to ensure people could contact the company to discuss queries.



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The Parent Council agreed to assist Border Embroideries publicise the cut off dates for orders and deliveries towards the end of the academic year (April) when it is suggested that parents order for the next academic year. **ACTION: Lucy**

The parent council also continue to investigate alternative suppliers provided they can supply the same range and standard of clothing and report back to the group. **ACTION: Jo-Anne**

II. Parking

A number of concerns were raised about parking both at the Wynd and at Meadowbank. Parents are reminded that all parking issues are to be raised with the parking wardens.

Shamin Aktar has asked for Ormiston to be added to the patrol list for parking around the school

4. School News / Head teacher Update

Helen provided updates as follows:

School Annual Report: The School Annual report will be made available on the school blog before the end of the year. In addition, the School Development Report, Standards and Quality Report and the Rookie News are all available on the blog shortly.

Learning Stories: East Lothian Framework has been updated and as such the literacy and numeracy trackers within the learning stories are currently being updated to align with the new framework. The health and wellbeing section will be relocated to the front of the learning stories and will be updated to focus on skills development framework and the 7 habits of the Leader in Me programme. Ormiston Primary School were asked by Education Scotland to share their work on Learning Stories at a national forum of best practice. The Parent Council congratulated the school on this accolade on behalf of the Parent Forum, our Learning Stories are fantastic and it is excellent for the initiatives and effort of the school to be recognised.

Leader in Me: Staff training was completed in September on how to share the 7 habits better with families. A programme of training for families will be initiated in early 2018.

Nursery Inspection: The school received positive feedback from a recent Care Inspectorate visit to the Nursery, the report will be issued to the school shortly.

Framework for Technology: This is now rolled out across the whole school. A new group of pupils have joined the Digital Ninjas whose work is evident throughout the school.



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Pupil Equity Fund: PEF funding has been achieved. This funding will be used to focus on the foundation stages of numeracy with children who need a little extra support. The first targeted cohort is currently in progress, the impact of the programme will be assessed and depending on the outcome further cohorts may be initiated.

Staffing update: Helen provided the Parent Council with a staffing update and an overview of current vacancies.

More information can be found on Twitter about other initiatives in the school such as Welcome Leaders, Senior Leaders, Junior Librarians and the new Tree of Awesomeness.

Playground Equipment: The installation of new playground equipment is underway.

Projector and sound equipment: The Parent Council have provided funds for the installation of speakers and microphones to complement the projector that was recently installed, it is hoped that the installation will be in place in time for the nativity play. This will make a huge difference for assemblies and can also be used for family film nights.

5. Finance Update

Flo provided updates as follows:

The current account holds £3253.93 (speakers and microphone costs still to be deducted)

Income during the financial year: £5517.87

Expenditure during the financial year: £1266.11

Donation to school during the financial year £7300.00

A fully financial statement will be included in the Annual report.

Accounts to be sent to the accountant for review and then submitted to OSCR. **ACTION: FLO.**

6. Fundraising

Lucy provided an update to the calendar of fundraising and social events for the forthcoming year. This will be incorporated into a flyer and distributed **ACTION: FLO.**

School calendar has been produced and feedback on the specimen was very positive. Order forms to be circulated to Parents and 200 calendars to be purchased initially, further calendars can be ordered at a later date if required.

ACTION: Phil

Parent Council extend their thanks to those involved in producing a brilliant calendar and in particular to Phil and Sharon Marr



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The Parent Council will investigate the opportunity to claim Gift Aid. **ACTION: Jo-Anne**

7. Winder Communications / Events

- I. The East Lothian Association of Parent Council is meeting on 22nd Nov. Jo-Anne will attend and feedback.

ACTION: Jo-Anne

8. Any Other Business

No other items were raised.

9. Date and time of next meeting

Tues 27th Feb 2018 7pm

Book School Let **ACTION: Lucy**