



**PINKIE PARENTS MEETING  
MONDAY 20 AUGUST AT 7PM  
PINKIE ST PETERS SCHOOL**

**Present:**

Suzanne Douglas (Chair)  
Pamela Grant (Deputy Chair)  
Marie Hartley (Treasurer)  
Louise Scott (Clerk)  
Debbie Anderson  
Wendy Barber  
Kerry Donaldson  
Cllr Andy Forrest  
Deborah Forsyth  
Joanne Friend  
Suzanne Gunn  
Harry Hughes  
Rebekah McBrierty  
Jade McCarter  
Gail McCaulay  
Michael McGavigan  
Gaynor Ross  
Morgan Scott  
Louise Smith  
Heather Young  
Zara Wynn

**Staff in Attendance:**

Sarah Ogden (Head Teacher)  
Helen Gordon (Deputy Head Teacher)

**Apologies:**

Cllr Stuart Currie  
Cllr Katie Mackie  
Cllr John Williamson  
Stephen Dishon  
Clare Morley  
Rachel Snowden

## **1. Welcome and Apologies**

1.1 Suzanne welcomed everyone to the meeting and attendees introduced themselves. Apologies were noted.

## **2. Overview of Pinkie Parents**

2.1 Suzanne introduced a paper which provided a brief overview of the role of Pinkie Parents and the roles of the office bearer's.

## **3. Head Teachers Report**

3.1 Ms Ogden provided an update to the meeting. A letter had been issued informing parents that Ms Ogden was leaving Pinkie St Peters. East Lothian Council had advised that they would soon be advertising for an acting Head Teacher role so that time could be taken to find an appropriate permanent replacement. The Parent Council have a role in the recruitment process for the permanent post and Louise would check with the Council whether this is the case for the temporary post. **(Action: Clerk).**

3.2 Mrs Rae had moved on to become Deputy Head Teacher of Prestonpans Primary School. Mrs Snowden would continue to act as Deputy Head Teacher until a recruitment exercise could be undertaken – by the new permanent Head Teacher. Mrs Snowden would continue, as she has, with oversight of the Support for Learning role with administrative cover now being provided by Sarah Watt in the office.

3.3 Mrs Ogden provided an update on staff changes for the new term. Probationer teachers Ms Higgins and Ms Cornes joined us for the start of the new year. Mr Shields had been successful at interview and was now a permanent class teacher teaching P4. Ms Watson was currently working four days a week to allow her to attend a play therapy course.

3.4 Mr Thompson and Ms Marshall were now contracted to the school as permanent members of staff and a new classroom assistant (Ms Grieve) had been appointed as well as a new additional support needs auxiliary – Mr Crolla.

3.5 Given the changes made East Lothian wide to remove teachers from nurseries two senior early years practitioners and two nursery nurses were now in the nursery on a permanent full time basis.

3.6 Our senior social worker had joined the school on a part time basis – working Wednesday-Friday – working closely with the existing arrangements in the nurture room and support for learning, supporting early intervention. This had been funded through the Pupil Equity Fund (PEF).

3.7 Also forming part of the PEF was the plan to broaden the curriculum and extend the school day for pupils who wish to – by providing classes on dance, drama and music. Specialists in these fields had been recruited from the Arts Service

following taster sessions offered last year and would be available to all pupils. Letters would follow in due course and uptake would be monitored.

3.8 Ms Ogden reminded the meeting that the PEF was allocated directly to schools (£120,000 for Pinkie this year) targeted at closing the poverty related attainment gap and was therefore based on pupils known to be eligible for free school meals. On this basis parents were asked to ensure the appropriate forms were filled and completed to ensure that the school receives the appropriate amount of funding. Louise agreed to put some information on the Facebook page to let parents know. **(Action: Clerk).**

3.9 The school had purchased a new reading scheme called Read Write Inc and would replace the Oxford Reading Tree books currently used by the school. This had been purchased following a lot of research by the school and it would provide more phonics based books for pupils. All school staff had been trained on the new scheme over the two in service days and information would be issued to parents soon.

3.10 The yearly mailshot from the school containing permission forms and a request for update contact information would be issued soon and parents are reminded to complete and return forms as soon as possible. All permission forms need to be returned to ensure children can participate fully in school activities. A newsletter would also be issued alongside information from each class.

3.11 There had been a small change to the nursery times this session – which had been made to assist staff and parents.

3.12 A lot of work had been done over the summer for the science lab with money from the Common Good Fund grant being spent. Ms Ogden would provide a breakdown and spend. **(Action: Ms Ogden).**

3.13 There had been no formal update on the proposed building work which would incorporate a new nursery building and sports hall, which would form part of the existing school building. Consideration would have to be given to access roads to the school, the use of playing fields by other organisations in the planning and the location of builder's space during construction work – which would influence any work on playground equipment. Once plans had been agreed these would be shared with parents.

3.14 The issue of accommodation for the Out of School Club was raised. Ms Ogden informed the meeting that this was a matter for the Club to liaise directly with the council on, as they managed the school-let process. As the Club reported to the Care Commission any changes to accommodation would also need to be checked with them.

#### 4. Treasurer's Report

4.1 Marie provided an update on the account – which had a current balance of £4869. £500 had to be paid to the school to cover the yearly contribution to playground equipment and around £500 which would cover the Christmas parties.

4.2 The meeting was reminded that Pinkie Parents would no longer contribute £500 towards the cost of Benmore – however P7 pupils would be provided with their leaver's hoodies – with the plan to have these by January 2019 to enable the pupils to have them for the last part of their P7 year.

4.3 To assist with the cost of Benmore parents would be reminded about the use of the Credit Union – with the capability to save money over a weekly or monthly period and money being handed into school. A reminder will be put onto the Facebook page. **(Action: Joanne and Clerk).**

4.3 Each class would also be able to apply for up to £100 for specific projects. The school would inform staff of this process. **(Action: Ms Gordon).**

#### 5. Fundraising Group Update

5.1 Suzanne thanked those who assisted at the summer fayre. Dates for fundraising events for this year would be agreed and shared as soon as possible.

5.2 Pamela had agreed to arrange the Halloween discos, with these being held on 1 November. Details of which would follow soon.

5.3 A fundraising meeting would be held on Friday, 24 August and everyone was welcome.

5.4 The uniform stall was in place – however a new rail had to be purchased. Once this was done uniform would be made available for parents to help themselves. Consideration would also be given to the storage of uniform and a group of volunteers to help manage it. This would be discussed further at the fundraising meeting on Friday.

5.5 The Easyfundraising page had been reintroduced in June – and so far we had raised over £60. Consideration would be given to the possibility of an incentive prize to encourage more people to register and use the service.

5.6 A newsletter setting out the fundraising done last year, as well as what money had been spent on and contact details had been put together and would be issued with the school mailshot.

5.7 The matter of alternating the evenings Pinkie Parent meetings would be held was discussed and it was agreed that this would be set as an agenda item at the next meeting. **(Action: Clerk).**

5.8 Pamela discussed two ideas for new fundraising events this year – including a cinema night for pupils and a Christmas craft event. It was agreed that these were both good ideas and would be discussed further at the fundraising meeting. **(Action: Pamela).**

## **6. Education Scotland Inspection Report**

6.1 Ms Ogden agreed that she would present the findings of Education Scotland's inspection report on the school to parents at a separate meeting. Looking at parental engagement it was clear that parents like to engage with the school in a number of different ways and the school had to balance this. Aspects of the report had formed part of the school's development plan which had been submitted to the council for consideration.

6.2 Ms Ogden was due to present the findings of the inspection report to the Council's education committee and once a date for this had been determined a separate meeting would be set up to discuss this and the development plan with parents, with the possibility to trialling a meeting on a different evening to gauge interest. **(Action: Ms Ogden and Chair).**

## **7. Any Other Business**

7.1 The payment of music lessons had been raised – with a letter being issued to parents at the end of last term. Louise would post an update on Facebook. **(Action: Clerk).**

## **8. Date of Next Meeting**

8.1 The next meeting would be held on Monday, 1 October 2018.

**Pinkie Parents  
August 2018**