



**PINKIE PARENTS  
TUESDAY, 26 FEBRUARY 2019 AT 7PM  
PINKIE ST PETERS SCHOOL**

**Present:**

Suzanne Douglas (Chair)  
Marie Hartley (Treasurer)  
Louise Scott (Clerk)  
Lucy Alderson  
Debbie Anderson  
Stephen Dishon  
Suzanne Gilhooley  
Suzanne Gunn  
Becca Pollard  
Gaynor Ross  
Morgan Scott  
Louise Smith

**Staff in Attendance:**

Colette Bonnar – Seconded Head Teacher  
Scarlett Palmer – Depute Head Teacher  
Georgina Cornes – P5A Teacher

**Apologies:**

Wendy Barber  
Cllr Stuart Currie  
Kerry Donaldson  
Suzanne Falconer  
Cllr Andy Forrest  
Joanne Friend  
Pamela Grant (Depute Chair)  
Cllr Katie Mackie  
Michael McGavigan  
Clare Morley  
Cllr John Williamson  
Heather Young

## 1. Welcome and Apologies

1.1 Suzanne welcomed everyone and introductions were made. Apologies were noted, as above.

## 2. Matters Arising

2.1 The following matters arising from the previous meeting were discussed as follows:

- Secondary school building – East Lothian Council were in the process of setting up a group consisting of Head Teachers and parents from the relevant primary schools to form a group to discuss the new school building. Names of interested parents had been passed to the council.
- School Improvement Plan and Inclusion Subgroups – Details of interested parents had been passed to Mrs Bonnar for dates to be set for meetings.
- Coffee mornings – The first coffee morning would be held on Friday, 1 March and information had been posted on Facebook.
- Childcare Provision – Following discussion at the last meeting a Facebook post had been placed seeking views on this. There were no responses.
- Charitable status – Becca had done some work on looking into this, including the work involved in setting up as an official charity, the statutory administrative duties which would need to be carried out as an official charity and the financial implications. There was discussion on this and it was agreed that Becca would provide a detailed paper for the AGM in April so further detailed discussion could take place. **(Action: Becca)**.

2.2 Suzanne Douglas provided an update on the recent Facebook posts and comments on fundraising events – with a post placed on Monday, 25 February providing further details to parents. It was agreed that it would be for the Inclusion Sub-group to discuss and consider how fundraising events impact on parents.

2.3 There was also discussion around the recent P7 bake sale and cake competition with some parents being unhappy at cakes being returned home. It was agreed that as this was a P7 fundraising event it would be for the P7's to consider any changes to events for next year. Fundraising within the wider community (supermarket bag packing and local cake sales) could be considered.

## 3. Head Teacher's Report

3.1 Mrs Bonnar provided her report, updating the meeting on a number of issues.

3.2 The school had recently participated in moderation within the Local Authority area – allowing staff to look at wide range of pupil's work and reach agreement on the levels being achieved. Work was also being done on the Accelerated Reading (AR) Programme, currently within use in P5-7. There was an obvious link to school library resources and the school were in the process of evaluating what was needed within the library in regards to organisation and investment. This would possibly

allow for the expansion of the use of AR to the lower school. There had also been a big impact in the use of Read Write Inc in the school.

3.3 The playground squad had attended assemblies to show pupils the new playground equipment and how it could be used. Anthony Stone was also working in the school one day a week with pupils and staff, with staff giving up their break times, to encourage play during playtimes.

3.4 Mrs Bonnar was having regular meetings with PC Smith to gain awareness of local community issues. PC Smith would be providing lessons on hate crimes to the upper school.

3.5 Support staff meetings were continuing to be held on a regular basis, allowing staff to provide feedback on any playground issues and identify any training needs.

3.6 Assemblies continued to be split between lower and upper school and this was proving to be beneficial to pupils.

3.7 Mrs Snowden and Connor and Stuart had presented at a recent Primary teachers conference on Pinkie's Health and Wellbeing curriculum which had been well received. Mrs Bonnar would be providing a presentation to a Scottish Government Improvement Collaborative this week, with a session with staff taking place this week also. The local authority were in the process of updating their framework on health and wellbeing and an audit of the school's work would be carried out. P5 would soon be working on a healthy tuck shop during snack time. Mrs Bonnar had also recently had a meeting with the Bikeability warden to discuss the programme.

3.8 P6 pupils were preparing to take part in the EuroQuiz, with other schools within the cluster.

3.9 Sign-a-long training for some staff had been completed and there were sessions for staff planned on creativity – preparing staff to plan a creative focus for lessons, which would commence next term.

3.10 All staff had recently completed asthma and allergy training, including nursery staff. The School Nurse had also been on hand to provide advice.

3.11 Admin staff meetings were now taking place on a regular basis with a focus on parental engagement, with the recent draft strategy being shared with all staff.

3.12 Improvement Officers from the Scottish Government would be assisting the school and others in the cluster on its early years play strategy – with play being introduced into P2 following staff professional learning.

3.13 Work had continued in the Secret Garden following funding provided last year. Strawberry Corner garden centre had visited to provide advice on possible next steps with a range of options being considered including a sandpit, roofed structure for reading and a fairy trail garden as well as wildlife areas. Volunteers were still being sought to attend on a Tuesday morning if possible to assist clear the site.

3.14 As part of the Pupil Equity Funding playground equipment including Loose Parts was being considered by the school.

3.15 The school had been liaising with the council on the use of tablets within the school – which would provide staff and pupils with a more effective and efficient way of posting blogs to the school website – providing regular updates to parents and the wider community. A total of 6 tablets (in addition to an existing 2) would allow for a tablet for each year group (including nursery). These had been costed at £1,620 in total which would include upkeep and maintenance. It was agreed that this would be funded and payment made to the school. **(Action: Marie)**. This could also open up further funding options, which Becca agreed to investigate further. **(Action: Becca)**.

3.16 Mrs Bonnar was currently looking at the whole school estate and identifying what areas of improvement could be made, given the school's end year budget. This would include play materials, breakout rooms, blinds and inclusive classrooms.

3.17 In staffing, Ms Palmer had joined as the new Depute Head. An advert for the Head Teacher post would be placed on Friday, 1 March with the Parent Council having a role in the recruitment process. The PE specialised post had been filled till the end of the year on a temporary basis. Mrs Gordon was preparing to teach P2 with Ms Wood's last day being 7 March before her maternity leave. Mrs Bonnar was attending a meeting with the council on 1 March to discuss pupil and staff projections for the new academic year which would then allow her to plan teacher allocation and the number of classes.

3.18 Council officials were meeting on 28 February to discuss the nursery build plans, with an update being provided at the next meeting.

3.19 The Council had prepared a communications policy template for schools and the all staff would be involved in the creation of this. There was discussion around the Pinkie Parents Facebook page and how this is used to communicate messages from the school and Pinkie Parents. Suzanne and Louise would consider this further. **(Action: Suzanne and Louise)**.

#### **4. Treasurer's Report**

4.1 Marie provided an update on the account, which had a current balance of £4,510. This included a recent cheque from easyfundraising of £69.23, with a further cheque for around £100 to follow soon. All outstanding payments had been made.

4.2 The accounts would be processed for auditing and a full report prepared for the AGM.

4.3 Mrs Bonnar updated the meeting that she had successfully negotiated the donation from the Edinburgh Marathon Festival (EMF) covering this year and last.

## 5. Fundraising Update

5.1 A fundraising meeting would be held in the next few weeks to discuss plans for the EMF stall and summer fayre.

5.2 Pamela would also consider further plans for the Easter craft events

## 6. ELAPCM Update

6.1 Suzanne provided an update from the recent East Lothian Association of Parent Council Members (ELAPCM) meeting. There had been an ask on Parent Councils to promote the sign-up to and the use of SchoolPay for the payment of school monies as well as the ordering and payment of school lunches. It was agreed that Suzanne would contact the Council to try and identify which families had not signed up and whether the account details and unique codes could be reissued to assist families in signing up to the system. Consideration would also be given as to how we could promote the system to parents at parent's evenings and P1 transition events. **(Action: Suzanne).**

6.2 Promotion of free school meals was also discussed, given that the PEF which schools are provided with is based on the number of children signed up. Again consideration would be given as to how Pinkie Parents could assist. **(Action: Suzanne).**