



**PINKIE PARENTS MEETING
MONDAY, 5 JUNE 2017 AT 7PM
PINKIE ST PETERS SCHOOL**

Present: Susan Harkins (Chair)
Suzanne Douglas (Vice-Chair)
Wendy Barber (Treasurer)
Louise Scott (Clerk)
Shirley Bailey
Stephen Dishon
Cllr Andy Forrest
Deborah Forsyth
Suzanne Gunn
Clare Morley
Lyn Rintoul
Morgan Scott
Jennifer Yeend

Staff in Attendance: Sarah Ogden (Head Teacher)
Helen Gordon (Deputy Head Teacher)
Hazel Rae (Deputy Head Teacher)

Apologies: Cllr Stuart Currie

1. Welcome and Apologies

1.1 Susan welcomed everyone to the meeting. Apologies were received from Cllr Stuart Currie.

2. Minutes of Meeting: 24 April 2017

2.1 The Minutes were agreed.

2.2 Louise proposed that the minutes of meetings could be cleared by email, rather than waiting until the next meeting – allowing minutes to be approved and published more quickly and therefore providing up to date information to parents. This was agreed. **(Action: Louise)**.

3. Head Teachers Report

3.1 Ms Ogden provided an update on staffing for the new school year. Interviews had been held today to recruit three new teachers and one 18 month maternity cover post. Decisions would be made soon to allow the new teachers to meet their new classes at the transition day on Tuesday 13 June when all pupils meet their new teachers.

3.2 Mrs Burbanks had decided to take a career break following her maternity leave and would therefore return to school in February 2019.

3.3 Ms Wood's maternity leave would commence on the second last week of term, with maternity cover being provided by Ms Tourney. Ms Tourney will continue to teach P1B in the new school year, with Ms Wood returning from her maternity leave in the early spring.

3.4 Mr Marshall will be leaving the school at the end of term.

3.5 Mrs Ogden confirmed the following classes for the new term:

- 3 P1's
- P1/2
- 2 P2's
- 2 P3's
- 2 P4's
- 2 P5's
- 2 P6's
- 2 P7's.

3.6 There are 70 P1 children starting in August, with an additional 20 children joining other year groups, mostly due to families moving to the area.

3.7 The first of the nursery/P1 transition events had been held, with further events being held on 6 June, 12 June and 14 June – the latter in which pupils will attend an assembly by the current P1's on their experience of school, meet their teachers, spend some time in their classrooms and then have a snack in the dinner hall – allowing them a small experience of the canteen environment. During this time parents will be able to stay in the canteen where a number of stalls providing information on the different aspects of school will be available. Information on free school meals and uniform allowance will also be available on the day. The current P1 pupils were also developing videos, providing their views on starting school. These will be added to the website.

3.8 P1 children will be at school all day from their first day, rather than the phased transition which has happened over the last few years.

3.9 The Primary 7 Leaver's Assembly will be held at 1.15pm on Thursday 29 June with their leaver's party being held that evening.

3.10 Planning was underway for the grand opening of the new school building on 20 June, with local band Altered Sky performing on the day. Further information would follow.

3.11 Work was also being done with the Art Service on producing a mural or art installation using photos of pupils and incorporating the school values. More information would follow soon.

3.12 Discussions had been held with some members of Pinkie Parents on the school's Development Plan. This had been a useful self-evaluation on how Pinkie Parents and the school interacts and engages with parents. A promotional video had been filmed and would be added to the website in due course.

4. Treasurer's Report

4.1 Wendy provided a report on the income and expenditure of the account, with a balance of £4,264,90, as at 5 June 2017. Funding of £1,300 for the science lab and £400 for the nursery outdoor space had been agreed, however final fundraising request forms were still being prepared.

4.2 A fundraising application from P4B had been received for litter pickers costing £41.95. This was agreed.

4.3 Funding of £1,000 had previously been agreed to cover playground equipment, including the decoration/painting of the playground. It was agreed that pupils would be asked to produce designs and parents and volunteers be asked to paint. Local art clubs would also be approached for their assistance.

4.4 It was agreed that an annual commitment of £500 would be provided to allow playground equipment to be replenished on a regular basis.

4.5 An application had also been made to the Common Good Fund for the science lab – the meeting for which is being held in late June.

5. Fundraising Group Update

5.1 Suzanne provided an update on the school fair, which is being held on Saturday 24 June. The second of the dress down donation days for the tombola was being held on Friday 9 June, with nursery children dressing up.

5.2 T-shirts were being provided for the day for Pinkie Parent members/volunteers so they could be easily recognisable on the day and at other events.

5.3 Requests for donations for the raffle prizes had been issued to local businesses. A request had also been placed on the Facebook page. Raffle tickets would be provided to pupils w/c 12 June to sell.

5.4 Volunteers were required for setting up the hall on the afternoon of Friday 23 June. A post would be placed on the Facebook page. **(Action: Louise)**

5.5 The next coffee morning would be held on Friday 9 June at 10am and would be used as an opportunity to discuss plans for the fair.

5.6 There was also discussion around holding a cheese and wine evening as a way to encourage more parents to interact with Pinkie Parents in the new term. Further details would follow.

5.7 A survey was being developed to gauge parent's views of Pinkie Parents, including what activities parents would be happy to assist with, with a view to putting together a database of parents who are interested in helping at events, attending meetings or in other ways.

6. School Improvement Plan

6.1 As previously discussed, a session had been held to discuss the school improvement plan – specifically around involving parents.

6.2 There had also been some discussion around the development of a Pinkie Parents app, providing info on parents on what was going on in the school. It was agreed that this would be discussed with Val McIntyre at East Lothian Council. **(Action: Suzanne)**

7. Data Protection Policy

7.1 Following discussion on the school improvement plan, it was agreed that a Data Protection Policy was required in regard to the personal information that Pinkie Parents held. This was based on a template provided by the Scottish Parent Teacher Council.

7.2 The document was approved and it was agreed it would be held and updated on a regular basis.

7.3 There was also discussion around the members who had the appropriate PVG checks, specifically when volunteering at the school discos. Advice from East Lothian Council was that a toolkit could be provided by the school and costs would be met from the Pinkie Parents budget. It was agreed that further discussion would be held on whom should be PVG checked. **(Action: Susan and Suzanne)**

7.4 There was also discussion on which members had received appropriate training. Any dates on training events would be circulated once available.

8. Information Round-up

8.1 Members were reminded of requests for information, including a consultation on school session dates for 2018/19, the online school payments project and the bikeability project.

9. Any Other Business

9.1 A pupil made a request for leaver's hoodies to be available for future P7's when leaving Pinkie. It was agreed that due to the amount of fundraising being held specifically for P7 then this is something that pupils could hold a sponsored event for. Pinkie Parents would consider subsidising any additional costs, if necessary.

9.2 Shirley asked for an update on the P7 yearbooks. Due to a postal error the memory stick with the material for publishing had been lost. The school was now liaising with the printing unit at East Lothian Council who will produce the year books for this year.

9.3 There was also discussion around the development of an emergency contact sheet for events being held outwith the school day, following the Edinburgh Marathon on 28 May. It was agreed this would be done. **(Action: Suzanne)**

9.4 The meeting also paid thanks to Shirley for her seven years as a member of Pinkie Parents.

10. Dates of Meetings for 2017/18

10.1 Meeting dates for 2017/18 were proposed, as below. There was discussion on the timing of the AGM, to provide for a more effective handover to new office bearers in the new school year. It was agreed that the constitution would be checked and updated if necessary to allow for this. **(Action: Louise)**

Monday 21 August
Monday 2 October (Provisional AGM)
Monday 13 November
Monday 15 January
Monday 26 February
Monday 23 April (AGM)
Monday 4 June