

**PINKIE PARENTS
MONDAY, 29 AUGUST 2022 AT 7 PM
PINKIE ST PETERS SCHOOL**

Present:

Pamela Grant (Chair)
Gaynor Ross (Vice Chair)
Stephanie Ng (Clerk)
Hiba Khawaja
Obaid Khawaja
Pete Duncan
Dan Fyffe-Jardine
Mihaela Alupe
Robert MacKay
Carol Brown
Suzanne Douglas
Doug Broadley
Graham MacKenzie
Cllr Shona MacIntosh

Staff in Attendance:

Colette Bonnar (Head Teacher)
Helen Gordon (Depute Head Teacher)

Apologies:

Wendy Barber (Treasurer)
Sarah Ward
Kirsty Clark
Lyn Rintoul
Suzanne Falconer
Cllr Cher Cassini
Cllr Ruaridh Bennett
Cllr Andy Forrest

1. Welcome and Apologies

1.1 Pamela welcomed everyone to the meeting and apologies above, were noted.

2. Matters Arising From Previous Meeting

2.1 There were no matters arising from the previous meeting.

3. School Extension Update (Graham Mackenzie - Extension Project Manager)

3.1 Graham MacKenzie presented slides on the progress of the new nursery and gym hall with those at the meeting (please see attachment.) These include lists of what has been completed so far.

3.2 The new nursery building is currently delayed by about 10 weeks, but Robertsons are trying to catch up. Some of the utility companies were working behind schedule, which is just something that happens unfortunately, but all cables are now laid so Robertsons can crack on.

3.3 During the summer there was a lot of tidy up work going on as well as laying foundations and adding a fire escape to the pavilion so it can be used for the Out of School Club.

3.4 The piling has now been completed and the next job will be to form the foundations of the nursery.

3.5 The concrete has been laid for the new sports hall, so we can now see the size of it.

3.6 The steel should arrive in 5-6 weeks and then the buildings will go up very quickly.

3.7 The interior and exterior design has been completed, but Robertsons will double check this with Colette in the coming months.

3.8 The kitchen alterations have fallen behind schedule due to some problems with the gas. The kitchen units will be going in and fitted this week and then it will be able to be used.

3.9 The link road is still waiting for a pump from Scottish water, which should have arrived 6 weeks ago, and then the wall on Pinkie Road can be knocked through to create the through road.

3.10 Football teams use the school fields regularly for training and it was asked whether the area near the trees, where people park their cars, could be paved.

Graham replied that it is not part of the current project but the costing can be looked at with the possibility of taking it forward as another project. Robertsons are first concentrating on the landscaping around the extension, including the new nursery playground and a revised P1 area.

3.11 Once the under building has been completed Robertsons will have a better idea of a completion date.

3.12 The extension work is definitely worth it and it will be very exciting to see it once completed.

3.13 The current nursery will become two classrooms again, and new windows will be put in, as well as in the older part of the school.

3.14 It was mentioned that two bats were sighted during the extension work and as they are a listed species they had to be carefully moved to another location using special bat boxes. Graham can pass on the information of where they have been relocated to if there was any interest.

3.15 The configuration of the extension clipped the end of the bike sheds meaning they will have to be relocated elsewhere, most likely at the back of the school. Councillor Shona McIntosh believes there is money available from the council for bike shelters and she will look into this and forward on any information to Graham. **(Action: Shona)**

3.16 The footpath near the reception is being re-done and it is now taking shape.

3.17 There is some money left from fundraising a while ago that could go towards playground equipment, and Graham can provide costs and who to contact about it. It was added that if the Parent Council raise the money needed and then provide it, they would also need an insurance policy to cover it, as the council were then not liable to fix the playground if anything happened to it. Graham said that nothing can be added on to the contract now but this can be looked into at a later date.

3.18 Graham Mackenzie will give a further update at the next Pinkie Parents meeting.

4. Head Teacher's Report

4.1 Mrs Colette Bonnar gave her report and updated the meeting on a number of issues.

SIP (School Improvement Plan)

4.2 Usually a member of staff will cover the SIP part of the agenda, but Mrs Colette Bonnar will give an overview today. Children will be coming along to share their involvement in the SIP at a later date.

Health and Safety

4.3 There is a huge risk assessment being undertaken right now. Robertsons have extra staff in and there are cement trucks in and around the school. Safety is paramount and there are lots of school staff around, especially around play times to keep the children safe. The children love watching all the action going on with the building work and it has created amazing learning opportunities. The school is taking lots of photos of all the progress.

Kitchen Upgrade

4.4 The delay to the kitchen upgrade is unfortunate and not the schools fault. It should be completed the middle of next week and then the school will communicate with parents / carers that hot meals are back on the menu.

E-Coli Information

4.5 Information on e-coli, including FAQ's, was sent out to all parents in East Lothian Council.

Learning and Teaching

4.6 There are 11 new members of staff at Pinkie. The recruiting process took a long time and was started last February. The number of classes have risen from 17 to 19, and the music room and science room have become classrooms with brand new furniture. The increase in classes means a reduction in class size which is good news as some were up to 33 children last school year.

Curriculum

4.7 There are three deputies at Pinkie. Mrs Helen Gordon oversees Primary 1 and 2, Mrs Rachel Snowdon oversees Primary 3 and 4 and Miss Scarlett Palmer oversees Primary 5,6 and 7. They all have a clear focus on working with the teachers through attainment meetings and forward plan discussions.

4.8 The curriculum is developed in line with "Pinkie Plays" which is overseen by Mrs Helen Gordon.

Newsletters

4.9 The school is getting together a years worth of dates which include events like World Book Day, class assembly, sports day etc so people can plan in advance.

4.10 The newsletter will include these dates, but some will be subject to change.

4.11 Parents/carers evening will take place within the school building.

4.12 The school is asking for parent volunteers to come into the school to help with things like reading aloud, listening to reading, helping with phonics etc.

Transition

4.13 The current P7's will go to "Wallyford Learning Campus" next August for S1. A new headteacher has been appointed and she will start after September.

4.14 The "Associated School Group" which is a group of headteachers from East Lothian Council will be coming into the school to look at the transition period as well as discussing the PEF (pupil equity funding).

4.15 Specialised youth workers have been into the school to discuss who can help the children who are struggling after lockdown and have challenging behaviour. The curriculum is looked at to see what can be offered to them and seeing what alternatives there are to the classroom, which may not be the best place for them to learn.

Staffing

4.16 A new SEYP (Senior early Years Practitioner) called Beverly started in the nursery during the summer holidays (the nursery was still open due to the provision hours.)

4.17 There are adverts out for more supply teachers, an attainment teacher and two classroom assistants.

Questions

Staff Count

4.18 Including auxiliaries there are 52 members of staff and 26 teachers, including probationers and class share.

4.19 Mrs Dixon, who is a principal teacher, does non-contact class time with a focus on numeracy. There is also a music specialist who comes in on a Tuesday and a PE specialist who comes in on a Monday, Wednesday and Friday. There is no need to extend the specialist time just now. It was noted that there is not much time spent with the music specialist, but all primary teachers will be able to also deliver music lessons. The timetable is looked at to make sure all classes (P3 and above) get the same amount of time with the music specialist.

4.20 P1 and P2 do not have specialist intervention, and the class teacher will deliver all lessons. There is also no need for non-contact class time as the children are dismissed at 2:45pm.

4.21 Music sessions and music tuition takes place in the dance studio.

Number of children per teacher

4.22 The maximum number of children in a P1 and P2 class is 25, P3 is 30 and P4 and above is 33. A composite class cannot have more than 25 children.

4.23 Class projections are given to the council each year and the school needs to have spaces for the catchment area. The numbers are then looked at, and then the role increased. The council can see the developments which are taking place, so will forecast what will happen. Pinkie is currently lucky with their numbers and amount of classes.

4.24 The number of children per class was decreased this year, it was challenging to have such large classes last year.

4.25 Going forward, the current nursery can go back to two classrooms and other spaces can be found if needed, such as the library and learning support area. This would mean a loss of facilities, but the school needs to see what space is needed more than others and then being creative with it.

Communication

4.26 There are plans to go onto the parent portal, which is a new way to communicate from the office which is being rolled out across the county. Information about this was sent out in June, although this is also for the new parents who have joined this August. Mrs Colette Bonnar will find out how and when the new parents/ carers can sign up and then feedback. **(Action: Colette)**.

4.27 The P7 to P1 buddy letter which was handed out in June received great feedback. The e-Book on the teachers was also praised, and this is pinned on twitter and the link will be sent out this week on the newsletter.

4.28 Some buddies in the school have met, but not all.

4.29 It was suggested to add a “sample of a school day” to P1 transitions, as it would be nice to know what was going on and when. The school website also lists times of break, lunch etc.

4.30 The “Meet the Teacher” event will also run through a typical day at Pinkie. If a parent/carer are unable to make this event then they would be able to talk to the teacher via a phone call.

4.31 An email went out to set up SchoolPay, and the office admin can help with this if needed. Some of the parents haven't received emails about milk money or choosing lunches and Mrs Colette Bonnar will look into this. **(Action: Colette)**

4.32 There has been a delay by the Scottish Government in providing free school lunches to all pupils. Currently only P1 - P5 get free lunches.

4.33 It was suggested to have a glossary of “buzz” words attached to the minutes.

5. SIP (School Improvement Plan)

5.1 Mrs Colette Bonnar provided an explanation of the SIP (School Improvement Plan). This is an annual data-driven document created by the school to set targets for the academic year ahead.

5.2 Mrs Colette Bonnar met with the Pinkie Parent office bearers to discuss the SIP.

5.3 Primary 1, 4 and 7 are looked at as this is when the children should achieve certain levels (early, first and second), although all learners are different and some achieve these levels earlier or later.

5.4 There will be a big push on writing this year, and the school will be using a writing program devised by Steve Graham and overseen by Mrs Rachel Snowdon.

5.5 Area 3.2 which is "Raising Attainment and Achievement" was graded as "weak" which is a disappointment, but a reflection on what has been seen these past few years.

5.6 The number of P7's achieving second level really dropped last year, with interrupted learning due to COVID being a factor.

5.7 P1's improved very slightly in writing, but there was a big improvement in listening and talking which could be down to the increased time spent on oral storytelling, and parents and carers can help with this.

5.8 The school is particularly focussing on P4's and P5's with regards to writing this year and the teachers will be doing a project on writing to hopefully gain some improvement.

5.9 The school have tracking meetings that look at the data to see which child is on track and which child is not and then discuss what will be done about it, such as an increase in support.

5.10 Children can be referred to mental health if needed, which is linked to the council. Social work can also get involved as well as CAHMS, and this is all overseen by an educational psychologist. Families can be struggling, there could be hidden poverty due to the price increases etc. The class teachers are there to help as well.

5.11 There is already an age and stage appropriate health and wellbeing program that Edinburgh took on and is now being used within the whole of East Lothian. It helps to build resilience for now and for the future and is looked at within assemblies and the classrooms.

5.12 One aspect of the SIP will be looked at in further detail at each Parent Council meeting.

PEF (Pupil Equity Funding)

5.13 Any children on free school meals entitlement due to finances gets money for the school, and the school is then tasked with using this money to close the attainment gap.

5.14 This year the school are introducing forest school, this will be funded using PEF. Mrs Wilson is currently training on this and will roll out training across the staff team. This will not be a full time forest school, children will attend sessions and parents will be notified if their child is part of this. It is designed to target children who would benefit most from non traditional classroom settings.

5.15 There is currently an advert for an Early Years Practitioner for nurture work. This will be overviewed by Ms Wilson.

Leadership at all levels

5.16 There are “Pinkie Champions” in the school which are teachers who take on a different area of the curriculum and focuses on it, for example Miss Thomson focuses on “Eco Schools”. The school is looking into how the parent body can help with this.

5.17 This week the children will be voting for House Captains as well as for the JLT (Junior Leadership Team).

5.18 The school is making lots of good progress, and although it is disheartening to hear that it was recorded as “weak” in one of the areas, the school is working hard in moving forward.

5.19 The SIP has been approved and can be published on the website anytime.

5.20 If a parent wishes to volunteer then they can email the school office, or let the teacher know at “meet the teacher” where there will be a sign up sheet as well as a feedback sheet. The class teacher should be able to say what the class is in need of the most, like reading, doing a story time or using puppets etc.

5.21 School can be a scary place for some parents, and the school does have an adult in place who does parental engagement work.

5.22 If someone wishes to get in contact with the school or the class teacher than email admin@pinkie-st-peters.elcschool.org.uk and it will be forwarded on to the correct person.

6. Treasurer’s Update

6.1 The treasurer's update was sent by email on 26th August 2022 from Wendy and read out by Gaynor at the meeting.

6.2 The opening bank balance is £2922.30

6.3 The income is as follows:
£65.70 from Easy Fundraising
£188 from East Lothian Lottery
£250 from EMF marathon donation
£504.14 from the marathon/sports day stalls profit

6.4 The expenditure is as follows:
£988.44 for P7 hoodies (This takes into account the money received from parents/guardians: Money given to Image Scotland is £1,742.19 and money in from parents/guardians is £753.75)

6.5 This leaves the bank balance at £2.941.70

6.6 The parent council fund one P7 hoodie per child, and there are more P7's this year, so the total cost was higher. The hoodies are done by "Image Scotland" who have done the hoodies for the past 5 years, and who agreed to hold the price for us from last year. It was suggested to maybe part fund them next year.

6.7 It was suggested to maybe have a stall at the parent consultations to sell left over stock.

6.8 Commitments for the coming year include P7 hoodies and a Christmas gift of a book per child.

6.9 Pinkie Parents were unable to fundraise as much as usual last year as they were unable to hold their usual summer fair and the marathon stall was in a less obvious place meaning not as much stock was sold.

7. Fundraising Update

7.1 Due to hidden poverty the parent council need to be mindful of asking for money.

7.2 It was suggested to hold a Halloween disco this year which will be split into P1-2, P3-4, and P5-7. The suggested ticket price of this is £2.50 per child. Sam, who has run the Halloween disco in the past, has put up her price by over £100, and so the parent council need to get the balance right. It will cost more if the disco is held off site. It was mentioned that it is pandemonium at pick up times after the disco so Pinkie Parents need as many parent volunteers as possible.

7.3 Pamela and Gaynor currently take on all of the fundraising events, and parent volunteers are needed or else the events will not go ahead. A task list will be made

and communicated, as everyone has different things they are comfortable with doing.

7.4 Another suggestion is for a Christmas Craft morning where parents will be asked to each run a table. The children will move around and make decorations etc. This could be done early December and people could donate if wanted.

7.5 The children will be designing their Christmas cards in September for the Christmas card fundraiser. It is being done early as the parent council will then receive more commission from the print company.

7.6 If anyone has any ideas on fundraising then please speak to Pamela in the school playground or message her.

8. Any other Business

8.1 There was no other business.

10. Next Meeting Date

8.1 The next meeting date is Monday 10th October.

Pinkie St Peter's Primary School



ED-475 Pinkie PS New Nursery and
Games Hall, Classroom Extension

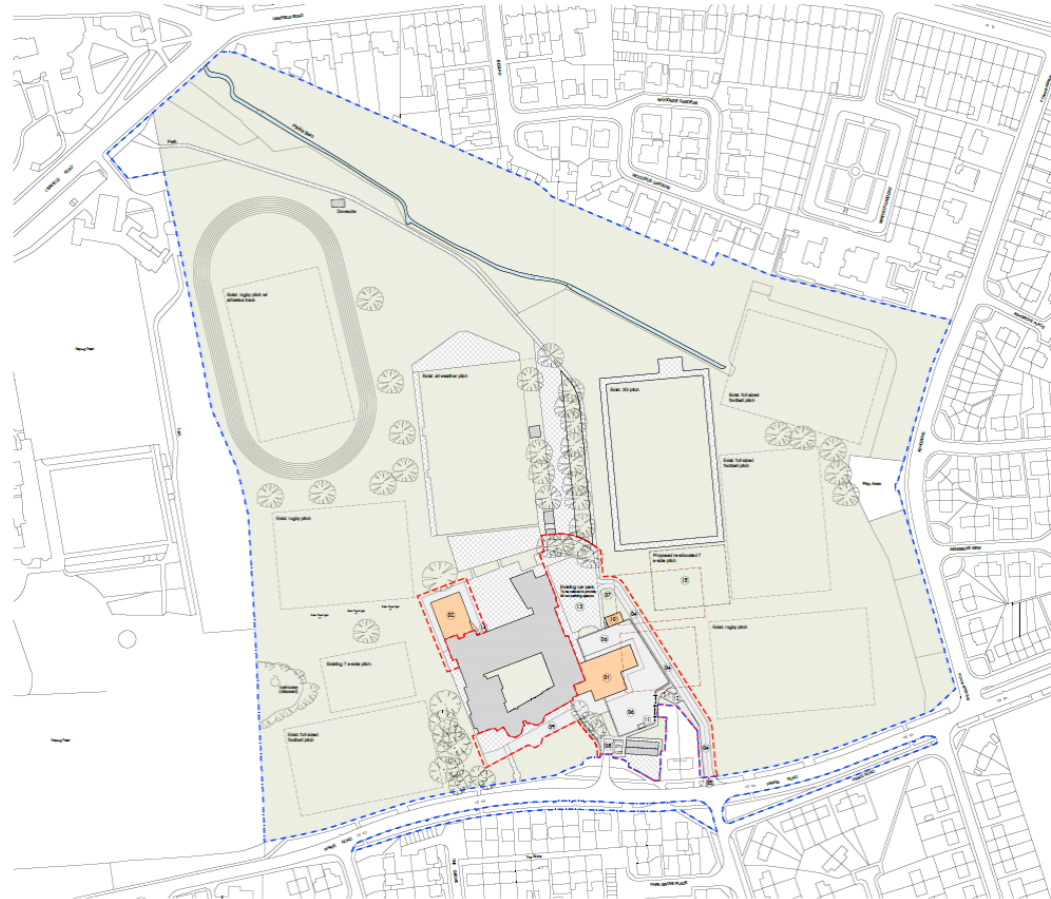
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Pinkie St Peter's Primary School



ED-475 Pinkie PS New Nursery and
Games Hall, Classroom Extension

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Pinkie St Peter's Primary School



ED-475 Pinkie PS New Nursery and
Games Hall, Classroom Extension

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Summer works



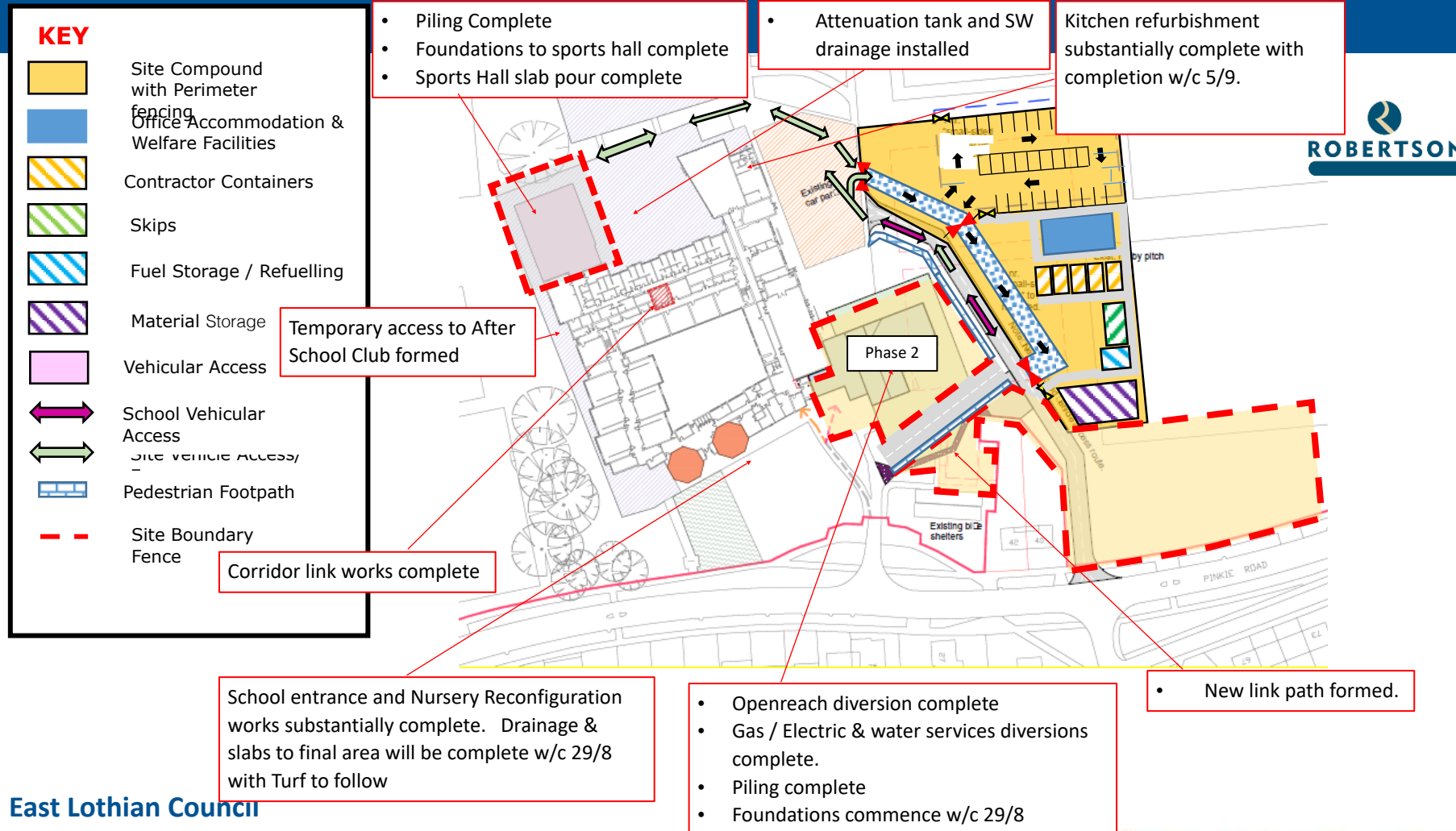
- ✓ Link corridor complete (some minor decoration to attend to)
- ✓ Temporary partition and fire escape formed in the after-school club. (permanent design being progressed)
- ✓ Heating pipework linking sports hall and nursery extension installed, pressure tested and insulated with ceilings reinstated.
 - Water test will follow later in programme.
- ✓ Kitchen pot wash area complete and in use.
- ✓ Main kitchen completion will be w/c 5th September.
- ✓ Footpath works where available complete.

Pinkie St Peter's Primary School



ED-475 Pinkie PS New Nursery and Games Hall, Classroom Extension

August 2022



Pinkie St Peter's Primary School



ED-475 Pinkie PS New Nursery and
Games Hall, Classroom Extension

August 2022

Sports Hall



- ✓ Pre Augering complete
- ✓ Driven piles complete
- ✓ Foundations and underbuilding to sports hall complete.
- ✓ Slab pour to sports hall being poured today.
- ✓ Lobby area founds etc. to follow
 - This area has been left to maintain access to pavilion as long as possible.
 - Foundation s will be installed prior to steel. (at this point there will be no access through these doors)
- ✓ Bat relocation planned with ecologist 8th September.
- ✓ Canopy removal and glazed screen removal will follow steel install.
- ✓ Attenuation tank and associated SW drainage installed.

Pinkie St Peter's Primary School



ED-475 Pinkie PS New Nursery and
Games Hall, Classroom Extension

August 2022

Nursery building

- ✓ Openreach diversion complete.
- ✓ Piling
 - Pre Augering complete
 - Driven piles planned for completion Friday 26th August
- ✓ Site clearance and Foundations
 - Reduced dig / blinding and pile cut off w/c 29th August
 - Foundation installation will follow.



Pinkie St Peter's Primary School



ED-475 Pinkie PS New Nursery and
Games Hall, Classroom Extension

August 2022

External works to Nursery



- ✓ Majority of reconfiguration works are complete, we have the “civils” aspect of the P1 side to complete. Our focus has been on the slab prep/pour at the sports hall and as a result we will complete this area w/c 29th August.
- ✓ The embankment is reshaped and was to be grass seeded, but due to time of year for this to properly establish Robertson's have decided to turf the area instead. This turf will be placed following completion of the groundworks.
- ✓ New fence line and gates installed at school main entrance side.
- ✓ New gate to P1 side in fabrication and will be installed as soon as delivered.
- ✓ Footpath from Pinkie road reconfigured and surfaced (as far as practicable due to new access road being incomplete)
- ✓ New pavements and access drainage installed at school main entrance.

Pinkie St Peter's Primary School



ED-475 Pinkie PS New Nursery and
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August 2022

Interior and Exterior Finishes



ELC Interiors and Design team will be setting up meetings with the school over the next few months to forming working groups to confirm requirements for;

- Finishes and Loose Furniture.
- External Landscaping needs and Layouts.

Pinkie St Peter's Primary School



ED-475 Pinkie PS New Nursery and
Games Hall, Classroom Extension

August 2022



Questions