

CORNBANK PRIMARY SCHOOL PARTNERSHIP

Minutes of Meeting on Tuesday 22 November 2016 at 6.45 p.m. at Penicuik High School

Present

Susan Allen (Parent)
Gillian Cairns (Parent)
Andrew Drysdale (Principal Teacher)
Yvonne Gemmell (Acting Head Teacher)
Laura MacGregor (Parent)
Diane McMullan (Parent)
Claire McEwan-Muir (Parent, Chair)
Alasdair Sprott (Parent)
Jenny Sprott (Parent)
Lynsey Stevenson (Depute Head)
Vicki Watson (Teacher)
Trish Watt (Parent, Treasurer)
Lynsey Weir (Minutes Clerk)
Lyn Young (Parent)

Apologies

Lucy Brown (Parent)
Lynsey Crawford (Parent)
Katrina McDonald (Parent)
Samantha Murray (Parent)
Pauline Pender (Parent, Vice Chair)

ACTION

1.0 WELCOME AND APOLOGIES.

Claire McEwan-Muir opened the meeting by welcoming all. Apologies were noted as above.

2.0 APPROVAL OF PREVIOUS MINUTES.

Minutes 11 October 2016

- 1) Jenny Sprott confirmed that the school agreed to pay £1 per pupil for the Olympian day. A cheque for £250 was agreed, Trish Watt to action.

3.0 SCHOOL MATTERS.

Staffing:

- Staff absences
- SfL
- Mrs Bowen returns in January
- Mrs Cameron still to be confirmed
- Mrs Chatham's maternity cover has been filled - Mr John Deed
- Fixed term LA post also due to be advertised
- Students finish this week
- Work experience pupils from PHS next week

What's Been Happening:

- Drumming for P3, P4, P6 and P7
- Science Ceilidhs
- House Treat for winning house
- Harvest Assembly and donations to food bank
- Halloween Discos
- P1 Reading Talk
- P6 Sex Ed Talk

- Introduced Tea with HT/DHT
- P4 Assembly
- French student
- Literacy Week
- Parent Consultations
- P7's visit PHS
- Special Golden Time
- Mrs Stevenson to VL Conference
- Olympic Visitor - Caitlin McClatchey
- P5 Assembly
- Coffee Dens
- Nursery Sharing the Learning
- Launch of the Big Bedtime Read in Nursery and Sharing the Learning
- Newsletters issues/New LOLs
- Mrs Chatham's baby shower
- Chess Club
- Children in Need and Universal Children's Day
- Science Training
- P7 Smoke Free Homes Project
- Pupil Voice Groups
- P1 Enrolment
- P7 pupils performed at Usher Hall
- Penicuik Youth Band visit
- P1/P7 dental checks

Sporting Events:

- P4 Swimming
- P5 Skiing
- P6/7 Girls Football Festival
- P6/7 Boys Football Festival
- Bikeability for P6 pupils at LHSC
- Rugby Sessions every Monday for P5/6, P6 and P7
- Hockey Festival for P5-7
- P1 Orienteering in school grounds
- PE Specialist Visit
- Rugby Festival on Friday

Trips:

- P4 Trip to Roslyn Chapel - Science Festival
- P7 Pentland Hill Walks
- P5/6 and P6 New Lanark
- P2 Trip to Mining Museum - Mine Craft

Key Events Next Month:

- Scots Week/Ceilidhs
- Rookie Rockstars
- Christmas ☺

Financial Support:

- Rookie Rockstars £1 per pupil
- Olympic Visitor £1 per pupil

- Generation Science - £1665 (approx £5 per pupil)
- New T Shirts for Sporting Events

Property News:

- New lighting fitted in August throughout the school - painting of ceilings during October break
- More painting scheduled for February break
- Blinds for new roof skylights were fitted on Friday
- School - an official Fire Audit - fire doors being fixed
- Also we requested a Fire Risk assessment - ongoing work to be completed
- We are planning Fire Warden training next year for all staff
- Outside carpark lighting is being fixed

4.0 TREASURERS REPORT.

- 1) The current bank balance is £1,178.41.
- 2) Trish Watt ran through current expenses:
 - Rookie Rockstars – Awaiting invoice.
 - Olympian - £300 cheque.
 - Camera – Awaiting invoice.
 - Planters - £235 to be paid outstanding.
 - Sports T-Shirts (class set) – Awaiting invoice.
 - Coffee Den Flasks – ongoing.
 - Science visit – next year.
 - Nursery Halloween – Paid.
 - Christmas Fair Class Stalls - £20 starter funds (£140).
 - Raffle licence – paid for another year.
 - Ipad App – Andrew Drysdale to chase.
 - Nursery supplies - £63 paid.
 - Noticeboard – awaiting invoice.
 - Playground £4,000.
- 3) Halloween raised £60 after costs. 10% will go into the discretionary fund. It was a great event enjoyed by the pupils and staff. Well done and thanks to all involved.

5.0 FUNDING REQUESTS.

- 1) None noted.

6.0 SCHOOL ISSUES.

- 1) School Grounds - The maze has been completed now and looks amazing. Other outside ground work will be postponed until the new year due to winter weather.
- 2) School Photos – After discussion it was agreed that the school would continue to use Tempest as this year's uptake in photos was high and the school receives a good commission of sales. Lynsey Stevenson to diary for a reminder in May to book the date.
- 3) School Panto – Yvonne Gemmell explained that the cost of the Pantomine Company which had been booked before she took up post has increased. This cost will unfortunately have to be passed on to Parents as the school fund isn't in a position to subsidise this.
- 4) Sending Cash into School – Yvonne Gemmell highlighted how cash for trips, milk money, lunch money, signed letters is collected in the classroom at register time using zippy bags, money bags and post its if not

**Andrew
Drysdale**

**Lynsey
Stevenson**

sent in a sealed envelope from home. Cuiken Primary has been selected as a pilot school for trialling a cashless system and we can get feedback from this in the future. It was noted that it is best for parents to send a cheque or money in a sealed, labelled envelope.

5) Gym Hall Sound System – Discussion took place about the current sound system used for Assemblies and music concerts as it is a bit dated and not ideal for the pupils to use. Yvonne Gemmell ran through other options, please bear with us and we will update as soon as we have investigated all options.

6) School Choir – Yvonne Gemmell advised that a school choir has been re-started with the support of staff and the music specialist. The choir will perform within the community at events such as the Christmas Light Switch on taking place on Friday 2 December and within Tesco.

7.0 UPDATES FROM PREVIOUS MEETING.

1) SPTC Membership – Currently the Council pay for us to have 3 Star membership. To move to 4 Star membership the Parent Council would have to pay the difference of £20. This would cover extra insurance for events with bouncy castles, DJ's etc. All agreed to go for 4 Star membership, Claire McEwan-Muir to action.

2) Accounts Audited – To be carried over to the next meeting. Claire McEwan-Muir to place on next agenda.

3) Gardening Club – Lynsey Stevenson confirmed that due to additional teaching duties time was limited to progress this. It was agreed to take this forward in the new year in the better weather.

8.0 NEW BUSINESS TO BE VOTED ON.

- 1) None to be noted.

9.0 ITEMS FOR MENTION.

1) Christmas Fair – Progress for this is going well and lots of volunteers have signed up.

2) Discretionary Fund – Claire McEwan-Muir raised concerns about the management of the account, discussion took place & it was agreed to maintain current arrangement.

3) Coffee Dens – It is proposed to hold this the first Friday of every month. Claire McEwan-Muir to liase with Lynsey Stevenson.

10.0 PLAYGROUND UPDATE.

- 1) The maze area is now complete and looks very decorative.

11.0 ANY OTHER BUSINESS.

1) Claire McEwan-Muir confirmed that the Christmas Raffle is going well.

2) Yvonne Gemmell advised that pupils will stay in class until the normal finish Friday time rather than pupils being taken out early for the Christmas Fair for Health & Safety reasons.

3) Lynsey Stevenson asked how the arrangements work for the Christmas Party food. Jenny Sprott advised what happened last year. Claire McEwan-Muir to liase with Lynsey Stevenson.

Claire McEwan-Muir
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Claire McEwan-Muir / Lynsey Stevenson

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DATE OF NEXT MEETING.

1) The next meeting will be on Tuesday 24 January 2017, at 1845hrs in Penicuik High School.