

Cornbank School Partnership

Minutes of Meeting 2: 2013/2014

Wednesday 23rd October at 6.45pm

Room 13, Cornbank St James Primary School

In attendance: Pauline Wighton-Pender, Karen Gallagher, Sheila Stuart, Gail, Carol Hodgkin, Alison Tate, Lyn Young, Ross Young, Alasdair Sprott, Jenny Sprott, Jennifer Martin, Dawn Holligan, Sandra Vick, Lana Easton, Katrina McDonald, Louise Shepherd, Claire McEwan-Muir, Maggie Mowbray, Susan Bowen, Gillian Cairns, Laura Cameron, Pauline Kerr, Gillian Shepherd, Kirsten Knox, Lynsey Fraser, Lynne Turnbull.

Apologies: Mary Hadwen, Lynn Bertram, Erin Moorad, Susan Mills, Karen Cartright.

Action Items from Previous Meeting

Constitution – A doodle poll to set a date for a working party to meet and review the Partnership Constitution has been initiated.

Sport kits - Catalogues will be passed to the pupil council so the children can choose kits they like then come back with suggestions.

Basketball Nets – Louise & Stewart S will install, children will help decide location.

1. Minutes of Previous Meeting – 4th September 2013

There was a discussion as to whether the minutes from June's meeting could be minuted as approved in September's minutes as there were not hard copies available at this meeting for people to look at it. Minutes for both June and September's meetings were available at tonight's meetings so were both approved at this time.

2. Treasurers Report

Lana E is meeting with Lynsey F and Pauline P on Friday to hand over the accounts. Funds from ceilidh are still waiting to be banked and there are no other significant changes since the last report.

3. School Matters

- There have been many improvements to the fabric of the building; break out area for P7's, new carpeting, new furniture, car park re-surfaced, sink area in staff room.
- A bid has been submitted to get the playground resurfaced.
- Mrs Bowen has a meeting with the council about nursery extension and will discuss the impact this will have on the playground
- There have been lots of excursions recently - Parliament, New Lanark, cross country, Roslynn Chapel.
- Successful parents evenings, nursery parents evening has been changed to include Mrs Grieve and the children.
- Softstart is being reviewed, something will happen, maybe with a different name.

- Behaviour policy has been reviewed with children, they are now looking at playground behaviour, the use of outdoor toys etc. and how golden time can be used outdoors.
- Reviewing handwriting and spelling policy, teachers self-evaluation.
- Meet with pupils regularly to discuss learning.
- School improvement plan – focus on literacy and numeracy – literacy and numeracy champions have been appointed. Need to improve quality of reading material (not OFT which Partnership contributed to)
- P7 involvement in book fair has been a great success – Mrs Bowen praised the children for all their hard work.
- Looking ahead to Christmas – Nativity play, frieze at Tesco and singing at Tesco.
- There will be curriculum meeting in November & open days at some point.

Pauline raised issues from other parents:

Bad weather waiting area – Nursery parents room available for the 15 minutes on a Friday
More notice is required for parents helping on trips – Mrs Cameron stated it should be quicker and that parent helpers are selected on a first back with form basis.

Mrs Cameron explained a new system for parent helpers with a bank of parent helpers that all teachers have access to.

4. Substitute Teachers

A question arose as to how supply teachers are selected by the school and if the school can refuse to take a particular supply teacher. Mrs Bowen stated the school can refuse to take a supply teacher and that issues with supply teacher's should be reported to her.

5. Halloween Party Objection

It was felt that the way voting was conducted on this was incorrect and not in line with the constitution. The process used was criticised but it was reinforced it was not an issue with the Halloween party happening. It was felt that alternative options that the fundraising committee had wanted to explore had not been explored or explained to those voting.

Action Point: The constitution needs to be reviewed to avoid a situation like this happening in future.

A question arose as to who receives fundraising emails, it was explained that to avoid filling everyone's inboxes only those who attended the fundraising meeting, for which a doodle poll was sent round the whole committee, received or who couldn't attend the meeting but requested the information received these emails.

It was suggested that children should be asked what events they want and that it is important that all children are catered for therefore we need to do lots of different styles of events.

6. Fundraising

- Pauline stated the need to formalise fund raising group but it was pointed out that this had been previously minuted. Sandra's work producing an event planning sheet was appreciated. It was reported that there was a feeling amongst some members of the

fundraising committee that the plans they made could subsequently be discarded at the whole partnership meeting. It was suggested whole partnership discuss fundraising but was pointed out that there is not enough time for that which is why a fundraising group had been previously established. Pauline apologised that people in the fundraising committee felt offended about the way the Halloween Party was dealt with. It was suggested we need to agree on the process we use, what is best for everyone and to think about changing the ethos of events, Pauline re-stated that the constitution needs to be reviewed.

- **Out Come:** No co-ordinator appointed
- Halloween target profit £700
- Forthcoming events – pop up coffee shop initial outing 31st Oct – Christmas fair 6th December – Jenny to coordinate, Jan – burns night (Susan Mills), Feb/march – family quiz night (Sandra V & Gillian C),
- School has asked partnership to support fundraising for the playground & new equipment. Pauline suggested setting up a focus group involving the children to visit other schools, talk with other teachers. It was reported that grants have been obtained by other schools. Mrs Bowen stated in a previous school they had set up a working party to explore funding. Mrs Bowen knows someone who could help. It was also suggested we should get in touch with Adam Montgomery.
- Erin will explore using fundraising made easy

7. P7 Transition Camp Fundraising

Camp will be in May, high school and cluster schools aim to work together to fundraise and bring down the cost of the camp. There may be a race night after Christmas.

8. AOB

- Yearbook – Katrina McD offered parental help with this, Mrs Cameron will liaise.
- Jennifer M asked that children be reminded not to scooter in the playground.
- Jennifer M asked that a request be made for Council to produce paper menus for school lunches again as the ones on website are not accurate and some people prefer paper ones.
- Mrs Bowen said school lets are 12 hours over the whole year, this has to include parental consultations, meetings, etc. so she suggested using Penicuik High School for future Partnership Meeting, there were no objections to this so Mrs Bowen will submit a let for the next meeting.

Next meeting set for Wednesday 4th December, 2014 at 6.45pm, Penicuik High School.