

CORNBANK PRIMARY SCHOOL PARTNERSHIP

Minutes of Meeting on Tuesday 24 January 2017 at 6.45 p.m. at Penicuik High School

Present

Gillian Cairns (Parent)
Laura Cameron (Acting Head Teacher)
Andrew Drysdale (Principal Teacher)
Mary Hadwen (Parent)
Laura MacGregor (Parent)
Katrina McDonald (Parent)
Diane McMullan (Parent)
Claire McEwan-Muir (Parent, Chair)
Megan Pearston (Teacher)
Pauline Pender (Parent, Vice Chair)
Louise Shepherd (Parent)
Jenny Sprott (Parent)
Deborah Stephens (Parent)
Lynsey Stevenson (Depute Head)
Lynsey Weir (Minutes Clerk)
Lyn Young (Parent)

Apologies

Alasdair Sprott (Parent)
Trish Watt (Parent, Treasurer)

ACTION

1.0 WELCOME AND APOLOGIES.

Claire McEwan-Muir opened the meeting by welcoming all, nice to see new faces. No apologies were noted.

2.0 APPROVAL OF PREVIOUS MINUTES.

Minutes 22 November 2016

- 1) Jenny Sprott asked on behalf of Trish Watt, that Point 9.2 be re-worded to reflect that the source of the discretionary account is the issue rather than the management of the Accounts. This was noted. It was agreed to continue to fund as follows:
Discretionary Fund - Monies added - 10% profit from fundraisers, /Coffee Den Funds, Uniform
- 2) Jenny Sprott asked that thanks be expressed for the assistance of Yvonne Gemmell during her time as Acting Head at Cornbank and best of luck in her new role.

3.0 ELECTION OF COMMITTEE MEMBERS.

- 1) Claire McEwan-Muir advised that due to family and work commitments Trish Watt will be standing down as Treasurer. It was agreed that until the vacancy is advertised to the wider Parent body Pauline Pender will be Acting Treasurer and Diane McMullan will be Acting Vice Chair. Claire McEwan-Muir will email out to the parent body and request any volunteers for the roles to come forward.

**Claire McEwan-
Muir**

4.0 SCHOOL CAPTAINS.

- 1) The House Captains joined at the start of the meeting to update everyone on what their role within the school and with other pupils

involves. Everyone found what they told us very interesting and thank them for coming along, they certainly play a vital role within the school.

5.0 SCHOOL UPDATE.

<p>SCHOOL MATTERS</p>	<p>Staffing:</p> <ul style="list-style-type: none"> • Mrs Cameron - Acting HT • Mrs Stevenson to continue as Acting DHT • Mrs Bowen to retire • Fixed term LA post - Stacey Murray appointed • P4 Class Teachers - Mrs Davies and Mrs MacGregor appointed • Student in P5 - Fiona Mair (5 Weeks) • Student in P2 - Sarah Brown then in P6 afterwards <p>SIP:</p> <ul style="list-style-type: none"> • Mid year review with all staff showed progress across all areas (particularly RRSA and SSERC) <p>What's Been Happening:</p> <ul style="list-style-type: none"> • Staff attended James Nottingham training - SIP VL • Scots Week with Ceilidhs and sharing • Drumming for P3, P4, P6 and P7 with Rhythm Resource • Drumming Assembly with classes sharing rhythms • A number of work experience students from BHS and PHS • Classroom observations/Forward Planning Meetings by SLT • P3-5 Choir singing at Penicuik Market • Mrs Chatham had a baby boy - Josh • Mr Deed now working in P1A • Staff looking at writing moderation • Christmas Fair • Christmas Parties • Rookie Rockstars Concert • P7's to Tesco to sing • Wear Something Christmas Day • Christmas Lunch • Green Santa - P5/6 Enterprise 		
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- P1 and P2 Nativity
- Nursery Nativity
- Christmas Cinema with popcorn
- House Treat for winning house - Christmas Craft
- Peter Pan Pantomime
- Assembly for Miss Gemmell and Mrs McCaffery
- Christmas Assembly (at school ☹)
- RRSA - Recognition of Commitment
- Tea with HT/DHT weekly
- Special Golden Time monthly
- Coffee Dens (many)
- Nursery coffee drop ins
- Newsletters issued/New LOLs
- Pupil Voice Groups continuing
- Peer observations taken place
- P7 Class Assembly
- Staff being Team Teach trained

Sporting Events:

- P4 Swimming
- P5 Skiing
- Boyd Anderson Skiing - 8 pupils
- Rugby for P5/6, P6 and P7
- P6 and P7 Rugby Festival
- P7 swimmers to represent school at Scottish Schools level - caps
- Chess Club ran by P6 pupil
- Visit by Scottish Cup
#perseverance
- PE Office working with staff and classes

Trips:

- P6/P7 Boys Football
- P7 Singing at Tesco
- Choir to the Christmas Market
- Boyd Anderson Skiing
- Church - cancelled ☹

Key Events Coming Up:

- Science Week/Science Open Day - 26th January/Science Assembly
- Coffee Den to meet SLT
- Generation Science workshop for all pupils including nursery as part of Science focus

	<ul style="list-style-type: none"> • P7 Sportshall Athletics • SSCPA to visit and work with all classes • P1-3 Shared Start following on from success of Shared Start earlier in the session • In Service Days - SSERC Training, Working Parties and I Collaborate Training <p>Financial Support:</p> <ul style="list-style-type: none"> • Rookie Rockstars £1 per pupil - paid • Olympic Visitor £1 per pupil - paid • Generation Science - agreed a contribution of £1,000 - parents to pay balance - letter issued • New T Shirts for Sporting Events - bought and paid 		
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6.0 TREASURERS REPORT.

1) The current bank balance is £9,609.

less £6,117.59 - earmarked or awaiting expenses/debit

Total - £3,491.41

Also 10% off total Christmas (minus awaiting expenses)

2) Pauline Pender suggested changing the way the cheques and invoices are passed to the School Office as at the moment the invoices go through 2 sets of accounts and there is a delay in payment. Pauline suggested that cheques are written and signed off at the meeting and a receipt for the donation signed at the time. All agreed that this was a good way forward. Pauline Pender to action with the School Office.

3) Previously agreed outstanding funding

a Rookie Rockstars - awaiting invoice

b Olympic visit - £300 settled via cheque - Nov 2016

c Camera - Awaiting invoice from Claire

d School planters - £235.39 available / £64.61 already paid

e Coffee den flasks - awaiting invoice from Claire

f Sports t-shirts - £142.20 settled via cheque December 2016

g Generation Science - settled via cheque January 2017

h Notice Board - awaiting invoice/final bill

I iPad app - £49.80 settled cheque Dec 2016

j Playground funds - £4000 available

K SPTC insurance cover - awaiting invoice from Claire

3) The Christmas Fair raised £2,350.23.

OUT -

Colourprintz - £94.60 - p

Class funding - 15.69 - p

- 21.51 - p

Pauline Pender

- 27.03 - done

either completed or pending

*Awaiting other expenses but £2191.40 profit as it stands just now.

*awaiting final total before Discretionary Fund transfer.

5) Pauline Pender advised that our accounts will be sent to an independent auditor for annual auditing as per the Constitution.

7.0 FUNDING REQUESTS.

1) Laura Cameron advised of options available for the sound system to be used in the gym hall. All agreed to fund £400 for the purchase of 2 wireless microphones. Laura Cameron and Pauline Pender to action.

**Laura Cameron
/ Pauline Pender**

8.0 GENERAL SCHOOL ISSUES.

1) Nursery Hours: Laura Cameron advised of the proposed increase in Nursery hours in order to be more accommodating to family situations. The scheme will be piloted within various areas for a short term and then analysed. 8 children will be offered the option of taking their allocated hours over full days as opposed to half days in order to respond to parents needs. Laura Cameron to check the status of the Survey Monkey questionnaires for parents. Louise Shepherd suggested holding a meeting for Parents so that it can be explained face-to-face. Changes will be implemented by the Summer.

Laura Cameron

2) Mud in the Maze: The issue of mud in the maze was raised as it has been so muddy lately. It was suggested to purchase big bags of mulch from the Eco budget to put down as needed.

9.0 ITEMS FOR MENTION.

1) Spring Fling: Will be held on 31 March, planning starts now.

2) Coffee Den: Dates were confirmed and will be communicated to all.

10.0 PARTNERSHIP COMMUNICATION.

1) Alasdair Sprott raised this point but was not present at the meeting so it will be carried over to the next Agenda.

**Claire McEwan-
Muir**

11.0 PLAYGROUND UPDATE.

1) Pauline Pender updated on the various grants which have been investigated to apply for. Any funding received will be used for the running track, mugga area and Eco area.

2) A Gardening Day will be confirmed for March tba.

3) Laura Cameron passed on praise for the Playground Working Group and Parents which was shared at a recent Midlothian meeting.

4) Laura Cameron confirmed that a link has been made for a PE Student for outdoor PE opportunities.

12.0 ANY OTHER BUSINESS.

1) Copper Trail – A sponsorship event where pupils collect coppers and the class who raises the most wins a prize.

2) Summer BBQ – To be held on the 16 June with the intention of holding it on the field so there is more space.

DATE OF NEXT MEETING.

1) The next meeting will be on Wednesday 8 March 2017, at 1845hrs in Penicuik High School.