

# CORNBANK PRIMARY SCHOOL PARTNERSHIP

## Minute of Meeting on Tuesday 10 October 2017 at 6.45 p.m. at Cornbank Primary School

### Present

Andrew Drysdale (Principal Teacher)  
Lorna Glasgow (Parent)  
Mary Hadwen (Parent)  
Pauline Pender (Parent, Rotating Chair)  
Elizabeth Semple (Parent, Treasurer)  
Alasdair Sprott (Parent)  
Jenny Sprott (Parent, Secretary)  
Lynsey Stevenson (Depute Head)  
Lynsey Weir (Minutes Clerk)

### Apologies

Susan Allen (Parent)  
Lucy Brown (Parent)  
Laura Cameron (Head Teacher)  
Katrina McDonald (Parent)  
Katheryn McIntosh (Parent)  
Louise Shepherd (Parent)

### ACTION

#### 1.0 WELCOME AND APOLOGIES.

Pauline Pender opened the meeting by welcoming all. Apologies noted.

#### 2.0 ACTION ITEMS FROM PREVIOUS MEETING.

- 1) Communications Group – It was agreed to hold a meeting after drop off on the morning of 7 November to discuss ways how the Partnership will communicate. Jenny Sprott to post on facebook to allow the wider parent body to attend.
- 2) Funding request for school oven - Lynsey Stevenson advised that we are awaiting a funding decision from Ikea which will fund a portable oven for use in Room 10. Previous funding request to be cancelled.
- 3) Training on Committee Roles – It was agreed to carry this item forward to the next meeting agenda in the absence of Claire Muir who will update on dates discussed with the SPTC. Jenny Sprott to place on agenda for meeting on Wednesday 15 November 2017.

**Jenny Sprott**

**Jenny Sprott**

#### 3.0 APPROVAL OF PREVIOUS MINUTE.

Minute of AGM on 15/06/16 and 12/09/17 and meetings on 07/06/17 and 30/08/17.

- 1) The AGM meeting minute for 15/06/16 was approved. It was noted that the AGM meeting minute 12/09/17, point 6 which mentions basic role responsibilities requires more discussion following guidance to be received from SPTC or as suggested by Jenny Sprott at this meeting, Shona McKie of Midlothian Council. It was agreed to update the financial report with the Treasurers final report. Lynsey Weir to update minute.
- 2) The meeting minute for 07/06/17 and 30/08/17 were approved.

**Lynsey Weir**

#### 4.0 SCHOOL UPDATE.

<b>SCHOOL MATTERS</b>	<b>Staffing:</b> <ul style="list-style-type: none"> <li>No changes to our teaching staff</li> <li>Sarah Langlands starting in nursery (student)</li> <li>Caroline Jones to return</li> </ul>		
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- NCT

**School Improvement Plan:**

- Ethos - Vision, Values and Aims (Restorative Practice and RRSA) - started looking at values
- Raising Attainment in Literacy (Listening and Talking) - ASG CAT looking at moderation and benchmarks
- Visible Learning - Feedback as a focus
- Science - focus continues with our ASG partners

Theme One Visit - Self Evaluation/Data Analysis

**What's Been Happening in Term One:**

- RRSA Class Charters prepared
- P1 lunch trials
- Meet the Teacher
- Literacy Support Base
- P1 Curriculum Evening
- House Captains Election
- Eco Week/One Planet Picnic
- Drumming P1-3
- Fun on the Field
- P1-3 Shared Start
- Seasons for Growth
- Pupil Voice Groups P1-7
- Tea with HT/DHT
- Special Golden Time
- P7 Guitar
- Bookfair
- Parental Consultations
- Walk to School Week
- Bike Breakfast
- P6-7 HeartStart
- Elves and the Shoemaker P1
- House Assembly
- Photographer
- House Treat
- P2-3 Tattiebogle Assembly

**Sporting Events in Term One:**

- Daily Mile
- P4 Swimming
- P4 and P5 Cross Country
- P6 and P7 Cross Country
- P6 and P7 Rugby/Festival

	<ul style="list-style-type: none"> <li>• The Big Day P6-7</li> <li>• P5-7 Swimming Gala</li> <li>• Hockey Club</li> <li>• P6-7 Girls Football</li> </ul> <p><b>Trips in Term One:</b></p> <ul style="list-style-type: none"> <li>• P1 Local Area Walk</li> <li>• P7 Risk Factory</li> </ul> <p><b>Key Events Approaching in Term Two:</b></p> <ul style="list-style-type: none"> <li>• P5-7 Hockey Festival</li> <li>• P2-3 Farm to Fork at Tesco</li> <li>• P5 Skiing</li> <li>• P2-3 Bushcraft</li> <li>• Halloween Discos</li> <li>• P4 Assembly</li> <li>• P6 Trip to New Lanark</li> <li>• Nursery Parents Evening</li> <li>• P1 Orienteering</li> <li>• P7 Hillwalking</li> <li>• P4 Trip to Roslyn Chapel</li> <li>• P6-7 Boys Football</li> <li>• P2 Assembly</li> </ul>		
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## 5.0 TREASURER REPORT.

1) Elizabeth Semple reported that the balance of the account is £5,994.17 and £500 in the discretionary fund as at the statement on the 15 September 2017.

2) Fun on the Field, profit after expenses £820.70. There may be other expenses not yet accounted for.

3) Account review March 2015 – July 2017 completed by Anthony Smyth.

To summarise, the records are in good order and they indicate a fair reflection of the financial activity over this period.

A few recommendations:

- Make a timescale to submit expense claims. It was agreed at the meeting to upload an expense sheet onto the School website for people to easily obtain. Lynsey Stevenson to upload.
- Add referencing on spreadsheet to allow easier identification of profit/expenses for each event. [Already done].
- Set a limit for payment of expenses without receipts. At the meeting it was agreed that all purchases require a receipt, if no receipt it should be discussed at the Partnership meeting.
- All event cash to be counted and agreed by two people and deposit in bank at earliest opportunity. [Already done, names now added to account sheet]

**Lynsey  
Stevenson**

## 6.0 SECRETARY UPDATE.

- 1) Jenny Sprott advised on recent activity which she has carried out in the Secretary role. A new Committee facebook page has been set up and members added as the previous page was causing problems for updating. Jenny Sprott requested volunteers for additional admin users for this page. An updated Office Bearers Membership details form is

being completed and returned to Midlothian Council. An updated spreadsheet is being created for circulating information to committee members.

#### **7.0 FUN ON THE FIELD – FINAL REPORT.**

- 1) Pauline Pender provided a final report on the Fun on the Field. It was a popular event however the darkness and weather had a bit of an impact on events and not as many tickets or bar sales were sold as would have been for the BBQ. The Ice cream stall was not so profitable probably because of the weather. A refund for the pizza delay with the company has been agreed.
- 2) The funds of this fundraiser were to go towards sports equipment for the field area, it was agreed to donate the money direct to the school for them to decide on what is purchased/required.  
Elizabeth Semple to action.
- 3) Pauline Pender advised on what alcohol was leftover and would have to be removed from the school, it was agreed to provide a gift for George for his assistance and the remainder was bought by those interested.

**Elizabeth  
Semple**

#### **8.0 FAIRTRADE COFFEE.**

- 1) Lynsey Stevenson asked if we could consider purchasing fair-trade tea, coffee and sugar for use at the Coffee Dens in order to be in line with our standing as a Fairtrade school.

#### **9.0 SCOOTER/BIKES IN THE PLAYGROUND.**

- 1) Lorna Glasgow asked for clarification on scooters and bikes within the playground/directly outside school gates as there has been a lot of near misses and it is an accident waiting to happen. Lynsey Stevenson agreed to mention at update Monday and ensure a reminder of safety is put within the school newsletter.
- 2) Katrina McDonald has highlighted parking around the school and the road between the shops and Greenhill Park / Kirkton Bank. Pupils assume that this area is a crossing but it is a road and cars can travel quickly along this road.
- 3) Lynsey Stevenson suggested a Park Smart campaign involving the Junior Road Safety Officers or involving Gillian Bathgate the Midlothian Council Travel Co-ordinator along to monitor the situation or invite to a future meeting. It was agreed to monitor this situation and add to the next meeting agenda for an update to be made. Jenny Sprott to add to the agenda for meeting on 15 November.

**Lynsey  
Stevenson**

**Jenny Sprott**

#### **10.0 HALLOWEEN.**

- 1) Pauline Pender advised that flyers for the Halloween discos have gone home. Jenny Sprott agreed to pick up the tickets from the printers next week. A helper schedule is being organised. A discussion on food took place following the amount of wastage last year – sausage rolls and smaller hotdogs perhaps or just go with crisps and cakes, juice cartons or diluting rather than fizzy juice. Further planning / information will follow via the facebook page.

**Jenny Sprott**

### **11.0 NURSERY HALLOWEEN PARTIES - FUNDING.**

- 1) Lynsey Stevenson asked for funding support for the Nursery Halloween Fun Day. It was agreed to fund £50. Elizabeth Semple to organise cheque.

**Elizabeth  
Semple**

### **12.0 FUNDING REQUESTS.**

- 1) Discussion took place over funding for the Christmas parties to fund as in previous years. This was agreed in principle, costs to be finalised. Lynsey Stevenson to liaise with Pauline Pender / Jenny Sprott regarding food and drink required.

**Lynsey  
Stevenson/Pauli  
ne Pender/Jenny  
Sprott**

### **13.0 ANY OTHER BUSINESS.**

- 1) Lynsey Stevenson thanked the Partnership for assistance at Coffee Dens.
- 2) Lynsey Stevenson advised that the results of parent feedback in providing assistance with activities (displayed at Parent Meetings) i.e. reading, gardening, baking, sports, golden time activities, was not great. It was agreed to put something into the school newsletter and onto the facebook page. Pauline Pender agreed to post on the facebook page.
- 3) Lynsey Stevenson advised that we have been able to purchase 2 gym mats from Roslin Primary School, we are looking for a volunteer for a van man. Jenny Sprott to speak with school dads.

**Pauline Pender**

**Jenny Sprott**

### **DATE OF NEXT MEETING.**

- 1) The next meeting will be held on Wednesday 15 November 2017, at 1845hrs in Cornbank Primary School. Alasdair Sprott will Chair this meeting.
- 2) Future meeting dates are set as follows – Wednesday 17 January 2018; Tuesday 6 March 2018; Wednesday 25 April 2018; Wednesday 6 June 2018. Venue confirmed as Cornbank Primary for all meetings.