

# CORNBANK PRIMARY SCHOOL PARTNERSHIP

## Minutes of Meeting on Wednesday 7 June 2017 at 6.45 p.m. at Cornbank Primary School

**Present**

Laura Cameron (Acting Head Teacher)  
 Andrew Drysdale (Principal Teacher)  
 Lorna Glasgow (Parent)  
 Mary Hadwen (Parent)  
 Susie Maxwell (Carer)  
 Katrina McDonald (Parent)  
 Claire McEwan-Muir (Parent, Chair)  
 Katheryn McIntosh (Parent)  
 Pauline Pender (Parent, Treasurer)  
 Elizabeth Semple (Parent)  
 Alasdair Sprott (Parent)  
 Jenny Sprott (Parent)  
 Lynsey Stevenson (Depute Head)  
 Lynsey Weir (Minutes Clerk)

**Apologies**

Susan Allen (Parent)

**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 25 April 2017

- 1) Minutes of the last meeting were approved.
- 2) Claire McEwan-Muir advised that Elizabeth Semple has expressed an interest in the Treasurer role. Pauline Pender is happy to complete a full handover and support as necessary until up and running. Claire McEwan-Muir proposed Elizabeth Semple for the role and Pauline Pender and Alasdair Sprott approved this nomination.

Pauline Pender /  
Elizabeth Semple

Minutes 30 May 2017 (Extraordinary meeting)

- 2.1) Katrina McDonald and Pauline Pender highlighted point 2.1. It was agreed to amend the “Ten minutes general discussion” to “Ten minutes heated discussion followed by around 50 minutes chat” to highlight how long this agenda point was given.
- 4.0) It was confirmed that Roles & Responsibilities will be discussed further. Claire McEwan-Muir to place on future agenda.

Claire McEwan-Muir

**3.0 SCHOOL UPDATE.**

<b>SCHOOL MATTERS</b>	<p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>• Letter issued last week advising teachers for next session (see below)</li> </ul> <p><b>School Improvement</b></p> <ul style="list-style-type: none"> <li>• Self Evaluation against HGIOS4</li> </ul>		
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- Evaluation of SIP
- Attainment analysis carried out
- LOLs - where next??
- School Improvement Plan for next year (Literacy, Visible Learning, Science, RRSA and Vision, Values and Ethos)

**What's Been Happening:**

- Tea with HT/DHT weekly
- Special Golden time
- Successful Health Week
- Wear slippers to school day - £150
- P6's Benmore Assembly
- Nursery to P1 Transition - Fairyland theme
- Pupil Conference
- P7 Camp
- Fairtrade Tuck Shops
- Visit from Cricket Scotland
- Visit from Active Schools Ambassador
- Guitar for P7
- NYCOSS Choir for P3 and P4
- Hunter and Lass Talent Show - Jennifer Kerr winner
- Nursery Consultations
- PC Anderson visiting P7 - Substance Misuse
- Pupil Voice Group 8
- Midlothian Learner input at Update Mondays
- Hunter and Lass Week and visit
- Social Media input P4-7
- Social Media talk to parents
- Midlothian Learner Input - Whole School
- National Improvement Framework visitors
- P3 Assembly
- Learning Walkthroughs
- Grounds Awareness Week
- Collated pupils response on LOLS
- P7 Show
- Rag Bag Collection
- P2 Egyptian Assembly
- Copper Hunt - £388
- P1 Meet the Teacher

**Sporting Events:**

- Edinburgh College delivering

outdoor PE sessions with P2A and P5/6

- P6/7 Boys Soccer 7's
- P5-7 Orienteering Festival
- Walk to School Week
- P6 and P7 Cricket Festival
- Scottish Orienteering Festival
- Karate Taster sessions
- P6-7 Athletics Event
- Andrew Wilson PE sessions yesterday

**Trips:**

- P2 Trip to museum
- P1 Trip to Botanic
- P7 Transition Days to PHS and BHS

**Key Events Coming Up:**

- P7 Transition Days
- P1 Assembly
- Reports issued
- Bike to School Week
- Sports Days
- Local Authority Themed Visit
- Pupil Voice Assembly
- Summer BBQ
- Musical PM
- P7 Trip to Foxlake
- P2-7 Meet the Teacher
- House Assembly
- Nursery Graduation
- Summer DVD
- P7 Leavers Assembly

**Financial Support:**

- £5 towards P7 trip and funding for 2 others

<b>Class</b>	<b>Teacher</b>
P1A	Emma Hopkirk
P1B	Andrew Drysdale
P2	Laura Macgregor/Christine Davies
P2/3	John Deed
P3	Susie Turnbull
P4	Lyndsey Holmes
P5	Louise McGlade/Sandra Dorren
P6	Sarah Denholm/Lynsey Stevenson
P6/7	Sandie Gordon
P7	Vicki Murphy

#### 4.0 TREASURERS REPORT.

- 1) Pauline Pender shared an updated Cashflow document and ran through the details:
  - a. Lynsey Stevenson to confirm if the Pirate Ship project is complete or if further funding required.
  - b. The discretionary fund balance is back up to £500 following the last meeting minute agreed.
  - c. An uncashed cheque for £21.73 has been banked.
- 2) Pauline Pender advised that the current bank balance at 7 June is £1,822.52.
- 3) Pauline Pender has created a document which details how much each event roughly costs to run in order to compare against funds raised. It was noted that this will be a useful document.
- 4) Pauline Pender to action the licence for use of a bouncy castle at events.

Lynsey Stevenson

Pauline Pender

#### 5.0 FUNDING REQUESTS.

- 1) Pauline Pender requested approval of £197.50 to fund the P1 Blue Book bags. All agreed to this cost. Pauline Pender to action cheque.
- 2) Pauline Pender requested approval of £135.00 to fund the P7 trip at a cost of £5 per pupil. All agreed to this cost. Pauline Pender to action cheque.
- 3) It was agreed to fund £100 for ice lollies for Sports day. Pauline Pender to action cheque.

Pauline Pender

Pauline Pender  
Pauline Pender

#### 6.0 GENERAL SCHOOL ISSUES.

- 1) Homework: Laura Cameron advised that lots of feedback had been gathered from parents/carers regarding our current homework policy. A new policy will be devised with Teachers and implemented in August. This will be revisited after a few weeks to check it is working with feedback sought from pupils, parents and teachers.
- 2) Drainage: Following recent bad weather the drainage in the playground had been raised by several parents/carers. Laura Cameron advised that the Midlothian Clerk of Works came out to have a look and a machine was used to soak up all the excess water to make the playground in a better condition for pupils. It is thought this was due to exceptional weather conditions but it will be monitored.
- 3) P2/3: Sarah Millar raised the issue of whether the P2/3 class pupils can choose which playground to play in and which friends to sit alongside at lunchtime so as to allow friendships to stay together. Laura Cameron confirmed that pupils will be allowed to choose which area they want to “belong with” in the playground and can choose sitting areas in the school lunch hall.

#### 7.0 UPDATES FROM PREVIOUS MEETING.

- 1) Committee Roles: Claire McEwan-Muir advised that she has spoken to the SPTC regarding assistance with advising on Committee Roles and responsibilities. SPTC can run an online information session to provide a shared understanding for this which could be held at a separate meeting. It was agreed that this would be advantageous and to be held sooner rather than later. Claire McEwan-Muir to contact the SPTC to discuss suitable dates and then feedback to the wider parent body for availability.
- 2) Feedback from the wider parent body: Lucy Brown who raised the issue is currently on holiday and it was agreed in her absence to take this forward to the next meeting. Claire McEwan-Muir to place on the next

Claire McEwan-Muir

Claire McEwan-Muir

agenda. It was agreed that in terms of fairness, this be communicated out to the wider parent body to advertise for a sub-committee to create a form which can be circulated to gather views on Cornbank Partnership.

Lucy Brown

3) Review of Facebook use: It was agreed that there is a need to control the use of Facebook and what is posted on it. Claire McEwan-Muir suggested shutting down the Cornbank Committee Facebook page and just keeping the wider group Facebook page. After discussion about who should be making these decisions and that they are brought to Committee level rather than just the Chair deciding, it was agreed that controls are needed and a sub-committee should take this forward to produce some guidelines for future use by all. Jenny Sprott agreed to lead this and communicate to everyone asking for any interested parents to join the group to take forward.

Jenny Sprott

## 8.0 NEW BUSINESS.

1) Laura Cameron confirmed that Mrs Dorren will retire at the end of this year but will return to Cornbank on the supply list, which is great news for us! The Partnership agreed to organise a gift.

Claire McEwan-Muir

## 9.0 ITEMS FOR MENTION.

1) Playground updates: Katheryn McIntosh gave an update on recent playground progress. September has been confirmed for the installation of the Muga and the running track with the Council. It was noted that £35K has already been raised via fundraising and grants and a further £35K is earmarked for the future progress. Well done to all involved with this. Pauline Pender advised that our fundraising group is highly regarded within Midlothian Council and with the local Councillors who have assisted with donations and we will perhaps in the future be asked to share our knowledge and experience with other Parent Councils. Katrina McDonald asked for thanks to be noted to the Playground Working Group for their hard work and assistance with all our playground progress.

2) Copper Hunt: Lynsey Stevenson confirmed that £388.16 was raised through the copper trail as counted by the P7's! A film day is planned for pupils and it was agreed to purchase a thank you gift to the P7's for their assistance in counting the money. Claire McEwan-Muir to action.

Claire McEwan-Muir

3) Sumer BBQ:

Claire McEwan-Muir raised the proposal of cancelling the Summer BBQ due to a lack of interest for helpers and equipment sourced. Several people voiced concerns over this decision being made by the Chair publicly on Facebook without consulting the Committee and also that they had requested to be added to the Facebook group thread for planning and assisting with no success.

Laura Cameron commented that the BBQ is always a well attended, lovely and positive event and it would be a shame to have to cancel and suggested postponing until September when hopefully the weather would be nicer; we would attract the new P1 families; we could invite the P7 families back to hear about their transition to High School and we would have more time and breathing space to organise. Discussion took place over the pros and cons of changing the date, the main cons raised being letting people down at such short notice and pre-purchased stock going out of date and causing a loss. Pauline Pender agreed to take over the event organisation with a pledge to cook every burger herself with a view

to making it happen! Pauline Pender to communicate to the wider parent body for assistance and with further information. All encouraged to support in anyway they can to make the event a success.

Pauline Pender

#### **10.0 ANY OTHER BUSINESS.**

- 1) Laura Cameron shared the 'Word Art' describing Cornbank which is very unique using suitable descriptive words formatted into the 'Thumbs Up' image. This will be used at the front of the School Improvement Plan. All agreed it was a great idea.
- 2) Lynsey Stevenson asked for the key event dates in order for them to be included within the school calendar. The following dates were agreed:
  - Halloween Disco – Thursday 26 October 2017.
  - Christmas Fair – Friday 8 December 2017.
  - Spring Fling – Thursday 29 March 2018.
- 3) Katheryn McIntosh asked for it to be minuted that she was very disappointed in last weeks meeting (Extraordinary meeting held on 30 May 2017) as the agenda was not followed, agenda points were not followed correctly or discussed at all and the meeting went off on a very negative train for a very long period of time. Pauline Pender, Katrina McDonald and Jenny Sprott agreed with this.
- 4) Susie Maxwell asked for it to be minuted that she does not want to attend future Cornbank Partnership meetings due to the conduct at this meeting and the negativity at the Extraordinary meeting held on the 30 May.
- 5) Laura Cameron commented that it is clear that emotions are obviously very high within the Partnership at the moment and that there are issues which have occurred over this year which has led to this situation and relationships breaking down. It has been a very busy year, successful in many ways which couldn't have been achieved without the Partnership assistance but it is clear outwith support is required to aid resolving issues and keep everyone on track with looking at our vision for the coming years. Discussion took place again over recent incidents and Pauline Pender suggested that she write a report on the Treasurers finance issues and that Claire McEwan-Muir write a report on how she as the Chair has been treated and that they then be brought to the Committee to discuss further at an Extraordinary meeting.

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

- 1) The next meeting will be held on Wednesday 30 August 2017, at 1845hrs in Cornbank Primary School.
- 2) Future meeting dates are set as follows – Tuesday 12 September 2017 (AGM); Tuesday 10 October 2017; Wednesday 15 November 2017; Wednesday 17 January 2018; Tuesday 6 March 2018; Wednesday 25 April 2018; Wednesday 6 June 2018.