

CORNBANK SCHOOL PARTNERSHIP

Minutes of Meeting
Monday 4th September 2023
7.00 pm at Cornbank Primary School

Present

Fiona Neill (Parent, Co-Chair)
Susan Cochrane (Parent, Treasurer)
Lynsey Stevenson (Head Teacher)
Andrew Drysdale (Depute Head Teacher)
Jan Harding (Parent)
Lindsey McDonald (Parent)
Nicola McEwan (Parent)
Gem Barrett (Parent)
Vikki Lyon (Parent)
Meghan Brady-McDonald (Parent)
Lucy Brown (Parent Co-Chair)

Apologies

Claire Muir (Parent)
Lyn Young (Parent)
Yvonne Scott (Parent)
Laura Wilson (Parent)
Joni Ewing (Parent)
Sylvia Hamilton (Parent)

1.0 Welcome & Apologies

Fiona Neill opened the meeting by welcoming all. Apologies noted.

2.0 School Update

Staffing

- Mrs Stevenson - return to work
- Welcome to Amy Finlayson - SEYP in ELC, Hannah MacRae - NQT in P6 and welcome back to Emma Hopkirk providing cover for class teachers' planning and preparation.
- PGDE Student in P5/6 - Darren Aitken

School Improvement Plan:

- Literacy - embedding new Reading and Writing planners, developing reading for pleasure in the new library (Lesley)
- Numeracy - use of different numeracy strategies and embedding new Numeracy plans (Andrew)
- Physical Learning Environments - looking at use of calm corners, developing nurture spaces (Lynsey)
- Learning and Teaching - focus on use of learning intentions and success criteria, develop feedback in classes, taking into account digital developments and revisiting learner qualities in toolkit (Lynsey and Andrew)
- In-Service Day - Midlothian Focus - priorities for the year ahead, Masterclasses on a range of topics. School based start of year systems, manual handling training to support a child, sports training.

What's Been Happening Since We Last Met:

- Digital Wellbeing Award
- P7 End of Term (Show and Fun Day)
- ELC End of Term
- Transition (Meet the Teacher session, handover of information, class teachers visited classes with previous teachers. Some children also had enhanced transition - passports and additional visit)
- P1 Transition Midmouse project
- Curriculum Evenings for all stages
- Establishment Phase - looking at routines, expectations, #RISE, restorative practice, Rights of the Child
- Tea with SLT alongside Cornbank Toolkit Postcards

Sports

- Cricket Tasters
- P6-7 Football Session

What's Coming Up?

- P7 House Captains Elections
- Eco Week (Water, Litter, Climate Action)
- P7 trip to Scottish Parliament
- Pupil Voice Groups - 6 groups - STEM, Eco, Sports, Wellbeing, Citizenship, Digital
- P4 and P6 Swimming
- P2 and P3 Drumming
- P6 and P7 Rugby Tasters
- SfL Assembly
- Pupil Voice Groups - new focus
- Bike to School Week
- Bookfair
- Parental Consultations - October

AOB: Raffle
Coffee Den Dates - shared
Parent Calendar issued
Social Media

Support:

- Scooterboards requested now

3.0 Communication Between Partnership & Parents

Fiona & Lucy discussed some issues with parents receiving communication from the Partnership via school. They also highlighted the amount of extra work Partnership events (raffles, ticket sales etc) give to school support staff and teachers. It was agreed that the Partnership would look to trial a move to online raffle sales and find a better way to sell event tickets.

Action

FN/LB/
SCB

4.0 Consent Forms/Annual Info Check

Fiona Neill asked whether there was any potential for these to go digital (like other Councils). LS & AD stated that they knew of no current plans for this by MC. LS to check with MC and confirm.

LS

5.0 Coffee Dens

School have sent dates to CSP email account. CSP agreed to facilitate these. SCB to post a request for volunteers to facebook.

SCB

6.0 Requests/Spending for classes

It was agreed at the previous CSP meeting that a sum of £60 would be given to each class to spend as they choose (last years P7's received their share at the end of last term). AD requested extra funds for the ELC given that it is so much larger than a school class. All present agreed to ELC receiving £65, SCB to action cheques.

SCB

7.0 Connect Membership

LB explained what Connect was, and explained that previous Chairs had advised that CSP's membership to this was organised & funded by School/MC, however the current office bearers have no membership info nor website login details. CSP will contact Gail Curry and LS will discuss with other HT's.

LB/SCB
/FN

8.0 Passive Fundraising

Lots of different passive fundraising streams were discussed as a great way to generate extra funds: Amazon Smile, easy fundraising, stampastic, match funding etc. CSP agreed to create a focus group for this.

FN/LB/
SCB

9.0 New CSP Email Account

FN proposed the creation of a new Gmail CSP account. This will enable all office bearers to access documents stored in the Google Drive of the account as well as emails. Google drive will be used for all CSP documents going forward. New account to have the name Cornbank School Partnership, rather than the current 'Parent Partnership'. All present agreed to this change.

SCB/FN
/LB

10.0 Purchasing of Card Reader

SCB proposed that CSP purchase a card reader to enable electronic payments. This will be used at events and hopefully for ticket sales too (as per CSP agreement above to sell tickets in a new way). All present were very positive about this given the decrease in use of cash. SCB explained the differences between the different price point card readers and it was agreed by all present to purchase the higher priced product (~£80).

SCB

11.0 Christmas Fair

- 1) There was a lot of discussion around the possible move away from the traditional fair this year. LB & FN advised that although it is always a lovely morning, and the children enjoy attending, it is also chaotic with the children not having long enough to enjoy the fair to the fullest. All agreed it was nice that all pupils get the chance to

LB/SCB
/FN

attend due to being during the school day, however GB pointed out that ELC are off on a Friday and therefore most miss out. There were suggestions of changing the day/time of the fair, or cancelling altogether and having Christmas singing on the same morning as family Christmas crafts. It was decided that CSP would have a separate meeting/chat about this and come back to school with firm ideas for consideration.

- 2) The panto was also discussed again. SCB advised that she had garnered feedback from other schools throughout the UK and the cost of our panto seems high. It was suggested that perhaps we could try a different, cheaper, source of entertainment this year (magician/bubbleman etc). LS happy to try a new idea and will check the previously signed contract with current panto company. SCB will research other entertainers and gather costings.

SCB

12.0 Fundraising Focus & Funding Requests

- 1) LS explained that school would like to focus on outdoor spaces in the first instance. Possibly including outdoor classroom, replacement for maze, work to courtyards, more seating for outside lunches. It was agreed that school and CSP would work together to gain feedback on wants/needs for outdoor space from pupils and learning assistants. Ideas to be gathered (to include photos for inspiration) to discuss with a focus group of pupils and LA's.
- 2) School would also like to set up a nurture space in each classroom. Each room would have a space with the same equipment/resources to ensure that all pupils have equal access to a calming space in their classroom, that will remain similar when changing to a new room. LS advised that Cornbank will be in the next round of the Tesco Community Grant vote in Penicuik (blue tokens), with the grant award being spent on nurture materials. FN suggested that a plea be put out to families, as they may be looking to donate some of the items needed. LB will promote voting for Cornbank on facebook when the time comes. Long term, school would like to create a nurture room too. This will require significant funding.
- 3) LB raised the previously discussed idea of CSP purchasing sports tops for running (available to use for any sports). CM has been researching this & been in touch with supplier used by PHS. The cost is around £8 per top (plus a one-off badge processing fee of £25). LS advised that school would require 30 tops but that the selection of sizes may be difficult to estimate (given that they will be used by P5-7 mostly). She suggested contacting PHS to ask how they decided on sizes to order. LS also floated the idea of getting sponsorship from a local business. LB to feedback to CM.
- 4) LS advised that teachers are spending more of their own money than ever on resources for their classroom and asked if CSP would offer funding. It was agreed

LB/FN/
SCB

LB

LB/CM

that £30 per class would be available (once receipts provided) to compensate teachers at the beginning of the school year.

LB

- 5) LS raised the issue of the rising costs of necessities such as paper towels and handsoap. There was discussion around this which led to SCB & GB noting that ELC request donations of tissues and handwash each term. All CSP in attendance agreed that this was something a lot of families would be happy to do, and CSP will advertise that school would be grateful of any donations.
- 6) AD advised that the scooter-boards that were previously agreed to be funded will be more expensive than originally stated (due to pack size being bigger). All agreed to fund at higher cost.
- 7) SCB ran through the previously agreed annual funding requests which will continue this year: P1 bookbags, Halloween and Christmas party goodies, Sports Day treat, Transport Fund.

13.0 Any Other Business

- 1) LB ran through a short debrief of Fun on the Field. It was a fantastic event with the turn out and feedback excellent. The use of food trucks instead of BBQ worked very well and will be used again next year. LB advised that if a similar format is used next year, then the food outlets and games/stalls will be spread out and mixed up throughout the space, as a lot of people ended up in the P7 playground and didn't spend much time in the P3/4/5 playground. CSP will also charge a higher pitch fee to vendors. No complaints from neighbours, so CSP will send letters out again next year to let them know about the event ahead of time. LB also suggested lengthening the event from 2 hours to 2.5-3 hours . This will be discussed at the event planning stage. LB asked LS & AD if it would be ok to have alpacas at the event next year. This was agreed to.
- 2) During the course of the meeting it was discussed that the ELC families perhaps do not realise that they too are members of our Parent Forum and welcomed to CSP meetings, events etc. SCB to contact ED in the ELC and ensure that CSP are being advertised to families, perhaps hanging a poster up there.

SCB

14.0 Date of Next Meeting

- 1) The next meeting will be held on Wednesday 4th October 2023 at 18:30 in the school staffroom.
- 2) Future meeting dates set as follows: Monday 6th November, Wednesday 10th January, Monday 5th February, Wednesday 6th March & Monday 13th May. All meetings will begin at 18:30 and be held in the school staffroom.

