



Oxgangs Primary School

Parent Community – Annual General Meeting Minutes

Tuesday 11th September 2018, 7.00 – 9.00 pm, Dining Room

Present: Richard Imlach – RI (Chair Parent Community Council), Liz Walshe – LW (Head Teacher), Louise Mercer (Teacher Rep), Tracy Brown – TB (Vice Chair PCC), Ewan Stewart – ES (Treasurer PCC), Patricia Rudolf von Rohr (Secretary), Lauren McKay – LMckK (Chair Fundraising & Events), Michael McLeod – MMcL (Treasurer Fundraising & Events), Kerry Knox, Kat Girdler, Gordon Roberts – GR, Lesley Millar, Laura Calder, Crerar Christie – CC, Gill Christie, Macies Malaszuk, Aristides Kiprakis

Apologies: Scott Arthur, Phil Daggart, Jason Rust, Gavin Corbett, Kaythie Reid, Calley Thompson

1. Welcome, introduction and apologies

RI opened with a welcome to everyone and provided a short introduction of the people currently holding posts within the Parent Community Council.

2. Approval of previous Parent Forum minutes (12th September 2017)

CC and GR approved the minutes from the previous Parent Forum AGM.

3. Update Reports

3 i. Parent Community Council Report (RI)

RI provided a summary of the PC's activity during the last year:

“As ever, this has been a busy year for Oxgangs Parent Community. In completing my first year as Chair, I'd like to thank all of members of the Parent Community Council (PCC), and the associated subgroups, Fundraising & Events (F&E), Playground Development Group (PDG), and the Traffic & Safety group for all their hard work and dedication to the school over the last year. Each of the parents and staff involved make a hugely significant contribution and add value to the workings of the school for the benefit of the all pupils, parents, and staff. Their commitment in giving up their own personal time is much appreciated.

I would also like to thank Liz Walshe (HT), and Louise Mercer (Teacher Rep) for their commitment & time in attending the Parent Community Council meetings over the course of the year, and we look forward to working with them & their team over the coming year.

In addition, the support of our local CEC Councillors (Prof Scott Arthur, Jason Rust, Gavin Corbett, and Phil Doggart) has been appreciated over the course of this session with particular respect to the issues around the School Building.

Going forward, I'm particularly keen to keep improving parental involvement and engagement with the school. Events such as the snow clearing event in March and the ever successful May Fair really do show what Oxgangs parents can achieve when we all pull together.

2017/2018 Overview

The PCC has been active across a number of areas in the school this year, and there are separate updates from each of the subgroups provided in separate documents.

There were four planned PCC meetings that took place over the session. RI and Tracy Brown also attended two South West Locality meetings which feedback into the City of Edinburgh Council (CEC). RI, TB, and Lauren Mackay also attended three Firrhill Community Council meetings with a view to improving ties between the Parent Community and local community.

The PCC conducted the Annual Parent Survey in June 2018. This normally takes place before Easter, but a CEC parent survey was also issued around this time, and it was felt it would cause confusion to have two surveys running concurrently. We thank all the parents who took the time to complete the PCC survey. The results of the survey have been analysed & collated, and the draft copy of the report is currently out for review before publication. The survey findings will be discussed at the first PCC meeting of the year on Wednesday October 3rd, and any actions identified will be noted, progressed and tracked throughout the session.

Throughout the year, the PCC has discussed and assisted with various topics including school communications, poor parking, behaviour, P1/2 playground, tech clubs, noticeboard, parentpay, and parental engagement. We also sought parental inputs on various CEC surveys including school uniform costs.

The application for the Tesco Bags for Life fundraising scheme was made by a PCC member in the 2017-18 session, but came to fruition in Jan-Feb 2018 when we appeared "in-store". Thanks to all of our Parent Community and all their friends who helped to pop their blue tokens into the Oxgangs slot, leading to the school coming first with a donation of £4000. This money has already been used in part by the PDG for funding loose parts play and new P1-2 playground equipment.

In the last session, there was additional effort put into engagement with our parent community through the rebranded Parent Community website, and the rebranded Parent Community Facebook page. Engagement through Facebook has increased significantly in the last session with members of the group growing by over 20% to 295 members as of 11 Sep 18. However, it is acknowledged that not all members of the parent community choose to use Facebook, and so the PCC should continue to review how it engages and communicates with parents in the session ahead.

There were two other successful engagement/involvement actions to highlight this year which the PCC helped with.

- The House Hill Walk took place on a wintry Sunday morning in November and attracted about 40 pupils, parents, and staff to climb Capelaw Hill, one of our House Hills. The event was thoroughly enjoyed by all, and we would like to look to do something similar in the session ahead.
- The exceptional snowy weather back in March 2018 also led to an appeal for parents to come and help clear snow from the playground on a wintry Sunday on 4th March.

The appeal for help went out on parentmail and facebook, and the event attracted almost 100 pupils, parents, and staff who cleared the playground in well under 2 hours! An amazing achievement when parent power gets involved!

The state of the fabric of the school building was unfortunately a topic that consumed a large part of the PCC's focus & efforts in the 2017-2018 session. There were two main issues, the first being the collapse of a section of ceiling in the General Purpose room upstairs. The second being the unseating of a section of roof during bad weather. Both events attracted wide parental concern as rightly expected, and considerable media interest. I'd like to thank parents, pupils, and staff for their continued resilience around these issues, and appreciate it is not something we expect or find acceptable to have to deal with as a parent community. The PCC engaged with the local ward councillors, CEC, and Amey to push for regular updates & commitments to ensuring the continual safety of the building for staff and pupils. These were communicated out regularly to the Parent Community. Some pressure from the PCC led to the commissioning of independent surveys, and a publically available programme of remedial works. These works continued over the summer break, and another update is due from CEC/Amey on progress. A public meeting was also held in April which CEC, Amey, and ESP were invited to speak to parents. ESP chose not to attend. This meeting attracted about 20-30 parents.

Parent Community Council Membership

Particular thanks go to Patricia Rudolf von Rohr who has chosen this time to stand down as PCC Secretary. Patricia has been in the PCC for 5 years, and performed the Secretary role for 4 years. Her dedication and efforts to taking minutes during some difficult meetings should be recognized. Thanks Patricia.

I would like to say thank you to those PCC members who have stepped down over the year, namely Sam Haston, Maggie Mazoleka, and Liz Macainsh.

We do have vacancies for PC members and for a new Secretary. Please do think about joining us. It's not a big commitment, and you can do as little or as much as you wish. It's a really good way to find out more about what goes on at the school.

Plans for the 2018-2019 Session

At the first PC meeting of the year on October 3rd, we will be looking to set the agenda for the PCC for the coming session. Areas we expect to be discussing include the following. Please do let us know of any other particular areas you may want to suggest.

- 2017-2018 Parent Survey review & subsequent actions
- Communications
- Clubs (code/sport clubs)
- Engagement type activities
- Parent Class Reps
- Supporting our subgroups
- Pupil involvement in PCC
-and more. Ideas from ALL parents welcome.

Meeting dates for 2018-2019 Session

I have proposed that the number of PCC meetings this session is increased from 1 per term to 2 per term in line with parent councils at other locality schools. We often run out of time at meetings, and it is hoped more regular meetings will shorten the agenda and maintain

momentum. The durations of the meetings will reduce from the current 2 hours (7pm-9pm) to 90 minutes (6.30pm-8pm).

The proposed dates are as follows.

- Tuesday 11th September 2018 (AGM)
- Wednesday 3rd October 2018
- Tuesday 20th November 2018
- Tuesday 15th January 2019
- Tuesday 5th March 2019
- Tuesday 30th April 2019
- Tuesday 4th June 2019

Closing

In closing my Chair's report, I would like to again thank our all school, parent and ex-officio members, for all their time, commitment and support to Oxgangs Parent Community Council.

3 ii. Parent Community Council Treasurer Report, approval of accounts and appointment of an auditor (ES)

ES provided a summary of the Parent Council's account:

Opening Balance as at 1 July 2017: £2,708.67

Closing Balance as at 30 June 2018: £3,397.10

Minimal activity in the year, annual receipt from Edinburgh council of £699 plus interest payments of c£2.

Expenditure in the year amounted to £12 on a Parent council prize for questionnaire completion.

In addition there was an additional purchase for £162.92 for the School crossing banners. This expense has not yet been processed/claimed (see below)

The Parent Community Council Bank Account and corresponding P&L has been audited by independent auditor Colin White.

Consolidated Bank Account position at 30 June 2018 of PCC account, PDG and Fundraising Group noted as follows:

PC Bank Account	£3,397.10
PGD	£15,967.93
Fundraising Group	£12,311.47

Total Funds	£31,676.5
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Post period end events

Parent Community Council

- Payment for School crossing banners to be taken from the School bank account, for £162.92
- Expecting annual receipt from Edinburgh Council in September (c£700 per annum).

- Therefore, effective PC council balance will be £3,935.00
- There is currently no further expenditure planned, assumption going forward is that Breakfast club is self-sustainable until otherwise advised.

Playground Development Group

- Payment made for the Sandpit sand - £1,101.96
- Payments for Loose Parts - £591.37
- Additional Donations receipts +£15.00
- Therefore, effective PC council balance will be £14,289.60

The PCC account was approved by CC and RI.

RI will follow up the goodwill offer given by Amey to maintain the new playground equipment. This was provided verbally earlier in the year. **[Action Ref. 2018/15]**

3 iii. Fundraising & Events Report and Treasurer Report (LMcK; MMcL)

LMcK provided a detailed report of the F&E fundraising this year:

Last year the Fundraising and Events team had some committee member changes, with Ali Haines, Amanda Roberts and Gill Christie stepping down. We thank them enormously for their time and dedication to the school for so many years. Michael remained as our loyal treasurer. New committee roles stood as Lauren McKay taking over as Chair, Calley Thompson as vice chair and Kat Girdler as secretary.

The PTA Facebook page was also rebranded and combines fundraising and events information with parent council now. We now have nearly 300 members!

We had numerous fundraising events throughout 2017/2018

- Tuck shop
- Christmas parties
- Christmas cards/mugs
- Mayfair
- Rag bag
- Festive dress down day

We have funded numerous events in the school also

- Drum fun
- Science fair
- P7 leavers
- P7 coaches
- Christmas pantos
- Coaches for trips

Targets for 2018/2019

We held our first meeting of the term on Thursday 6th September 2018. Included in the discussion was our group name, we not long ago changed to the Fundraising and Events Group but after some discussion we have voted to go back to PTA. This will be taken to the next PCC meeting.

We have many events coming up this year including some new planned events

- Halloween Party -October 2018
- Tuck shop - November 2018
- Christmas Shopping Fair - December 2018
- Christmas Parties – December 2018
- Christmas cards/mugs – December 2018
- Rag bag – continuous
- Forth 1 Kids for Christmas – December 2018
- Festive dress down day (money raised going to Sick Kids) – December 2018
- Tea towels/tote bags – March/April 2019
- Bunny bingo - April 2019
- Mayfair – May 2019

We beat last year's total for May Fair by over £600 so this year we have set ourselves a target to beat the amount raised again! We are introducing some new events and bringing back the Christmas shopping fair as voted for on the Facebook page. We are in need of more fresh faces to make this possible! There is no pressure to join straight away, come along and help at some of our upcoming events and see what it's all about.

Next meeting on Thursday 22nd November 2018 at 17.30h.

MMcL provided a summary of the F&E accounts, with an opening balance of £13,473.04 (1st August 2017) and a closing balance of £13,049.41 (31st July 2018).

A few payments were still outstanding. The accounts had not been audited. MMcL will get the accounts audited by the end of September. **[Action Ref. 2018/16]**

RI thanked all the F&E group for all their great work, considering the complete change of personal over the last year. CC also thanked MMcL for all his work over many years.

3 iv. Communications Group Report (RI)

No update as this group is currently not active.

3 v. Playground Development Report (RI)

RI presented the report which had been provided by KR:

Fundraising

The main focus of activity for the Playground Development Group over the 2017/2018 session was the fund raising for improvements in the P1/2 playground.

- The Group was delighted to receive £4,000 from the Tesco blue token scheme – thanks to everyone that put a token in our collection.
- We were also thrilled to receive a significant anonymous donation to our funds which will enable us to complete installation of the P1/2 equipment.
- We also raised money from our plant stall and kids tombola at the May Fair. Many thanks to anyone who donated any greenery – we had some beautiful looking tables!
- We had other events during the year to help raise funds like an Easter raffle basket and also the Star Wars theme day at school on May the 4th with funds going to the PDG.

Playground Improvements

- Over the course of the year the group held 2 work-squads to tidy up and maintain the school grounds. We had our first one in October just ahead of the open day for new P1 parents so all the tubs and planters at the entrance were looking nice and welcoming.
- With Ms Fenton's support & guidance, we have started loose parts play in the P3-7 playground. Loose parts aim to 'promote curiosity and imagination through play' i.e. the

children can use the materials freely to create, explore and imagine whatever they like. So far it seems to be going down well with the children and we see some great collaborations going on. We'll always be looking to replenish/add to our loose parts equipment, so any donations gratefully received.

- We have installed an up and over climbing A-frame in the P1/2 playground and some new somersault bars in the adventure playground that the P3-7 children can use.
- The fantastic new sand pit is now also installed and in use in the area between the 2 playgrounds. Kids are learning the ground rules of playing in the sandpit and again, it's nice to see the older and younger kids all playing together.

Targets for 2018-2019 Session

1. We'll be aiming to complete the first phase of improvements to the P1/2 playground with the installation of the 4-sided activity cube.
2. Willow dens and tunnels will be installed around November in the main playground area.
3. We will then turn our attention to planning, (in consultation with children and parents), a phase 2 for improvements in the P1/2 playground and also what more the older children would like to see in their playground.
4. Submitting funding requests for grants etc. that may help us raise further funds for improvements.
5. The usual maintenance of the grounds and plants – watch out for work-squads coming your way in Autumn & Spring!

3 vi. Road Safety Group (TB)

TB provided an updated on the last year's activities:

Yellow lines painted in the area of Firrhill Crescent and Oxfangs Road North on 3rd July 2017. These provide the lollipop lady with a clear line of sight on either side, allowing her and the children to step into the road safely. There has been an increased presence of PCO's at the zig zag crossing areas and in the last couple of weeks a ticket was issued for parking on a double yellow line. Two signs asking drivers not to park on the zig zags were placed on the perimeter fence at both crossing points. While the zig zag areas are largely kept clear, the safety issues are around the crossing point and immediate area of this.

Parents also continuing to park in the school car park (and disabled bays) at drop-off and pick-up times.

Going Forward

Representatives from the Edinburgh Council Place-Safety group have been to the school to look at the crossing point again and it appears that SCPG is in the correct location. I asked if the crossing could be marked with zebra crossing type lines and was advised:

"There are no specific "formal markings" available to a Local Authority to put down on the carriageway that comply with the legislation (Road Scotland Act) apart from the School Keep Clear markings that are already in place. The single yellow and double yellow lines as you are aware are enforceable and I have today contacted both Parking enforcement and Police Scotland to alert them to the indiscriminate parking in the area."

At a recent meeting of the Firrhill Community Council a resident living opposite the east side of the school raised the issue of parents parking over driveways and dropped kerbs. These are denoted by a white line.

This and other related school parking issues were discussed with the community police officer and local councillors present at the meeting. As a result Edinburgh council will carry out some speed surveys and monitoring exercises to see what the issues are. If they find that there is a speeding issue they could erect a temporary vehicle activated sign as a

deterrent and also raise it with Police Scotland. If there are issues with vehicle movements during school drop off times they can ask the Road Safety team if the School Liaison Officers can carry out an initiative with the school.

Traffic concerns had also recently been discussed at the Firrhill Community Council, there the option of Hotspot Cameras were mentioned.

3 vii. Head Teacher Report (LW)

LW provided a report covering the period from August 2017 to August 2018:

School and Nursery Roll

The current roll is 448 children in school and nursery. Our school roll has remained constant and we still have 16 classes, Nursery am and pm places and provision for 2 year olds both am and pm. We continue to have a link with Braidburn with pupils on split placements. Braidburn has expanded this session so looking forward numbers for split placements may grow

Staffing

We have a number of new members of staff this year

- Miss Crole will not be in school on a Thursday this year and Miss Mercer will be acting DHT on that day
- Mrs Nash has returned from maternity leave and works Tuesday (drama), Wednesday P5S and Thursday nursery
- Mrs Robertson, Early Years Practitioner in the nursery has reduced her hours and no longer works on a Thursday

Pupil Equity Funding - £57, 000

- Ms Fenton continues in the position of PEF teacher with a focus on raising attainment. This includes: social and emotional support, overseeing targeted interventions, nurture, promoting positive play, gathering attainment data / attainment meetings with teachers, reducing the gap between the most and least advantaged (fruit/uniform/trips/activities/Chai etc.)
- Prince William Award – work with skillforce to achieve this award in P6 – building personal skills for learning life and work and equipping them with character, courage and resilience to be their best selves
- OSIRIS – teaching intervention for 5 teachers across the school – focus on 3 modules which are at the heart of improving teaching and learning; engagement, feedback and challenge. Designed to create long term measurable changes to teaching
- Recently recruited a family and pupil support worker in conjunction with Barnardos. Additional support for those in need targeting attendance, emotional wellbeing, family needs, social support, nurture

Our priorities for development 2017 – 2018 were in response to our HMIE report published in January 2017

Recommendations:

- Further develop children's understanding of themselves as learners with a focus on assessment
- Further improve consistency of learning and teaching in all curricular areas
- Further develop our Health and Wellbeing curriculum to equip children with the skills to be healthy, safe and successful

Our follow through visit takes place in October and we will be able to share all of our development work since HMIE and the impact this has had on our learners. We will share our feedback after this visit

Some highlights from last year (2017 – 2018) include:

- We have revised our Positive Behaviour Policy – based on research / comprehensive training with staff / consultation with all stakeholders – this has been shared with parents
- Further developed assessment approaches to include attainment meetings / staff training / cluster moderation – we have further developed our approaches to tracking progress throughout the learners journey
- Our curriculum has been refreshed to ensure breadth, depth, challenge, progression across each level. Teachers are clear about what should be taught at each stage to ensure coverage of the level over the 3 year period – it is a skill based curriculum preparing children for the world of work
- The Health and wellbeing curriculum now includes Building Resilience work / social and emotional programmes / friendship circles / emotion talks / targeted support for identified needs / mindfulness / support for trauma and mental health issues. Staff training has included Adverse childhood experiences and the impact this can have
- Playground developments include fixed equipment including the sandpit and loose parts – this has transformed playtime for many children and enhanced relationships / co-operation / ability to compromise / resilience / problem solving / play skills
- Snow clear up – fantastic turn out from the local community
- Sporting successes – Girls cross country team came first – impressive places in athletics (interscholastics) – 5 out of 40 schools. Fit 15.
- Intergenerational link with nursery and Davidsons House / Forest Schools – 1 day per week
- Feature in the evening news – Positive
- Holiday Club – 50 referrals from us

We would like to help this year from interested parents for:

- Community groups – H&W, Our Community, RRS and Sustainability
- Sharing skills e.g. you'll have seen photos of parents demonstrating skills in class e.g. nurse / vet / dental hygienist – maybe you have a sport or special talent?
- Creating our curriculum rationale – graphic designers / artistic flair
- Want to revisit our vision, values and aims
- Rookie Rockstars 9th & 10th October then an evening concert on 25th October

Thank you for lending us your lovely children. It is a great mix at Oxfords and every child brings something special to our school. Thanks to all of our parents for being such a great support. Working together and supporting each other, we can achieve the best possible outcomes for all learners.

RI, on behalf of all parents, expressed great thanks to LW and all the staff.

4. Selection of Parent Community Council Members and Committee

Elections were held for the Parent Council members as follows:

Chair: Richard Imlach (continue)

Vice-Chair: Tracie Brown (continue)

Treasurer: Ewan Stewart (continue)

Secretary: vacant

Communications: vacant

These persons are hereby authorised to represent the Parent Council.

In addition all people attending the AGM have indicated interest in joining the PCC as members. RI will also confirm with the people who couldn't attend.

5. Discussion of issues raised by the Parent Forum

5 i. Supplier of school uniform

The uniform had been provided by the current company for the last 5-6 years. They don't pay anything to the school, however they are a local small business. Some parents were unhappy with the service and delivery costs from this firm. This issue will be discussed further at the next Parent Community Council meeting.

5 ii. Rooms for waiting parents

LMcK queried if there were any inside rooms for parents and younger siblings to wait during the period between P1/2 finishing school (14.45h) and P3-7s (15.20h). LW confirmed that there were no rooms available.

6. Date of next Parent Community Council meeting

Wednesday 3rd October 2018 at 18.30h