



## **Oxgangs Primary School – Parent Community Council Meeting Minutes**

**Tuesday 22<sup>th</sup> Jan 2019, 6.30 – 8.00 pm, Staff Room**

**Present:** Richard Imlach – Chair (RI), Ewan Stewart – Treasurer (ES), Liz Walshe – Head Teacher (LW), Louise Mercer – Teacher Rep (LM), Scott Arthur – Councillor (SA), Lorraine Lawrie – QIEO (LL), Lauren McKay – Chair Fundraising & Events (LMcK), Crerar Christie, Aristides Kiprakis, Lucy Dalglish, Lesley Millar (LMiller), Gordon Roberts, Lesley Roarty, Patricia Rudolf von Rohr, Kerry Knox, Jill Walker, Bertrand Frossard, Laura Calder

**Apologies:** Tracy Brown – Vice Chair (TJB), Michael McLeod, Jo Stewart, Phil Doggart (Councillor), Jason Rust (Councillor), Gavin Corbett (Councillor), Kat Girdler.

### **1. Approval of previous minutes (20th Nov 2018)**

Gordon Roberts and Lauren McKay approve the minutes.

### **2. Chair Report – Richard Imlach**

#### Headteacher

We welcome Mrs Walshe back to the school, and express our thanks to Mrs Grierson and Mr Ewing for their stewardship of the school as well as their support of the PCC and PTA during the last few months.

#### PCC Secretary

We still have an open position for Secretary of the PCC. If anyone is interested, please let me know. Other parent councils make use of a Clerk to cover the role — something we may have to consider if we remain without a Secretary. PR stated that it requires approximately 2 hours per meeting of your time.

#### PTA

Thanks to Lauren & Kat for their amazing efforts in organising the Christmas Fair, Xmas cards, Xmas parties, etc. The PTA is currently low on members, and I know both spent a considerable amount of time making these events be the great success they were. Thanks also go to all the parent volunteers who also contributed their time to all these events — they wouldn't happen without their help.

#### Redford Barracks Redevelopment

Some members of the local community have been involved in two meetings in the last few months on plans for the redevelopment of Redford Barracks when the site is sold in 2022.

The Chair of the Firrhill PC was invited, but Primary School PC Chairs were chosen not to be invited. RI requested that if there are any future meetings that Oxfords PC should be invited to attend, which SA agreed. LMiller requested that she would be happy to be the PC representative going forward on this matter.

It would be expected that housing would form part of the development, and the site can accommodate up to 600 new homes. This would clearly put pressure on local schools which are already at & beyond capacity. Transport & access are important considerations which would have a material impact on Oxfords PS, as well as disruption during any construction phase. So it is important we are aware & involved on this.

LMcK stated that the property surrounding the barracks have been let by the MOD for council residential lets which could impact on the local schools short term.

### Traffic Group Update

No further development with parking/road safety, no wardens for quite some time. Parking generally pretty good with the exception of the one persistent offender. Action – to query with Scott Arthur if he has any news on the hedge cutting, timescales etc. and any update on parking initiatives he may have. SA commented that the birds must leave the hedges first and he will email this week to try and confirm a rough date.

Scott Arthur mentioned that Buckston, Pentland, St Marks and Oxfords Primary's along with local residents will be issued with a Route to School survey from the Road Safety Officer shortly, this will then be looked at by the council which will then be discussed with the RSO in the next academic year.

### Parent Survey 2019

The parent survey will soon be upon us. In 2018 we moved the survey date from Mar to May to avoid a clash with the CEC Parent Survey. I don't currently know if CEC are planning another survey at the same time. Within the PCC we should look to agree if we wish to make any changes to the existing survey content and format, and the date the survey should be undertaken.

LL stated that there will be a pupil survey issued around now and the parent survey will be next year. She also enquired if 2 surveys were required however it was agreed that the PC will issue theirs in March and actions will be in place by the end of the June term.

### ***Action - Issue of PC Survey RI & GR by March***

### Edinburgh – Placing in Schools Appeals Panel

New members are still sought for this body which hears appeals from parents against the Council's decisions to refuse school placing requests at Primary and High School level or appeals from parents relating to exclusion decisions made by schools. Speak to RI for further information.

### GDPR

A reminder that we are all bound by GDPR and that we all have a responsibility to ensure that we are only holding personal data where there is a good reason to do so within the terms of our Parent Council policy on this. I have chosen to start sending any internal PCC comms using bcc lists to ensure individual's privacy on email addresses is maintained.

### PCC future ideas

We have a number of initiatives ongoing such as Tech Club, but I'm keen to hear if anyone has any other ideas or initiatives which might be of benefit to the school and pupils that could

be parental driven. Any opportunities that people might have in their workplace which could benefit the children are always popular.

LW stated that there will be a major drive to improve and develop the school library. There will be attendance from Forth View school at the next curriculum evening on the 6th of February which they will present their achievements to our parents highlighting what they have done to have a new library. This new project for Oxfords will be in conjunction with Library services, parents, teachers and pupils.

KK stated that a P1 parent is able to help with funding requests and just requires further details from the school to start this process. LM stated that she is in contact with Mrs Buckle, however should also contact RI.

LR requested that instead of giving teachers presents at term end/Christmas parents/pupils could purchase a book for the Library.

### Closing

In closing the Chair's report, RI would like to again thank all our school, parent and ex-official members, for all their time, commitment and support to Oxfords Parent Community Council.

### **3. PTA Report - Lauren McKay**

LMc stated that the PTA now requires a new secretary along with new faces and new ideas. The Christmas fair was a success with 240 adults attending and £730 raised, £120 of which is from sales of Dominos Pizza. Well, done to Kat for organising this.

The May fair has been confirmed as the 25th of May 2019 and we will hope to raise £5,000.

There is currently £8,000 within the PTA funds. ES stated that there is about £3,000 within the PC funds

LW stated that a wish list item would be cooking facilities within the school for children and parents.

***Action - LW to request PTA volunteers in the next newsletter.***

### **4. Headteacher Report - Liz Walsh**

LW informed the PC that Mrs Kennedy the music teacher will be leaving along with Mrs Smith in the nursery.

The janitor has been appointed permanent and this was welcomed by all.

### **5. Playground Development Group Report**

LMercer stated that the willow trees have now been planted.

LC requested receipts for the Tesco funding to receive the final £1,000

RI requested that an update should be issued to parents as to what is next for the PDG, this will be issued in the weekly news letter.

***Action - Miss Buckle & Mrs Fenton to provide a PDG update for the weekly news letter.***

***Action - Copy of receipts/invoices to be given to LC***

## **6. Governance for School Funding Requests**

RI stated that clarity had been requested with regard to the PTA funding items that are below £500. The existing guidance was discussed and general consensus was that it remained as is. The school supply a list of items/areas they are seeking help with funding. It would be unusual for the PTA to turn down these requests. As before, any requests larger than £500 must come to the wider Parent Community Council for awareness and approval.

## **7. Tech Group Update**

AK stated that there is a university group that can come to the school for P6 and P7 however dates would need to be coordinated with the school.

On the 5th and 6th of February there will be a presentation to the P7s about the International Space Station from there they will develop a computer program which will be sent to the ISS and on receiving it in space they will receive a certificate.

## **8. AOB**

JW who is the chair of the After School Club Committee stated that there is concern regarding the proposal of the school lets, which could see fees charged by CEC of up to £1,000 a week for the ASC to let their rooms. These costs would result in significant uplift to the fees charged to parents. SA stated that feedback regarding the concerns of school lets has been raised with Landis and he hopes that after school club fees will be exempt moving forward. RI stated that the PC could help with Landis if required.

GR asked if an update on 'You said we did' could be sent out with the weekly news letter - LW will action this.

LW stated that if there are any issues or complaints please contact the school direct.

## **9. Date of next meeting**

The next meeting will be on Tuesday 5<sup>th</sup> March 2019 from 6.30pm to 8pm in the school staff room.

RI closed the meeting at 8.20pm.