



## **Oxgangs Primary School – Parent Community AGM Minutes**

**Tuesday 17<sup>th</sup> September 2019, 7 – 9.00 pm, Dining Room**

**Present:** Richard Imlach – Chair (RI), Ewan Stewart – Treasurer (ES), Kevin Brack – Acting Head Teacher (KB), Louise Mercer – Teacher Rep, Lauren McKay – Chair Fundraising & Events (LMcK), Aristides Kiprakis (AK), Lesley Roarty (LR), Laura Calder, Crerar Christie (CC), Kaythie Reid (KR), Lesley Millar (LM), Lucy Dalgleish, Ben Panter, Fiona Morrison, Ben Bunting (BB), Caroline Bannon, Helen Harris, Nishe Bunting, Gordon Robertson (GR)

**Apologies:** Michael McLeod, Gill Christie, Barbara Findlay, Scott Arthur

### **1. Welcome, introductions and apologies**

### **2. Approval of previous minutes (11 Sept 2019)**

GR approved the minutes- duly seconded by LMcK.

### **3. Updates**

#### **(i) Chair Report – Richard Imlach**

##### Introduction

As always, this has been a busy year for Oxgangs Parent Community. In completing my second 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/PTA), 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), Anthea Grierson (Acting HT), Paul Ewing (Acting HT), Kevin Brack (Acting HT), and Louise Mercer (Teacher Rep) for their commitment & time in attending the Parent Community Council meetings over the course of the year. Each of them have always been keen at every opportunity to help and assist the PCC as necessary, as well as providing updates on school matters at the regular PCC meetings.

I would also like to give special thanks to the PTA members Lauren McKay (Chair) and Michael McLeod (Treasurer) for their efforts in fundraising and events in the

past year and in years past. Lauren in particular was the sole driving force in the planning and organization of the May Fair this year, and I know personally how much of her own time & effort she committed to this. A fantastic sum of £4000 was raised with the help and assistance of many parents in the days surrounding the May Fair. Well done Lauren. Lauren and Michael are both stepping down from the PTA office bearer positions and their efforts will be sorely missed.

In addition, the support of our local CEC Councillors (Prof Scott Arthur, Jason Rust, Gavin Corbett, and Phil Doggart) should be noted over the course of this session.

All of us on the Parent Community Council are keen to help build parental involvement and engagement with the school where we can; any input and ideas from parents or carers on how we can better do that are very welcome!

### 2018/2019 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 which will be presented shortly.

There were six planned PCC meetings that took place over the session. RI attended one SouthWest Locality meeting which feedback into the City of Edinburgh Council (CEC).

The PCC conducted the Annual Parent Survey in March/April 2019. We thank all the parents who took the time to complete the PCC survey. The results of the survey were shared with parents and the survey indicated an improving trend in parental satisfaction with the school.

Throughout the year, the PCC has discussed and assisted with various topics including :

1. Arranging for CEC representatives to attend the October PCC meeting to discuss matters arising with the appointment of an Acting Headteacher.
2. Reviewing the results of the 2017-2018 Parent Survey and asking the school to take forward "You said, We did" sessions which was held in late October.
3. Presented a summary of the remediation works done over Summer 2018 by Amey, including photographic evidence of such.
4. Dealt with parental questions and concerns over the year and engaging with the HT on resolution.
5. Representing the school on the South West Locality Group.
6. Matters of parking and traffic surrounding the school and within (school car park).
7. Discussion around the redevelopment of the Redford Barracks site and the impact to Oxgangs PS.
8. Encouraged Amey to review the use of single use plastic in the supply of packed lunches.
9. Gave thanks to a parent who secured funding of £1000 for the library through their work scheme. The parent wishes to remain anonymous.
10. Gave thanks to PCC member Aristides Kiprakis who helped arrange sessions with the P7's to enter a competition for the ISS Space Station.
11. Gave thanks to PCC member Patricia Rudolf Von Rohr who helped arrange TSB bringing a workshop to Oxgangs PS.
12. Organised the Sky Studio's visits for P5's
13. Use of Facebook polls to get parental views on matters surrounding CEC holiday calendar, and CEC school uniform grants.

14. Managed the OPCC facebook page & website.
15. Many other items have been discussed which are captured in the minutes of the PCC meetings over the year.

### PCC Subgroups

These groups allow parents to support the school in lots of different areas in a practical way and I'll shortly ask each group lead to provide a short summary on their work over the last year.

- PTA – Lauren Mckay
- Playground Development Group – Kaythie Reid

### Parent Community Council Membership

We're now looking at a significant number of changes to the Parent Community Council membership and I would like to say thanks to PCC members stepping down, in particular :

1. Tracy Brown. Tracy has been active in the PCC for a number of years with a particular interest in Traffic and Eco matters. Tracy has campaigned & achieved improvements to safer parking, additional yellow lines, hedge cutting, reduction in single use plastic, and such like. In the last 2 years Tracy stepped up to the position of Vice-Chair assisting myself in the running of the PCC. Tracy's dedication to traffic matters will be particularly missed.
2. Ewan Stewart. Ewan has been the treasurer of the PCC for 5 years. In this time Ewan has been involved in assisting the school with breakfast club funding and safely managing the funds and audits of the PCC accounts over those years. Ewan has performed the role in a very professional manner and will equally be missed.
3. Lesley Roarty. Lesley stepped up to the role of Secretary midway through the session and performed the role admirably. I'd like to thank Lesley for her minute taking and supporting me in Secretary duties over recent months.
4. Finally, I step down after this meeting following 2 years in the Chair.

As you'll have guessed from this, we do have some opportunities for new members of the PCC and we'll go through them shortly – please do think about joining; it's a really great way of finding out more about the school and contributing to its ongoing success.

### Plans for the 2018-2019 Session

It will be for the incoming chair and parent council members to set the plans and objectives for the PCC for the year ahead. Ongoing activities that could be picked up include the following but these are only suggestions.

- Communications
- Clubs (code/sport clubs)
- Parental Engagement type activities
- Supporting our subgroups
- Pupil involvement in PCC
- .....and more. Ideas from ALL parents welcome.

### Meeting dates for 2019-2020 Session

It will be for the incoming Chair to decide on the meeting dates & schedule for the year ahead. In the past year, there were 2 meetings per term so a total of 6 meetings across the year, not including the AGM. It is recommended that the first meeting should take place during the month of October to set the agenda for the year ahead.

### 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 Oxfangs Parent Community Council.

#### **(ii) Treasurer Report – Ewan Stewart**

Attached

#### **(iii) PTA Report - Lauren McKay**

SUMMARY 2018/2019

We have had a busy last term with the school's first Halloween party, re generating the Christmas fair ,with both being a huge success. We took from the Halloween party that x2 slots are needed to fit demands of the number of children wanting to attend. The Christmas fair was jazzed up by having Dominoes come and serve pizza, which seemed to have gone down a treat. Mayfair raised 4k, less than last year but we were competing against the marathon and Hearts v Hibs derby this year. I am now hoping to take more of a back seat this term and step down as chair, I will still be a part of the PTA and willing to take a task on for any event and I will give a full hand over. The PTA needs a Chair and Secretary to be able to continue running. My hope is the lower class parents (P1-P3) are interested and have the drive to put fresh ideas in and enthusiasm that is needed for all events that are upcoming in the next few months.

We had numerous fundraising events throughout 2018/2019

- Tuck shop
- Christmas parties
- Christmas cards/mugs
- Mayfair
- Rag bag
- Festive dress down day
- Oxfangs Primary first Halloween party
- Christmas Fair

We have funded numerous events in the school also

- Drum fun
- Science fair
- P7 leavers party
- P7 coaches
- Cinema for Christmas trip
- Coaches for trips
- Support Fund
- Nurture group
- Help towards class parties

- Sports Day

#### PLANS FOR 2018/2019

We have many events coming up this year

- Halloween Party –October2019
- Christmas Shopping Fair – December 2019
- Christmas Parties – December 2019
- Christmas cards/mugs – December 2019
- Rag bag – continuous
- Tuck shop – April 2020
- Mayfair – May 2020

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.

After the AGM I will set up a meeting in the hope the PTA can move forward with all the fundraising events

Lauren McKay – Chair PTA  
17 September 2019

#### PTA Accounts

- Balance on 01 August 2018 was £13,049.41
- Balance on 31 July 2019 was £10,348.82
- Deficit of £2,700 for the year
- A full audited set of accounts is awaited from the Treasurer for full incomings/outgoings. This will be published as soon as available.

Spending on the school (approx. £9000 total) was:

xmas panto /cinema 2799  
Generation science 2480  
Sports teams kit 1287  
support fund 1000  
P7 leavers 500  
Nursery 470  
Sky coach 330  
2s group 200  
Dyslexia books 100

#### **(iv) Playground Development Group Report – Kaythie Reid**

Update for 2018-2019 Session

- Adventure Playground has had work completed over the summer holidays and will be back in action soon.
- A fence is going around the perimeter of the P1-2 playground to keep the children off the slope in the October break.
- Last year, the sandpit was installed but though it was compliant at the time, Amey's guidance has now changed in that any 'installation' needs to be more than

8 metres from the school. So we will be investigating moving it and replacing with fixed sandpits instead. The only cost incurred was for the sand.

- The willow dens are to be repaired and spruced up after the October break, we are awaiting cost estimate for this.

#### Targets for 2019-2020 Session

- This year we will be completing the installation of the activity cube play equipment in the P1/2 playground. There were some problems last year negotiating around Amey's requirements where they were insisting that we needed 3 quotes (there are limited numbers of companies approved by the council who are in our vicinity and provide this kind of equipment). But they have now agreed that this would be impossible and will agree to seek installation if we go with approaching Caledonia Play. Rough cost for this would be

- The usual maintenance of the grounds and plants – watch out for work-squads coming your way in Autumn & Spring. The Autumn work squad will be scheduled towards end of October just before the new P1 enrolment meeting – all help gratefully received!

- We will then turn our attention to planning, (in consultation with children and parents), for what more the older children would like to see in their playground. The more input we can have the better for everyone, so parents can feel involved and that they can have their say.

#### PDG Accounts

The approx balance in the bank account is £14,700. The audited accounts will be available in the coming weeks and will be published once available.

#### **(v) Head Teacher Report - Kevin Brack**

KB mentioning that he was only in post for 6 weeks of the 2018/19 session. Paying tribute to the staff and children in a very difficult year.

Going through "Key Achievements and Next Steps" documents- this is the basis for the School Improvement Plan and will be circulated to the parent body shortly.

KB also giving thanks to the PC office bearers and those of the PTA.

In response to a parent question about the sustainability of the School Improvement Plan KB making the point that it had been deliberately drafted to be short and simple in an effort to ensure that any changes/improvements are sustainable and will survive any changes to leadership in the longer term.

Going on to explain that Miss Buckle is working on creating a parental offering 'grid' to go out to parents in the coming week or so to try to generate greater engagement of parents. This would detail the most basic expectations of parents (attending parents' evening, reading learning conversations etc) but go on to identify further opportunities for parents within the school, the intention being to create a database of people who are willing to help/input in any particular area.

KB is also having a list of all known key dates prepared for parents to stick on their fridge- that will be issued in the next few dates.

KB also reporting that in light of GDPR the school now has a list of kids that can't be included in any photos- each teacher now has this, which should allow a more streamlined approach to posting on twitter- expect more activity from the school here. RI asking whether something helping people to use twitter might be useful and noting that there has already been an increase in the number of tweets which would only generate more interest.

Lastly the school website was noted to be very out of date. The school have a plan and are considering the possibility of embedding a twitter feed to keep this more current. KB inviting parents to help with updating.

#### **4. Election of PCC Members and new Committee**

Some options were discussed around the prospect of no one standing up to fill the vacant roles. AK volunteering to stand as PC chair, provided (i) the outgoing office bearers were on hand to assist where required, and (ii) the other vacant roles were also filled. He was duly appointed.

BB and LM offering to take on the roles of PTA and PC treasurers respectively- they were duly appointed.

LR and KR offering to continue taking the minutes of the PC meetings (ideally together with others). ES offering to audit accounts.

Lastly, the possibility of the hallowe'en party being ring fenced as a stand alone event for the purposes of inviting a group of parents to take on organization was discussed- LMCK flagging that if DJs aren't booked soon we will have missed the boat.

#### **5. Date of next meeting**

The next meeting is still to be diarised.

RI closed the meeting at 9pm.