

Roseburn School Parent Partnership Minutes

Tuesday 17th January 2023

1. Attendees, Apologies, Previous Minutes

Attendees

Russell Armstrong (RA)	RSPP Chair
Lynne Schyma (LS)	P1 rep
Gail MacLeod (GM)	P2C rep
Jennifer Girvan (JG)	P2H rep
David DiPaola (DD)	P3 rep
Brendan Igoe (BI)	P4 rep
Laura Paterson (LP)	P6 rep and minutes
Gillian Hanley (GH)	PTA / Playground Group
Kirsten Mack (KM)	Playground Group
Natalie Borrowman (NB)	Head Teacher
Jacqui Gardner (JG)	Principal Teacher / P6 teacher
Andrew McGreehin (AM)	Parent

Apologies

Alice Drysdale (AD)	P5 / ASN rep
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Amendments to previous minutes:

- To change number of school notice boards from 3 to 2

Action points from previous minutes:

Action Point	By Whom	When	Information
Find out about paid PTA secretary role at Craigmount H.S.	Lynne Schyma	17/1/23	£30 per meeting
NHS information to be shared with parents	Natalie Borrowman	25/11/22	Shared 25/11/22
Approach Scott Ritchie, Balfour Beatty and BoS re playground funding	Playground Group	TBC	N/A
Information on how other schools are funding clubs	Russell Armstrong	Summer term	N/A

2. Roseburn Place

Safety

- Concerns about cars not being aware of updated information in Highway Code and not giving right of way to pedestrians.
- JG has had correspondence with CCWEL and shared that they will put further signage up to make drivers aware as well as carry out another risk assessment once all works are complete.
- Concerns also raised about the volume of traffic queued down Roseburn St. JG advised that in their correspondence CCWEL are aware of this issue and are looking to change the traffic light sequence but this may still to be done as part of the wider works.

- RA had informed Councillors ahead of RSPP meeting of parental concerns regarding new road layouts. Meeting between CCWEL, Police and Community Link Officer regarding situation and they will send information to RA who will share it with RSPP.
- School to contact Road Safety Team to seek guidance regarding new road changes/layouts as this will impact on how road safety is taught in schools.

3. Playground

- RA shared NB's timeline of playground development. Thanks to Kirsten, Susie and Gillian for all their support with progress to date.
- Playground documents have been shared with parents and are also available on website.
- Need to appoint a Quantity Surveyor to cost project. Two companies have been approached to cost project and school to receive these by February break.
- Playground design needs to be finalised before Quantity Surveyor can be appointed. Landscape architect report has been sent back with parent comments. GH has asked for more defined 3D designs.
- School to pay for Quantity Surveyor fees/costings with money that has been ringfenced for the project and are aiming to have enough money to cover phase 1 of the project – includes purchasing £5000 loose play materials and trees. Staff to receive loose parts training this coming Thursday.
- Small group of parents and teachers currently working on playground development but urgently need more support as the required commitment is too much for such a small number. No volunteers have come forward following previous pleas so looking to quote for a Project Manager. NB also needs a link parent to share information with families.
- Recognition that funding applications are very time consuming – NB going to speak to Kirsten Paterson to get more advice on where to apply and if there are people that can help with this (potentially as a paid post).
- AM to send RA information regarding freelance professional funding applicants as well as any contacts they may have.

4. Parent Forum Feedback

ASN – Digital Devices

- Issue raised by AD but unable to attend meeting. RA to contact AD for more information.

Murrayfield Church

- _Previously used for school events until lockdown.
- Parents keen for it to be used again as a nice way to celebrate and enjoy school events.
- No decision made whether it will be used again. However, it has not been ruled out and can be discussed further.

5. HT Update

Lateness / Absences

- At end of January, NB will be notifying all parents of their child/children's current attendance level.
- NB currently follows up with any families where lateness / absences are a reoccurring issue.

- Schools within the Craigmount learning community are working together to create a policy that makes it clear to parents what is expected in terms of school attendance.

Parking

- Issue with parents double parking across local businesses access. Plea to parents to avoid doing this as it is impacting upon businesses.

6. PTA Update

- Current finances at £18000. £2000 still to come off this total for loose parts materials.
- Funds raised through various events – World Cup (£125), Cheese and Wine Evening (£500), Christmas Cards (£295), Tea Towels (£275), Snoods (TBC).
- Call out to any parents that work in banks to support fundraising efforts through Match Funding.
- Next event is the school ceilidh on 3rd February. Tesco have donated 3 bottles of alcohol for raffle.
- Noticeboards – the current outside school office would benefit from being replaced so now looking to potentially purchase 3. PTA to approach ScrewFix to ask if they can help source and/or fix them in place.
- PTA need to renew Lottery license which is required for certain fundraising projects. Cost is £40-60 and approved by RSPP.
- Canva – no Black Friday deal and not yet been purchased as it has not been required yet. Will buy when needed to make full use of annual subscription. Mrs Denvir happy to get P7 pupils involved with poster making when required.
- Spring Fair will be on 3rd June. More information to come out closer to the time.

7. RSPP Update

- Craigmount expansion – no recent meetings have been held regarding this due to situation with South Queensferry. Invites going out within the next month to discuss Craigmount.
- Next NW/SW Locality Meeting on 7th March. Parents welcome to join and any issues to be raised to be passed to RA before this time.

8. AOB

No points raised for discussion.

Next meeting scheduled for Wednesday 15th March 2023

Summary of action points:

Action Point	By Whom	When
Road Safety Group to be contacted re new road layouts.	Roseburn P.S.	15/3/23
Information regarding freelance professional funding applicants to be sent to Russell Armstrong	Andrew McGreehin	15/3/23

Find out more information regarding impact of ASN on use of digital devices	Russell Armstrong / Alice Drysdale	15/3/23
Information following meeting between CCWEL, Police and Community Link to be shared with RSPP	Russell Armstrong	ASAP
Quotes for Playground Project Manager	AM	TBC
Approach Scott Ritchie, Balfour Beatty and BoS re playground funding	Playground Group	TBC
Information on how other schools are funding clubs	Russell Armstrong	Summer term