



Roseburn Primary School Parent Partnership

Annual General Meeting Wednesday 14th September 2024

In attendance:

Gail MacLeod	Chairperson	Liz Pearson	PTA Chair
Lynne Schyma	Co-Chair/P3 Rep	Natalie Borrowman	Head Teacher
Kate Levine	Nursery Rep	Jacqui Gardner	Principal Teacher
Joya van Hout	P1 Rep	Kelly Thirgood	Acting Principal Teacher
Kirsten Mack	P2S Rep	Alan Beal	Councillor
Nick Savill	P3/4 Rep	Philip Simpson	P1 Parent
Esther Sum	P4 Rep	Denise Parker	Parent/PTA volunteer
Sarah Hawthorn	P5 Rep	Gillian Hanley	Parent
Brendan Igoe	P6 Rep	Sean Conaghan	Parent
Joana Botton	P7 Rep	Susan Moyles	Parent

Apologies:

Georgina Simpson	P2G Rep
Maxine Bryce	ASN Rep
Janet Coutts-Dunne	Treasurer

1. Introduction

- a. Welcome, attendees and apologies noted by all.
- b. Approval of previous minutes – approved.
- c. Actions from previous meeting:
 - i. Natalie Borrowman to circulate school improvement plan - complete.
 - ii. Reps to encourage parents to participate in surveys/requests for information; encourage someone to support revision of uniform supplier list; and request volunteers for PTA including playground and RSPP reps – **ongoing, but uniform point carried forward.**
 - iii. Chair to update constitution and codify financial procedures for RSPP and PTA – as per agenda.

2. RSPP AGM Admin

- a. Appointment of reps and office bearers for the year. - List agreed and all classes represented. Passed and agreed there are no conflicts of interest.
- b. Updating of constitution, remit and financial procedures - Gail explained that the constitution had not been updated or reviewed for around 5 years. Over the summer, Gail had spent time combining the existing documents, simplifying their purpose and making the language used more inclusive. The updated document aims to clarify financial issues, such as expected annual expenses and expectations for P7 fundraising. New document was passed.
- c. Meeting Dates - The following meeting dates were agreed. These meetings will take place on MS Teams.

Wednesday 20 November 2024

Wednesday 22 January 2025

Wednesday 26 March 2025

Wednesday 4 June 2025

3. Headteacher feedback

- a. Evaluation and Inspection - Graded “very good” (5) for nearly everything in the supported self-evaluation. This needs to be formally validated. Headteachers recently visited from the other schools in the learning community and supported the grading process with a particular focus on writing.
- b. Feedback needed from wider parent forum. Suggestions to improve this included involving the children in requesting feedback, using WhatsApp and other formats to triangulate messaging, and timing messages carefully.
- c. Staffing - P4 Teacher Absence. It has been unfortunate that the P4 teacher has been unable to teach. Her class has been covered with as much consistency as possible. There is a planned handover for her return and Mrs Pirrie may also be able to attend parent consultations.
- d. Admin support - The school currently has no Administrator and is in the process of appointing a replacement who should start on 23 October. In the meantime, parents are thanked for their patience and understanding. All emails should still be directed to the admin address, this inbox is being monitored and messages are passed on to the relevant staff member.
- e. Home Learning - Following feedback from the school community, there will no longer be home learning grids. Instead, there will be “non-negotiable” tasks, primarily reading and spelling, which should take a roughly similar form for all children regardless of stage. These are set by the school and the hope is that smaller, well-defined tasks which the school takes responsibility for setting may increase enthusiasm. A focus on home life balance has also changed when iPads are sent home.
- f. **Action: Reps to circulate information on request for parent participation in feedback.**

4. Feedback from the Parent Forum

- a. Success and thanks over the past year. Gail thanked everyone for their contribution and hard work over the past year to our school and commented on our strong school community and such positive engagement across parent teacher lines.
- b. Matters arising from parent forum including: uniform availability; ASN support; morning queues.
 - i. Availability of brown uniform - Parents continue to be concerned at the waning availability of new brown uniform, as Marks and Spencer and George at Asda have both now discontinued brown. Whilst the PTA has a good stock and parents seem happy to support the uniform sales, there are gaps in stock, particularly for older boys. Parents spoke of the extra time and effort sourcing the brown uniform requires, plus the additional expense of postage and the difficulty gauging sizing of online suppliers. There remain differing opinions on brown. The scale of the issue needs to be assessed. A survey of where parents are currently finding uniform and what is most difficult to source would be helpful. Other schools in the local area, such as Bonaly Primary, also wear brown and may have some information or suggestions. Guidance from the Scottish Government has recently been updated, this also needs to be reviewed and considered. It was suggested a school shop, stocking PTA uniform and perhaps other supplies such as those needed for Lagganlia, might be something to consider. Approaches we could take are:
 - a) Status quo - Leave the existing policy in place, continue to monitor the situation,
 - b) Research alternative suppliers while promoting options and the flexible uniform policy
 - c) More research plus additional plus proactively recruiting new suppliers, d)

If dissatisfaction remains survey parents on options. This will be an agenda item for next meeting. In the meantime, it would be helpful to promote that Roseburn has a flexible uniform policy. Options such as leggings and jogging trousers may be easier to find and suit accessibility needs.

- ii. ASN Concerns - Teacher handover. ASN parents had raised questions over teachers not seeming to be aware of ASN needs, particularly in the case of new staff. Natalie Borrowman responded by explaining that teachers are allocated 2 hours at the end of the school year to share information on children, work, differentiation, class management etc. Planning is electronic and accessible to all teachers. Folders on children's progress are kept in the head teacher's office and checked over by principal teachers each term. New staff often have quite a lot to adjust to and pick up at the start of the school year. Nurture-based training is undertaken by new teachers if needed. The current rhythm of the return to school allows teachers and children to set expectations, transition, then have time to settle and build relationships, before reviewing support plans. This policy has been reviewed considering parents' concerns. It was suggested that the milestones of the school year, such as when support plans are reviewed, could be better communicated to parents. There was also mention that some children participate in sessions at The Yard and that parents feel these sessions could have more structure considering these sessions are paid for. Could The Yard create more tailored sessions for pupils, akin to the early years' service they ran previously?
- iii. Morning Queues - A P3 parent raised concerns that parents with children at both gates are unable to see both gates simultaneously, meaning that they must leave their older child without supervision at the side gate. School staff reminded parents that the gates open at 8:45, which should leave ample time to drop off at one gate before moving to the other before 8:50.
- iv. Nursery Garden - The nursery garden would benefit from some attention. Mrs Whitelaw has some wishes, but it is quite hard to find funds, time and volunteers to set up and maintain the garden. An application for the Tesco blue token scheme has been submitted for the nursery garden.

Action - Gail to consider revision of uniform supplier list

Action - Jacqui Gardner to liaise with The Yard.

Action - Reps to remind parents that gates open at 8:45 to allow for multiple drop offs and Natalie to consider drop off gates.

- c. Updates from wider Edinburgh parent engagement groups – Gail updated on awaiting the dates of the new locality meeting so she can attend, and that there are regular Parent Council Support meetings to give us advice on finance, meeting etiquette, running events etc. Gail also mentioned that the Connect Membership Documents for 24/25 are now in the RSPP inbox which include the membership linked insurance for our parent council and PTA activities.

5. PTA Update

- a. Treasurers Report - presentation of the accounts and acceptance (vote required) – Report as follows for year to 30 April 2024. This was approved by members.

Compiled by Janet Coutts-Dunne, PTA Treasurer during the period

PTA Account - Our annual account period runs from 1 May 2023 to 30 April 2024. During this period our net cash inflow was £ 6,991. Key items include:

- *Income:*
 - *School Fair £5,795*
 - *Parent Employee donations (i.e. matched giving) £2,000*
 - *Xmas Fair, Cards & Tea towels £1,600*
 - *Bake sale/Bake off £706*

- Cheese & Wine £434
 - Ceilidh £422
- Expenses:
 - Playground costs/enhancements £2,799
 - P7 bus to Lagginlia £1,000
 - Halloween parties £175
 - Library £99
 - Football team equipment £83
- As at 30 April our bank balance was £25,395. Our full income and expense statement for the year has been subject to an independent review by a parent (Declan Walsh – p7 parent)

Post 30 April update

- Our bank balance at 14 September is £32,028. Income has included 2024 School Fair (£4,521); Parent employee donations (£1,000); Bake sale (£927).
- This amount is before the deduction of £14k that has been agreed as PTA contribution to school playground, and £1k committed for P7 bus for Lagginlia trip. Funds post these commitments would be c £17k.

RSPP Account

- Separate bank account held with monies received from Edinburgh City Council to support RSPP and facilitate fundraising activity. In the year to 30 April 2024, income received from the council was £536. 3 items of expenditure in the year were:
 - School Noticeboards £1,893
 - 2 Sum up card readers £94
 - 2023 AGM costs £128
- As at 30 April 2024 the bank account had £1,604. The income and expenditure statement has been subject to an independent review (Declan Walsh – p7 parent)

b. This year's planned activities

- Liz Pearson presented her report of the year and thanked volunteers for their help in raising over £9000, funds which benefit every single child in the school.
- Sarah presented the PTA financial report, which the meeting voted to approve. She confirmed that the Treasurer's report was independently verified by Declan Walsh a P7 parent who is qualified to do so.

c. Spending decisions for next year & review of annual ring-fencing

- There was a discussion around whether the Rosebud funds have enough funds to cover the Lagganlia trip for those that need it (it does). Natalie also confirmed the transfer of £14k for the remaining playground costs, so that the PTA can establish their running balance.
- Kirsten Mack suggested adding funds for the playground maintenance and pupil voice to the "Agreed annual funding" heading on page 7 of the RSPP constitution. Natalie Borrowman agreed with this idea and requested a hose for the playground. School outings were also suggested including reinstating the school panto trip, but that the complexity of that trip makes it poorly suited to a standing item.

Action - Reps to encourage PTA volunteers for playground/garden upgrades

Action - Natalie and Kirsten to consider the amount required for annual playground maintenance costs to be added to ring fenced RSPP/PTA funds.

- 6. After School Committee Update** - The After School Club remaining funds are still being finalised. The new After School Club operators, Daddy Day Care, will be invited to provide updates to the RSPP, by correspondence if they prefer.

Action - Jennifer to contact Daddy Day Care

7. Council Update

- a. CCWEL/Traffic - Parents are very concerned about the increase in pollution, particularly from idling traffic, outside the school. The proposals to close Dalry Road to private traffic may worsen this. Alan Beal was encouraged to raise these concerns at Council meetings. The planned Oasis concerts at Murrayfield Stadium also coincide with the start of the next school year. Alan Beal was asked to ensure that the area will be tidy and safe for children, which he reassured the Council was already taking into consideration.

8. AOB

- a. Active Schools - Active Schools coordinator provided an update in advance of the meeting, regarding their support to creative opportunities for pupils to take part in sport and physical activity. Active Schools can work with the school and support is available for training and necessities like PVG clearances. Volunteers could also run short blocks of sessions or assist with Health Week. Anyone who is interested can contact cat.mccready@ea.edin.sch.uk

Summary of Actions

- **Action: Reps to circulate information on request for parent participation in feedback.**
- **Action - Gail to consider revision of uniform supplier list**
- **Action - Jacqui Gardner to liaise with The Yard.**
- **Action - Reps to remind parents that gates open at 8:45 to allow for multiple drop offs and Natalie to consider drop off gates.**
- **Action - Reps to encourage PTA volunteers for playground/garden upgrades**
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- **Action - Jennifer to contact Daddy Day Care**

Future agenda items:

- Uniform availability
- ASN transition feedback