



Roseburn Primary School

Parent Partnership

Wednesday 4th June 2025

In attendance:

Gail MacLeod	Chairperson	Maxine Bryce	ASN Rep
Kate Levine	Nursery Rep	Jennifer Girvan	Secretary
Kirsten Mack	P2S Rep	Liz Pearson	PTA Chair
Lynne Schyma	P3 Rep	Natalie Borrowman	Head Teacher
Nick Savill	P3/4 Rep	Jacqui Gardner	Principal Teacher
Esther Sum	P4 Rep	Jules Cunningham	Acting Principal
Sarah Hawthorn	P5 Rep & Treasurer	Teacher	
Sara Miller	P7 Rep	Alan Balfour	Daddy Day Care
Joana Arari Bindi Botton	P7 Rep		

Welcome

Approval of previous minutes

Gail welcomed the group and the minutes from last meeting were approved.

Matters Arising

- i. **Playground shed:** To be addressed in meeting.
- ii. **Uniform:** Reps approved and updated guidance now available on school website. Complete
- iii. **Whiteboard funding:** To be addressed in meeting.
- iv. **RSPP funds and outstanding payments:** Complete.
- v. **Inspection:** Parents were thanked in mini-minutes for their support. Complete.

RSPP Update

Meeting dates

AGM plans, proposed dates for meeting next session were discussed and agreed as follows:

- Term 1 – Wednesday 10 September 2025 – AGM in person
- Term 2 – Wednesday 19 November 2025 – online
- Term 3 – Wednesday 14 January 2026 – online
- Term 3 – Wednesday 1 April 2026 – online
- Term 4 – Wednesday 3 June 2026 – online

Papers were commissioned for AGM:

- Treasurer report for year and audit of records – **Action: Treasurer**
- HT report for year – **Action: Natalie**
- PTA summary – **Action: Jennifer**
- Propose to discuss PVG changes and impact on parent councils. **Action: Gail**

Tasks were assigned for planning the AGM

- Book MPC upper hall – Liz kindly agreed to book the hall. **Action: Liz.**
- Arrange light refreshments – PTA usually kindly organise these and any leftovers are put into PTA stocks for future events. Refreshments are funded from PC bank account rather than PTA fundraising account. **Action: PTA**

Reps for next academic year

The table below shows a summary of the current reps, the changes to the class composition and where there are likely to be gaps in reps next terms. Gail will contact the current reps to ask if they wish to continue with their class going forward or where a new rep is sought. Current reps moving to new classes may continue or seek to find a new volunteer.

Gail offered her thanks to the P7 reps Sara and Joana whose children are moving on this year, as they played such an important role in keeping the P7 comms going and attending these meetings over the years. **Action: Gail**

2024/2025 Class	2024/2025 Rep	Changes	2025/2026 Class
-	-		Nursery
Nursery	Kate Levine	>	p1
		New class	p1/2
P1	Joya	>	p2
P2S	Kirsten Mack	>	p3
P2G	Georgina Simpson	>	p3
P3	Lynne Schyma	>	p4
P3/4	Nick Savill (P3 parent)	New class	p5
P4	Esther Sum	>	p5
P5	Sarah Hawthorn	Sarah now treasurer	p6
P6	Brendan Igoe	>	P7
Chair	Gail MacLeod	>	Chair
Co-chair	Lynne Schyma	>	Co-chair
Secretary	Jennifer Girvan	Jennifer now PTA	Secretary
ASN	Maxine Bryce	>	ASN
PTA Chair	Liz Pearson	Now Jennifer	PTA Chair
Treasurer	Janet Coutts-Dunne	Now Sarah	Treasurer

Funds

Since the last meeting the RSPP have approved, and PTA bought, the following items:

- BBQ/covers/fire protection - £324.94
- BBQ gas safety service and certificate - £140
- Library shelf labels - £24
- Token cards - £31.90
- Parking pals - £901.14 (offset by some fundraising by the JRSOs)
- Hose extension/connectors - £106.62
- Dogman book sets for library – £140 plus £28 earned for school
- 4 pack shelf labels - £48
- P7 bus trip - £257.40
- TOTAL - £1974 (excludes PTA spend on events and sundries)

P7 funds

- £1400 raised by P7 parents – spent £708 on yearbook (increase in price from last year, worth p6 group noting for next year), leaving £700 for 2 leavers events.

Whiteboards

Quotes for whiteboards range from roughly £1200-1400 each, depending on supplier and make and model. The school has requested 4 new boards. RSPP approved based on the quoted prices.

Other requests

Metal sheds for the playground - Kirsten Mack needs to check compliance and find exact models. Expected price range is £3-4.5k for all. RSPP approved based on the quoted prices.

Storage for uniform room has been designed but not costed.

A megaphone/loudspeaker for events, such as the raffle at the school fair, c.£25. Approved.

Headteacher Feedback

Natalie Borrowman provided a summary, attached to the meeting documents.

Class and staffing allocation

There is no movement from the council's proposed **P1, P1/2, P2** arrangement. This is partly as Roseburn is the only school with space in P2 in this area. The P1 intake comprises 15 from school nursery and 17 joining the school and there are 31 current P1s. P1/2 will consist of 11 children from current P1 and 11 from nursery and outwith. These will operate as two-year groups, with a home class structure but shared activities across three classrooms and outdoor spaces.

- Emphasis on play-based learning and team teaching.
- Focus on holistic development and emotional wellbeing.
- One class will be located upstairs due to accessibility needs.
- The structure will evolve as children grow and adapt.

P3/4 will no longer be a composite class. The staff team is pleased with the new class lists and hopes the children will be too. Mrs Borrowman will share teacher assignments with parents in advance.

Principal Teacher role may not be in post. Finding someone hard, also affected by restructure of ASL.

Parent's consultations

Currently, the school offers three consultations and an annual report to parents. Reducing this to two consultations and a report is being considered, aligning with most other schools. As consultation time is taken from teachers' working time agreements this change may make more effective use of resources.

Gold Rights Respecting Award Re-Accreditation

The accreditor was impressed by the high level of parental involvement, noting it was the most she had seen. We have retained our gold award! A celebration event is planned for next week.

Pupil Equity Funding (PEF)

The school has received **£14,700** in PEF. It is recommended that schools consult with parents how that money is spent. The school proposes to split funding between a literacy PSA (1 day per week) and a Pupil Support Officer (0.5 days per week) to encourage attendance. This focusses the funding on children in the intended bracket. Parent representatives supported this plan.

School improvement plan, see HT report.

See the Headteacher's report for full details.

Parents are encouraged to share their views via this form: <https://forms.office.com/e/yKBrXqQih8>

Meet the teacher events

Attendance was lower in the upper year groups. These sessions are part of teachers' working time agreements but may be more effective if combined with a learning sharing event, especially as parents of older children are generally more confident in school operations.

Parent Forum Feedback

PTA funds

A parent had raised how we decide how to spend the PTA funds and how we promote what has been spent. This was discussed and it was agreed that the RSPP and PTA shares info on spending decision extensively - these decisions are taken by class representatives in line with the governing documents of the RSPP, recorded in published minutes, circulated by way of WhatsApp messages and posters on the noticeboards. All parents are welcome to attend meetings to be part of the discussions and decision-making process.

Some minor deviations from spending policy this year were noted, namely part-funding a nursery theatre trip, and a P7 bus trip.

Nursery garden

A parent noted some drainage issues. This is due to a blocked drain which has been flushed but remains a persistent issue. Estate repairs can be a slow process and can take a few weeks to be fixed. There is another area of poor drainage outside the cabins.

There is also little shade. The nursery does have some sunsails, but these are not permanent and can be difficult to find anchor points. Alternative solutions could be explored. **Action: Jules to pick up with nursery staff.**

Bikeability

The Active Schools Coordinator no longer provides this service; it has been handed back to schools. A parent volunteer could run the programme. Miss Fraser is qualified but would need classroom cover. This affects P6 pupils, who leave the playground for training. Given the school's location, it would be unfortunate to lose this provision. **Action: school to provide information to parents to help gain support and promote the programme and seek a cycling advocate.**

Key Issues to Address:

- Recruiting volunteers for Bikeability training
- Sourcing bikes
- Bike storage
- Servicing school-owned bikes

Updates from wider Edinburgh parent engagement groups

- Consultative Committee with Parents tonight – going to discuss new PVG roles and PC officer roles for more clarity.
- Connect monthly update - Useful sessions and tools promoted for office bearer roles. Ask for Sarah and Jennifers email addresses as there's good ones of fundraising, PTA info and treasurer role info for interest.
- Chair has updated connect membership details online to make sure our insurance cover is valid for RSPP and PTA events.

PTA

The main focus of the PTA at present is the upcoming school fair. Planning is progressing smoothly, with the risk assessment already completed. The team is well-prepared, and communication among class representatives has been effective, particularly through a dedicated WhatsApp group. Notably, Kate is organising a stall specifically for the nursery for the first time, which is a welcome step in involving the younger children and their families in the wider school community.

Regarding the barbecue, the group agreed that Liz can dispose of the old unit. The gas for the new barbecue will be stored securely at a volunteer's home. The Connect insurance policy was renewed.

The PTA formally recorded its appreciation for Liz's outstanding contribution as chair. Her efforts have brought immeasurable benefit to the school community, and her leadership continues to be deeply valued.

Jennifer was welcomed as the new chair!

Daddy Day Care

Preparations are underway for six weeks of summer holiday camps, which will run throughout the entire summer break. The after-school club has already seen strong interest, with ten P1 children signed up. Currently, the club is at full capacity on Tuesdays and Wednesdays. The breakfast club remains available every day, and new hot breakfast options—such as porridge and waffles that the children help prepare—are being trialled to positive feedback.

Active Schools Co-ordinator

One Roseburn parent recently attended a soft archery course and expressed interest in starting a club. Cat to draft email to issue via ParentPay seeking parent volunteers to support running a club. Mr Munoz, who is also an enthusiastic archer, may be involved in supporting this initiative. The school is exploring the possibility of offering archery as a new extracurricular activity.

AOB

A sincere thank you was extended to Jacqui Gardner as she prepares to retire. Her longstanding commitment to attending RSPP meetings and fostering a strong relationship between the school and the parent community has been deeply appreciated. Her contributions have made a lasting impact, and she will be greatly missed by all.

SUMMARY OF ACTIONS

Papers were commissioned for AGM:

- Treasurer report for year and audit of records – **Action: Treasurer**
- HT report for year – **Action: Natalie**
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- Propose to discuss PVG changes and impact on parent councils. **Action: Gail**

Tasks were assigned for planning the AGM

- Book MPC upper hall – **Action: Liz.**
- Arrange light refreshments – **Action: PTA**

Reps for next school session – need to confirm reps and identify gaps. **Action: Gail**

Shade for nursery outdoor play - **Action: Jules to pick up with nursery staff.**

Bikeability - **Action: school to provide information to parents to help gain support and promote the programme and seek a cycling advocate.**

NEXT MEETING

Wednesday 10th September AGM