



Roseburn School Parent Partnership (RSPP) Meeting

Venue: Online via Microsoft Teams (link sent via ParentPay email)
Date: Wednesday 3 June 2026
Time: 8pm-9:30pm

In Attendance

Role	Name
Chair	Gail MacLeod
PTA Chair	Jennifer Girvan
Nursery	Holly Buckley
P1	Kate Levine
P1/2	Katie Wood
P2	Tracy Burgoyne
P3P/P3M	Kirsten Mack
P4	Lynne Schyma
P6	Ed Crockett / Elena
P7	Russell Armstrong
RPS	Natalie Borrowman
CEC	Alan Beal

Apologies: Sarah (Treasurer), Alice, Sara, Maxine, Euan, Fiona, Alan Balfour

Minutes

1. Introduction – Gail (Chair)

- a. Welcome, attendees and apologies - Acknowledgement that Mrs Borrowman is retiring in September, possibly her last RSPP meeting today! With gratitude for her massive contribution to the school and community.
- b. Approval of previous minutes - previous minutes approved.
- c. Actions from previous meeting:
 - Communication issue: emails to families with multiple children will clearly state which child/class they refer to — **action closed**.
 - ASN concerns about gate closures: Natalie confirmed gates must remain locked except the front gate due to updated council security procedures. Misinterpretation of earlier email clarified – **action closed**.

- School travel plan: Gail to send Natalie recent guidance. Parent Council contribution unclear; concerns about responsibility being shifted to schools/PCs. **Action.**
- Crossing point at Roseburn Street/Terrace: Gail submitted PC feedback to council – **action complete.**
- All other actions are complete or discussed in the main body of the agenda.

2. RSPP Business – Chair

Finance Update

- Treasurer absent; no financial update but followed up after meeting and update provided below.
- Several outstanding items require reconciliation (playground equipment, Health Week costs, shed payment, trip payments, council PC funds).
- Spending decisions to be finalised via WhatsApp vote once figures confirmed. **Action.**
- *Actions agreed by correspondence after meeting:*
 - *PTA balance is £34,145 after reconciliation of smartboards, sheds, Lagganlea bus, nursery payment and the ring-fenced garden money.*
 - *Reps voted on funding three items. First up, was a request for £451 for garden supplies – a mix of consumables like compost, and some materials and tools that will last for future years. Funding agreed.*
 - *Next was a request for a contribution towards the new play equipment in the front playground, the total of which is £7,154. The cost also includes wet pour repairs in main and nursery playgrounds. Funding agreed.*
 - *Lastly we had a request for additional garden hardware and plants for the front garden totalling £1,058.40. Labour is free and we'd only be paying cost price for materials, so it's good value for money. Funding agreed.*
 - *We have no other requests for funding at this point so anticipated balance going into summer holidays is £25,482.*

Parent Council Chair Role

- Current chair stepping down.
- Kate (P1 rep) volunteered to take on a co-chair role focusing on admin, communication, and behind-the-scenes tasks, but not chiring meetings. Group supportive of a co-chair model.
- Decision: advertise the co-chair opportunity in minutes and allow time for reps to consider whether they agree and to co-chair. **Action.**
- If no volunteer emerges, meetings can be chaired on a rotating basis.

AGM & Meeting Dates

- Proposal: delay AGM to November to allow new PC leadership and new head teacher to settle in. September meeting to be a standard meeting. Agreed.
- Meetings to alternate between Tuesdays and Wednesdays to improve accessibility. Agreed.
- Gail to circulate proposed dates. **Action** – proposing the following dates, subject to agreement of HT, class reps and new co-chair: Wednesday 26 August 2026, AGM on Tuesday 3 November 2026, Wednesday 13 January 2027, Tuesday 9 March 2027 and final meeting of school year on Wednesday 26 May 2027.

3. Headteacher feedback – Natalie (HT Update – now uploaded to website for full report)

Staffing & Classes

- Full teaching staff secured for next session — first time in several years.
- Probationer teacher joining (former student).
- Class structure:
 - Two P1 classes (24 pupils each, space kept for catchment).
 - Two small P2 classes.
 - One large P3 class formed by combining current P2 cohorts.
 - Other classes unchanged.
- STEAM room being converted into a classroom; photocopier to be relocated.
- Significant staff absences this year; supply cover challenging.

Nursery

- Successful recruitment of permanent EYP Sarah White.
- Supply EYPs have given very positive feedback about the nursery environment.

Transition

- Playdates held for new P1s from external nurseries; internal nursery children continue regular visits.

School Improvement Feedback

- Parent feedback on reports: only 20 responses, mostly positive.
- Pupil voice and staff feedback gathered; themes align well.
- Key improvement focuses for next year:
 - Pedagogy and consistency in teaching practice
 - Spelling, writing tools, grammar, editing
 - Reading (supported by external training sessions)
 - Handwriting
 - Continued learning for sustainability
 - Whole-school learning events instead of formal presentations
 - Attainment: Above 85% across CfE levels, exceeding council averages.

Request

- Natalie asked parents to complete the school improvement feedback form to allow her to evidence parental consultation -
Action. https://forms.office.com/pages/responsepage.aspx?id=af6sSGo3tUKfacnke7-5xH7jl62N1jpDoKejwqRMICVUQU1CTVRBUUwTEo0NFQzS0NaWUgwM1VLUi4u&route=short_url
- **Action** for parents to PLEASE read Parentpay emails - school are spending a lot of unnecessary time chasing up replies for school trips etc your child could miss out on trips otherwise.

4. Parent forum feedback – Chair

- Matters arising from parent forum. Discussion took place regarding complaint about notice given for bikability. Natalie confirmed that she had spoken to the parent and that they were content with the outcome.
- Updates from wider Edinburgh parent engagement groups. Gail gave up an update on discussions in the parent council network on different approaches at other schools to PCs and PTAs (either joint or separate with charity PTA) and also different approaches to P7 activities and how they're funded.

5. PTA Update – Jennifer

- Jennifer provided an update on the excellent list of activities taken place this year including the fair, which was a superb success. She thanked all PTA participation and

parent volunteers. In the new year she will readvertise the regular PTA events for the year and seek volunteers to lead on each.

6. After School Committee Update (if available)

- Discussion took place regarding challenges for DDC capacity due to Active schools booking in the gym hall. Natalie updated that the problem is more complicated than just AS booking; as other community groups use the hall, and also the Let cannot start until 3:15 (and DDC need it to start from 3pm). **Action:** Gail to feed back to DDC and indicate that they should consult directly with the school on Lets and capacities as they could possibly identify days with particularly high demand which could be considered.

7. Active Schools Update (if available)

- Active schools were not present but have provided an update regarding availability of ASN Active Schools places following concerns raised by the PC on behalf of ASN parents at Roseburn, which are summarised below:
 - AS acknowledge the difficulties families have experienced with the 'first come first served' booking model in the past and have introduced a 'register your interest' approach for this summer's ASN opportunities to reduce stress for families.
 - Sessions do need to run with higher staffing ratios and smaller groups than mainstream activities which naturally keep session participants smaller but it also creates a better experience for pupils.
 - Cycling and swimming sessions often have more capacity because they are core activities. In contrast, sports sessions rely on community clubs offering a one-off free taster for specific age groups or pupils, which limits availability.
 - Aiming to be send something out through schools in the new academic year to give parents the chance to sign up to a city wide ASN mailing list,

8. Council Update (if available)

- CPZ update from Alan Beal – Currently no CPZ zones have any specific permits for teachers. At this time CEC are not exploring options to change this however it should be noted there will be paid parking opportunity available and there will still be streets out with the boundary where the carriageway is unrestricted. There will be a drop-in session ahead of the TRO advert – Alan will alert PC and school when this happens.
- Discussion took place around early start of Newcastle v Everton 12th of August 5.15pm kick off - this is the first day back at school.

9. AOB

- a. Dates for September AGM and 26/27 year meetings as per minutes above.

Actions

- School travel plan: **Gail** to send Natalie recent guidance. Parent Council contribution unclear; concerns about responsibility being shifted to schools/PCs.
- Spending decisions to be finalised via **Gail** via WhatsApp vote once figures confirmed.
- Decision: **Gail** to advertise the co-chair opportunity in minutes and allow time for reps to consider whether they agree and to co-chair.

- **Gail** to circulate proposed dates - Wednesday 26 August 2026, AGM on Tuesday 3 November 2026, Wednesday 13 January 2027, Tuesday 9 March 2027 and final meeting of school year on Wednesday 26 May 2027.
- **Reps** – to promote the survey for parents to fill in <https://forms.office.com/pages/responsepage.aspx?id=af6sSGo3tUKfacnke7-5xH7jL62N1jpDoKejwqRMLCVUQU1CTVRBUUUwTEo0NFQzS0NaWUgwM1VLUi4u&route=shorturl>
- **Reps** – to ask parents to read Parentpay emails - school are spending a lot of unnecessary time chasing up replies for school trips.
- **Gail** to feed back to DDC and indicate that they should consult directly with the school on Lets and capacities.

ANNEX A

COUNCIL UPDATE FOR PARENT COUNCILS AND PARENT/CARERS (please right click on any underlined text to access the hyperlink which will take you to the report or survey)

- **Connect's Parent/Carer PVG Scheme Survey Report - out now** - The survey findings report, compiled from over 170 responses from parents and parent groups, tells us some of you managed the changes well, but a significant number of respondents to the survey struggled.
- **Scottish Government: School Attendance Guidance - Out Now** - Included, Engaged and Involved Part 1: Improving Attendance in Scotland's Schools is the new national guidance for supporting school attendance. Connect broadly welcomes the guidance, as it reflects some of the recommendations from our 2025 parent/carers survey report here. Read our summary of, and response to, the guidance - we continue to call for further improvements
- **Connect's latest survey, Activities, Clubs and Childcare (Before/After School and School Holidays)**, needs you! As the long summer holiday approaches, we're asking about your family's childcare needs in school holidays as well as before and after school. Perhaps you don't need childcare? Or perhaps you have help from friends and relatives, or your family is able to access formal childcare, free or paid for? Or are you unable to find the childcare you need? There has been some Scottish Government focus on this in recent years - but Connect would like to see more progress! Please tell us about your family's 'out of school' childcare needs here! This survey will close on Friday 29 May 2026 and should take approximately 10 minutes to complete
- **The Scottish Government's Artificial Intelligence Strategy** was published on 20 March. Its Artificial Intelligence in Schools: Guidelines and Guardrails is also available. Read Connect's response and call for further improvements here.
- **The Children (Withdrawal from Religious Education and Amendment of UNCRC Compatibility Duty) (Scotland) Act** received Royal Assent on 2 April
- **The Restraint and Seclusion in Schools (Scotland) Bill** was passed at the end of March and is awaiting Royal Assent
- Read Connect's summary of, and response to, new Scottish Government **guidance on Schools - Responding to Substance Use** here.