



## Minutes of a meeting of the Roseburn School Parent Partnership (RSPP)

Venue: Online via Microsoft Teams (link sent via ParentPay email)  
Date: 26 August 2026  
Time: 8pm – 9:30pm

### In Attendance

| Role                 | Name                |
|----------------------|---------------------|
| Co-Chair             | Kate Levine         |
| Co-Chair             | Nicole Sheldrake    |
| PTA Chair            | Jennifer Girvan     |
| Treasurer            | Sarah Hawthorn      |
| Nursery rep          | Steph Robertson     |
| P1C rep              | Nia Harkins         |
| P1P rep              | Anna Kormos         |
| P2Hrep               | Heather Johnston    |
| P2W rep              | Rhian T             |
| P4M rep              | Kim Macdonald       |
| P5 rep               | Lynne Schyma        |
| P6C rep              | Katie Wood          |
| P7rep                | Elena Prokofieva    |
| Headteacher          | Natalie Borrowman   |
| Principal Teacher    | Kelly Thirgood      |
| Principal Teacher EY | Julianna Cunningham |
| Parent               | Jack Holland        |
| Parent               | Marilena Karanika   |
| Parent               | Bablo               |
| Parent               | Collin              |
| Parent               | Raj                 |
| Parent               | Seb Wood            |
| Parent               | Sara                |

### Apologies

|     |                 |
|-----|-----------------|
| P4P | Kirsten Mack    |
| P7  | Ed Crockett     |
| P3  | Tracey Burgoyne |

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### 1. Introduction – Chair

#### a. *Welcome, attendees and apologies.*

- The Co-Chairs welcomed attendees to the first RSPP meeting of the school year

- It was noted that this was the first meeting chaired by the new Co-Chairs, Kate Levine and Nicole Sheldrake.
- Apologies were noted as set out above.

*b. Approval of previous minutes.*

- The minutes of the previous meeting held on 3 June 2026 were approved.

*c. Actions from previous meeting:*

- School Travel Plan: guidelines had been sent to Ms Borrowman. No further feedback received. **Action closed**
- Spending decisions: figures had been finalised. **Action Closed**
- Co-Chair appointments: Kate Levine and Kerrin Sheldrake – **Action Closed**
- Meeting dates: the proposed dates were noted as 3 November 2026 for the AGM, 13 January 2027, 9 March 2027 and 26 May 2027. It was noted that the November date may be subject to change. – **Action Closed**
- Parent survey: representatives had promoted the survey. – **Action Closed**
- ParentPay/emails: representatives encouraged parents to read school emails and use ParentPay, to reduce follow-up required by the school. – **Action Closed**
- Daddy Day Care/hall use: covered at agenda item 3C - **Action Ongoing**

## **2. RSPP Business – Chair**

*a. Teams subscription*

- The Co-Chairs explained that a Microsoft 365 subscription would assist with arranging Teams meetings, accessing shared tools and improving communication between the Co-Chairs.
- The annual cost was noted as £84.99 for one account, with use across up to five devices.
- The Treasurer noted that the Council funding received for RSPP running costs was ring-fenced for that purpose and supported use of those funds for the subscription.
- A vote for the Microsoft 365/Teams subscription to be circulated for approval.

*b. Vacant positions*

- The Treasurer role will become vacant at the end of the school year and should be included in future calls for volunteers.
- The Chairs noted the ongoing vacancies for a P6F representative and RSPP Secretary, and asked class representatives to make parents aware of the vacancies. (**Action:** Class Reps to make classes aware of current RSPP vacancies)

*c. Headteacher Transition*

- Ms Borrowman provided an update on the Headteacher transition and explained that the post would be advertised after Ms Borrowman leaves in September, with recruitment potentially completed by the end of October.
- It was noted that, allowing for a likely 12-week notice period for any successful candidate a permanent Headteacher may be in post around December 2026 or January 2027.
- Ms Borrowman had submitted a proposal to CEC for an interim Acting Head Teacher to be appointed from the current Leadership Team to support continuity and a smooth transition during the transition period.
- A detailed note to parents would be issued once the interim arrangements had been confirmed.

## **3. Headteacher feedback – Natalie Borrowman**

*a. Standard and Quality Report (the “Report”)*

- the new Quality Improvement Education Officer, Lisa Coffey, had reviewed the Roseburn Standards and Quality Report and the Improvement Plan for the session.
- Positive feedback had been received from the Quality Improvement Education Officer, Ms Coffey, following a review of the Report.
- The report highlighted strong progress across the school and nursery, particularly in learning and teaching, wellbeing and the wider curriculum development.
- Ms Coffey had been impressed by the ethos of the school and by the pupils who provided a tour.
- A parent-friendly Standards and Quality Report had been prepared and would be shared with parents through the school website and SWAY.

#### b. Attainment and Quality Assurance

- Roseburn's attainment was reported as equal to or above learning our community schools and above the City of Edinburgh Council average across the board.
- The leadership team will continue termly quality assurance meetings with teachers to review planning for learning, tracking, progress, strategies and support for pupils.
- A further quality assurance meeting with the Quality Improvement Officer would review the school's improvement plans and next steps.

#### c. Daddy Day Care

- Concerns had been raised at a Headteacher meeting regarding LETS response times, use of school buildings, child protection guidance and clarity over responsibility when school buildings are used after school hours.
- A working group has been established to review the issues and improve the process.
- It was noted that the delay in LETS responses had affected the ability of Daddy Day Care to advertise a holiday club at RPS.

#### d. Outdoor Learning and Reasonable Adjustments

- The school considers the cost, suitability of activities and reasonable adjustments required for outdoor learning and excursions, including Epic Day and Lagganlia.
- Where appropriate, the school has worked with providers to adapt activities and reduce costs for pupils who cannot access the full experience.
- Each child's needs are considered individually and parents are encouraged to speak to the school if they have concerns.
- The Rosebud Fund can be used at the leadership team's discretion to support uniform and excursions, including P7 hoodies, Lagganlia and Epic Day.
- Ms Thirgood noted that Lagganlia is increasingly making specific adjustments for children and has started infrastructure improvements, including family blocks, to support wider access to outdoor education.

#### e. PVG and volunteering:

- The school volunteering policy had been revisited and shared with the RSPP.
- Parents wishing to volunteer more than once, or to support in school, in class, at events or at swimming, require a City of Edinburgh Council PVG.
- The cost of the PVG is met by the school or Council. The application process is managed by the Business Manager, Nikki Swanston, and includes a short application form and conversation about volunteering interests.
- One-off volunteering, such as walking with a class to the park, swimming pool or an event, is permitted provided the volunteer is not alone with children and remains visible to the class teacher.

#### f. School Gates

- P1 to P3 pupils should enter via the front gate by the school office, with P3 pupils then walking to their line-up point.
- P4 and P5 pupils should use the front gate nearest Ms Borrowman's office.
- P6 and P7 pupils should enter by the side gate only.
- Parents to be reminded not to stand close to the school gates so pupils can enter safely and congestion is reduced.
- No parking of cars outside the gates, double parking or on zigzag lines.
- The Junior Road Safety Officers are running a banner and mascot competition, with a proposed slogan of "even if you're late, don't park near the gate".

#### g. School Lunches

- Parents with queries about school lunches should email the school office, marking the email FAO of the catering team, so that it can be forwarded to the correct contact.
- It was noted that packed lunches now include rolls rather than sandwiches and that cream crackers are no longer included on the current menu rotation.
- ParentPay for new P1 families was understood to now be working and parents were reminded to book lunches through ParentPay.

#### **h. Playgroup Update**

- The front playground play structure has been delayed due to materials and installation requirements. Installation will take place during the October break.
- Improvements to the front playground garden area, including planting and aesthetic improvements delayed as access over the summer had not been possible.
- The Treasurer requested a clear summary of what had already been agreed, what funding was still required and what needed to be approved before Ms Borrowman leaves. (Action: Ms Borrowman, Ms Cunningham and the Treasurer to clarify approved and outstanding playground/garden funding and payment arrangements.)

#### **4. Parent forum feedback – Chair**

- The Chair confirmed that the main matters raised through the parent forum had been covered during the Headteacher update.
- T-shirt sizing for P1 pupils: parents could contact the school if an alternative size is required.
- Personal devices in schools:
  - Ms Borrowman confirmed that Roseburn had a mobile phone policy aligned with the learning community. Phones must be switched off on entry, handed into a locked box and returned at the end of the day. Pupils should not switch phones on until they have left the school gates.
  - Smart watches capable of communication should be placed into school or aeroplane mode during the school day.
  - The school has iPads and laptops available for learning. P6 and P7 have one-to-one iPads in school, and other classes have access to shared iPads and laptop resources. These devices do not go home.
  - Where pupils require technology for ASN, health or care reasons, this is considered individually, documented as appropriate and managed by adults rather than giving pupil access to a device.
- Road safety: noted as an ongoing city-wide issue.

#### **5. PTA Update – Jennifer Girvan**

- First PTA meeting scheduled for 27 August.
- Bake Off scheduled for Friday 4<sup>th</sup> September.
- Christmas tea towels would be discussed at the PTA meeting.
- Volunteers required to shadow the current volunteers running the ceilidh and raffle, as those volunteers are P7 parents who will leave the school at the end of the year.
- The Cheese and Wine evening may be delayed due to redevelopment works at the Saughton Hall Rec.
- A possible pub quiz and whisky tasting, was discussed as a future fundraising idea and as a way to encourage wider parent and caregiver involvement.

#### **6. After School Committee Update**

No update received.

#### **7. Active Schools Update (if available)**

No Update received

#### **8. Council Update (if available)**

No Update received

#### **9. AOB**

- A potential parent WhatsApp community was discussed as a way to consolidate parent communications. It was noted that this would not be school-run or school-endorsed, but could help parents access key updates more easily.

- P1 to P3 Saturday football sessions at Roseburn Park were highlighted. Sessions run from 10.00am to 11.00am. P2 pupils are encouraged to attend to balance numbers. (**Action:** Class Reps to share the reminder with class groups.)
- The Treasurer noted that the AGM is upcoming and suggested a discussion with Ms Borrowman and Ms Cunningham in advance regarding ring-fenced funds, previous spend and any adjustments required for the coming year. (**Action:** Treasure and Ms Borrowman to discuss previous annual funds and adjustments required ahead of the AGM)
- Nursery Garden Concerns: The nursery representative raised concerns regarding the nursery garden, including a taped-off area where flooring had lifted and the need for shade or shelter. Ms Borrowman confirmed that shade options have been explored, but the main issue is finding a secure fixing point. Parasols and sail-type options have been considered. The nursery wet-pour surface around the slide and hut is expected to be addressed as part of the front playground works, likely in October. (**Action:** Nursery representative to email Ms Borrowman as a reminder that the wet-pour surface should be carried out in October as part of the front playground upgrade.)
- P7 fundraising: Current P7 fundraising remains ongoing, including a bake sale on Friday and rugby games in November. The handover to P6 will take place once sufficient funds have been raised and the current P7 fundraising target is clear.
- A future idea was raised to bring external contributors into school to work with classes, such as storytelling through dance, music performances or child-focused Fringe-style activities. This was noted for future discussion.
- Next meeting: AGM on 3 November 2026, subject to confirmation of any change to the date.

## Actions

### Current Actions:

- **Daddy Day Care and Lets issue:** Concerns had been raised at a Headteacher meeting regarding LETS response times, use of school buildings, child protection guidance and clarity over responsibility when school buildings are used after school hours. A working group has been established to review the issues and improve the process.

### New Actions:

- **Nursery Playground Repairs:** Nursery representative to email Ms Borrowman as a reminder that the wet-pour surface should be carried out in October as part of the front playground upgrade.
- **AGM Finance:** Treasure and Ms Borrowman to discuss previous annual funds and adjustments required ahead of the AGM
- **Saturday Football:** Class Reps to share the reminder of the Saturday Football class with class groups.
- **Playground Funding:** Ms Borrowman, Ms Cunningham and the Treasurer to clarify approved and outstanding playground/garden funding and payment arrangements
- **RSPP vacancies:** Class Reps to make classes aware of current RSPP vacancies: Treasurer from 2027, P6F and Secretary

**Documents referred to within the Headteacher Update:** (please right click on any underlined text to access the hyperlink which will take you to the report or survey)

Headteacher Update: [ht-report-august-2026.pdf](#)

Standard & Quality Report Summary – Parent Version: [parent-standard-quality-report-summary-august-26.pdf](#)

Roseburn Primary School & Nursery Class Improvement Plan Session 2026-27: [parent-version-improvement-plan-roseburn-2026.27.pdf](#)

Roseburn Parent Starting School Booklet: [Welcome to Roseburn Primary School](#)

Roseburn Volunteering Policy: [volunteer-policy-roseburn-updated-aug-26.pdf](#)

Welcome Letter & Learning Overviews: [welcome-letters-learning-overviews.pdf](#)