



DAVIDSON'S MAINS PRIMARY SCHOOL  
PARENT COUNCIL ('DMPC')

MINUTES of AGM held on

Tuesday 22 September 2009 in the Library

Present

Andrew Haswell ('AH')  
Karen Biggar ('KB')  
Dave Edwards ('DE')  
Julia Higgins ('JH')  
Diarmid Harris ('DH')  
Mark Brown ('MB')  
Janet Cain ('JC')  
Heidi Docherty ('HD')  
Jen Graham ('JG')  
Marius Pelser ('MP')  
Jaquie Ramsay ('JR')  
Graham McAslan ('GM')  
Amanda Swan ('AS')

Chair

Secretary/Clerk  
Head Teacher  
Deputy Head Teacher  
Principal Teacher

Apologies

1 Chairman's introduction. Apologies

Apologies received from GM and AS. AH welcomed everyone to the meeting and opened the meeting with the following report. The past year is only its 2<sup>nd</sup> since this Parent Council was formed, and it has been a crucial one in its development. We have been very fortunate to have the considerable skills and energy of 12 parent members who have given freely of their time to address those issues which are of concern to parents in the education of their children. In addition, the school staff, in providing 3 members of the council, has been unwavering in their support for the aims and goals which we have set for ourselves. It has also been gratifying that we have been able to support the Head in various other areas, with issues which have needed an independent body such as ours to address. I want to thank all the members of the Council for their efforts over the last year, and I would like to encourage them to stand for election again. I do feel that we have reached a critical mass in terms of getting this involvement of parents in Parent Council business. The evidence is clear that where parents are involved, children do better.

The biggest challenge which we have faced has been to secure the necessary funding for the refurbishment of the Upper School toilets. While we do not yet have a promise from Children and Families department that the toilets will be refurbished, it is something which we are committed to pursuing, knowing as we do the effect that the current state of the facilities has on the children that use them. We have taken this matter to our local Councillors and they support our efforts in resolving this issue.

The energy efficiency sub-committee have been busy, and looked at a variety of schemes with the aim of helping the school in balancing its budgets. During last winter we also addressed the issue of air temperature in the temporary huts as there were reports that hats and extra clothes had to be worn just to keep warm.

The next Parent Council will certainly have its work cut out for it, but I know that there are those here who are willing to take it on.

## 2 Approval of the Minutes of last AGM held on 30 September 2008

The minutes of the last AGM were proposed by MP and seconded by MB and thus adopted as a fair and accurate representation of the discussions.

## 3 Chair's Report

AH's Chair's report was communicated to the Parent Forum in the September 2009 Newsletter and is reproduced in Appendix I.

JC commented on how useful the recent Newsletter was and it was unanimously agreed that DMPC should endeavour to continue to communicate with the Parent Forum in this way.

## 4 Head Teacher's Report

DE spoke to the highlights in the list of events from 13 May to 22 September, attached at Appendix II.

DE also made the point that to date the school has not included staff costs in the cost of trips to parents, thus keeping the cost down. Other schools do and this is a decision that will have to be reviewed.

## 5 Secretary's Report

KB presented the Secretary's Report, reproduced in Appendix III.

## 6 Treasurer's Report

JG presented the accounts for the year ended 31 March 2009 (attached at Appendix IV). The Accounts were proposed by JG and seconded by AH.

JG also reported that the funding for the current financial year of £490.40 has been received, bringing the balance in the bank to £1,260.66.

Agenda for next meeting - discussion on moving bank account from CO-OP to a local branch of RBS or BoS. Agenda

## 7 Appointments to the Parent Council 2009/2010

In accordance with clause 5 of the PC Constitution, the current members of DMPC stood down.

### 7.1 Election of Chair, Secretary, Treasurer

Chair	Andrew Haswell	proposed by MP, seconded by DH
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Secretary	Jacquie Ramsay	proposed by DE, seconded by JH
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Treasurer	Marius Pelser	proposed by MB, seconded by HD
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KB agreed to serve as Clerk for a further year.

### 7.2 Election of Parent Members

MB, JC and HD agreed to be Parent Members of DMPC for the current academic year.

### 7.3 Co-option of staff Members

JH and DH agreed to be Co-opted members of DMPC for the current academic year.

Note - DMPC has representative for all classes apart from P4 and P7 if we allocate Nursery MP, P1 AS, P2 JC, P3 MB, P5 JR, P7 HD.

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### AOCB

#### Fabric of building

DE expressed his grave concerns for the fabric of the building, in particular the roofs of the Huts, the windows in the Early Years classrooms, the single glazed windows throughout and the poor condition of the flat roof of the Main Building. Basically Davidson's Mains Primary School is not fit for purpose.

DE highlighted the challenges he and other HTs face when working with a Budget that had still not yet been confirmed by Edinburgh Council.

DE also commented on the high costs that Edinburgh Council pass on whenever any maintenance is done.

After discussion, it was agreed that these are the types of budget issues that the other schools in our cluster (Cramon, Blackhall and Clermiston) must share and there could be great benefit in arranging a Cluster Meeting to create a force for campaigning. Tina Woolnough would be a major contributor to this forum.

AH agreed to arrange.

AH

AH also agreed to write a letter to Gillian Tee and Marilyn McLaren with our list of issues - the fabric of the building and seeking assurances that the school's budget will be honoured with no further cuts this session. JC offered to help.

AH, JC

Another idea is to get all parents to 'postcard' our Councillors if we supply contact details.

Agenda

#### Toilets

The unacceptable condition of the toilet facilities in the school was discussed and it was agreed that DMPC should ramp up the campaign this session, keeping all local councillors involved.

Agenda

#### Breakfast Club

HD passed on a concern from parents about the lack of healthy options being offered in the Breakfast Club .

JH explained that the Breakfast Club is run independently of the School and whilst efforts have been made in the past to ensure appropriate food is offered, ultimately the Club is a private business which has a let from Edinburgh Council to use school facilities.

HD agreed to write a letter to the operator, Mrs McLennan, expressing DMPC concerns.

HD, AH

#### Parking

JC highlighted the ongoing issue of dangerous parking around the school, particularly Vivian Terrace, and it was agreed that this should be on the Agenda for the next meeting.

Agenda

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#### Date of next meeting.

The date of the next meeting is 3 November.

## APPENDIX I (ref. Item 3 )

### CHAIR'S REPORT

We have been fortunate during the past year to have had a full committee of 15 members, comprising 12 parents and 3 staff, and in addition, our meetings were occasionally supplemented by other parents who wished to raise particular issues. It is also gratifying for only our 2<sup>nd</sup> year of operation that we successfully engaged with our local elected representatives on Edinburgh Council, who also attended our meetings and listened to our concerns particularly regarding the condition of the Upper School toilets. While this is still an unresolved issue we will continue to lobby the Department for the necessary funding to have them refurbished. Also during the year we actively discussed disability access, and the heating in the "temporary" huts.

We were consulted over the introduction of the Curriculum for Excellence additional in-service day and organised a questionnaire among the whole Parent Forum to ascertain their views, which were then fed back to the Children and Families Department of Edinburgh Council. When the issue of the composite class for the current P2 arose, we communicated to the Department the strong feeling of some parents and an alternative suggestion was subsequently adopted.

We have supported the Head Teacher in a variety of other issues as they have come up eg, review of fire safety equipment, and continue to actively do so. We have been represented at the Consultative Committee with Parents which meets with the Department at the annual budget presentation. We are also active within the local school cluster.

An energy efficiency sub-committee has been formed with the aim of exploring the options for saving money on heating and lighting, and becoming generally greener. A member of the PC also coordinated a cycle to school day during Bike Week.

Finally to finish on a piece of good news, a member of the PC nominated the school for a £4,000 RBS Supergrounds grant and the school was successful in it's application. All of the children will benefit from the resulting improvements in the school grounds

We would welcome all parents to any of our meetings, even if not an elected member, to hear what we do and how we can better represent all who care for our children.

Andrew Haswell, Chair

## APPENDIX II (ref. Item 4)

### HEADTEACHER'S REPORT

13 <sup>th</sup> May	P7 Art Transition Project
18 <sup>th</sup> -22 <sup>nd</sup> May	P7 Children to York
21 <sup>st</sup> May	P7 Choices for Life at Ingleston
25 <sup>th</sup> May	M & M Productions - Alice in Wonderland
25 <sup>th</sup> May	P4b to Water of Leith
26 <sup>th</sup> May	P4a to Water of Leith
27 <sup>th</sup> May	Nursery Induction Evening
27 <sup>th</sup> May	Choir singing at Davidson's Mains Church Lunch Club
28 <sup>th</sup> May	Parent's Curriculum for Excellence Open Morning
2 <sup>nd</sup> June	Bags to School collected
2 <sup>nd</sup> June	Inter-scholastics sports
2 <sup>nd</sup> June	P1 Playsafe at Mary Erskine's with the Police
3 <sup>rd</sup> June	P1 Induction Day
4 <sup>th</sup> June	School Closed for Election
5 <sup>th</sup> June	a.m. Nursery to Pilton Retreat
9 <sup>th</sup> June	P4-7 Sports Day
10 <sup>th</sup> June	P2 Explore Learning
11 <sup>th</sup> June	P2 Explore Learning
11 <sup>th</sup> June	P1-7 Art Exhibition
11 <sup>th</sup> June	Teddy Bear's Picnic at the Nursery
12 <sup>th</sup> June	p.m. Nursery to Pilton Retreat
12 <sup>th</sup> June	P1-3 Sports Day
15 <sup>th</sup> June	P7 Police Drugs Awareness Talk

17 <sup>th</sup> June	Instrumental Concert for Parents
18 <sup>th</sup> June	Nursery Parent Consultations
19 <sup>th</sup> June	Nursery Parent Consultations
22 <sup>nd</sup> & 23 <sup>rd</sup> June	P1 Height, Weight and Vision Screening
26 <sup>th</sup> June	Nursery Parent Consultations
30 <sup>th</sup> June	P7 Leaver's Dance
2 <sup>nd</sup> July	Leaver's Show and Award Ceremony
19 <sup>th</sup> August	Pupil's Resumed
31 <sup>st</sup> August	Evening News - P1 Photograph
15 <sup>th</sup> September	Dalguise Parent's Meeting and Meet the Teacher
17 <sup>th</sup> September	P1 Lunch Experience
22 <sup>nd</sup> September	P1 Children start full day

## **APPENDIX III (ref. Item 5)**

### **SECRETARY'S REPORT**

I have enjoyed the role of the Parent Council Clerk in the 2008/2009 Academic year. Thank you for the support of the Chair, Treasurer, Head Teacher and other Council Members.

I have tried hard to ensure the efficient organisation of meetings, the timeous distribution of papers before and after meetings and to support the lines of communication within the Parent Council and between the Parent Council and the Parent Forum.

Early in the year the minutes of all the previous PC meetings were collated to create a Parent Council folder which is available for all in the school foyer. This is kept up to date and also includes our newsletters and newsletters from The Parental Involvement Unit. Minutes of meetings are also published on the school website.

The 2009/2010 meetings have been booked and are scheduled for 03/11, 08/12, 26/01, 16/03, 27/04 and 08/06.

I would like to mention the excellent resource that is the Parentzone website - [www.ltscotland.org.uk/parentzone](http://www.ltscotland.org.uk/parentzone). Lots of really useful information including a welcome pack for new PC members, news, resources, FAQ's, Making the Difference leaflets on various topics and much more.

Finally, as you will all recall, there was some debate last year about whether I could or should claim the £50 per meeting clerk's payment from Edinburgh Council. Technically a clerk can only be paid if they are NOT a member of the Parent Council. It was agreed that I should claim and subsequently received payment for 4 of the 6 meetings last year.

I would conclude by saying I am happy to make myself available for reselection as the paid Clerk but in order to abide by the above technicality, will step down from being a member of the Parent Council.

Karen Biggar, Secretary/Clerk

**APPENDIX IV (ref. Item 6)**  
**Davidson's Mains Primary School Parent Council**  
**Income and Expenditure Account for**  
**Year ended 31 March 2009**

	<u>£</u>	<u>2009</u> <u>£</u>	<u>2008</u> <u>£</u>
<b><u>Income</u></b>			
Sponsored Events	0.00		0.00
School Functions	0.00		0.00
Interest received	0.00		0.00
Other Income	221.40		0.00
<i>(all from The City of</i>	Parent Council Funding 2007/08		
<i>Edinburgh Council)</i>	Parent Council Funding 2008/09	492.80	0.00
Unused Clerk's Fees 2008/09	100.00		0.00
<b>Total Income</b>		<b>814.20</b>	<b>0.00</b>
<b><u>Expenditure</u></b>			
Sponsored Events	0.00		0.00
School Functions	0.00		0.00
Other Expenditure	43.94		0.00
Stationery & postages			
<b>Total Expenditure</b>		<b>43.94</b>	<b>0.00</b>
<b>Excess of Income over Expenditure</b>		<b>770.26</b>	<b>0.00</b>

**Statement of Funds for**  
**Year ended 31 March 2009**

	<u>£</u>	<u>2009</u> <u>£</u>	<u>2008</u> <u>£</u>
<b><u>Assets</u></b>			
Stock in hand	0.00		0.00
Cash in Bank	0.00		0.00
i) Current Account	770.26		0.00
ii) Savings Account	0.00		0.00
Cash in hand	0.00		0.00
<b>Total Assets</b>		<b>770.26</b>	<b>0.00</b>
<b><u>Liabilities</u></b>			
Sundry Creditors	0.00		0.00
Net Assets	0.00		0.00
<b>Total Liabilities</b>		<b>0.00</b>	<b>0.00</b>
<b>Represented by:</b>			
<b>Balance at Beginning of Year</b>		<b>0.00</b>	<b>0.00</b>
<b>Add: excess of income over expenditure</b>		<b>770.26</b>	<b>0.00</b>
<b>Balance at End of Year</b>		<b>770.26</b>	<b>0.00</b>

Signatures: Chairperson: \_\_\_\_\_ Andrew Haswell  
Treasurer: \_\_\_\_\_ Jen Graham

I have audited the income and expenditure account of Davidson's Mains Primary School Parent Council in respect of the year ended 31 March 2009 and the statement of funds as at that date. From my examination of the books and records and the explanations given, I have formed the opinion that the foregoing accounts are in accordance therewith.

Signed: \_\_\_\_\_ (auditor) Date: \_\_\_\_\_

Full name: \_\_\_\_\_