

West Neighbourhood Group Meeting

Monday 10 November 2014

St Augustine's RC High School 6.30pm to 8.30pm

Chair: Moyra Wilson, Senior Education Officer

Minutes: Liz Leslie, Queensferry High School

Present:

Sarah Hinks, PC Chair, Clermiston Primary School
 Gael Malone, PC Rep, St Augustine's RC High School
 Neil McIntosh, PC Chair, Kirkliston Primary School
 Steven Budge, PC Rep, Kirkliston Primary School
 Julie Fairhurst, PC Rep, Fox Covert ND Primary School
 Scott Bailey, PC Rep, St Cuthbert's RC Primary School
 Tony McGinley, PC Rep Fox Covert RC Primary School
 Gareth Oakley, PC Chair, Craiglockhart Primary School
 Alison Bowyer, PC Chair, Craigmount High School
 Mark Stewart, PC Chair, Gylemuir Primary School
 Kate Ramsey, PC Chair, Davidsons Mains Primary School
 Penni Collings, PC Rep, Carrick Knowe Primary School
 Sharon Croome, PC Rep, Carrick Knowe Primary
 Billy Samuel, PC Rep, Corstorphine Primary School
 Michael McGee, HT, St Augustines RC High School
 Stewart Smith, PC Rep, The Royal High School
 Georgina Moore, PC Rep, Queensferry High School
 Colin Grahamslaw, PC Chair, Blackhall Primary School
 Bree Tulloch, PC Rep, Balgreen Primary School
 Ros Astor, PC Chair, Balgreen Primary School
 Rebecca Mill, PC Chair, Cramond Primary School

1.	<p>Apologies: Grant Knight, PC Chair, Forrester High School Helen Donaldson, HT Cramond Primary School</p>	Action
2	<p><u>Minutes of Previous Meeting and Matters Arising</u> Page 1 – Agreed – potholes at Fox Covert still to be fixed Page 2 – Agreed Page 2 – Crossing fixed at Craigmount. Appeals panels are independent, swimming issues have been taken forward, school streets – Cramond has been chosen from this neighbourhood for first phase and Clermiston for second, Karen Prophet will be addressing all curricular issues at the next CCwP Page 3 – Question re Sports Scotland still unresolved Page 3 – AOB – Steven Budge to be replaced by Gareth Oakley</p>	LL to update
3.	<p><u>Directors Report</u></p> <ol style="list-style-type: none"> 1. Billy McIntyre gave a presentation at last CCwP on Rising Rolls, Children and Families Estate, Local Development Plan and Free School Meals. 2. Next Education, Children and Families Committee is on 9 December and the papers will be online on 2nd December 3. Online School Payments – following the pilot, it has been decided to roll this out nationally in Spring 2015 4. Parking at Schools – Moyra conducted 2 meetings on this issue and the end result is that Convener Paul Godzik put forward a motion to 	MW to add to

	<p>council to investigate CCTV evidence being used to deal with parking infringements at schools and this has been agreed.</p> <p>5. I plus 2 Languages – this is to be put on the agenda for the next CCwP</p> <p>6. Budget Process – all PC chairs have been invited to a budget consultation tomorrow night at the City Chambers. Budget proposals can be found at www.edinburgh.gov.uk/budget. Staff and residents are being encouraged to use the online budget planner.</p> <p>7. Improving School Websites – MW to go back with more details of training etc.</p> <p>8. Achievement Awards – very successful evening. A suggestion for a parent category was put forward for next year.</p>	<p>agenda</p> <p>MW will put out information to PC chairs</p>
4.	<p><u>Free School Meals P1-P3</u></p> <ul style="list-style-type: none"> • This is to be in place as of 6th January • All primary schools have been surveyed and 8 schools require additional capacity and 4 need additional space. An application has been made to the Scottish Government for funding for additional space. • Furniture has been ordered where necessary and will be delivered to schools before January. • There will be no entitlement to free school milk for all P1 – P3 • Headteachers will decide whether meals will be pre-ordered to cope with demand • As at present, there will be no hot meals on a Friday unless that exists already • Special dietary requirements will be catered for • Moyra will send all primary schools a question and answer sheet to deal with queries about this initiative. <p>There were a number of queries about this which Moyra agreed to take back to Facilities Management –</p> <ul style="list-style-type: none"> • How and when were schools consulted about this and the changes that would need to be made? Balgreen PS felt that there had been no discussion with HT • What is the process for letting parents know when meals are unavailable? Even with pre-ordering at Cramond at the moment, certain dishes seem to run out and children don't want the alternative dish • Will it still be the same catering companies • If this is to work on 6th January all the information and pre-ordering process will need to be up and running by December 	<p>MW to send out Q&A to PC chairs</p> <p>MW will refer these to Billy McIntyre</p>
5.	<p><u>Traffic Management at St Augustines</u></p> <p>Michael McGee reported that the volume of traffic leaving the school at the end of the day to get out on to the main road or waiting to turn right is causing huge traffic jams. Cars are also parking on the lane and causing an obstruction.</p> <p>Moyra will ask Caroline Burwell and/or Gavin Brown to contact Michael about this.</p>	<p>MW to contact CB/GB</p>
6.	<p><u>Severe Weather</u></p> <p>All HT's have been sent "Ready for Winter" packs and there is a contingency plan in place to try and keep schools open at all costs. The decision to close a school will lie with HT in discussion with senior management and the council will use a variety of media to keep the public informed.</p>	
7.	<p><u>Public Access to School Grounds</u></p> <p>Alison Bowyer from Craigmount raise a concern that there is no fencing between the school playing fields and a public right of way. This results in dog mess and dogs being around pupils as well as unsupervised adults being</p>	

	<p>present when the pupils are undertaking sports. AMEY should be responsible for securing the grounds at night. Moyra will raise with Health and Safety and the dog wardens should be called out on a regular basis.</p>	<p>MW to contact H and S</p>
8.	<p><u>Placements</u></p> <ul style="list-style-type: none"> • Admissions week for new P1's takes place in November. All catchment P7's will be automatically transferred to their catchment secondary school. • Out of catchment requests to be in by 24th December. These can be done online. • All registered catchment pupils who are physically living in the house by 28th February will be guaranteed a catchment place • No guarantees for siblings • After an appeal, an additional pupil can be added for that year without a change to numbers • A report on admissions and placements will go to committee in December <p>In answer to a query on training for appeal panel members, Moyra advised that the members are elected in by CCwP and are all offered training every year but this is not mandatory and that legal advice is available. Feedback is sought every year from council officers and legal representatives about the appeals panel decision.</p>	
9.	<p><u>AOCB – Neighbourhood Issues</u></p> <ul style="list-style-type: none"> - Fox Covert RC PS still having issues with potholes in the playground; bin pickups are happening not outwith school hours and with only one person in attendance; the new nursery has gone from a proposed 30/30 to 70/70 and plans show building now running right across the playing fields which already have a water drainage problem. Consultation was only on a 30/30 plan. Davidsons Mains PS in the same position. - Moyra will speak the SEM Early Years. Parents to discuss at working group - Corstorphine PS looking for recruitment training for PC members. Snagging from extension now means that dining tables cannot now be stored safely. Can the tables be swapped? - Corstorphine PS – Waitrose development in St Johns/Manse Road. Property is owned by Capita and will be leased to Waitrose. Parents have concerns about pupil safety as the plan is to realign traffic lights, building demolition will be going on whilst new nursery is being built and the one way system is to be changed. MW will advise road safety of parental concerns re building works. - Moyra will send out information on SPTC training. She will advise road safety of parental concerns re building works. - Craigmount HS – is there council policy on reporting in secondary schools? No, it is up to schools when and what to report on and parents should feedback to the school if it is felt the information is not adequate. - There was a query about how schools in general could access training in engaging with parents. The parental engagement strategy and action plan is sent to all schools, HMI look at parental engagement. CLD/SPTC are working on engaging with hard to reach parents. There will be a paper on parental engagement sent out after Christmas to be discussed at the next round of neighbourhood meetings. - Queensferry High School – ongoing IT issues. General issues across all schools re connectivity and printing since change to Xerox contract. - Craiglockhart PS - problems with gym hall were meant to be resolved in summer holidays and then October but nothing has happened so there are no Active Schools clubs. Frustration at lack of direct answers and forward planning. Moyra will invite Peter Watten to the next CCwP. 	<p>MW to speak to Aileen Mclean</p> <p>Therese Laing Billy McIntyre</p> <p>MW to advise Road Safety</p> <p>MW to provide dates for training, SPTC dates</p> <p>Parental engagement paper to be sent out to PC chairs next term</p> <p>MW to invite PW to CCwP</p>

	<p><u>AOB</u> - Moyra sent out a Better Relationships strategy and policy and procedure in draft form to schools seeking feedback. She would now like parent councils to provide feedback on the by document by the end of December.</p> <p><u>Next Meetings</u> CCwP – 4th December. Primary Rep – Gareth Oakley, Secondary Rep – Georgina Moore Agenda Planning – 17th November – Gareth will attend Next Neighbourhood Meeting – Monday 2 February 2015</p>	PC Chairs to report back by end Dec
--	--	-------------------------------------