City Wide Specials Schools Group Meeting

Pilrig Park

Monday 24th November 2014

Attendees:

Chair: Moyra Wilson, Senior Education Manger, Children and Families **Minute Taker:** Eleanor Grafton, Business Manager, Schools

Present:

Ellen Muir, Head Teacher, Pilrig Park School Susie Burr, Parent Council Chair, Pilrig Park Liz Power, Parent Council Chair, Woodlands School Fiona Campbell, Parent Council Chair, Kaimes School Colin Burrow, Parent Council Chair, Redhall School Karen Church, Parent Council, St Crispins Sarah Kyambi, Parent, St Crispins Rosie Wilson, Service Manager Special Schools & Specialist Provision

		Action
1.	Welcome	
	Moyra welcomed all to the meeting.	
	Apologies received	
	Kirsty Lawson (Prospect Bank), Alistair Gaw (Head of	
	Support to Children & Young People)	
2.	Previous minutes and accuracy	
	Angie Arthur to send out minutes, agenda and Director's	Angie Arthur to
	update to all PC chairs and HT's in special sector before	action
	each meeting.	
	2. AG invited Carol Chalmers to FEAST meeting; Carol	
	spoke to the parents about section 23 and SDS, the parents	
	welcomed the information. Carol offered to meet parents on	
	1-2-1 if there were any issues they required help with.	
	Parents asked for a booklet which showed what services	
	were available.	
	MW actioned achievements award – parent's voice wanted.	
	MW sent link for website – more information is in Director's	
	Update.	
	4. Summer Play Schemes – schools e-mailed directly about	
	specific issues and an evaluation form was completed at	
	end of play schemes.	
	5. Ellen took to HT meeting ideas about how to involve	
	more special schools in cluster meeting – attendance	
	tonight highest it has been. A form was sent out to HT's to	
	check that MW office have the correct e mail addresses for	
	parent council chairs. RW said that if the chair cannot	
	attend another parent can attend on their behalf or as well	
	as.	
	MW sends out an e mail before the meeting asking for	AG To check
	agenda items – Parent Council Chairs can reply direct to	funding
	Moyra.Wilson@edinburgh.gov.uk or to	provided for
	parentalengagement@edinburgh.gov.uk	Astroturf
	Astroturf to be carried forward to next meeting.	pitches

	Blue badge – criteria is national guidance, it is not set by	
	City of Edinburgh Council, legislation has changed Parents	
	felt the definition of 'unable to walk'/virtually unable to walk	
	could lead to inconsistencies with some children getting and	
	others not.	
	RW suggested that schools apply for blue badge for school	
	USE	
	7. Cameras in schools – cameras were installed as a result	
	of the Cullen report, post Dunblane incident – these are on	
2	doors for security purposes.	
3.	Directors Report	
	Education, Children and Families Committee - this is on 9 Dec, all papers are available to view on line from 2 Dec.	
	Online school payments – this has been piloted in 5	
	schools, it has been a success and a rolling programme will	
	begin in spring 2015 to roll out to other schools subject to	
	funding, this will save money and time of office staff	
	collecting and reconciling monies.	
	Parking at schools – there have been 2 meetings to discuss	
	the way parents park at school and ways to curb this:	
	CCTV, police presence, painting lines outside the school.	
	Gavin Brown (Parking Operations Manager) has been	
	looking into this and Paul Godzik has put forward a motion	
	to investigate the use of CCTV which has been accepted.	
	<u>Budget Process</u> – people are being encouraged to use the	Parents to try
	budget planner to suggest ways for the council to make	budget planner
	savings, although cuts are not being made to special	and make
	schools some services used by the schools might be within	comments
	the saving proposals and demand might be higher due to	
	complex needs of children.	
	Pilrig Park – took part in 'Going for Gold' at Festival theatre	
	which was wonderful and performed at the Scottish	
	Learning Festival. Looking forward to the next one.	
	The Drop In – this is run every Saturday and is for 0-18 not	
	0-8 as in Director's update.	
	Oaklands School – Dr Alasdair Allan, Minister for Learning	
	visited Oaklands and was welcomed by all staff and children	
	keen to show off their hard work.	
	FEAST – details have been sent to all special schools to be	
	able to input and add onto timetables of events.	
	School websites – a template and information on creating a	
	school website is on the Orb. Training courses are being	
	run although these are mainly for staff.	Liz Power to
	<u>CCwP</u> – the next meeting will be 4 Dec (6.30-8.30pm) at the	attend
	City Chambers. Liz Power will attend on behalf of special	
	schools.	
4.	Free School Meals P1-3	
	This is a government initiative which starts 6 th Jan 2015	
	which will mean that all pupils in P1-P3 will be entitled to	HT in school will
	free school meals. There has been a lot of work going on in	decide on menu
	the background to identify if there are any schools who will not be able to accommodate all the children in the dining	ordering
	hall, four schools have been identified who need building	
	works to accommodate the children. Edinburgh has asked	
	the Scottish government for funding. Each school is	

r		
	deciding how to manage ordering from menus and pre- ordering. Some schools will need to introduce rotas for dinners, others require more tables. A company has been appointed through procurement who will visit schools to facilitate ordering and on target to be delivered before 6 th Jan.	
5.	Better Relationships, Better Behaviour, Better Learning This is a strategy which is city based and based on National Policy. A draft policy and procedure was drawn up September 2013 and feedback was given by headteachers this September. MW sent out information to parents and feedback should be sent by mid/end December. It is based on good relationships and restorative approaches which should mean better behaviour. Staff have had training – there is an expert at Gorgie Mills for special schools requiring help.	Parental replies to MW by end Dec
6.	Severe Weather Parents were reassured that there is a Severe Weather policy in place after 2010 winter. This is activated every year in preparation for severe weather. Head Teachers have been sent out relevant information to help them risk assess their schools. There is enough grit around the city, one of the major issues in 2010 was turning circles at schools which were not gritted, this has now been built into the plan and priority will be for special schools .Council policy is to keep schools open where possible but parents will be kept updated through texts/twitter/radio/council website. Due to mild winters this has not been tested! The Council also has plans in place for 'norovirus' and schools will be closed if Public Health advise. Lesson learned from an outbreak at Pilrig Park when it was reported that 67 had the 'norovirus' this did not seem a huge number but in relation to school roll this was significant. Clarified that children should not return to school until 48 hours after last bout. It was suggested that this should be put out to parents for their information as it is policy.	Schools to advise parents of recommendations from public health to remain at home for 48 hours
7.	Review of Nursery Nurse and Support Staff RW gave some background: special schools looked at budgets four years ago in relation to the needs of each school. Two years a review was undertake which included all management roles within special schools, Head Teacher, Deputy Head and Principal Teachers. This has been of great benefit. The final part of the review is to look at support staff: there are eleven special schools who have different support staff (escorts, Nursery Nurses, PSA, behaviour support, group workers and project workers), some of these posts are historic and job descriptions need updated. Early Years reviewed their Nursery Nurse role and these were renamed to Early Years Practitioner and Early Years and Senior Early Years officer roles were created. There are very few Nursery Nurse posts left around the country.	

	The review will look at the different hours, sessional/non sessional nature of posts, roles at the different grades, job descriptions, etc At the last review of Learning Assistants two posts were created PSA and school support this brought with it a new framework for staff, in special schools PSA's are paid at a grade above mainstream schools. The review was launched in October, A Gaw is the project chair and G Tee is taking an interest in the process. Working groups have begun with Nursery Nurses. Keen to have parents involved in the process, decided best way forward is to have parent's feedback through Parent Council and HT and have this as an agenda item on each meeting.	Review of NN and support staff to be an agenda item
AOCB	 St Crispins – Wave 3 is in hand Transport debate – route changes then mixing children on transport that may not get on Pilrig Park – homework initiative is being well received. Children get a folder to bring home and can choose 3 topics i.e. opening a bank a/c, scanning, arithmetic, literacy at different levels to suit children. Requested that this be shown at HT meeting and will share best practice in Jan at CAT session. 6th year – not traditionally been a sixth year in some schools, although there are a lot of providers and onward destinations which are better suited to the learner. Pilrig Park are having an event on 23rd Feb (10-12) to provide learners with information about courses and onward destinations – all welcome. 	RW to take forward Ellen Muir to share with other HT's Ellen Muir to e mail confirming date and inviting all other schools/learners to attend
Next Meeting	Tuesday 3rd February Pilrig Park School 6.30pm-8.30pm	