

**Echline Parent Association
Minutes of Meeting
Thursday 16 March 2023 6.45 - 8.15pm
Meeting held at Echline Primary School (and by Teams)**

Present:

In person:	
Charlotte Davie (Chair)	Allison Walsh
Jana Reuter (Vice-Chair)	Cara Quigley
Libby Hulme (Treasurer)	Stacy Taylor
Jude Moir (Head Teacher)	
Lauren Scott (Secretary)	By Teams:
Paul Arthur	Lisa Potter
Anne Marie Boyd	Ali Walker
Lisa MacMillan	Julie Fraser

Apologies: Laura Hessing

Discussion	Action
<p>1. Welcome – Charlotte welcomed everyone to the meeting.</p> <p>2. Minutes and actions from previous meeting</p> <p>a. Minutes of meeting on 17 January 2023 were approved.</p> <p>b. Actions from previous meeting:-</p> <p style="padding-left: 40px;">i. To finalise accounts - Libby confirmed the independent examiner had now reviewed the accounts and these can now be submitted to OSCR. Will be submitted this week.</p> <p style="padding-left: 40px;">ii. Update bank details for new committee members – Charlotte and Jana’s details updated. Lauren’s to follow. Libby to update with bank when received.</p> <p style="padding-left: 40px;">iii. Check musical instrument provision – Mr Moir confirmed that the new woodwind teacher has started (Mr Flynn). Mr Flynn has started lessons with P6 & P7, and has met P5. The School is assessing how many more children they can support with lessons.</p> <p style="padding-left: 40px;">iv. Playground/replanting of boat/Ross’ Garden improvements/use of playground equipment and loose parts</p> <p style="padding-left: 80px;">1. Ross’ Garden - Mr Moir explained he had met with two individuals from Queensferry Community Council – one of whom is Neil McKinlay, who is also a member of the Rotary Club (and their Environmental Club).</p>	<p>Libby</p> <p>Lauren/Libby</p>

<p>1. The Tesco money (£1000) needs spent (in accordance with the terms of that grant). Miss Boyd has spoken to the children and is keen to support changing the way the playground works/is used. Miss Boyd would like a mud kitchen, outside white board, pop up tennis nets, gymnastics equipment etc. This needs further discussion with the children and teachers. The Eco Committee have produced their own wish list too. It was agreed that the Eco Committee would be asked to compile an Amazon wish list and that the Association would review this and agree what items could be funded. It was agreed to provisionally reallocate £1000 to this playground equipment wish list.</p> <p>2. Playground line painting – Charlotte reported that the painting of games etc on the playground has turned into a bigger project. This is because the existing (faded) lines will need burned off before new ones can be added. It was agreed to park this aspect of improvements until the Ross' Garden project had been taken further forward.</p> <p>vii. Class reps – Mr Moir and Charlotte acknowledged that discussions on Association classroom reps were to some extent tied into the new communications strategy. Mr Moir therefore provided an update more generally on the communications strategy. He has had a really positive meeting with some parents, teachers and office staff to discuss how to get the communications 'right', and what that means in the wider sense. The comms strategy forms part of the bigger picture, which is reopening doors so that there are more events, more sharing of information and updating in a positive and inclusive way. Mr Moir reflected on the time spent by teachers compiling information for the fortnightly Sway – he explained that it takes a huge amount of time, and that this reduces the amount of time which is available to spend on other matters such as development of the curriculum and classroom practices. Mr Moir is therefore keen to trial a new system to readdress the balance. One option may be to communicate learning developments less frequently e.g. termly. This would be consistent with other schools in the local cluster. There could be a termly newsletter or blog, or a growing 'photo wall'. The point was noted that it would be important for Mr Moir to provide a rationale for the changes (e.g. teachers spending less time on this and more on</p>	<p>Miss Boyd</p>
---	-------------------------

teaching) when it comes to rolling out the new strategy. Mr Moir noted that he is conscious of language and digital access barriers, and that this will be factored into plans.

The discussion then moved on to **class representatives**. Charlotte explained that having class reps was something which was provided for in the Association's constitution, but that there hadn't been any reps for several years now. There was a feeling that, in the past, the termly meetings between class reps and teachers had become something of a tick box exercise, and there was a question over whether these meetings were a good use of time. Despite this, Mr Moir said he felt that there is a desire for there to be class reps, but some of the other attendees were not so enthusiastic. There was a general discussion about what the role is and whether reintroducing them with the aim of being more inclusive might in fact lead to the opposite result in that some parents/carers may be reluctant or not be able to engage with their class rep. Some of those attending indicated they were not clear on what the purpose of the role is, and that there could be a concern about the *perception* of being a class rep and how a rep would ensure that they really did represent all the parents/carers in the class – could it open up more opportunities for communication mishaps? Others thought it was simply a way to help teachers cascade information about the class quickly and more efficiently (e.g. to share details about a class trip). There were also concerns around GDPR and how details of reps and new parents could be shared. It was specifically noted that any concerns about a particular child should still be raised with the School through the normal means, not through a rep, and that any School specific comms would still come from the office. Charlotte explained that she had pulled together a role profile for further discussion. Julie indicated that she thought there was already a role profile - Julie is to share the link if she can find it. It was noted that the constitution could be relatively easily changed to remove these references, if that was the preferred route. One attendee suggested that one option might be to ensure that any appointment would only be for a maximum of two years.

It was agreed that Mr Moir would go back to the teachers to ask for their views on this – there is a staff meeting next week at which this will be raised.

Julie

Mr Moir

3. Chair's report

Charlotte reported that much of her time since the last meeting has been spent on looking into playground and Ross' Garden improvements and on class reps (already reported on above). She explained the Committee had received Mr Moir's wish list. Out of the items on this wish list, Charlotte proposed the following:-

- a. To pay **£400** for the School's subscription to Tig Tag. This is a science subscription. Mr Johns does not teach science to all classes in the School (see later) so he believes this subscription will assist him and the other teachers to move the science curriculum forward across the whole School.
- b. Each class and the nursery to receive the sum of **£100** which is to be put by each teacher equally towards (i) something fun; and (ii) something practical/organisational.
- c. A sum of **£2,000** is to be put towards new books for the School (mostly, but not all, non-fiction). It was agreed that the School will purchase the books and the Association will reimburse up to that amount.
- d. The request for funding for sensory items be deferred until a wish list for the playground has been created. (It was noted that the sum of £2000 had been raised by the Association in the past specifically for items for a sensory 'room'. This was just before Covid, so Mr Moir explained that while there was no dedicated room as such, he believes that the items that were funded have been distributed around the School.)
- e. The P5/P6/P7 football teams had made a request for £1,000 to fund the purchase of new goals, corner flags, balls and first aid. It was proposed the Association should provide funding of **£200**. The group will also be offered the opportunity to host a stand/event at the Summer Fair (see later) so that they can generate more funds. Stacy Taylor is also to contact Cala to see if they will provide sponsorship/funding to the group.

The sums in bold were agreed by those present. Libby to arrange payment/reimbursement accordingly.

4. Treasurer's Report

- a. Libby explained that all the money has now been received in from Xmas (and the card company has now been paid). All bills have been paid with the exception of a cheque for £90.
- b. The current balance is £12,639.79. Keeping a buffer of around £3,000 leaves a balance of £9,639 available to spend (see foregoing discussion about wish list, and list of approved funding under section 3).

Mr Moir

Stacy

Libby

<p>c. Items to consider in short term:-</p> <ul style="list-style-type: none"> a. Our branded water bottle supply is running low. An order is to be placed through the School office. Lauren will liaise with the School office to place order. b. We will need to start thinking about funding for the P7 leavers including yearbook printing, scientific calculators and a contribution towards their end of year celebrations. Libby confirmed the ice cream van is coming on the last day of term (but noted that this is not being - and has never been - funded by the Association). In relation to the yearbook printing, Libby explained that she can ask the printing office at the University to print – they are quick to turn orders around, and there would be a significant saving to be made if done through them. Usually, the parents coordinate the yearbook but it may be that this year the children take on more responsibility. Mr Moir is to speak to the P7 teachers about this. d. Libby also reported that we are investigating some missing payments from the Council, which the Association should have received as part of the Council's funding of Parent Councils (it was noted that Echline Parent Association and Parent Council merged in 2019). For example, the Council recently claimed that they tried to pay the sum of £643 in September 2019 but that the Bank rejected the payment. Libby explained that the Bank has no record of any such attempted payment being made. This has only come to light in the last week, so Libby will investigate further and report back at the next meeting. <p>5. Head Teacher's Report</p> <ul style="list-style-type: none"> a. This is Mr Moir's second time in attendance at the Association's meetings since he joined the School in January, so he explained that he has been warmly welcomed by the School community. b. One of the things which he, the children and the teachers wanted to change is to spend more time together. 'Together time' has therefore been introduced and Mr Moir reported this has been well received with more mixing of the upper and lower parts of the School. At the last assembly, Mr Moir shared a video of some of the children sharing what they enjoyed about 'Together Time'. c. Parent consultations took place last week – Mr Moir thanked those parents and carers who attended the sessions. 	<p>Lauren</p> <p>Mr Moir</p> <p>Libby</p>
---	--

- d. The children are writing a School song! Mr Moir's brother – Zac Moir – is Associate Professor of Music and School Academic Lead for Curriculum Design at Napier University. Professor and Mr Moir have arranged for 15 doctorate students to visit P7 to take this project forward. The P7s will help lead the whole School with this project. There will be two intensive workshops over two days - dance moves may also be choreographed!
- e. Break and lunchtime changes – Mr Moir reported the timing of these has been changed so that they are the same for the whole School. The advantages are the children having more together time, and the teachers and PAs can have their breaks at the same time too. This all builds on the culture and the School spirit.
- f. Feedback from inspection – Mr Moir is acutely aware of the feedback from the previous inspection. Mr Moir and staff are developing a road map of what to prioritise in terms of the results of the inspection.
- g. Increase pupil voice and leadership – Mr Moir explained recent feedback has shown that most things in School are teacher-led. Mr Moir wants to change this so that the pupils' voices are heard more and they are given more opportunities to lead. The School is creating opportunities for that to happen and Mr Moir is starting to see the green shoots of this. For example, house captains are soon to attend meetings/events of the Rights Respecting Schools Group at the High School, as representatives of Echline Primary.
- h. Essentially, there are two main areas of focus (i) skills development; and (ii) increasing the pupil voice.

6. Fundraising Update

- a. Jana explained that things had been relatively quiet on the fundraising front, after all the activities held in December, but that planning had begun on holding a Summer Fair on Saturday 3 June between 2 and 4pm, at the School. Planning is in the early stages but we are keen for people to get involved to help with planning, to contribute ideas, and to assist on the day. Please contact Jana via echlinepa@gmail.com or via the Association's Facebook page if you would like to help.
- b. Matched giving – thanks to Kerry Sloan for arranging the £500 matched giving from her employer, which has now been received.

7. Items Raised

No items raised in advance.

8. AOB

- a. Class arrangements for next year - Mr Moir explained that the class arrangements for the next academic year have not been finalised yet. This will depend on the P1 intake.
- b. One attendee asked about why the P6 science lessons had been stopped. Mr Moir explained that Mr Johns teaches science, but he is not a science specialist. He provides non-class contact teaching cover, which means he can offer science classes during this cover and he covers as many classes as possible. However, there is no obligation to provide a dedicated science teacher, and the science curriculum is covered whether it is taught by Mr Johns or other teachers. In other words, the P6 science classes have not 'stopped' as such, but it may not be Mr Johns who teaches them.
- c. Future Secondary School Provision for Kirkliston and Queensferry – Lauren provided an update. To recap, Queensferry High School (QHS) is predicted to exceed its capacity by 2025. The Council is therefore proposing either to extend QHS, or to build a new secondary school in Kirkliston or West Edinburgh. They consulted on this in January and at that time, indicated that a report - following that consultation - would be published in February, and it would be discussed at the Education, Children and Families meeting in March. Lauren explained she had not been able to locate a copy of the report nor find any reference to the March meeting. She'd contacted Norrie Work (councillor) for an update. Mr Work explained that 850 responses had been received and that a report is being prepared for the Education, Children and Families meeting on 27 April. Lauren agreed to share details of the report if she became aware of its publication.
- d. Ferry Fair – Echline Primary is the Court this year, so it was agreed it would be good to involve the children who may not be part of the Court. Echline Primary used to have a float which it was thought had been stored at the School but Mr Moir has looked for it but cannot find it. Agreed that instead of float, those children who wish to be involved should be given the opportunity of forming a group to walk as part of the procession. Agreed that instead of a float, a banner for the School should be made. The children/house captains/Court should decide on the theme for the banner.

Lauren

Mr Moir

9. Date of next meeting

Provisionally, **9 May 2023** (this will in person and over Teams) subject to checking there is no clash with High School events.

ACTION LIST

16.03.23	Initials	Action	Date
1.	LH	To file accounts with OSCR	By end March
2.	LH	To update bank account details	By end March
3.	JM	To propose date for parents/others to help with Ross' Garden	By end April
4.	JM	To organise trial of free fruit (to be reviewed at next meeting)	By end March
5.	AB	To assist Eco Committee to compile Amazon wish list	By end April
6.	JF	Previous role profile for class reps to be located	By end March
7.	JM	Teachers to be consulted on role of class reps	By end March
8.	JM	To purchase books up to the value of £2,000	By end April
9.	ST	Stacy to contact Cala re funding/sponsorship for football goals etc	By end April
10.	LH	Payment to be made of sums agreed per section 3 above	By end April/upon proof of purchase
11.	LS	Water bottles to be ordered	End March
12.	JM	Mr Moir to speak to teachers re P7 leavers funding/yearbooks	By end April
13.	LH	To report back on 'missing' Council funding at the next meeting	At next meeting
14.	LS	Details of Future School Provision report to be shared if made available	By end April
15.	JM	Banner for Ferry Fair and plans for Echline School procession to be considered.	By end April