

**Echline Parent Association  
Minutes of Meeting  
Tuesday 9 May 2023 6.45 - 8.15pm  
Meeting held at Echline Primary School (and by Teams)**

**Present:**

<b>In person:</b>	<b>By Teams:</b>
Charlotte Davie (Chair)	Ali Walker
Jana Reuter (Vice-Chair)	Julie Fraser
Libby Hulme (Treasurer)	Rania Serifi
Jude Moir (Head Teacher)	Louise Bowers
Lauren Scott (Secretary)	
Tara Zammit	
Allison Walsh	

**Apologies:** Nicola Arthur, Lisa MacMillan

<b>Discussion</b>	<b>Action</b>
<p><b>1. Welcome</b> – Charlotte welcomed everyone to the meeting.</p> <p><b>2. Minutes and actions from previous meeting</b></p> <p>a. Minutes of meeting on 16 March 2023 were approved.</p> <p>b. Actions from previous meeting:-</p> <p style="padding-left: 40px;">i. To file accounts with OSCR - done.</p> <p style="padding-left: 40px;">ii. Update bank details for new committee members - updated details have been provided to the bank, but no confirmation of change received. Libby to chase.</p> <p style="padding-left: 40px;">iii. To propose date for parents/others to help with Ross' Garden - done. Dates in the calendar. See later.</p> <p style="padding-left: 40px;">iv. To organise trial of free fruit (to be reviewed at next meeting) - Mr Moir confirmed he had discussed this proposal with the teachers, who explained that when free fruit had been provided previously, it had not been eaten and so was wasted (alternatives such as muesli bars were also discussed but would go against CEC's healthy eating agenda). The view from the teachers is that providing this is not at this stage necessary. Agreed to keep under review.</p> <p style="padding-left: 40px;">v. To assist Eco Committee to compile Amazon wish list - see later for update.</p> <p style="padding-left: 40px;">vi. Teachers to be consulted on role of class reps - Mr Moir has consulted with the teachers, but the feedback is that class reps are not required. See later for discussion on</p>	<b>Libby</b>

<p>how the PA can engage with parents and carers, and vice versa, in the absence of class reps.</p> <p>vii. To purchase books up to the value of £2,000 - the order has been placed and the books (non-fiction) have just arrived in the school. (Outlay has increased to £2,170 – see later.)</p> <p>viii. Stacy to contact Cala re funding/sponsorship for football goals etc – Lauren to seek an update from Stacy.</p> <p>ix. Payment to be made of sums agreed per section 3 of the March minutes - no sums paid out yet. See later.</p> <p>x. Water bottles to be ordered – Lauren has asked the school office to place an order.</p> <p>xi. Mr Moir to speak to teachers re P7 leavers funding/yearbooks - confirmed this is already in hand so no action required. The parents are helping to pull it together.</p> <p>xii. To report back on ‘missing’ Council funding at the next meeting - we have still been unable to locate the money. Jana is to follow up with the Council.</p> <p>xiii. Details of Future School Provision report to be shared if made available – Lauren confirmed she had shared a link to the Council’s update dated 17 April on the EPA Facebook Group. Link is here:  <a href="https://www.edinburgh.gov.uk/sites/default/files/futuresecondaryprovisionforkirklistonandqueensferryoutcomesreport.pdf">futuresecondaryprovisionforkirklistonandqueensferryoutcomesreport.pdf (edinburgh.gov.uk)</a></p> <p>xiv. Banner for Ferry Fair and plans for Echline School procession to be considered - the Fair is on the second Saturday in August. Echline Primary is the host school this year. Need to give children who are not in the Court the opportunity to be involved too. Mr Moir agreed to set up a Ferry Fair Group to take plans forward (let children decide on theme etc).</p> <p><b>3. Chair’s report</b></p> <p>a. Charlotte reported that the focus has been on moving plans for Ross’ Garden and the Summer Fun Day forward.</p> <p>b. Date of next meeting - the next meeting had previously been provisionally set for 6 June. In previous years, the June meetings have only taken place where there are ‘live’ matters to discuss before the end of term. Given the focus will be on delivering the Fun Day on 3 June and that there are no ‘live’ matters, it was agreed to <b>cancel</b> the proposed meeting on 6 June. It was agreed to schedule the next meeting for <b>Thursday 21 September</b>. This will be the AGM.</p>	<p><b>Lauren/ Stacy</b></p> <p><b>Jana</b></p> <p><b>Mr Moir</b></p>
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- c. Budget - Charlotte noted that the Association's budget has changed again, because we predict that the work on Ross' Garden may not cost as much as expected given the involvement of GreenFerry and other volunteers (to whom thanks is given). Libby has been working on a revised budget. See later.
- d. Class reps – as referred to earlier, the School does not think reinstating class reps is the way forward to improve communications between teachers/classes/the Association. That being the case, the Association needs to consider how we improve/develop our engagement with parents and carers. It was noted that (i) the recent Communications Strategy was focused on how the School and the teachers communicate with parent/carers (it was not about how the Association does this); (ii) we are reliant on the school office sending out emails on our behalf; and (iii) not all parents/carers are or wish to be on Facebook. Julie explained that in previous years, the Chair had been added to class Facebook groups, as a way of keeping informed. Jana explained that using Class List might be an alternative. It was agreed that we would pull together a survey to send to parents/carers at the start of the academic year for their views on:-
  - i. how they would like us to communicate with them
  - ii. what information they would like from us
  - iii. how we might encourage more interaction and engagement from parents/carers (e.g. emphasising that attendance at one meeting does not mean attendance required at all).

Also agreed that we would ensure there was an Association presence at the Fun Day (perhaps at Uniform Bank).

**Charlotte**

**Lauren**

#### **4. Treasurer's Report**

- a. Libby explained that all money due to the Association from the School/handed into the School has been received. A payment of £16.91 has recently been received from Amazon Smile (this may be the last of such payments). The current balance is **£13,046.71**.
- b. Some payments are due such as the cost of the Fun Day inflatables, the cost to print the raffle tickets and the cost of the Coronation badges and bookmarks. Deducting these leaves a balance of **£12,087.20**.
- c. Other commitments expected to be paid before the year end are as follows:-
  - a. Books £2170

- b. Donation to the football team £200 (amount to be confirmed with Stacy)
- c. Tig Tag subscription £400 (possibly slightly more, plus VAT)
- d. Water bottles £200
- e. Contribution to P7 leavers events £1,200

Leaves a balance of **£7,917.20**.

- d. On this basis, it was agreed the Association would make the following contributions:-
  - a. for Ross' Garden **£2,000**; and
  - b. for playground wish list **£3,000**,

which would leave a sufficient balance to cover minor expenses and floats for the Fun Day.

#### 5. Head Teacher's Report

- a. Ross' Garden - Mr Moir expressed his thanks to those who have given their time to this project, indicating that it has been brilliant to see so many members of the local community helping. Mr Moir has been blown away by the generosity shown. New connections have been made which will help with the longer term plans (such as finding a local pond expert!). Work has already started on clearing the garden, and a skip is being delivered next week to move the clearance along. GreenFerry have been a great help (and will be running a stall/activities at the Fun Day). Mr Moir thinks money will need to be spent on plants, seating etc but the School will take the lead from GreenFerry on this. Jana mentioned that she knows someone how can provide free pallets for outdoor seating. Tara indicated she would be happy to build these (and an outdoor kitchen for the nursery) if she is given the instructions. Tara is to be put in touch with Anne Marie to move this forward.

The intention is for the children to be involved longer term with weeding and planting.

- b. P1 transition - this is underway with 'stay and play', tours of the school, drop in sessions and lunches.
- c. Mr Moir has introduced 'secret certificates' much to the excitement of the children. Each week, Mr Moir will (in secret) select an adult working in the school to observe the children. This adult will look out for children who have gone above and beyond to make a difference to the school community. At assembly the secret adult will reveal who is to receive the secret certificate that week. Mr Moir will also contact the family to let them know.

**Mr Moir**

- d. Assemblies - Friday assemblies continue. Derek Munn the new minister attended recently.
- e. School song - this is now complete! Some of the children will attend Napier University to record the song in the recording studio and it will be shareable on Spotify.
- f. Self-evaluation - as reported previously, the focus is on skills development and on helping the children understand how the skills they are learning are transferable.
- g. Standards and Quality Report - this report will reflect on the last year and look forward to the next. It will need to be prepared and Mr Moir will be looking for some stakeholders to be involved in its preparation. He is thinking of creating a short survey for parents and carers and will ask the Association for help in promoting that.
- h. Staff changes:-
  - i. Mrs Granier left on 5 May;
  - j. Lisa Smith leaves in three weeks;
  - k. Miss Barrie leaves at the end of this term;
  - l. Karen Burnett starts next week; and
  - m. Miss Russell is now a permanent member of staff.
- n. Community engagement – the School is continuing to explore opportunities to engage with the wider community. Recently there has been a trip to visit residents at The Haven, which was a positive experience for both the children and adults. Shore Road has also expressed an interest in arranging a visit. The Rotary Club is assisting with Ross’ Garden.
- o. Sports Day – two sessions are scheduled for 25 May. The Hall will be open in between the two sessions for use by adults attending both sessions. Mr Moir asked if the Association wanted to be present at that. Charlotte and Jana confirmed they would both be there.

**Charlotte  
/Jana**

## **6. Fundraising Update**

Current focus is on the Summer Fun Day. The plans are coming together. We are still looking for volunteers on the day, and raffle/tombola prizes. Please get in touch if you can help.

## **7. Items Raised**

No items raised in advance.

<p><b>8. AOB</b></p> <p>a. Head Teacher updates (sent every Friday) - some parents/carers do not appear to be receiving these. Advised to check their 'junk' folder as could be ending up in there.</p> <p>b. Opportunities Fund - Mr Moir was asked for an update on how this Fund has been used. Mr Moir confirmed there is still over £1,000 sitting in this fund. The intention is to use it to subsidise sporting events e.g. where such events are not local and private coach hire may be required. Some other recent trips have been organised on a 'pay what you can' basis, and the Fund has been used to make up any shortfall. Seen as a really useful thing to have. Mr Moir is of the view that the fund does not need topped up yet, but he will continue to monitor it.</p> <p>c. One attendee mentioned that Queensferry Primary operates a free breakfast club and also provides uniform washing facilities. There was a discussion about whether these are things which Echline might wish to explore providing. Mr Moir did not believe such facilities were needed, but will keep this under review.</p> <p>d. 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.</p> <p><b>9. Date of next meeting</b></p> <p>Provisionally, <b>21 September 2023</b> (this will in person and over Teams) subject to checking there is no clash with High School events.</p>	
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## ACTION LIST

09.05.23	Initials	Action	Date
1.	LH	Bank account details to be updated.	End May
2.	LS	Seek update from Stacy on football team's request to Cala for support to fund equipment.	End May
3.	JR	To follow up with Council on 'missing' funding money.	End June
4.	JM	Banner for Ferry Fair and plans for Echline School procession to be progressed.	End June
5.	CD	To pull together survey for parents/carers to seek their views on what they want from PA. Survey to be sent at start of next academic year.	End July
6.	LS	Ensure there is a PA presence at the Fun Day.	3 June
7.	JM	Work on Ross' Garden to continue.	Ongoing
8.	CD/JR	PA presence/Uniform Bank on Sports Day.	25 May