

MAYFIELD PRIMARY SCHOOL, PARENT COUNCIL

Meeting Agenda, Minutes & Action Tracker



Date/Time:	Monday 27th February 2017, 19:30 – 21:30
Venue:	Mayfield Community Club, 1 Stone Place, Mayfield, EH22 5PG
Attendees:	Mamie McKenna (Chair), Sarah McBroom (Vice-Chair), Heather McBroom (Secretary), Kelly Jack, Catherine Woodward (St. Lukes PC Treasurer), Elaine (St. Lukes PC Chair), Robert Hogg (Community Council Chair), Paul Johnson (Midlothian Council Communities Officer)
Apologies:	Lynda Gilzean, Laura Brown, Sarah Newlands, Natalie, Donna McLachlan, Tracy Gillon, Wayne, Tara,

Item	Notes	Actions
1	<p>Welcome & Apologies</p> <p>Mamie welcomed everyone to the meeting. Apologies were given for the members unable to attend. It was noted that Lynda Gilzean (Treasurer) and Laura Brown have decided to step down from the Parent Council due to other commitments. Heather will follow up with Lynda for a handover and the role can be added to the next agenda to pass on information on what the role entails with the plan to have any volunteers and put their names forward at the follow up meeting. Laura advised that she is happy to help-out as and when she can.</p>	<p>Heather to have hand over with Lynda.</p>
2	<p>Minutes of previous meeting (6th February 2017)</p> <p>The minutes from the previous meeting on 6th February 2017 were circulated and approved by all.</p>	
3	<p>Easter Disco</p> <p>Responsibilities and budgets were allocated as per attached checklist. For the Halloween Disco last year it involved a lot of work for the office to issue tickets to parents as they had to ask parents to fill out forms to gather information on how children would get home etc. We have drafted up a form to send home with all children asking parents to complete and return to school with ticket money through school bags. These can be gathered in by teachers and handed into the office. The office staff are happy to then issue tickets from anyone with a completed form and full payment. The form will be amended to include permission for children to have pictures taken, ask for any special dietary requirements and ask if any parents can help on the night.</p> <p>We need to confirm that Mandy is happy to plan the games and if it would help to have a playlist for the disco prepared. Heather will follow this up. Stamps were agreed as the best way to identify which child at the end of the disco is leaving with or without adults by using different coloured stamps on their hands when entering the disco. A list will also be available as back up.</p>	<p>Heather to check with Mandy about playlist and games</p> <p>Stamps to be purchased</p>
4	<p>Banking</p> <p>As our treasurer has stepped down from post, banking was removed from the agenda. After a handover it can be added to the next agenda.</p>	
5	<p>Future Meetings</p> <p>The next meeting will be held on a Wednesday afternoon to allow more parents and teachers to attend. The meeting will be set as an event on the Facebook page. Refreshment will be available.</p>	
6	<p>Kilns Clear Up</p> <p>Mamie discussed the issues with the rubbish and broken glass found in the Kilns recently. A date to arrange volunteers to clear up the area so that it is safe will be arranged. This will be taken to the Community Council meeting on Wednesday. An update will be provided at the next meeting.</p>	<p>Mamie to present to Community Council Meeting</p>

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7	<p>Security</p> <p>The recent incidents in the playgrounds were discussed and concerns raised over security. As gates are left open during school hours this allows members of the public access to the school while the children are on breaks. Including members of the public walking their dogs. Also as gates are unlocked out of school hour's vandals have been damaging the school roof and equipment for the children in the playground. This is a major concern for parents. It was agreed that tighter security was needed. The lack of security cameras will be jointly, with St. Lukes PC, be brought up with the council and the closing of the gates will be taken to the Community Council meeting on Wednesday.</p> <p>Robert Hogg , Chair for Mayfield & Easthouses Community Council, was invited along to the meeting to be involved in these discussions. At the last Community Council meeting this subject had been raised. Robert discussed how both Parent Councils should take this to the community council meeting and how the police community officers can offer advice and support. He recommended a risk assessment be carried out on the schools & nurseries and the possibilities of looking at security lighting. Three separate reports have been logged with the police over the past few weeks. He requested that the PC attend the CC meeting to bring their concerns to the community officers. Community Officers are holding regular meetings between the Library and the Community Centre to invite members of the community along for an informal chat about concerns. It can also be raised with the councillors to find out answers to when security will be addressed. Other solutions to deter vandals such as non-drying paint etc. can sometimes work. Recommended that each PC log all incidents that they are aware of. Ask the janitors for feedback on what they know. Photos are also helpful for evidence.</p> <p>Paul advised that a survey was carried out last Jan/Feb on the communities thoughts on locking the gates to the school. Most voted for them to remain open. This means that some pupils are having to walk an extra 100 metres to enter the school grounds.</p>	<p>Mamie to present to Community Council Meeting</p> <p>Heather to draft a letter to council</p> <p>Heather to contact school for feedback from Janitor</p>
8	<p>Sensory Grant</p> <p>Paul Johnson, from the Community Team at Midlothian Council, was invited along to discuss the sensory grant which the Parent Council received back in May 2016.</p> <p>The Parent Council were awarded £1700 towards sensory equipment through Mayfield & Easthouses Community Chest. The initial idea had been to purchase a sensory tent and have a designated room for this. However, with the recent change in members, this grant was brought to our attention in January and it was discussed and agreed that what was originally suggested on the application was no longer something that was required within the school. Sarah, who has experience working with sensory equipment, has been researching equipment for creating sensory boxes. These will be portable and can benefit a lot more children. It was noted that the grant must be spent prior to 31st March 2017. HE understands the changes that Mayfield PC has recently went through, however, he expressed his concerns of applications being guided by the school rather than applications being made independently. Paul went on to discuss that funding cannot be granted to statutory bodies. An interim evaluation was missed from Mayfield PC as the funds had not been spent at the time it was due. The cut off for the evaluation to be sent in is 1st May 2017. This is then used to report back to Scottish Government on how the grants were distributed and used. Future applications for grants may be affected if evaluations from past grants are still outstanding.</p> <p>The proposed sensory equipment will reach more children. The initial concept was more restrictive which would have only helped a few children in the school. This will enable more emotional literacy so that kids can talk about their feelings. It will help children cope better with their own level of crisis and work with them before they reach that level. The previous concept had been about helping them when they were already in crisis. This should prevent children reaching that level. Deal with emotions.</p> <p>Paul presented information on a new participatory budgeting programme called 'Food Glorious Food'. Robert Hogg is on the steering group. This is about food and wellbeing. The areas that it can be used for growing food, providing funding for a course or food education. The possibility of using</p>	

Item	Notes	Actions
	<p>this funding for breakfast club, however, it was thought that this was not the best use of the funds. As the grant has £16,000 to allocate with the community, there will be a limit of £1,000 per application. Each parent council will look at areas this funding council be used and if the parent council have the time and resource to implement it. The grants will be decided by a vote within the community in May. DETAILS. Support sessions are held in the library. Details of these will be emailed to both parent councils. Over 350 people voted in the last grant allocation.</p> <p>Paul advised he was available to support groups within the community and we could contact him anytime.</p>	
9	<p>AOB</p> <ul style="list-style-type: none"> • It was discussed the salad/vegetables/fruit which is available within other schools in our community that differs from both Mayfield or St Lukes. Woodburn Primary have a salad bar that children can have salad, fruit, veg on top of their meal choice. This will be taken back to Head Teachers for further discussions. • A breakfast club was agreed as a good idea, the set up from a local school was discussed. With a 70p charge per child, per day, this school has their school dinners ladies run the club and playground assistants come in to clear up. Children are offered toast, hot chocolate, cereal, fresh juice and fruit. • Robert brought up the concerns regarding the length of absence from Joe McFarlane and that the whole senior leadership team currently in place are all acting, none are permanent. The community council have emailed the education department regarding this. This will have a negative effect on the schools. Also, the disappointing attainment levels within the schools. Heather had met with Candy earlier in the day to prepare a Head teachers report, however, the report was approved by Candy prior to the meeting. Heather partly presented some of the information regarding the senior leadership posts which will be filled by Easter/Next term. The full Head Teachers Report will be presented at the next meeting along with that month's update. • Concerns were also raised regarding the changes to the catchment area. As this will include a lot more new builds, any children from these new houses will be sent to Mayfield or St Lukes. The schools are almost at full capacity at the moment and it was discussed if they schools could physically house more children. This will be discussed further on Wednesday at the community council meeting. It would be helpful to confirm pupil numbers and how many more children could be accommodated from each school prior to the meetings. • PEF funding was discussed. £750,000 has been allocated to The Newbattle cluster, which covers Mayfield, St Lukes, Mayfield Nursery, Lawfield and Newbattle. The funding can only be used for children aged between 5 and 14. So this would allow for children from P1 to S3 to benefit. Further details on this will be presented at the next meeting within the Head Teacher report. 	

Future Meeting Schedule

Date	Place	Time
Wednesday 8 th March 2017	Mayfield Community Council, 1 Stone Place, Mayfield, EH22 5PG	16:15

Appendix A

Role	Name	Contact Details
Chair	Mamie McKenna	Tel : 07989462534 Email :
Vice-Chair	Sarah McBroom	Tel : 07565508121 Email :
Treasurer	VACANT	Tel : Email :
Secretary	Heather McBroom	Tel : 07437056305 Email : hhogg@nhs.net
Member	Sarah Newlands	
Member	Kelly Jack	
Member	Mamie McKenna	
Member	Sarah McBroom	
Member	Donna McLachlan	
Member	Natalie	
Member	Wayne	

To confirm which staff are members of the PTA