

## **Minutes**

### **Trinity Primary School Parent Council**

**Held on Tuesday 6th June 2023: 7:30pm**

**Location: Trinity Primary School**

#### **Attendees:**

Helen Duncan (Chair), Jacqueline Scott (HT), Aimi Armstrong (DHT), Julie Wardhaugh, Will Inglis, Francis Hooton, Suzy Elsom, Emily Williams, Pamela Loudon, Kristen Deeken, Angela Hassard, Krystelle Bamford, Becky Murray, Paul Jeffries, Ross Sanderson, Jenni McLean, Sandy Robinson, Cllr Sanne Dykstra-Downie, Cath O'Shea, Lisa Gaule

#### **Apologies:**

Jen Bird, Kev Head

## **2. Minutes of Previous Meeting**

Minutes approved.

Social media guidelines discussed at previous meeting will be sent out from school at the start of the new school year.

Edinburgh council have approved a trial for bus passes for school classes rather than individual pupils. This will reduce the instances of lost passes and will mitigate against the cost when pupils forget their passes. Now waiting to hear back how this will work. Sanne will update on progress. Thank you to Cllr Sanne Dykstra-Downie for all her support with this.

## **3. Correspondence**

Thanks have been received for the work on Amazing Asia. The topic has been seen as a great achievement in the school and has been very well received.

It was noted that the listing for polo shirts with the new provider is showing as black rather than white. This is an error and Aimi will follow up and correct.

Emily & Angela are now trained on recruitment and selection process so they can help support any future recruitment for school senior leaders.

Children and Families Committee Consultation Update: HD attended a focus group to look at the religious representation on the Children and families committee. It was agreed that if this was valued by certain schools it should be fair representation across all schools which is not the case currently. It was also noted that there was no headteacher on the committee which was seen as a gap. Sanne expecting that a vote will be due at council in coming weeks.

Tombola – over £4000 raised at May Fair. Thanks to everyone for their support.

## **4. Headteacher Report**

See attached report.

Further discussion focussed on the recent letter regarding school building works. The timing of building works will run well into the next school year and will require relocation of certain classes. This will be in “transportable units” which will house the decanted classes. These are likely to be situated on the grounds of Trinity Primary or Trinity Academy. Budget has been offered to TPS to allow for staff cover when the relocation needs to take place.

It was also discussed that a small carry over of budget would be used for some furniture replacement. JS also confirmed that the additional funding received for the Ukrainian children will continue whilst the school hosts them.

A question was received from a parent regarding what the Parent Council can do to help lobby for additional funds and resources for the school where additional support needs are identified. In particular, identification of additional support needs seems to be higher within the P4 group. The P4 age group across the whole authority seems to be most impacted and the timing of covid could have impacted this year group more than most. It was discussed that funding isn’t always the answer and often it’s space that is required rather than additional teaching staff. There are a number of options to support children with additional needs. This includes access to forest schools, access to the Yard, Edinburgh zoo are offering spaces for referrals, the school has a nurture teacher as well as nest and sensory dens.

To wrap additional support around the P4 year group TPS will move the 3 classes in this year group to 4 separate classrooms within a separate floor of the building with a team of 7 adults made up of 3 teachers and 4 experienced PSAs. This should provide the additional space and resource required for this group.

CEC track attainment levels for P1, P4 and P7 and the P4 attainment has fallen compared to previous year groups. The school can also see progression at individual pupil level and the focus is on ensuring that all children show progression even if this is at different speeds.

It was agreed that the issue of additional support needs would be kept on the agenda for future meetings.

## **5. Standards and Quality/Improvement**

This is only partially complete and the full plan will be brought to a future meeting. The purpose is to evaluate what improvements have been made in the school year and set priorities for the next school year. At a high level the focus for improvements plans for next year will be as follows:

1. Meeting learners needs with specific focus on dyslexia.
2. Focus on how “practice makes progress”.
3. Developing writing skills

In response to parent discussion the learning benchmarks for each year group will be made available to all parents/carers. Pupil Profiles will refer directly to the benchmarks and it is hoped that parents and carers will find this helpful.

## **6. Building Works**

There was further discussion on the building works but more specifically focussed on the impact on the kitchen. (Primarily because the move of the P6s to the TA buildings has largely proven to be uneventful with all classes settling well). The recent email on replacing the roofing in the school confirmed the impact on school kitchen. The latest communication was not clear on timescales however it is likely that the building works will run well into the new school year. The kitchen is being prioritised for repair and will be actioned before the classrooms. It is being discussed that, where possible, some hot food options will be available by August on return from the summer. The exact logistics are still being discussed about how this will be made available.

Specific issues raised in the meeting, surrounding current cold lunch provision, include quality and availability of sandwiches, quality and variety of fruit/dried fruit, use of sweet biscuits rather than healthier snacks. It was discussed whether we can survey parents' views or children's view on lunches to help identify areas of improvements. It was agreed that we will raise all issues to the individual in charge of the provision of school meals. It is hoped that the current issues will ultimately be resolved with the provision of hot food in the new term.

More clarity has already been sought regarding next steps and contingency plans. Timescales are also being sought from CEC. HD will email and follow up.

Overall logistics have not been confirmed which limits the planning that can take place in the school.

## **7. School Budgets**

At recent council meeting the school budgets were protected.

## **8. Trinity Academy Update**

Formal consultation closes on 9<sup>th</sup> June. TA Parent Council has put together a supportive response to consultation and has added additional requests around access from cycle routes. It was agreed that TPS PC will support this view with additional request to consider access and impact on TPS.

## **9. Wider Engagement: Locality/Trinity Community Council**

Nothing specific to report. Most relevant discussion was on Trinity Academy decant.

## **10. Money Matters (see attachment)**

PC noted the Money Matters good practice guidelines and confirmed that PC are content that money continues to be passed directly to the school. PC also confirmed that there was no need for the school to label any resources purchased with this money given it is not parent donations.

It was also noted that the new Bank account was now in place with up-to-date mandates and online functionality. Julie Wardhaugh is stepping down as Treasurer and Will Inglis has volunteered to take on the post for the next school year. This will be confirmed at the AGM.

HD thanked JW for her support to the PC over recent years.

## **11. Additional questions**

Will use of school hall be back in use by August? JS is confident that the provision of “transportable units” will provide the teaching space required and therefore the school hall will be back in use.

## **12. Meeting Dates**

29th Aug in school

PC / TPSA AGM : 13th Sept online

10th Oct online

28th Nov in school

16th Jan online

12th March in school

11th June in school