



Minutes of Trinity Primary PSA and Parent Council AGM

Where: 7.30pm in the dining room

Date: 6 September 2017

AGENDA TOPICS

1. Welcome and apologies

Present Fi Campbell, Helen Davey, Steven Dijkstra-Downie, Rina Docherty, Helen Duncan, Kate Goodall, Kev Head, Christiaan Hofstra, Colette Holligan, Laura Lewis, Angelica Lorenzo, Kirsty Martin, Laura McGadie, Kate Nelson, Ben Powell, Catriona Regan, Claire Schiltz, Jacqueline Scott, Clare Sharp, Harpreet Singh (Mark), Karen Stevenson, Siobhan Tyrrell

Apologies Yvonne Caplan, Cath Kidd, Manuela Molendini McLeod

2. Honorary President's Report (Jacqueline Scott)

Another successful year. School roll increased to 534 (now 560). Welcomed new staff. JS returned. Kirsty Martin continued on secondment. Staff changes throughout the year – Caroline Ashbrook left to take up substantive DHT post, Cheryl Berthinussen returned from maternity leave, Natalie Curtis married, Helen Woodruff had baby boy etc. Staff teams based around stage – class teachers, PSA, supporting learning staff, students etc.

Inclusion policy (Scottish government) – many successes, also some challenges. School has been praised for the supportive environment it provides. Continues to be a priority.

Priorities in line with national improvement framework for Scottish education. Standards and Quality report and the Improvement plan for 2017 / 2018 based on

1. Raising attainment in literacy and numeracy.
2. Closing the attainment gap
3. Improvement in health and wellbeing
4. Improvement in employability skills for children

What have we done?

1. Above average CfE levels, average standardised assessment scores – added value, tracking systems are developing (interventions, SIMD, EAL, additional support needs, bingo ball approach to



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moderate and quality assure, Sumdog, staff attending INSET from external speakers (looking outwards at practice)

2. Pay what you can afford policy, tracking of pupil involvement in Trinity Talks, webcrew, captains, prefects. Mentoring programme. Interventions (incl lego therapy, talk and move, playboxes). Homelearning club. Principles of GIRFEC embedded. Cluster ASN coffee mornings, Growth mindset – learning powers

3. Regular dialogue, Trinity mile, four contexts for learning, wider school environment

4. Partnership working (David Lloyd, Sculpture workshop, Dazzle), pupil conference, plan to develop skills within learning tasks, Red Nose Day, P4 group won digital competition, Trinity cook school

What next?

1. Jigsaws of learning, new stan. assess. materials, pathways of learning, outdoor library, pupil led newspaper, improve communication, maths day for parents and carers

2. Continue mentoring programme etc

3. INSET on emotional wellbeing, revamp the Trinity learner (healthy body, healthy mind, healthy respect), yoga and mindfulness, develop outdoor space

4. 'Why do we need what we learn event?', further pupil conference, Edin college links, framework for IT refresh

Pupil Equity Funding – family support worker, parental engagement, therapy through art, nurture approaches, transforming learning environment, outdoor learning, wider achievement

Cluster

Joint practice sessions to look at effective strategies in raising attainment in numeracy through IT, SEAL, AifL and Outdoor Learning

Enhanced family transition project for identified pupils

Building – new classes for Aug 2018, P1 and P7 learning spaces

Thank you to PSA, Parent Council, wider parent body, staff and pupils



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3. Parent Council Annual Report 2016-17 – Helen Duncan, PC Chair

This is my first annual report as Chair of the Parent Council for Trinity Primary School, and I would like to start by thanking my predecessor, Paul Jeffrey, for his support and encouragement over the past year. I would also like to remind him that when I agreed to take on this role he assured me that major issues such as catchment change were few and far between.

Rising Rolls – Trinity and Victoria

Shortly after I assumed my position as Chair, Edinburgh City Council announced that it was considering catchment changes for Trinity Primary School. The proposals were developed in response to the rising rolls issue facing Trinity and Victoria schools. Parent Council representatives sat on a number of pre-consultation meetings with the Rising Rolls Working Group as three options were developed in detail. One of these involved an effective halving of the current catchment, with no possibility of a sibling guarantee for families with a child already at Trinity. Another involved the creation of an Annexe at Forth Primary School and would have seen Trinity expand to approximately 750 pupils. The third involved the building of a new school for Victoria Primary and relatively minor changes to the current catchment area.

It was felt that the proposals were of such significance that the Council's original suggestion of consulting just with Parent Council members was insufficient. We successfully negotiated with the Council to open up the consultation workshop to all parents and carers who wanted to attend, providing PC members and the Head Teacher to facilitate groups alongside Council Officials and therefore maximise the capacity of the evening. We liaised closely with parents throughout this period, and kept a record of attendees and their details. The workshop was attended by 60 parents representing over 100 children aged P5 and below from across the current catchment area. The quality of the response – and its consistency – added significant authority to our submissions on this issue and allowed the City Council officials to determine with confidence the optimum solution for the Trinity Community.

The result was that the only option to go out to full consultation involved minimal catchment change for Trinity, and incorporated a sibling guarantee for current Trinity families in the affected area.

We continued to engage with parents and carers throughout the statutory consultation period, preparing a formal collaborative response in March and encouraging parents and carers to respond individually as well. Parent Council representatives met with the Chief HMiE for Edinburgh to communicate our response. We also engaged with Trinity Community Council and the Parent Councils at Victoria Primary and Trinity Academy.

In June 2017 the Council approved the proposals for a new school for Victoria Primary School and a sibling guarantee for the few families affected by the catchment change. I would like to take the opportunity to thank the children, parents and carers for engaging with the process and sharing their views so effectively, the Parent Council members for facilitating groups, attending meetings (often during working hours) and collaborating with me on the various official responses. I would also like to thank Jacqueline for keeping me informed, scheduling meetings at times that fit with the working day, organising childcare for parents to attend the workshop, and for facilitating a group.



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Rising Rolls – Ongoing

Rising Rolls continues to be a standing agenda item for the Parent Council. A further two classrooms will be required for next session (working title, “The Pavilion”) and Parent Council representatives are sitting on the Working Group for this development. The classrooms will be built on the back playground and we will be working with the Council to ensure that any facilities lost are replaced or resituated.

We also have cautious approval to explore the possibility of an extension into Victoria Park at the back of the school. The Council and Parent Council are intending to work collaboratively on this, but activity is currently on hold pending the delivery of the Trinity Academy feasibility study.

Governance Review

The Parent Council made a collaborative response to the Scottish Government’s Governance Review into decision-making in schools. This was a tough and somewhat confusing remit but through continued discussion, attendance from PC Members at consultation events and a great deal of collaboration over the Christmas holidays I think that we managed to create a well-argued and cohesive response. My reading of the report into the responses is that our views reflected the general consensus but not those of the Government, and so they have been largely ignored. It is somewhat frustrating to put effort and energy into making a contribution and then to have it overruled anyway. We await further details on the new powers and responsibilities to be bestowed on the Headteacher and on parents, and will endeavour to continue to support the head and the school as these become clear.

Other Issues

During the school year we have also covered a wide range of other issues, including school lunches, Parentpay and gender stereotyping. The matters for discussion come from the parents and carers and I thank them for their contributions and suggestions to the process.

PSA

We continue to work alongside the PSA and I would like to take the opportunity to congratulate Fi and the team on another hugely successful year and a real and significant impact on the school, both in terms of money raised and on creating a sense of community. We have managed to coordinate communications to a greater extent this year and the ability to tap into their contacts and distribution has proved massively beneficial to us in spreading the word – for some reason people are more responsive to movie nights and bingo than to governance reviews!

As is traditional the Parent Council manned the tombola for this years’ May Fair, raising over £700, and we look forward to offering our support at events in future. The power of the tombola never ceases to amaze me – I am constantly amazed that people are willing to pay good money for a prize that they might not even like.

Thanks

I would like to finish by saying thank you to a number of people.

I think that attendance at meetings by local Councillors adds significant value – it gives us an insight into the workings of the Council, and provides our representatives with access to a large number of their constituents. Cllr Alan Jackson, who retired before the elections in May, attended nearly every meeting and was a significant contributor and supporter of the school.



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We thank him for his service and wish him well in his retirement. This year, at the suggestion of parent Catriona Regan we also extended our invitations beyond the traditional Forth Ward boundary and into Leith. This proved massively useful during the Rising Rolls consultation period and I would like to thank Cllr Chas Booth Cllr Adam McVey, Cllr Vikki Redpath and Cllr Cammy Day for their work during this time, as well as Cllr Jim Campbell and Cllr Eleanor Bird for their attendance at meetings since the election in May. I'd also like to thank Gordon Munro for his support and look forward to meeting him this year.

I'd like to thank all the staff at Trinity Primary School for their support, and particularly Caroline Ashbrook and Jacqueline Scott. Jacqueline, I can tell from the time at which your Headteacher's Reports come through that you work around the clock for the school and I wanted to take the opportunity to note formally the appreciation of the parents and carers at Trinity for the work that you do. Rebecca Boath in the office is a key part of our communications strategy and I would like to thank her for responding to my numerous emails in a timely and helpful manner.

This year we are saying goodbye to Paul Jeffrey and Stuart Cordozo and I would like to thank all of them for your support and dedication to the Parent Council over the years. More broadly, thank you to all the members of the Parent Council, who have been a fantastic support and, often, a source of guidance in my rookie year as Chair. You have attended meetings at school and outside it, often during working hours. You have facilitated consultation groups. You have collaborated with me on responses when we weren't even sure that we understood the questions! I couldn't have done it without you, and I look forward to doing it all again this session.

4. Parent Staff Association (PSA) 2016/17 report – Fi Campbell (PSA Chair)

I must start by thanking everyone who has volunteered and committed their free time to the PSA over the past year - including parents, teachers, grandparents, carers and our enthusiastic pupils.

A special thanks to Jacqueline for her continued dedication to the school - it was great to have her back from secondment giving us direction and counsel when needed.

Thanks also to Mr Campbell, Mrs Boath, Mrs Chalmers, Mrs Sibbald and Lyn Laurenson for their continued support in the background for all our PSA activities.

As Chair, it's been another rewarding and successful year supported by a dedicated PSA body. The main headline being that the PSA has raised over £19,000 this year to enhance the learning experience of every single pupil in our rapidly expanding school.

Focus on succession planning

Many of our core members in the PSA now have children in P6 and P7 and are reaching the end of their natural tenure. During the past year, there were PSA events run where the regular volunteer body was just a few core dedicated members doing the lion's share of fundraising. This wasn't sustainable for the PSA or our volunteers.

Thanks to Claire's communications efforts, a lot of focus has been put into recruiting new volunteers within the early years' parent body - many of whom thankfully stepped forward and supported us at the May Fair.



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We've had a promising first meeting of the school year in August. Lots of new parents joined us and seemed keen to get involved. Our more experienced members are focused on working with the new volunteer parents to share knowledge and learnings to ensure the PSA continues to thrive and evolve.

Supporting our playgrounds and outdoor learning

Almost two years on from the opening of The Mound, we have continued to work with the school to develop and maintain our outdoor learning and play spaces, including:

- Funding replacement equipment for the early years' back playground
- Maintaining the Fort and rubber matting
- Maintaining The Mound with sand and gravel
- Donating funds for learning resources - such as outdoor bookcases
- Buying an industrial leaf blower to keep the school paths clear for safe access

PSA funds have been fully maximised in our outdoor spaces due to Mr Campbell carrying out the work himself. This is why we entered Mr Campbell into the School Caretaker of the Year Awards and sent him down to Bristol with Mrs Campbell for the awards ceremony. We were delighted that he came second but we all know he is the best janitor in the world and they were clearly wrong. Thanks to Laura McGadie and the teachers who were involved in pulling together the awards submission and a beautiful book of thanks to Mr Campbell from the pupils.

Throughout the year we have also been investigating the possibility of putting electricity into the Secret Garden to help us make the most of this great outdoor resource. The PSA are currently scoping out this work and obtaining quotes - consulting with Mr Campbell.

Annette Sheppard has volunteered to be our PSA Playground Co-ordinator and will work with the teachers and Mr Campbell to support outdoor initiatives. The first project is a secret garden tidy up on Sunday 8th October, which we hope parents and children will come along to support.

Investing in the PSA

Our 2017 May Fair raised £8,616 and is our most successful to date. We were delighted to hear that a parent matched this amount by making a direct donation to the school. With this in mind, we've agreed it's a great opportunity to invest in equipment for the May Fair to allow us to continue to deliver a high quality event. The rationale for this is that we no longer have access to EIF event equipment via John Robb which has transferred greater responsibility on to our volunteers to source big item equipment around the local community and rely on their generosity. There's more heavy lifting required now too. We have ring-fenced £2,000 to purchase two gazebos and some outdoor tables during the winter period when we can hopefully get a good price. The next step is to work with Mr Campbell to find storage solutions for this equipment.

Communications

We've had another great year of direct engagement with the parent body thanks to Claire for her ongoing creativity and commitment to this. Our Facebook page continues to gather likes from the parent body and we have many new P1 parent subscribers to our mailing list. This is key to promoting our events and succession planning.

Nearly New Uniforms

We've had yet another successful year of selling nearly new uniforms with a lot of work happening in



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the background by Rina and Helen to ensure they are freshly laundered and offer great value to families. Sales of uniforms raised an amazing £900 for the PSA this year. We will continue to give teachers and school staff full access to all nearly new uniform stock for any pupil that may need it. We are especially proud of our sewing bee volunteers who upcycled worn uniforms to create bespoke Trinity bunting which was showcased at the May Fair and can be used for future school events.

Clubs

We've had another successful year of PSA clubs with healthy attendance. Raising £3,710 for the school.

A big thanks to our club co-ordinators for ensuring they run smoothly. A special thanks to Helen and Stephen Davey for giving up their time for free to run and coach our Knitting and Electronics clubs respectively.

Justine Blundell has stepped down as overall Clubs Convenor. Thanks to Justine for all her support over the past few years. Helena Lawrence has kindly agreed to take over as Club Convenor as well as continuing to co-ordinate our popular Drama club.

We also donated a £608 to buy more equipment for the Raspberry Pi programming club that Mr Campbell runs - this will allow more pupils to participate this year.

Now that evening janitorial cover is split between the Academy and the Primary, we've had a few challenges getting the school closed up when our clubs finish. Laura is currently liaising with the Council to look at solutions for this so our clubs can continue to run smoothly.

PSA Fundraising events

We organised two sold out cinema nights and overcame the creative challenge of turning the gym hall into a cinema without access to John's EIF equipment and expertise. The kids didn't seem to notice and they continue to be a success. We also held a Winter Fair, Bingo Night and Easter Egg hunt which were also well attended and contributed significantly to our fundraising.

Financial reporting

Yvonne Caplan joined us as Treasurer last year and has provided timely and detailed financial reports on all our activities. This has enabled us to be more efficient in how we run events and the decisions we make. This is illustrated in the May Fair expenditure being £1,800 lower than last year. Having a clear view of our bank funds has also enabled us to make faster decisions about the funding we can allocate to the school - eg. passing on £9,000 of surplus funds to school in May to buy literacy resources for all year groups.

Treasurer is a big role and we're pleased that Jaishree Gunasekaran is joining Yvonne this year to provide support.

Yvonne has also brought the PSA into the digital age and enabled digital banking - providing a real benefit for the PSA and our parent body.

100 Club

A lot of work has been done in the background this year and Yvonne has set up a new bank account for the 100 Club. Rebecca Angus has kindly agreed to continue as our 100 Club Co-ordinator this year. Look out for a full relaunch coming soon with regular draws and prize winner announcements.



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Christmas Cards

Helen Davey once again co-ordinated our personalised pupil Christmas cards with help from Rina Docherty. They continue to be popular and Helen has already started the process for this year's cards. Helen is looking for a new PSA volunteer to come forward to shadow her to take over for next year. Get in touch if you're interested.

Other activity and funding

Helen Davey (a one-woman PSA tour de force), with help from Rina Docherty, also piloted our first ever buddy tea towel for P1 and P7's to mark their milestones. This was warmly received by pupils and parents and raised around £200 for the school.

We have also donated £500 to support the school's special Christmas activities as well as the £9,000 for literacy mentioned earlier.

New PSA Chair

After two years as Chair, it's my time to step down. It has been extremely rewarding and enjoyable working with such an enthusiastic group of PSA members and teachers. Thanks to the PSA for my lovely gifts and card, it was very much appreciated. I am delighted to update that new P1 Mum Laura Lewis has agreed to take on the role. Laura and her son Alex have attended some of our events in the past and have been impressed at the level of commitment shown at them. I will be starting a handover with Laura and will be there to support her throughout the year - although I'm sure she'll be more than fine! We have agreed as a body that event co-ordination should split evenly throughout our volunteers going forward so it's not all left to the Chair to organise.

Election of PSA committee members 2017/18

It's noted that under the constitution every PSA committee member has to retire annually but can stand for re-election. Everyone who attends PSA meetings is a committee member and there are specific office bearer roles of Honorary President, Chair, Treasurer, Secretary.

PSA Office Bearers

Honorary President - Jacqueline Scott

Chair – Laura Lewis

Treasurer – Yvonne Caplan (supported by Jaishree Gunasekaran)

Secretary – Laura McGadie

PSA Co-ordinators

Communications Manager – Claire Schiltz

Clubs Convenor- Helena Lawrence

Gymnastics Club Co-ordinator – Suzie Tillsey (Clare Sharp taking over in Autumn term)

Drama Club Co-ordinator – Helena Lawrence

Football Club Co-ordinator – Bernie Regan

Knitting & Crochet Club Co-ordinator – Helen Davey

Electronics Club Co-ordinator – Stephen Davey

Nearly New Co-ordinators – Rina Docherty / Helen Kettle (supported by Shirley, May and Annette)

100 Club Co-ordinator – Becca Angus

Playground Co-ordinator - Annette Sheppard

5. PC approval of accounts and allocation of remaining funds



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Siobhan Tyrrell (PC Treasurer) presented a verbal report on the accounts

Opening balance £1073.95
Gifted to School £900
Closing balance £174.44

The PC to gift ca £750 to the school.

6. PSA Treasurer's report

Yvonne Caplan (PSA Treasurer) had prepared the following report on the accounts

The PSA had another successful year raising funds for the school. Overall income for the year was £36,779 (compared with £38,349 in 2015/16, excluding the playground grant) and expenditure was £30,238 (£23,967 in 2015/16, again excluding expenditure on the playground). This year the PSA generated a surplus of £6,541 (deficit of £25,694 in 2015/16, including the one-off expenditure and investment on the playground). The surplus was achieved after donations to the school of £9k for literacy and £500 for Christmas activities, and after paying £625 for playground maintenance.

Other one-off expenditure this year included funds for Mr Campbell's travel to, and attendance at, an awards ceremony.

The main bank balance at the year-end was £19,730. No significant funds were owed at the year end.

The PSA clubs generated income of £14,114 over the year. With expenditure of £10,404, the clubs contributed a surplus of £3,710. £608 was invested in the new Raspberry Pi club.

The biggest income-generating event was once again the May Fair. The event this year generated a surplus of £8,616, slightly higher than the £7,150 surplus in 15/16. Income was about £400 higher this year and expenditure was around £1,800 lower.

Other social and fundraising events during the year raised £5,649, with movie nights, the winter fair and Christmas cards all generating a greater surplus than the previous year. P1/p7 Buddy Tea towels, a new fundraising activity this year, contributed around £200.

Nearly new uniform sales had a particularly successful year, contributing £900 to the PSA funds.

A new bank account was opened at the end of the financial year to enable the 100 club to be relaunched in 2017-18.

7. Election of Parent Council members, PSA office bearers and committee members

Parent Council

Helen Duncan was re-elected as PC Chair.
Christiaan Hofstra, was elected as Treasurer.

The following PC members were re-elected:

Kate Nelson
Kate Goodall



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Ben Powell
Angela Davidson
Colette Woods
Siobhan Tyrrell
Cat Reagan
Cath Kidd
Kev Head
Karen Stevenson

Officers proposed by Ben Powell, seconded by Kate Nelson.

PSA

Jacqueline Scott was re-elected as honorary president - proposer Laura McGadie; seconder Helen Davey

A massive thank you to Fi Campbell, who is not standing for re-election, for everything she has achieved in her time as Chair over the last two years.

Laura Lewis elected as Chair – proposer: Fi Campbell; seconded: Laura McGadie.
Yvonne Caplan re-elected as Treasurer – proposer: Fi Campbell; seconded: Laura McGadie.
Laura McGadie re-elected as Secretary – proposer: Fi Campbell; seconded: Helen Davey.

6. Any other business

Fi asked about Place to Be. Jacqueline said that schools that have positive action funding are better placed to establish these spaces and Trinity Primary does not have the space to accommodate one. However, Trinity Primary now has a family room which provides a space instead.

Fi about the funding shortfall for sculpture workshop activities. Jacqueline said that she will come to the PSA if this is a problem.

Helen Duncan asked that the scope of the school's communications review encompass PSA and PC communications. Jacqueline Scott agreed it should and will involve PSA and PC; she added that the intention was to avoid using parent pay for communications with parents – instead keeping its use for payments.

Helen Duncan noted that the PC would discuss concerns about Parent Pay with the Council.

PC agreed to run its successful tombola at the Winter Fair as well as the May Fair.

Contact the PSA
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