



ANNUAL GENERAL MEETING - ACTION LOG & MINUTES
Thursday 3rd September 2020 @ 6.30pm via MS TEAMS

Action Log

Items	Date Agreed	Date Due	Who	Minutes	Closed (Y/N)
1 Introductions & apologies	Ongoing	Ongoing	Chair	List attached re attendees The PFC welcomed Councillor Claire Miller to the AGM. Claire hopes to be a link for the school in the future for us to direct questions regarding the Council.	-
2 Minutes of last meeting	Ongoing	Ongoing	Chair, Secretary, All	The minutes of 4th June 2020 were approved Date of next meeting via Teams @ 6.30pm: 12 th November 2020 28 th January 2021 23 rd March 2021 18 th May 2021	-
3 Office bearers resignation/ appointments Confirmation of committee membership	AGM	-	All	Two new office bearers were voted on to the committee Chair – Laeeq Shabbir, P1 parent Vice Chair – Cristina Gonzalez-Longo, P1 parent Treasurer – Amelie Bruhat, P3 parent Secretary – Vacant Gill Guild to write a summary of the main tasks for each role and circulate it to parents. This will also be saved on the school website.	



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Head Teachers Report	Ongoing	Ongoing	Mrs Kehoe	<p>Presentation attached</p> <p>Shared pack and highlighted priorities and progress against these</p> <p>4.2. New resources for learning & approach for Activities</p> <p>4.3. Attainment in Literacy & Numeracy</p> <p>4.4. Newsletter of focus areas for each class after Oct</p> <p>4.5. Closing the gap teacher – one to work across all schools in our cluster (4 weeks each school)</p> <p>4.6. Pupil Equity Fund –</p> <p>4.7. AR/Library – invest in new non-fiction & dual language books</p> <p>4.8. Pupils have coped really well – and adapted to the new routine and changes really well</p> <p>4.9. Things done since lockdown</p> <p>4.9.1. Teams playground</p> <p>4.9.2. Maths workbooks for esp younger years and those who have to quarantine</p> <p>4.9.3. 11 devices issued, 11 more pending</p> <p>4.9.4. Equalities working group</p> <p>Questions included</p> <ul style="list-style-type: none">• Whether parents can have a Teams user account via the council. Claire agreed to find out about Council policy.• School can make a local decision re communication so PFC will contact parents to find out preferences e.g. emails/Teams• How the newsletter and information is shared with parents. Request for emails to have a specific subject line• Music/drama - how this will be taught during the restrictions including plans for the Nativity• Feedback to parents on initial assessments of numeracy and literacy.• Use of LJ or Teams for feedback and decisions about the format of parent consultations• Role of the council in supporting schools – Clarie mentioned the way funding is distributed to local authorities via COSLA – ring fenced and non-ring-fenced monies to give flexibility in how this can be used to support local areas of need as well as core identified needs such as technology support.	



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Report from the Chair			Vice Chair	<p>Covid restricted the events that could be run by the PFC over the last year but the following areas were successfully achieved.</p> <ol style="list-style-type: none">Events: Halloween Disco for P1-P3, Christmas Fair that introduced online bookings systems for the first time.Road Safety: After many years of campaigning the new road crossings were opened that provide a safe way for our children to arrive at school.Fundraising: Christmas cards, calendars and the uniform exchange continue to be popular ways for parents to contribute to fundraising. The PFC funded leavers hoodies for P7 pupils as a new way to mark their transition to High School.COVID: virtual PFC meetings were held, parent's views on the closure / reopening of schools was collated and a report was sent to the Scottish Government and City of Edinburgh Council. The response received is attached.Working Groups: parent volunteers met with Mrs Kehoe and Mr Buchanan over the summer to focus on 3 areas that emerged as areas of concern following a parental survey -<ul style="list-style-type: none">Curriculum: literacy and numeracy levels and benchmarks are available on the school website (curriculum tab).Digital strategy: suggestions from parents has shaped the way Teams has been introduced to children/parents. Weekly homework and a task aimed at developing our confidence in using Teams and its functionality. Now the focus is on modelling out what home-learning would look like with Teams.Health & safety: H & S school group comprises of representatives from SLT, PSAs, Kitchen staff, FM staff and parents. Info shared and liaise as and when needed.	
Report from Treasurer and Approval of Accounts			Treasurer	<p>An Extraordinary General Meeting will be arranged so that the accounts can be voted on and approved. The current balance is £12,563.86. Mrs Kehoe requested £500 for the school to buy additional PE/play equipment so that each class can have their own. This was voted through by the members.</p>	



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Schedule of Events			Gill	<p>It is not possible to arrange any face to face events at the moment. This will be reviewed with Mrs Kehoe in October 2020.</p> <p>Fundraising suggestions included;</p> <ul style="list-style-type: none"> • Playground: develop a long-term vision for the playground, the slope/decking area to begin with and aim fundraising towards specific goals. Mrs Kehoe will link with Cristina and gather quotes. • Sponsorship: individual donation £2-£50 / company donations for specific items e.g. books and play equipment or towards the playground redesign fund. • Entrepreneurial thinking - Get kids thinking of a new idea to raise fund towards this e.g. wishing tree wall in school • Christmas auction: hold a virtual online auction for vouchers/ services 	
Uniform Exchange				<p>£ 1326 was raised from the Uniform exchange last year. Additional volunteers will be needed to sort the clothes and run the sale. Mrs Kehoe will advise when this is possible.</p> <p>Ruxandra offered to set up an online way for parents to exchange uniform</p>	
Garden				<p>A risk assessment is to be completed to enable Alexia and Zoe to have access to the garden. A teacher is also involved this year. Class groups may also be able to access the garden following the risk assessment.</p>	
Christmas Cards and other items			Vivien Anderson/ Ruxandra	<p>The templates will be given to school for children to complete in class. Parents will be emailed with information about how to order and pay for cards and other items by 23rd September.</p>	
AOB				<p>First communion – a request that this be streamed live or recorded for family members who are not able to attend. Mr Buchanan will discuss options with Father Jamie.</p>	

