



**CUIKEN PRIMARY SCHOOL PARENT COUNCIL**  
**Minutes of Meeting on**  
**Wednesday 12 June 2019 at**  
**7.00 p.m. at Cuiken School**

**Present**

Karen Bennett (Parent, Vice Chair)  
Claire Bond (Head Teacher)  
Aoife Callaghan (Parent)  
Gary Cormack (Midlothian Council)  
Gillian Drummond (Parent)  
Hilary Larkins (Parent)  
Debbie McFarlane (Nursery SCDW)  
Leanne Naismith (Parent)  
Jane Tweeddale (Parent, Treasurer)  
David Watters (Parent)  
Alan Watt (Parent)  
Lynsey Weir (Minute Clerk)

**Apologies**

Toni Coutts (Parent, Chair)  
Petya Furnadzhieva (Parent)  
Laura Robinson (Parent)

**1.0 WELCOME AND APOLOGIES.**

Karen Bennett welcomed all. Apologies were noted.

**2.0 APPROVAL OF PREVIOUS MINUTES.**

Minutes 7 May 2019

- 1) Pen recycling scheme still to be investigated by the Eco Team. CB to discuss with them next term.
- 2) CB updated on the school lunch meeting with the Midlothian Council Catering Manager. Progress been out in place – additional water machine to be installed; packaging being investigated on a wider scale; additional soup cups being purchased and soup will be given to pupils with each meal (no choice which assists with shy pupils not wanting to ask); butter being placed in with baguettes etc.
- 3) KB updated on the training received for the proposed School App. The App has been well promoted at the Parent Consultations and is currently being trialled by members of the Parent Council, once it is live to all parents we will promote via Twitter, Facebook and leaflet drop. CB advised that the school office and staff will be trained in August for uploading content. CB suggested continuing with trailing the App and then meeting at the start of term to discuss findings. CB will take the lead with communication to parents.
- 4) CB advised that at the start of the academic year parents will be given a yearly calendar with key dates i.e. class assemblies; world book day; shared breakfasts, this will allow parents to book time off from work in advance.

**ACTION**

**CB**

**CB**

- 5) The Summer Fair has been cancelled due to our building works. CB suggested launching the extension at our Christmas Fair on Friday 13 December and using the extension to host some stalls, all thought this would be a good idea. To be discussed further at the next meeting, Toni Coutts to place on the agenda.

TC

### **3.0 FINANCIAL REPORT.**

- 1) Jane Tweedale reported that the balance of the account is £2,387.60.
- 2) Internet banking has now been finalised which will make banking transactions smoother and quicker.
- 3) AT a previous meeting it was mentioned that only £500 should be kept in our account over to the next academic year, this is stated in our constitution. It was agreed to review and discuss our constitution at the next meeting with a view to updating it, Toni Coutts to place on the agenda.
- 4) CB requested funding to purchase a shed to support the storage of our loose parts play for use in the lower playground. All agreed. CB to investigate costs and report back.
- 5) It was agreed to discuss ideas for what to spend our money raised on at the next meeting. Toni Coutts to place on the agenda.

TC

CB

TC

### **4.0 HEAD TEACHER REPORT.**

- 1) Staffing: CB shared staffing for next year. We are losing our music and art specialists due to budget cuts. 4 composite of 25 pupils max in each class. Mrs McKee will provide teaching assistance throughout the school. Our 2 Depute Heads will start in the new term. Letters will go home in schoolbags tomorrow.
- 2) Our extension building is going well and will hopefully be complete for the October deadline.

### **5.0 PLAYGROUND.**

- 1) Gary Cormack, Landscape Architect with Midlothian Council joined the meeting to discuss proposed school playground upgrade following our extension building work.
- 2) Gary will look to work with staff and pupils for ideas and see if any are feasible for the existing area and budget available. Designs will then be drawn up. Gary gave examples of designs which have been created at other schools (trim trail; wigwams; maze; treehouse; reading area with a sail roof; broadwalk area).
- 3) Surface works, using artificial matting, and creating flat areas will be a priority. There is currently a bit of playground which is sloped and therefore mainly unavailable due to drainage issues, we hope to improve this area. The vision is to create more areas for pupils to access. Depending on designs and costs work will be completed by Midlothian Council or an outside landscape company.
- 4) Funding avenues were discussed – Awards for All; Ministry of

Defence; Education budget. Match funding with Parent Council fundraising efforts. Could be tied in with developing a wildlife area.

- 5) Gary will look to meet with pupils at the start of next term to talk with them and get them involved with designs. Parent Council to be invited. CB to set meeting date.
- 6) Gary suggested getting out to other schools and looking at what they have developed within their playgrounds.

**CB**

#### **6.0 FUNDRAISING UPDATE.**

- 1) Halloween Disco date set for 24 October 2019.
- 2) Christmas Fair set for Friday 13 December 2019. Include launch of extension building.
- 3) Scots Night will be replaced with Scots Assemblies to be held within school.
- 4) An Easter Bunny Drive was proposed for Thursday 2 April 2020 and a date for the Summer Fair next year will be set in due course.

#### **7.0 SCHOOL BUSES.**

- 1) Hilary Larkins highlighted that she has had no response from 3 different email contacts regarding recent school bus issues. Claire Bond to forward another contact.

**CB**

#### **8.0 PROVISION.**

- 1) Hilary Larkins asked for confirmation regarding a recent issue that pupils have been discussing which happened within the Provision. Claire Bond advised what had happened and that the Police were involved as a safety precaution and that pupils involved and parents have been spoken with. Discussions are underway with the School Support team.

#### **9.0 ANY OTHER BUSINESS.**

- 1) David Watters highlighted that the Parent Council minutes and contact details are missing from the school website. Claire Bond to speak with the school office.
- 2) Claire Bond to obtain key for playground notice board as it was highlighted that the information is very outdated.
- 3) Hilary Larkins advised about Penicuik High School Awards ceremony had been held this week and highlighted Cuiken pupils who had been presented with awards, there was a strong Cuiken focus.

**CB**

**CB**

#### **DATE OF NEXT MEETING.**

- 1) The next meeting will be held on Tuesday 3 September (AGM and short meeting) 2019 at 7pm within Cuiken Primary School.
- 2) Future meeting dates are set as follows: Wednesday 2 October 2019; Tuesday 12 November 2019; Wednesday 5 February 2020; Thursday 19 March 2020; Wednesday 6 May 2020; Thursday 11 June 2020.
- 3) Halloween Disco will be held on 24 October 2019 and the

Christmas Fair date set as Friday 13 December 2019.

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