



Minutes

Trinity Primary School PSA/Parent Council AGM

Held on Wednesday 5th September 2018, 7:30pm

Present: Yvonne Caplan, Anne Clouston, Kristin Deeken, Helen Duncan, Kev Head, Laura Lewis, Angelica Lorenzo, Laura McGadie, Leticia Rodriguez, Kirsty Wilkie, TPS Head Teacher Jacqueline Scott, TPS Deputy Head Teacher Kirsty Martin.

Apologies: Kate Goodall, Cath Kidd, Christiaan Hoffstra, Colette Woods, Ben Powell, Catriona Regan, Karen Stevenson

Head Teacher's Report

As the school continues to grow, all efforts are being made to manage this successfully. This has included building work to support the play-based learning experience for P1 and P2 and evolving the teaching provision for P6 and P7. The latter is still a work in progress, but feedback from pupils and teachers has been good.

The school had four priorities this year, namely:

1. **Raise attainment in literacy and numeracy.** The school remains above the city and national average in this respect, but there was a slight dip across the previous year. The staff are actively reflecting on this dip as they are keen to achieve an upwards trajectory and it is hoped that the availability of literacy and numeracy benchmarks will also be beneficial.
2. **Close the poverty-related attainment gap.** The school's truly comprehensive student profile makes this especially relevant. Pupil Equity Funding has been used to fund the nurture room/approach and Liz Duncanson as Family Support Worker. Both are evaluating well and the latter has been received great feedback from parents, with the breadth of involvement in the school definitely having increased. As a result, Family Support Worker hours have been increased for this academic year.
3. **Health & Wellbeing.** 1-2-1 mentoring for specific children is in place. The John Muir Award work with P5, extending into P6 this year, has had a health and wellbeing focus as did the Inter-School Pupil Conference.
4. **Employability.** As the skills needed for future employment are changing, there is a national initiative around employability. The school has used the coffee mornings as a way to stimulate creativity and the World of Work speed dating event had a clear employability focus. Lots of the school's trips and external activities feed into the idea of building confidence and perseverance. The main aim of the school is to create motivating contexts to foster confidence and resilience and work with parents and carers (e.g. home learning walls, parents/carers engaging with the school, etc.) is crucial in this

The results of last year's council survey of parents and carers have been shared with the school and the aims for the year ahead have been developed in response. These will be around:

1. **Writing.** There will be a new, cluster-wide Writing Works initiative and a proposal for funding for a Writer in Residence is being prepared. The whole-school trip to Matilda will be used as a stepping stone for broader work in this area.
2. **Increasing challenge.** The school is aware that it could do more to heighten the challenge for some pupils and this is being actively planned for.
3. **Communication.** There continues to be work on this and a Communication Framework will be developed and published on the school website.

Other activities were highlighted:

- P6 pupils were consulted the previous week along the lines of what Her Majesty's Inspectorate of Education would ask. This threw up a lot of useful insights that are still being analysed
- An IT refresh will come soon
- Sustainability work continues with attempts made to include more/all pupils in this
- P5 will engage with the Prince William Award in conjunction with Skills Force
- All year groups will put on a performance across the year

Mrs Scott thanked the whole school community for their support, particularly PSA and Parent council members, the excellent and committed staff team and all the children of Trinity Primary School.

Parent Council Report

See separate written report

PSA Report

See separate written report

PSA & Parent Council Treasurers' Reports

See separate written report

PSA Election of Officers

CHAIR: Laura Lewis (proposed: Laura McGadie; seconded: Yvonne Caplan)

TREASURER: Yvonne Caplan (proposed: Laura McGadie; seconded: Helen Duncan)

SECRETARY: Laura McGadie (proposed: Laura Lewis; seconded: Yvonne Caplan)

COMMUNICATIONS: Anne Clouston (proposed: Laura McGadie; seconded: Yvonne Caplan)

Parent Council Election of Members

Elected members were Jennifer Bird, Angela Davidson, Kristin Deeken, Helen Duncan, Kate Goodall, Kirsty Harper, Kev Head, Christiaan Hoffstra, Cath Kidd, Angelica Lorenzo, Ben Powell, Catriona Regan, Karen Stevenson, Siobhan Tyrell and Colette Woods.

All members proposed by Leticia Rodriguez and seconded by Laura Lewis.

Parent Council Chair Annual Report 2017-18

I think it's fair to say that this has been a pretty full-on year for the Parent Council, and I'd like to start by thanking all of the Members, and the parents, carers and staff at Trinity Primary School, for their support.

Rising Rolls

The Parent Council continued to represent parents and carers to the City Council and the design team in relation to the construction of "The Pavilion" at the back of the school. A key issue for parents was the loss of the Trinity Fort and the Trinity Theatre and we made sure that the design team understood the significance of these facilities to the school. Unfortunately the technical team was unable to relocate them but a budget has been allocated to the school for their replacement.

We organised a very successful consultation and feedback session with the design team in partnership with the PSA, who generously gave us houseroom at the Movie Night last autumn. This worked very well and the incorporation of a social element generated far more in-depth (and possibly more passionate!) response from parents than we could have hoped to get by introducing another event into the busy calendar. It was supplemented with consultation sessions before and after school, and by sharing the plans electronically.

We asked parents and carers to support the subsequent planning application - significant because the plans had received a couple of objection notices. I know that this isn't how these decisions are made, but in the end we won 54-2. Permission was granted and it is great to see The Pavilion in operation.

Victoria Park

Throughout this process parents have expressed concerns about the loss of outdoor space as a result of The Pavilion's construction, both in terms of general play at break and lunch and as an area for PE and outdoor learning. We have, therefore, been very keen to explore opportunities to expand into Victoria Park at the back of the school. Whilst the City Council was initially tentative, their lack of communication around the building work gave us an opportunity to make friends with Trinity Community Council and the Friends of Victoria Park, and from there to explore the potential of using this land on a shared basis. We organised a meeting at school and to our surprise they came down firmly in favour of allocating it to us permanently.

The City Council then expressed a desire for further consultation so we have consulted, to date:

- Trinity Community Council
- Newhaven Community Council
- Friends of Victoria Park
- Trinity Academy
- Holy Cross Primary School
- Victoria Primary School
- Newhaven Sea Scouts
- Trinity Toddlers
- Bonnington House Nursery
- Jac's Van
- Newhaven Woodcraft Folk

With one exception, the response has been very positive. All four Forth Councillors have committed to the project. For a while over the summer it looked as if progress would be halted due to legal issues, but we may now have a workable solution – and will keep you posted as this is developed.

Whilst this has required a lot of leg work, it has helped put us in touch with a wider range of community organisations and enabled us to explain our position on the Park more clearly. I'd like to thank Robbie Crockatt at the City Council for his support on this aspect, which has gone way beyond the day job.

Trinity Academy

Whilst the Rising Rolls conversations were going on here, we were also aware that Trinity Academy Parent Council was engaged in its own capital development process. Having been alerted to the possibility of a “campus” approach to the development of the two schools, we have made efforts to develop closer ties with the TA Parent Council this year. Further to an initial meeting in the pub, we organised a joint capital development meeting here, to be attended by the two head teachers, parent reps, local Councillors and the technical teams for both schools. It proved to be a useful discussion point and emphasised the requirement for the technical teams to consider the site in terms of one community, rather than discrete projects. The very last minute cancellation by the Trinity Academy Headteacher was regrettable and prevented the meeting from achieving its full potential.

The “campus approach” remains a possibility and has received renewed focus as local Councillors have pushed for the development of a better business case for the redevelopment. The Primary School Parent Council has requested that time be built in to this process for consultation with Trinity Primary staff and parents.

I would like to take the opportunity to thank the Trinity Academy Parent Council for all of their work on this issue, and to urge anyone with a child there to lend their time and support to them. My limited observations are that progress to date on the capital project has come from pressure exerted by the Parent Council and the local councillors – and that this effort must be sustained if the redevelopment is going to happen. They also deal with all the fundraising activity and there is significant talent from our outgoing PSA members that could be put to good use over the road. Their next meeting is on 10th September.

Locality Meetings

More broadly within the local area, we continue to attend the North West Locality Meetings organised by the City Council. Thanks to Angela, Colette and Kate for volunteering to represent us. It is fair to say that the quality of organisation and support from the Council is variable in this regard, but I think it is worth our while to continue to attend. We did seem to have achieved some success in getting them to take Minutes, but this was short-lived. Generally, we're lucky if they get the correct date.

We have just received notice that the community planning process is going to be reviewed and will watch this space to see if what emerges is an improvement on the current situation.

National Consultations

It probably hasn't escaped your notice that the Government places a great deal of focus on Parental Engagement. This can take many forms— coming to school to share learning, listening to your child read, and, increasingly, responding to Government consultations.

In general, these consultations are lengthy, often technical, difficult to navigate and require in-depth and considered answers, and the reporting of the results is often less than transparent. On the other hand, they relate to really important policy decisions that will affect how the school is run – and the part that parents are expected to pay. As a Parent Council we have had to balance these issues to ensure that we make as constructive a response as possible.

In October 2017 we formulated a “non-response” for some consultations, acknowledging them and their importance but stating that we didn't have the capacity, resources or experience to answer the questions. This made its debut with the Fair Funding Consultation and may rear its head again this year.

We decided that the subject matter of the 2018 Education Bill Consultation was sufficiently significant to require a response – so the whole of our January meeting was dedicated to it, and to hearing feedback from staff about it. I would like to pass my sincere thanks to Angelica Lorenzo for coordinating this, producing the first draft and then editing it using feedback from PC members and putting up with my control freakery to get it in on time. I am very grateful.

The Education Bill contained a number of proposals that would significantly increase the remit and responsibilities of parents. I remain concerned that to deliver these effectively would be beyond the capacity of groups of volunteers. My reading of the current position is that these elements appear to have been softened somewhat. We await the next consultation with bated breath.

Internet Safety

The safety of children when online or engaged on social media has been raised a couple of times this year and whilst most interaction takes place out of school it is clear that parents are looking for guidance in this area. We were therefore delighted to host an Internet Safety Evening for parents and carers, delivered by the NSPCC and O2 and supplemented with information from the school about how internet safety is communicated to pupils. 90 parents attended and the feedback was very positive. We will continue to look for resources and information to share with parents.

ParentPay

Still on online frustrations, we also devoted significant time, particularly at the start of the year, to discussion of ParentPay. With the support of Cllr Jim Campbell, we were successful in persuading the company to adjust some of its policies, including reducing the minimum payment and accommodating the “Pay What You Can” option. We organised and attended a meeting with Council officers and the school office staff to ensure that they were able to communicate their issues with the system, and this was then fed back to ParentPay. We also provided feedback on the introduction and guidance notes for parents, hopefully resulting in a clearer explanation of what ParentPay is and how to use it as it is rolled out across Edinburgh.

We remain concerned about the transaction fees imposed on the school, and the fact that this was not communicated by the Council in the first instance. We will review the impact in the coming year.

Recruitment and Selection

It is considered good practice for parent representatives to sit on the interview panel for senior members of staff. This session I sat in on interviews for the appointment of Mrs Armstrong and Mrs Berthinussen – congratulations to both. We have several PC members who have now undertaken the Recruitment and Selection training required in order to sit on the interview panels.

PSA

All of the above is pretty heavy, but we do get out sometimes.

The Parent Council Tombola, or, as a Primary 4 child was heard to observe at Christmas, The Gambling Stall, is a well-oiled machine (apart from my rota) and I continue to be amazed by its ability to generate significant amounts of money from a pile of prizes that nobody wants. We increased our public outings this year by running a Christmas Hamper Tombola at the Christmas Fair as well as the traditional May Fair extravaganza.

It's a great opportunity to support the work of the PSA, and now is probably a good time to thank you all for the work you do. I know we call you the "Fun Stuff" – but I am very aware of how much work goes into planning the events, clubs and activities that raise significant amounts of money for the school and help to create the sense of school community. In particular I want to congratulate Laura on an incredibly successful first year as Chair and Fi on an incredibly successful succession plan.

Comms

The PSA is a great channel for us to communicate with parents – at events, and on the Facebook page. We have really enjoyed working with Claire over the past couple of years and look forward to doing the same with Anne. More generally on the Comms front I would like to thank Cat, who has set up the Parent Council gmail address and the postbox in the foyer, as well as volunteering to take on more of the same this year. She also set me up with a Mailchimp account, resulting in the first Parent Council e-newsletter – which was quite exciting until I realised that ParentPay ate all the links.

Whilst all these things have their place, we have a responsibility to communicate with all parents, so the most effective means remains email and text. Sincere thanks to Rebecca, Nicki and the rest of the team in the school office for dealing with my requests so efficiently.

Thanks

Before I stop I'd like to thank a few more people. When I started as Chair I wanted to increase engagement with local Councillors and I think this is beginning to pay off, particularly in relation to our work on Victoria Park and ParentPay. Cllrs Jim Campbell and Ellie Bird, in particular, have attended nearly every meeting, as well as several of the other meetings that I've talked about tonight. I'd like to thank them, as well as Cllr Cammy Day and Cllr George Gordon for their active support, and the Leith Councillors for reading my emails.

Thanks to the staff at Trinity, several of whom are also parents, for their support, and to Kirsty, Aimi and Cheryl for coming to meetings. In particular, I'd like to thank Jacqueline, for bearing with my endless emails and attending every meeting that we've organised. Very little of what I've just talked

about is about the teaching and learning, and I think that reflects the quality of the work that the staff do here and the effectiveness of your direct communication with parents.

Finally, I said it at the start but once again thank you to the PC Members, and to everyone who has attended a meeting, supported a planning appeal, responded to a consultation or emailed me with some feedback. It does have an impact and I have been encouraged by the difference we have been able to make. Keep saying stuff!

Helen Duncan

Chair

Trinity Primary School Parent Council

TPSA Chair Report 2017- 2018

Thanks all for coming along tonight for our joint PC and TPSA AGM and recap of the last year at Trinity.

Helen's excellent report from the PC shows how far things have come during the last twelve months, how quickly the time flies!

From the TPSA point of view, I would like to share a synopsis from the 2017- 2018 year and give a very quick update for this new academic year.

Sitting in this seat as Chair is certainly a privilege.

It's imperative I thank our former Chair, Fi Campbell, for her outstanding contribution and dedication to the school. I'm sure all would agree she went above and beyond for several years and gave me much support and encouragement in taking over during last year. Also, a huge thank you to Ken Campbell whose help in all things TPSA will be sorely missed. Continued thanks to Mrs Scott and all her staff for taking time to help at events out with the school day and indeed the office staff for printing, photocopying and helping whenever asked. We are very grateful.

Yvonne, our fantastically organised and supportive treasurer, will shortly give her report as to the nitty gritty figures so I will select just a few from the last year when mentioning different TPSA areas.

Succession

As was agreed at this meeting last year, I took over from Fi as TPSA Chair. We worked together with several of the dedicated members who have now stood down through children moving on to the Academy, or hopefully to enjoy their children's last year at TPSA. In some cases both!

The hard work and attention detail shown by Fi, Claire Schiltz, Donatella Nocco, Annette Shephard, Manuela Mondellini,, Lorna Pearson, Susie Tills and others, was very much appreciated.

Moving forward to a new year and era I'm delighted that Laura McGadie will stay on for one final year as Secretary and Yvonne Caplan as Treasurer. I'm delighted to announce a new Communications whizz, Anna Coulston, mum to new p1, Ingrid.

With an encouraging turn- out of new parents/ carers at the our meeting last month, we will strive to continue the TPSA's hard work and excellent results.

Financial Accountability

Yvonne has kindly agreed to stay as Treasurer this year and has been invaluable in providing figures quickly after events and organises all floats etc needed for the events.

Having a clear and detailed view of accounts, funds, profits and costs is vital and more easily enables funds to be shared where needed within the school.

Digital banking continues to be a huge bonus thanks to Yvonne, memberships, expenses and other outgoings can be paid quickly and efficiently.

Communications

Continuing Claire Schiltz's excellent and regular engagement to many, she has handed over to Anne and we plan to carry on with regular updates both on social media and the school's newly updated website.

The original PSA website is no longer in use.

As well as regularly updating and reminding the Trinity family of events, we will share news, successes and where the proceeds of our events are being utilised.

With the huge impact of GPDR guidelines, those who choose to sign- up for certain areas of involvement will not be contacted unless to do with their particular area of interest.

This may result in parents/ carers giving information on more than once should they choose.

We have updated security access to our email etc to protect the data contained therein.

Ongoing investment in TPSA

The TPSA's investment in our school continued last year with four gazebos, which enabled outside learning in the Secret Garden during school hours and at the May Fair.

With the Scottish weather being what it is, we are now keen to continue this support with a more permanent structure in the Secret Garden. With Mrs Scott continuing to liaise with CEC and school improvements ongoing, we will continue to support strong and resilient learning areas out with the main school and new buildings.

Also, the new and impressive p6- p7 structure, we did indeed lose the previously TPSA funded AstroTurf and theatre. With the new plans however we hope to recoup some of the spent monies and know Mrs Scott and her team will reinvest well. An exciting time ahead.

Events

2017-2018 was another fantastic year for TPSA events.

The generous contributions from parents/ carers/ friends and families from nearly new uniform to home baking; from books to tombola prizes was superb.

Our May Fair made a record £11648 in profit and the hard work from everyone involved was tremendous.

The weather didn't hurt either!

Our ever popular movie nights brought in £2200 and we're preparing for the first of this school year on 21st September, where the Incredibles family will be in attendance.

The Winter Fair again was a hugely successful evening of crafty fun and stalls making over £1500.

A Halloween bash for the upper school and Easter Party for p1-p2 also made £500.

Profit- wise the TPSA made over £18,000 after the investing in equipment for further events.

£5000 has gone towards new learning format for p1 and p2.

A further £8000 to equip every class with new iPads.

Clubs

Our clubs were supported extremely well last year and new convenor Helena Lawrence did a fantastic job with the dedicated club co-ordinaries Bernie Regan, Clare Sharp, Helena herself and Helen Davey. With the Lets debacle and us being charged to use premises for the clubs this year, any profit made by the TPSA will be minimal. The clubs did successfully bring in a good profit for 2017-18 of £3874. The 'Lets' situation remains unclear and taking advice from Piers Steptoe business manager, we decided to move the clubs to the Academy for the next school year after Mrs Scott mentioned them hopefully being able to facilitate them which they are.

This has brought Laura M, Helena and the co- ordinaries more organisational workload and all have strived to ensure the children have a great club experience starting next week. Many thanks to each of them.

Christmas Cards and Buddy tea- towels

Thanks to Helen Davey and her dedicated helpers for another successful year of cards and tea-towels making a net profit of nearly £600 combined. The work involved in these is vast and thus continues to make both very popular.

Sarah Lytle has worked closely with Helen and will take over this year's Christmas cards.

50:50 Club

Renamed form the 100 club was relaunched and will be taken over this term by Anne Clouston.

Many thanks to Becca Angus for taking the club this far and for the profit of £350.

New draws will be made and shared on social media regularly to encourage new recruits.

Nearly New Uniforms

Another popular and much appreciated area where £925 has been raised this year.

Rina Docherty handed over co- ordinating to Susan Liphthorpe and helpers made over £960. Thanks to parents/ carers for donations and to Rina who has kindly agreed to continue preparing items for sale this year.

Election of PSA Committee members 2018- 2019

NB that under the constitution of every PSA. Committee members will 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 and Secretary.

Honorary President- Jacqueline Scott

Chair- Laura Lewis

Treasurer- Yvonne Caplan

Secretary- Laura McGadie

Communications Co-ordinator- Anne Clouston

TPSA Co- ordinators

Clubs convenor- Helena Lawrence

Football Club Co- ordinator- Bernie Regan

Gym Club Co- ordinator- Clare Sharp

Drama Club Co- ordinator- Helena Lawrence

Knitting Club Co- ordinator- Helen Davey

50:50 Club Co-ordinator- Anne Clouston

Trinity Primary School Parent Council
 % Trinity Primary School
 181 Newhaven Road
 Edinburgh EH6 4QA

Previous Year		Income	£
		City of Edinburgh	£ 742.00
£	0.49	Interest	£ 0.03
	N/A	Other Income	N/A
£	0.49		£ 742.03

Previous Year		Expenditure	£
£	900.00	Trinity Primary School	£ 916.00
	N/A	School Functions	N/A
	N/A	Charitable Trust	N/A
	N/A	City of Edinburgh	
	N/A	Other Expenditure	N/A
£	900.00		£ 916.00

Excess of income over expenditure	-£	173.97
Balance at beginning of year	£	174.44
Add: Excess of income over expenditure	-£	173.97
Balance at End of Year	£	0.47

Signature:

Chair



Treasurer



I have audited the income and expenditure account of Trinity Primary Parent Council Fund in respect of the year ended 31 August 2018 and the statement of funds as at that date. From my examination of the books and records and the explanations given, I have formed the opinion that the foregoing accounts are in accordance therewith.

Signed:

(Auditor)

Date:

Trinity Primary School Parent Staff Association

Officials of the Association' Annual Report and Accounts for the year ended 31 July 2018

Current Officials of the Association

Jacqueline Scott Honorary President

Laura Lewis Co-ordinator

Laura McGadie Secretary

Yvonne Caplan Treasurer

Laura McGadie Minute Secretary

The other officials of the Association are between 5 to 15 additional Committee members, comprising of a mix of parents and staff.

Contact address Trinity Primary School, 181 Newhaven Road, Edinburgh EH6

Recruitment and appointment of Committee Members All of the Officials of the Association are appointed or reappointed by the members at our annual general meeting, which is held in September each year.

Governing document The Association is a non-charitable unincorporated association and the purposes and administration arrangements are set out in our constitution.

Non-Charitable purposes Our Aims, as recorded in our constitution, shall be to further Cooperation between parents and school staff to the mutual benefit of Trinity Primary School and Home.

Activities and achievements In the year, we continued to operate the Trinity Primary School Parent Staff Association (TPSA) in Edinburgh at Trinity Primary School.

Current Officials of the Association remuneration and expenses The Officials of the Association did not receive any remuneration during the year.

Reserves As a result of the surplus of £18,176 for the year, the association held funds of £41,104 at the year end. However the TPSA agreed to provide £5,000 for p1 and p2 classroom development and £8000 for iPads, which had not been paid at the year end. After these commitments free reserves stand at £28,104. The Officials of the Association consider the general fund will enable us to continue to run TPSA at current levels and continue with supporting Trinity Primary School for the forthcoming years.