

**LENZIE INTERIM PARENT COUNCIL
MINUTES**

VENUE: Lenzie Moss Primary School
DATE/TIME: Monday 14 June 2016 at 7pm

IN ATTENDANCE:

EDC: Jacqui McDonald (JM) (Chief Education Officer), Iram Mohammed (IM)
Lenzie Meadow: Greg Bremner (Head Teacher) (GB), Martyn Glancy (Principal Teacher) (MG)
Lenzie: David North (DN) (Co-Chair), Nina Teasedale (NT), Gareth Doyle (GD), Fiona Kirkland (FK); Lorraine Donnelly (LD) (Depute Head), Lesley Gordon (LG) (Principal Teacher)
Lenzie Moss: Gordon MacDonald (GMD) (Co-Chair), Fiona Wright (FW), Gillian Cay (GC), Gerry Morrison
Lendlease – David Sutherland (DS)
Hub West Scotland – Scott Lennon (SL)

APOLOGIES: Councillor Rhonda Geekie, Elaine Gardiner and Jackie Buchanan

		Action
1.	Welcome and Apologies GMcD chaired the meeting. The meeting started late (7.20pm) due to the site visit to the new school lasting longer than envisaged.	
2.	Membership of the LIPC GMcD reported that Alasdair Ross had asked to be removed from the Parent Council as his children were now at a different school. AR was thanked for his contribution to the LIPC.	
3.	Minutes and Matters Arising The draft minutes of 23 May were considered and points of accuracy checked. Re. matters arising not directly relating to other items, DS and SL were asked the position re. signing off of the building and involvement of EDC in that process. SL explained that the Scottish Futures Trust require to be satisfied with Lendlease's construction methods report and is satisfied. The EDC Building Control Officer requires to issue a completion certificate to sign off the building for use.	FW to circulate finalised minutes
4.	Report on Site visit and Build update (including demolition timeline) GMcD thanked Lendlease for taking parent members round the site. All had been impressed and were looking forward to seeing the finished product. DS confirmed that the build was on schedule, with sanitary ware being fitted next week. DS gave a presentation on the anticipated building and demolition schedule (including asbestos removal). On 27 June, the first day when the children are not in the building, the hoarding will be removed from the woodland boundary and ground start to be landscaped. The remainder of the hoarding will remain with the south elevation extended to reach the back fence so that the Lenzie Moss buildings are surrounded. The staff and security offices and parking will move to the infant playground. Access from Myrtle Avenue and through to the Rugby Club will be maintained, albeit altered at times. The main railing at the Lenzie Moss front gate will be made higher with access for demolition and plant vehicles being created. The new staff car park and nursery car park, and bus turning circle would be completed for August. On 11 July, the power and gas will be disconnected and the asbestos strip and soft strip take place so that the shell is ready for demolition starting on 15 August. FK asked why the asbestos strip could not start before 12 July so that demolition could begin before the children start back. IM explained that, from 28 June, once teachers had packed up, EDC facilities management will require to move crates from Lenzie Moss to Lenzie Primary; EDC building maintenance and IT and Xerox contractors will require to remove equipment,	

	<p>and six utility companies require to disconnect and remove equipment; they will be working to very tight timescales.</p> <p>DS also stated HSE requires to be notified two weeks before asbestos stripping is undertaken. There are lots of asbestos coatings (lower level asbestos risk) on the ceilings and some flooring. It is anticipated that it will take one month (12 July to 12 August) for the asbestos to be removed and the soft strip completed. There are four isolated buildings and the teams will overlap, with the soft strip taking place immediately after the asbestos is removed from one building. When asked, DS confirmed that the quantity of asbestos in the school was lower than in other schools he had worked on. From 15 August, demolition will take place from Mondays to Fridays. The building immediately opposite the new school will be taken down by hand, for safety purposes. All rubble from the demolition will be crushed on site, near the rugby club fields. On site crushing will result in less traffic movement to and from the site and material will be used to up fill the site for the playground and pitch. The site is due to be handed over in December 2016.</p> <p>DN asked about noise – DS stated that there would be bursts of noise but the demolition grabber was not a noisy operation and a lot dampening down would occur to reduce dust. Fixtures, fittings, and windows would be removed before demolition. FK asked if the LIPC could be given names of other schools where the demolition had taken place while the school was in operation next door so we could obtain feedback. It was asked whether the demolition could start over the September weekend or during the October holiday week. DS confirmed that they could not achieve much over the September weekend or delay until October to start the demolition. If required, the contractors would work on Saturdays (and Sundays subject to planning). Re. noise, GB said that timetabling could be looked at re. outside access for the children. DS confirmed that he would work with GB re. timings of demolition of buildings near the new school.</p> <p>Central Demolition is the demolition contractor with Malcolms shaping and grading and draining the site.</p> <p>FW raised the issue of construction workers parking near the school when she understood that not to have been allowed under the contract. DS confirmed that he had received some complaints and that these were sub-contractors. DS indicated that, at present, 80-90 workers are on site. 10 workers will be on site during demolition with workers being able to park within the workers parking area on site. FW asked how many workers would be involved in the 3G pitch; DS indicated a handful at a time.</p> <p>FK asked about traffic and pupil access from August and how it would work at the corner of Myrtle Avenue, with vehicular access now being permitted into the new nursery, staff parking, and the school bus coming on site. Would there be a school crossing patrol? GB said that the finer details of access and crossings was to determined. FW asked and it was confirmed that the back gate would be open from August.</p> <p>GMcD thanked Lendlease for their work and the excellent manner in which it had been carried out.</p>	<p>DS/IM to provide names of other schools where demolition taken place next door to new school operating.</p>
<p>5.</p>	<p>Traffic Regulation Orders (TROs)</p> <p>IM reported that the formal TROs public consultation process had started today. Adverts were on lamp posts on the relevant streets and in the Kirkintilloch Herald, notifying of the opportunity to respond by 18 July 2016. It was asked if parents from the local schools had been or would be notified. JMcd confirmed that a group call alert would go out to parents. FK asked about the impact of the delay in starting the consultation, with the original date for starting being mid-May. IM indicated that the final timescales were to be confirmed by Legal Services. FW stated that having most of the consultation period during school holidays would inevitably reduce the number of responses.</p> <p>JMcd confirmed that EDC is committed to enforcing the current regulations on the surrounding streets at the start of the new academic year and will</p>	<p>JMcd confirmed that a group call alert would notify parents of the TRO consultation.</p>

	<p>attend periodically thereafter; GB could contact wardens or police to come out if he deemed it was required. The public could contact EDC or the police also. IM, on questioning, explained the process after 18 July; that objections would be considered and responded to. If there are no objections or the objections are withdrawn after EDC responses, the matter will be considered at EDC Committee level for approval. A Traffic Management Appeal Board might be held if objections are not withdrawn. If the TROs are approved, EDC Roads Department are primed to start the work. GMcD asked what would happen if the public suggested a one way system instead of the TROs. IM indicated that objections needed to relate to the proposed TROs. On being asked what the content of the TROs were, IM confirmed that one dealt with no stopping, no loading, no waiting and the associated signage on the streets surrounding the front and back gate entrances to the school, with the other covering the speed cushions. On being asked, the new crossing on Boghead Road and the new paint and build outs did not require a TRO as were soft measures.</p> <p>FW asked about the point of the new Boghead Road crossing proposed for the junction of Maple Drive and Pinewood Avenue, being so near to the traffic lights and school crossing patrol at the Jet garage further down Boghead Road, within sight. Parents who had requested a new crossing through the traffic consultation process had wanted a crossing further up Boghead Road, closer to Campsie View School. GMcD questioned the use of public money being spent on a crossing so near a current crossing and that parents did not want. FW asked for IM to explain why the location had been chosen and why further up had been deemed inappropriate. IM indicated that lack of footfall and sight lines were probably part of it but would look into the matter. GMcD thanked IM for her contributions to the LIPC meetings.</p>	<p>IM to investigate why the location of the new Boghead Road crossing had been chosen as opposed to further up the road.</p>
<p>6.</p>	<p>Update on placing requests and school roll GB confirmed that the current school roll is 565 but that this not set in stone for August given children could move into the catchment area between now and then. He had decided on three P7 classes. All 20 classrooms would be occupied. JMcD stated that placing request appeals were ongoing. She explained that if more than 27 children were in a P1 class, an additional teacher would be provided for educational reasons. In general, an excepted pupil was a pupil who moved to within the catchment area during an academic year or someone whose placing request was granted. P1 parents would be notified if any significant change in the P1 roll happened over the holidays. It may be necessary to review the classification if placing requests are approved. This would be problematic going forward as to how the school is structured.</p> <p>GD asked if nursery parents were being given any advice on the matter as to whether their child would get a place in 2017/18. JMcD confirmed that EDC did not advise parents on the matter as the situation can change from year to year and parents have the right to make a placing request.</p>	
<p>7.</p>	<p>Sub Committee updates</p> <p>a) Uniform FW reported that parents had now received an updated letter re. the uniform. She would arrange for the Lenzie Moss weekly bulletin to include an item asking for parents to email lenzieschoolmerger@yahoo.co.uk if they had a grey badged winter jacket in good condition. A school in Falkirk had responded to her search for other schools to re-use some badged items. No other school had so far requested the grey blazers. Parents could donate badged items to Deafblind Scotland where they would be recycled.</p> <p>b) Travel Plan GB confirmed that the Travel Plan was nearly completed and would be put on the school website.</p> <p>c) Asbestos GM reported that the formal contract with the asbestos removal company was</p>	<p>Lenzie Moss bulletin to include info re. donating grey jackets</p> <p>GB to arrange Travel Plan to go on school website</p>

	<p>being finalised. [See DS in section 4 above re. process for removal]. FW indicated that Thomas Glen had still to respond to the LIPC concerns raised before him at the meeting on 14 March. This related to the perceived lack of independence of the surveying and removal processes. IM would revert to TG re. this.</p>	<p>IM to ask TG to respond to LIPC concerns</p>
<p>8.</p>	<p>Update on transition planning (including Nursery) GB stated that the school website was now operational: www.lenziemeadow.e-dunbarton.sch.uk GB explained that the transition days on 2 and 3 June had gone well and thanked LD and EG on their hard work re. classification. There had been very few parents who had raised concerns re. classification. P1 pupils had had their first induction day on 10 June and would then meet their P4 buddies on 17 June. GB had spoken to the P1 parents on 10 June but had wished he had had more time to do so. He had had a number of meetings with parents from both schools re. enhanced transitions for their children; they would have the opportunity to visit the new building before school started but it was not possible for this to happen for all pupils. The welcome booklet is being finished which all parents will receive by email (with P1 parents receiving a hard copy). It will contain routes to school and information about the cashless catering system which will operate. Re. the latter, children's fingerprints would be taken and records be deleted when they left school. Every school in Scotland has a locked down database with personal information re. the children (SEMIS). It was planned that a whole school photograph would be taken on 30 August with the official opening ceremony likely to be on 16 September. GMcD asked about educational psychology services; GB shared that the EDC educational psychologist assigned to the school would be Adrienne Wright, currently the one allocated to Lenzie Primary (amongst other schools). GB showed parents the School's improvement plan containing priorities and targets for the coming year. A high level version would be put on the school website. There were 4 main priorities for the year – New procedures and policies, curriculum design and cluster working, Getting it Right for Every Child (GIRFEC) implementation, and school ethos and well-being. A wealth of work was being done on each priority. On being asked, GB confirmed that he would be the Named Person for the school. GB indicated that the Depute Head of Centre had been appointed and would be Lesley Reid, currently Manager at Happy Days nursery in Kirkintilloch. 81 people had applied for the 6 Early Years Workers posts, with 26 interviewed. The calibre had been very high. Two posts remained to be confirmed – a Senior Early Years Worker and an EYW on a 35 hour contract. FW asked whether and GB confirmed there would a qualified teacher within the nursery team. Furniture had gone out to tender. DN asked if POMP would be taking place from day one of the new school. GB said that he did not know if any other company had sought to provide the after school care other than POMP and that the deadline for applications had now passed. It was likely that POMP would continue to do so subject to the Inspectorate's approval of the provider and space. EDC will support POMP through the move but it would be for POMP to notify parents as the Council would just provide the let of the building. Meet the teacher events would take place within the first couple of weeks but would be likely to be staggered. To address the issue of parents needing to cover a number of classes, there would not be a formal presentation given by parents but information available and the teacher available to ask questions. GB explained that he planned to issue a yearly plan of important dates for the diary at the beginning of the academic year.</p>	<p>GB to arrange for all parents to receive welcome booklet.</p> <p>GB to arrange for high level version of the School Improvement Plan on the school website.</p>
<p>9</p>	<p>IPC pre-meeting and future Parent Council constitution The issue of pre-meetings for the LIPC was not raised. GB asked for volunteers to consider a draft constitution prior to the next meeting. GMcD,</p>	<p>GB to meet with sub-</p>

	DN, NT and FW agreed to be on the sub-committee. GMcD proposed that there be a chair and two vice-chairs.	committee to draft constitution
10	LIPC Newsletter DN and FW agreed to draft the newsletter and consult GB; it was proposed to include a picture of a child in the new uniform; an indication that EDC would communicate re. demolition; details of the TRO consultation; the decision that feature walls would be teal following the consultation; that a path across the Rugby playing fields would be created in due course; that there would be zero tolerance about parking; that a welcome pack would be issued by the school imminently; and details of the new school website.	DN and FW to draft newsletter
11	Vote of thanks On behalf of the LIPC, GMcD thanked JMcD and GB and staff for their work on the LIPC. NT thanked DN and GMcD for chairing the LIPC. NT and FW were thanked for their work on the minutes.	
12	AOB and Dates of Lenzie Meadow Parent Council meetings for 2016/17 Discussion was had whether to have the AGM of the LIPC with the AGM of the PTAs from both schools. Lenzie Moss normally had a joint PC and PTA AGM. It was agreed to have the LIPC AGM on its own, on Monday 5 September 2016 with GB taking the chair until the membership was considered at the meeting. FW would organise the lets for the following agreed dates: 5 September 2016 10 October 21 November 6 February 2017 27 March 15 May	FW to organise lets.