**Maidenhill Primary School Transition Steering Group**

**Monday 5th November 2018**

**Mearns Primary School**

**Present:**

**Brendan Docherty, QIO, Sharon Hunter, HT Mearns PS, Kathryn Gordon, PT, Mearns Primary, Liz Edmonstone, HT, Kirkhill PS, Lesley Menzies, DHT Kirkhill PS, Yvonne Hughes PT Kirkhill Primary, Mrs Isiguzo, parent rep KPS, Mrs Brown, parent rep KPS, Mr Carter , parent rep KPS, Mrs Langley parent rep MPS, Mrs Cormack parent rep MPS, Mrs Johnston, parent rep MPS.**

**In attendance: Sandra Gallacher, Building Design Partnership (BDP) architects, Ruth Adams, ERC, Raymond O’Kane, ERC**

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| **Summary of discussion** | **Issues arising/actions** |
| Welcome and introductions |  |
| 1. **Presentation - plans and images of Maidenhill (Building Design Partnership Architects)**   Sandra Gallacher (BDP) provided an overview of examples of previous work in East Renfrewshire completed by her firm including Faith Schools Joint Campus, Eastwood High and Barrhead High Sandra Gallacher then gave an overview of plans and images for Maidenhill.  Maidenhill is a joint venture. Cala and Wimpey are building housing and are responsible for ensuring that it is a fully serviced site. There has been a stipulation that no houses will be occupied until Maidenhill Primary School is open. There has been importance placed on maintaining greenspace.  There will be a services access route to the school site. This will be separate from main entrance. This will be situated to rear of the building so that no deliveries etc are using the main car park.  Features of the building/grounds were highlighted including:   * Nursery will have totally enclosed (with fencing) separate play space. * 3G pitch. * Cycle and pedestrian routes. There will be 3 main pedestrian routes into the site. * 115 standard and 6 accessible parking spaces. * Cycle and scooter parks. * Space for group work outside classrooms- glass walls will enable supervision. * Art and design space, outdoor terrace, exploration workshop, ICT and library spaces. Snug points. * All playground spaces are secure and contain outdoor covered classroom areas. * All playground spaces will be fenced for security purposes. * School and nursery will share the main entrance but with separate security door entries for the Nursery (to right off main entrance and school to left off main entrance). | Plans images to be uploaded onto Maidenhill website with links on Mearns and Kirkhill sites |
| 1. **Frequently Asked Questions/Queries**   Steering group perused questions and queries from communication shared by parents. The group felt that the list was comprehensive but also recognised the fact that it should be a ‘live document’ and therefore updated as required. | FAQs document to be collated and uploaded to Maidenhill Website with links to this on Mearns and Kirkhill sites. Mrs Gordon to forward further questions to Mr Docherty. |
| 1. **Staffing**   Mr Docherty stated that a Transition Officer will be appointed in the next few weeks. The successful candidate will be the first point of contact for parent/carer enquiries and will work closely with pupils, staff and parents/carers from both schools.  Mr Docherty stated that the Head Teacher recruitment process had commenced. Parent representatives are attending Recruitment and Selection training on 7th Nov, with interviews, providing there are suitable candidates, taking place at the end of the month. | Appointment of Transition Officer, parents/carers will be notified in due course.  Parents will be notified when an appointment has been made. |
| Date of Next Steering Group Meeting | TBC Thursday 15th November 2018 2pm-3pm -Mearns Primary |