

## IAPC – COMMITTEE MEETING MINUTES – 8<sup>TH</sup> FEBRUARY 2017

AGENDA ITEM	DISCUSSION	ACTIONS	RESPONSIBLE
<b>Welcome</b>	Elizabeth welcomed and thanked everyone for coming along.		
<b>Introduction</b>	Everyone had the opportunity to introduce themselves and outline their view on the purpose of the Parent Council and what they would like us to concentrate upon eg fundraising, engaging with the local Business Community, working with the Pupil Council etc.		
<b>Attending/ Apologies</b>	<u>Attending:</u> Tracey Skene, Shona Strachan, Elizabeth Watt, Samantha Tribe, Gillian Christie, Mark Jones, Sheila Cuningham, Cllr Colin Clark, Fergus Boyle, Yvonne Christie, Judy Whyte, Dawn Lynch, Nicola Strachan, Anne Hitchcox, Sue Redshaw, Valerie Napier, Sam Grant and Archie Whyte & Elizabeth Smith (School Captains) <u>Apologies:</u> Alies Bartelds, Howie Stewart		
<b>Approval of Previous Minutes</b>	Proposed – Sheila Cuningham Seconded – Tracey Skene		
<b>School Captain Presentation – Values</b>	These presentations have already been presented to P7 pupils from Kellands, Strathburn and Market Place. Further presentations to staff and other P7 pupils are planned. They have also been delivered at Assemblies. The presentation considered what “Values” are both in and out of the school setting. The pupils gave everyone a picture of a “Blob Tree”. We discussed in pairs which blob character best described how our day had been. This activity was to show that we learn best when we involve ourselves in the classroom and interact with each other. 8 volunteers then took part in the helium stick game. We worked together to lower then raise the stick. This activity demonstrated team work, coordination, perseverance and leadership. We were then asked to draw what values we think are important to the school and to explain them to our partners. Finally we were asked to convert the pictures of our Values into words and we added them to a flipchart. Once all of the flipcharts of words from all of the sessions have been analysed, the most popular words will form the Core Values	Core Values Presentations	School Captains/Head Teacher

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	<p>for the school. The views gathered from pupils, staff and the PC will help create a set of core Values for the Academy and these will be reflected in the school rules.</p> <p>This was a fun and thought provoking presentation and the pupils plan to present it to the local Business Association soon.</p> <p>The Pupil Council would like to hear from all parents/carers too, so if you could complete this short survey - <a href="#">Letter from School Captains to all parents/carers - survey on Core Values - reply by 20 03 17</a> - your views will also be included in the development of the Academy's Core Values.</p>		
<p><b>Head Teacher Update</b></p>	<p><a href="#">Head Teacher letter to parents/carers - Core Values - 09 02 17</a></p> <p>The Core Values are important to the ethos of the school and will form part of the School Improvement Plan. The easy bit is to agree them; the more difficult task is for the students, teachers and all members of the community to then live them.</p> <p>Several new members of staff will be joining the team over the course of the term:</p> <p>Mr Duthie – Technical &amp; Vocational Education Faculty  Ms Walkey – Modern Languages Faculty  Mr Duncan and Ms Carnegie – Science Faculty  Mr Neish – Creative Arts Faculty  Mr Paterson - appointed as Acting Depute Head Teacher  Mr Shepherd - job share role as Acting PT Faculty, Humanities.</p> <p>School website being revamped. School and Head Teacher now have twitter feeds to promote achievements.</p>		

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	<p>Introduction of the “Keep, Start, Stop” Survey - allowing members of the Parent Council to provide feedback on three key areas:-</p> <ol style="list-style-type: none"> <li>1. Aspects of school life and work that they feel are positive, support the work of the school and help to shape the identity of the school.</li> <li>2. Areas that they feel get in the way of positive school life and the ability to deliver quality learning and teaching.</li> <li>3. Any ideas or suggestions that they have to improve how we work as a school or to start a new initiative.</li> </ol>	Complete questionnaire	PC
<p><b>Update on Actions from Previous Minutes</b></p>	<p><u>School Uniform</u> - policy to be reviewed at the beginning of the new school year – June 2017.</p> <p><u>DofE</u> – would more places be available if PVG checked parents could help? Numbers will be checked. Possible stronger selection process as often several pupils pull out.</p> <p><u>Youth Philanthropy Initiative Finals</u> – Wednesday 22<sup>nd</sup> March - PC to provide a judge to sit on Panel. PC to support with a donation of £250.</p> <p><u>Developing Young Workforce</u> - Links with local businesses to be enhanced through another Business Breakfast. This will be held in school. Links to the “Elevator Programme”.</p> <p><u>Fundraising</u> –has to be balanced against learning and teaching requirements. Perhaps PC could support the purchase of “emergency” school bags?</p>	<p>Policy to be reviewed – process yet to be discussed.</p> <p>School will consider if scheme can be expanded.</p> <p>PC to participate on Panel.</p> <p>Liaise with the school to arrange the Business Breakfast.</p> <p>Faculties to submit requests to PC for</p>	<p>Mr Patterson, Pupils and Parent Forum</p> <p>SLT</p> <p>PC Ms Lynch to discuss funding opportunities with pupils.</p> <p>Judy Whyte PC and SLT</p> <p>SLT PC</p>

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	<p><u>Lost property</u> – secured in Janitor’s office. Could any un-named and unclaimed after a certain amount of time be reused/recycled?</p> <p><u>Profile of PC</u> - attend Information Evenings, Parents’ Nights etc</p> <p><u>“Show my Homework” or Homework dairies</u> – use to highlight to parents/carers that a certain piece of homework would count towards a National level assessment.</p> <p><u>Teacher Awards</u></p> <p><u>Community Engagement sessions</u> - 2017/2018 sessions will be planned covering drug misuse, safety on social media and mental health under the GIRFEC framework.</p> <p><u>Policies due for review</u></p> <ul style="list-style-type: none"> <li>• S3 Curriculum – requires detailed consideration</li> <li>• Reporting for Parents – to be discussed at next PC Meeting</li> <li>• Universal Support Period – may begin process in 2016/2017</li> </ul>	<p>funds. Ms Lynch to consider a project</p> <p>School to consider a policy.</p> <p>Stand at Information Evenings, Parents’ Nights etc – possibly provide refreshments. Suggestions Box?</p> <p>SLT to consider implementing.</p> <p>Process to be agreed with School Captains from June 2017.</p> <p>Sessions to be planned and promoted to Parent Forum.</p> <p>PC and Parent Forum to be consulted in all Reviews.</p>	<p>SLT</p> <p>PC</p> <p>SLT</p> <p>Pupil Council</p> <p>SLT</p> <p>SLT, PC, Pupils &amp; Parent Forum</p>

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<b>Investment in School throughout new build</b>	Cllr Clark confirmed that the school will be kept in a safe condition that is fully compliant with Health and Safety throughout the period of the construction of the Community Campus.		
<b>Anti-social behaviour</b>	Cllr Clark was reassured that the school follows a clear strategy when addressing these issues and that the pupils are aware of the school's policy. Members of the PC considered enrolling on <a href="#">Respect Me</a> – on-line safety training - opportunity but fully booked and no funding currently unavailable for further courses.		
<b>Treasurer Update</b>	No change balance as before £1059.69.  Elizabeth will become a signatory on account in place of Howie.	Bank forms to be completed to change this.	Tracey/ Elizabeth/ Howie
<b>Vision for S6 Event – update</b>	Tracey provided an update on behalf of her sister who had attended the event. Schools have developed different approaches with some having full-time careers advisors available to students. Pupils are encouraged to take the initiative by planning how to access subjects not offered in their school by contacting other schools to check if taxi transfer viable or video classes.  Colleges and Universities encouraging pupils to take a wider variety of Highers rather than Advanced Highers to demonstrate a wide breadth of knowledge and skills under CfE. Parental involvement in helping their children to identify their strengths and assisting them in their subject choices essential.		
<b>Attainment</b>	This is being considered by the school and the topic was deferred until the next PC meeting.		
<b>Communication</b>	The PC does not have a Facebook Page. The “Parent Forum Inverurie Academy” Facebook page is updated with “information only” items by Tracey on behalf of the PC to advise parents of meetings/surveys etc. Any queries/questions that are asked using this page are directed to the school.		

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	<p>Text alerts – cost 5.4p each and as the system does not recognise if a number is already in the system, texts are sent to each pupil, not one per family.</p> <p>School is considering introducing email to communicate in the future.</p> <p>PC can access photocopying facilities at the Academy.</p>		
<b>P7 Induction Evening</b>	Sheila and Elizabeth will attend on behalf of the PC – 02 03 17.	Ensure PC leaflet is ready to hand out to parents/carers.	Elizabeth and Sheila
<b>Inverurie Community Campus Stakeholder Meeting – 16 02 17</b>	<p>All members of the PC encouraged to attend the Stakeholder Engagement Meeting.</p> <p>Concern raised regarding security of Campus as members of the public will be accessing new building alongside pupils. Awaiting a reply on a request sent to Maxine Booth regarding this issue. A request has also been made for a visit to Ellon or Alford Community Campus schools.</p>	Tracey will update.	PC  Tracey
<b>AOCB</b>	<p>Thanks to Jared, Conner and Spencer for their presentations at the S3 – S5 Positive Pathways event in school 7/2/17.</p> <p>It was suggested that exam times could be changed to match pupils’ “body clock” as it has been proven that teenagers are more alert later in the day. However, as the SQA set the exam timetable, only minor amendments can be made by the school and the timetable also has to fit around planned transportation.</p> <p>Fire Alarm being set off during exams – very unsettling for pupils. School reassured parents that the invigilators are trained to accommodate such occurrences and additional time was added to the duration of the exams to reflect a “settling down again” period in addition to the set time for the exams.</p>		

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTIONS</b>	<b>RESPONSIBLE</b>
<b>Date of Next Meeting</b>	Wednesday 26 <sup>th</sup> April 2017 - 6.30pm - Meeting Room	School to book Room.	SLT

### **IAPC – COMMITTEE MEETING ACTIONS CARRIED OVER FROM PREVIOUS MINUTES**

<b>DATE OF MEETING</b>	<b>DISCUSSION</b>	<b>ACTIONS</b>	<b>RESPONSIBLE</b>
<b>23 11 16</b>	Run a Dragons Den competition where pupils pitch their ideas – linked to Enterprise?	PC to fund the prize and sit on the Panel.	PC & SLT
	PC website link from school website?	Guy will look into this.	Guy
	Could the school hold Information Evenings on the “Qualifications and Exam System” and the requirements for entry to further education courses to assist in the choice of subjects taken from S3 onwards?	Discuss format and timing with SLT.	PC and SLT