

## IAPC – COMMITTEE MEETING MINUTES - 23<sup>RD</sup> NOVEMBER 2016

AGENDA ITEM	DISCUSSION	ACTIONS	RESPONSIBLE
<b>Welcome</b>	Elizabeth welcomed everyone along		
<b>Attending/Apologies</b>	Tracy Skene, Elizabeth Watt, Mark Jones, Samantha Tribe, Alies Bartelds, Lewis Khan, Nicola Strachan, Howie Stewart, Cllr Colin Clark, Cllr Bryan Stuart, Guy Carnegie, Ian Parkin, Shona Strachan Apologies – Fergus Boyle, Sheila Cunningham, Valerie Napier, Sam Grant		
<b>Approval of previous Minutes</b>	Proposed – Guy Carnegie Seconded – Samantha Tribe		
<b>School Update &amp; Raising Attainment Presentation</b>	<ul style="list-style-type: none"> <li>• Recent In-Service day used to develop Learning &amp; Teaching using the Tapestry Programme.</li> <li>• Leadership to be brought into all pupil year groups.</li> <li>• S3 pace and challenge to be improved.</li> <li>• Impressive Assemblies – Remembrance - 1685 poppies made by pupils on display. Also Assemblies on the fantastic range of groups available to pupils.</li> <li>• Successful USA trip.</li> <li>• Duke of Edinburgh expedition and presentation completed.</li> <li>• Rotary Young Musician of the Year – Isaac Bacon</li> <li>• Youth Volunteer Awards held at Thainstone. 17 Schools from the Shire attending, 6 awards given and Inverurie won 2 of them.</li> <li>• School roll staying steady approx. 900.</li> <li>• S2 parents night – 85% attendance. High return of questionnaires returned with positive responses. Mr Parkin contacted those with concerns.</li> <li>• Staffing is a common concern; this is an Aberdeenshire wide and national issue. Some senior pupils being taxied to Westhill to join pupils there for Drama. Where there are teacher shortages, the examination classes are being prioritised. Principal teachers set the</li> </ul>		

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	<p>syllabus for the Supply teachers to use. Short term, there is still a shortfall. Teachers are able to provide website addresses offering curriculum links in different subjects. Teachers have to be GTCS qualified before appointment. More schools will have to work together and share resources. Council looking into options such as “essential workers status” for prospective teachers.</p> <ul style="list-style-type: none"> <li>• Suggestion made that PC could help the school to promote Engagement Evenings on specific topics eg drug misuse.</li> <li>• Presentation on Improving Attainment by Mr Parkin – attached. The proposed interventions will be incorporated into the School Improvement Plan.</li> </ul>		PC & Senior Leadership Team (SLT)
<b>Treasurer Update</b>	<ul style="list-style-type: none"> <li>• Signatures in the process of being changed.</li> <li>• Current Balance £1,059.69</li> </ul>		Tracey
<b>School Council Report</b>	<p>Lewis represented the pupils and presented a report from the recent Pupil Council meeting. He outlined some of the issues that had been discussed with Mrs Fraser:</p> <p>Request for a 5 min. break during double periods. Following discussion with SLT, suggestion not agreed, however breaks are allowed during these periods at the teacher’s discretion.</p> <p>Teacher Awards – pupils to nominate teachers in different categories.</p> <p>Front Door – there is no access at break and lunchtime however OK to use between periods.</p> <p>School Captains to run Assemblies on School Rules.</p>	<p>Not adopted</p> <p>SLT have asked the pupils to submit a proposal.</p> <p>School Council discussing with Janitors.</p> <p>School Captains to plan.</p>	<p>Pupil Council</p> <p>Pupil Council</p> <p>School Captains</p>

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	<p>School Uniform – a recurring subject. Currently the view is that younger pupils prefer wearing hoodies but older pupils prefer wearing a shirt and tie. Pupils feel that other schools look smarter when they meet them at inter-school events.</p> <p>PC then asked the following questions:</p> <ul style="list-style-type: none"> <li>• How does the Pupil Council represent the views of each class?</li>   <li>• Could a member of the PC attend a School Council Meeting?</li> <li>• Would the Pupil Council continue to present a short report to each Parent Council meeting?</li> <li>• How can the Pupil Council work together with the Parent Council for the benefit of all pupils?</li> </ul>	<p>PC members mentioned the inconsistency as some teachers enforce Policy more than others. Policy due to be reviewed soon.</p> <p>There are 5 House Councils that have a representative from each registration class. There are approx a dozen pupils on the Council.</p> <p>Lewis will discuss with Pupil Council and let us know at the next meeting.</p>	<p>SLT &amp; PC &amp; Parent Forum &amp; Pupils</p>    <p>Lewis</p>
<p><b>Governance Review/Aberdeenshire Child Services Plan 2017-2020</b></p>	<p>Discussion on the most effective way to involve the Parent Forum so that they have the opportunity to submit their opinions.</p>	<p>Letter to be written providing background and links to both Surveys and published on website. Text advice issued to alert Parent Forum.</p>	<p>Elizabeth School</p>
<p><b>Parental Involvement in Curriculum</b></p>	<ul style="list-style-type: none"> <li>• Suggestion that the Parent body be used as a resource to help with extra activities.</li>   <li>• Duke of Edinburgh – why is this scheme restricted to 20 pupils each year? If the school carried out the selection exercise earlier in the year, unsuccessful pupils would have the opportunity to join the scheme through other local youth groups.</li> </ul>	<p>Could a questionnaire be devised and issued to assess interest/skills/availability?</p> <p>If the school asked the Parent Forum for volunteers to help with the expeditions, this could open up the opportunity to many other</p>	<p>PC to consider</p>    <p>SLT</p>

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	<ul style="list-style-type: none"> <li>• This is the same for the Saltire awards.</li> <li>• Science, Technology, Engineering and Maths (STEM) club - Alies is helping to run.</li> <li>• Run a Dragons Den competition where pupils pitch their ideas – linked to Enterprise?</li> <li>• Maintain the links with Inverurie Business Association –links to Developing the Young Workforce.</li> </ul>	<p>pupils.</p> <p>Fergus already a STEM Ambassador and would be willing to give a talk on Engineering etc. Ask other members of the Parent Forum?</p> <p>PC willing to use funds for the prize and to sit on the panel.</p> <p>Build on the work that Mr Cowie began.</p>	<p>SLT</p> <p>PC &amp; SLT</p> <p>PC &amp; SLT</p> <p>SLT &amp; PC</p>
<p><b>Fundraising and Social Events</b></p>	<ul style="list-style-type: none"> <li>• Keen interest in fundraising and one idea discussed was that the PC provided teas/coffees at parent/carer contact evenings and other engagement evenings, perhaps supported by the Prefects, for a donation. This would be used for events such as those outlined above. We would also have the opportunity to promote the PC to the others in the Parent Forum to develop awareness and engagement.</li> <li>• Individual departments do already hold very successful events for specific curriculum activities.</li> <li>• Cultural exchange evenings – possible use of Community Kitchen.</li> <li>• Social dancing is taught but school dances are not regularly held.</li> </ul>	<p>Discuss possibilities with SLT.</p> <p>Discuss possibilities with SLT</p> <p>Could they be re-introduced as a regular annual event?</p>	<p>PC &amp; SLT</p> <p>PC &amp; SLT</p> <p>SLT</p>

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	<ul style="list-style-type: none"> <li>• Could a social/fundraising event be held featuring some of the school’s musical/performing arts pupils?</li> </ul>	Great idea but we would need to build up a team of volunteers to organise/promote etc. Discuss with the SLT.	PC & SLT
<b>Communication Plan</b>	<ul style="list-style-type: none"> <li>• PC website link from the school website?</li> <li>• Facebook – no PC Facebook page however there is a <a href="#">Parent Forum Inverurie Academy</a> page that Tracey posts information onto and Guy also runs a parent discussion group. What kind of information do we want to post to this site?</li> <li>• School has a Facebook page and a Twitter account.</li> <li>• Christmas School Newsletter – PC to submit an article by 09 12 16.</li> <li>• 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?</li> <li>• Should we develop a PC Leaflet to be available at all parent contact evenings outlining the role of the PC? What about developing a feedback form to request suggestions, ideas, offers of help, skills, interests, fundraising plans, points to raise at PC meetings etc to hand out to everyone attending? Suggestions Box to be available at all parent contact events.</li> <li>• Representatives attended a cluster PC Chairs meeting.</li> </ul>	<p>Guy will look into this.</p> <p>To consider in conjunction with development of an improved website.</p> <p>Draft to be circulated for comments.</p> <p>Discuss format and timing with SLT.</p> <p>All PC to consider best approach to encouraging more contact/engagement with the Parent Forum members.</p> <p>Invitation to be issued to Donna Wilson, Parental Involvement</p>	<p>Guy</p> <p>PC</p> <p>PC</p> <p>PC &amp; SLT</p> <p>PC</p> <p>Elizabeth</p>

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	<ul style="list-style-type: none"> <li>Generic email address to be set up to enable all members of the Parent Forum to contact the Parent Council – <a href="mailto:inverurieacademypc@gmail.com">inverurieacademypc@gmail.com</a>.</li> <li>“Welcome” page on PC section of school website to be updated.</li> </ul>	<p>Officer to next PC meeting. To be included on revised PC “Welcome” page on school website.</p> <p>Review content to reflect current PC.</p>	<p>Elizabeth</p> <p>Elizabeth</p>
<b>Policies for Review</b>	<p>2016/2017:</p> <ul style="list-style-type: none"> <li>School Uniform</li> <li>S3 Curriculum</li> <li>Reporting for Parents</li> <li>Universal Support Period</li> </ul>	<p>PC and Parent Forum to be consulted in all Reviews.</p>	<p>SLT &amp; PC &amp; Parent Forum &amp; Pupils</p>
<b>AOCB</b>	<p>Presentation to Mr Parkin by Elizabeth on behalf of the PC</p>	<p>Mr Parkin informed us that his last day at school was the 25<sup>th</sup> November and that until Mark Jones took up the Head Teacher post, the SLT would fulfil this role. Ms Lynch will be the PC contact.</p>	
<b>Date of Next Meeting</b>	1 <sup>st</sup> February 2017 - 6.30pm - Inverurie Academy Meeting Room		