

## IAPC – COMMITTEE MEETING MINUTES – 26<sup>TH</sup> April 2017

AGENDA ITEM	DISCUSSION	ACTIONS	RESPONSIBLE
<b>Welcome</b>	Elizabeth welcomed and thanked everyone for coming along.		
<b>Attending/ Apologies</b>	<p><u>Attending</u>: Sam Grant, Valerie Napier, Anne Hitchcox, Howie Stewart, Samantha Tribe, Sue Redshaw, Elizabeth Watt, Sheila Cunningham, Yvonne Christie, Nicola Strachan, Guy Carnegie, Tracey Skene, Fergus Boyle, Alies Bartelds, Mark Jones Caitlin Voght, Archie Whyte, Elizabeth Smith – School Captains John Duncan, Charlotte – Rock Challenge Donna Wilson - Parental Engagement Officer</p> <p><u>Apologies</u>: Shona Strachan, Judy Whyte, Councillors Clark, Stuart and Vernal</p>		
<b>Update on Actions from Previous Minutes</b>	<p><u>Website</u> – minor updates made but awaiting IT support for major revision including rotating news banner. Discussed highlighting parents’ information (eg with ‘Parents’ tab). Guy continuing to look into independent PC website.</p> <p><u>School Uniform</u> – Craig Paterson (DHT) will be leading on the project to review the uniform policy and will attend the next PC meeting to discuss in more detail.</p> <p><u>Duke of Edinburgh</u> – no changes to participant numbers currently planned due to administrative burden on staff. Discussed option of community involvement (eg Scout group) and importance of letting unsuccessful applicants know early, so they have time to apply through other organisations.</p> <p><u>Youth Philanthropy Initiative Finals</u> – this was a successful event with the award being given to the CLAN presentation following a close competition. The PC had previously pledged a donation of £250 but the school had expected £500 due to a misunderstanding. The £250 shortfall will have to be met by the school or PC. After discussion of available funds, a vote was taken and the decision taken to support a variety of projects rather than donate a further £250. Following the</p>	<p>Discuss needs with IT. Explore potential for PC website.</p> <p>Craig Paterson to be invited to next PC meeting.</p> <p>School will consider community involvement/early decisions.</p> <p>PC to support YPI by £500.</p>	<p>SLT Guy</p> <p>PC</p> <p>SLT</p> <p>Treasurer to prepare cheques</p>

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	<p>meeting, the new Treasurer informed the Committee that the balance in our account was higher than we understood at the meeting. Consequently, a second vote was taken and agreement reached to support the YPI by an additional £250.</p> <p>YPI may not run next year due to staff commitments but a similar event along the lines of “Dragons Den” could be organised and run internally.</p> <p><u>Business Breakfast</u> – Discussion deferred so that Judy Whyte could attend.</p> <p><u>Emergency school bags</u> – Fergus suggested that the school consider applying for support from the Round Table as they collected funds during the Floor Relief that could be used to purchase these items. PC will honour the vote taken at a previous meeting to provide financial support.</p> <p><u>Lost property</u> – Currently advertised in school bulletins. Unclaimed items could be displayed when parents are at school events. Unclaimed items could be washed and donated, with any items useful for emergency bags being given to Ms Lynch.</p> <p><u>Show my Homework</u> – no longer being used.</p> <p><u>Teacher Awards</u> – The idea was positively supported but given the timeframe, it will be passed to next year’s school captains to take forward.</p>	<p>Apply to Round Table.</p> <p>PC to support by £200</p> <p>SLT to consider applying for support to the Round Table.</p> <p>School to consider displaying to parents/ donating via Food Bank or to Emergency bags.</p> <p>Outgoing/Incoming school captains to discuss.</p>	<p>SLT</p> <p>Treasurer to prepare cheque</p> <p>SLT</p> <p>SLT</p> <p>School captains</p>

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<b>Rock Challenge</b>	<p>Mr Duncan and pupils gave an overview of the very successful Rock Challenge activity and forthcoming needs. Everyone agreed it was an excellent event to support as 10% of school pupils/staff are involved and the pupils work very hard and achieve valuable learning outcomes. Once a theme is confirmed the group will need parental help with materials such as sets and costumes.</p> <p>Mr Duncan has organised a fundraiser for 19th May (Meldrum House) and tickets are available through the school, but the PC and SLT could promote this beyond participating pupils through texts, a letter on the website, and sharing on social media. Mr Duncan will organise a parents' information evening next term to showcase the event and highlight how parents can help. He will then circulate a list of what is needed for the 2017/18 performance. The Committee for next year's performance will be in place by summer and auditions will take place in August.</p>	<p>School/PC to promote fundraising event.</p> <p>Mr Duncan to organise parents' information evening/circulate list.</p>	<p>SLT/PC</p> <p>Mr Duncan</p>
<b>Core Values and development of graphics</b>	<p>The school captains presented their excellent thematic analysis of pupil, staff and parent views on the school's Core Values. They have identified four key values, representing the traits (or groups of traits) commonly endorsed by the pupils, staff and parents. These are: Ambition, Inclusion, Integrity, and Respect. The values were very positively received by everyone.</p> <p>Options for the development of associated professional graphics were discussed. Mr Jones proposed that for a fee of around £200 we could approach several designers who have already been put forward. This was considered worthwhile but the internal Corporate Design Team may provide the same service for free so they will be approached in the first place.</p> <p>Ideas to build on Core Values work were discussed. Options include focusing on promoting one Value per school term, or asking each incoming school captain to be an ambassador for one Value.</p>	<p>SLT to approach Corporate Design Team.</p> <p>SLT and school captains to discuss</p>	<p>SLT</p> <p>SLT/School captains</p>

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		legacy options with incoming captains	
<b>Parental Engagement Officer (Donna Wilson)</b>	Donna’s role includes sharing best practice ideas on communication and parent involvement from multiple schools by attending meetings and issuing e-bulletins. Ways of widening parental involvement include suggestion boxes, informal meetings at primary schools or other times of day to tackle specific issues, improving website accessibility (eg parent tab, smart phone, social media), better understanding of demographic/interests of local parent group. She noted that these changes in communication techniques require perseverance. PC could consider developing a set of “Frequently Asked Questions” or engaging with the Community Council.	PC to consider alternative methods of communication with Parent Forum	PC members
<b>Headteacher Update</b>	<p><u>YPI</u> – the evening was a humbling and gratifying event to attend.</p> <p><u>Core Values</u> - Congratulations to the School Captains for all of the effort they invested in the Core Values project and for their very capable presentation to the PC. The Values will be embedded during next session</p> <p><u>Improvement Planning discussions</u> – conversations have been held with the teaching staff to ensure their views are reflected in the final plan. The School Values will underpin all future actions. Information will be shared with parents on wider curriculum opportunities, developing a communication strategy and in the review of the school uniform to strengthen the parent/school partnership. The 2017/2018 Improvement Plan will concentrate on:</p>	<p>Mark to discuss with Pauline Fraser – photo and article for school magazine to promote PC’s support of event.</p> <p>SLT to provide updates of how Values will be embedded into school’s culture.</p>	<p>Mark</p> <p>SLT</p> <p>SLT</p>

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	<p><u>School Uniform</u> – Craig Paterson will lead on the consultation process to review this policy leading to a completely refreshed school uniform for 2018/2019. Next year’s S4, S5 and S6 are currently voting on wearing a school tie with a shirt/blouse from August 2018. The pupils have expressed their views that they wish to look smarter and 2017/2018 will be used as an interim year to consult with parents, pupils and teachers.</p> <p><u>New Build</u> – a History and Heritage group has been formed to look at how to take the best of the old into the new. Mark has thoroughly reviewed the plans for the new school and has suggested alterations to the design.</p> <p><u>Communication Systems</u> – “On the Button” has been viewed by the whole staff team. It will be introduced in stages from October 2017. The system will allow teachers to update parents by email of their child’s achievements that day; information about pupils’ mentoring targets; email school reports and letters home plus change of National level recommendation advice letters. Anyone without an email address will continue to have this information posted home.</p> <p><u>Annual Cluster and Family Learning Calendar</u> – Continuing Professional Development opportunities will be offered to teachers from the Academy and all feeder Primary schools 4 – 5 times a year. Parents will also be able to opt into these courses eg Revisions to Assessment Procedures, Drugs Awareness or Social Networking. These will be offered at different times of the day to encourage greater inclusion.</p>	<p>Craig Patterson to provide an update at PC meeting in June.</p> <p>SLT and PC to continue to work together on plans/processes</p> <p>SLT to share information on development of this communication tool.</p> <p>SLT to share information about opportunities with Parent Forum</p>	<p>SLT and PC</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>

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	<p><u>Pupil Mentoring Programme</u> – the S4 Pilot will be extended and offered to every S4 and S6 pupil next year. Pupils will be given the opportunity to set their own targets to improve their performance and take responsibility for achieving their goals. Information will be shared with parents to encourage continuation of “learning conversations” from school to home. Parents will be provided with support.</p> <p><u>Changes to Qualifications</u> – S3 to be reviewed during session 2017-18 with changes to be made in 2018-19. S1 – S3 curriculum should be seen as a “Springboard to Success” in certificated years.</p> <p>(As the meeting closed at 2055hrs – presentation incomplete. Missing items will be covered during June’s meeting)</p>	<p>SLT to share information with pupils and parents</p> <p>SLT to provide information on planned changes to parents</p>	SLT
<b>Treasurer Update</b>	Update received following meeting from new Treasurer, Tracey Skene, that the balance in the PC’s account is £1959.69 and not £1059.69.	Account signatories to be changed.	Treasurer
<b>New school update</b>	Representatives of the PC recently visited Alford Academy to gain a greater understanding of what our new school could look like and were impressed by the modern learning environment. There had been concerns about the pupils all sharing the same toilet facilities but the PC representatives were reassured that this had not raised any negative issues at Alford. The PC attend both the Community sub-group and the main Stakeholder group meetings with the Council. The date for the next meeting has yet to be announced but is likely to be late May or early June.	PC to continue to attend stakeholder meetings.	PC
<b>P7 Induction/Flyer</b>	PC members asked to provide their comments on layout/content. To be used at P7 Induction Evening in June.	PC to provide comments.	PC
<b>SQA focus group update</b>	Carried forward to next meeting.		
<b>SPTC consultations</b>	Carried forward to next meeting.		

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<b>Future guest speakers</b>	Carried forward to next meeting.		
<b>AOCB</b>	Not covered.		
<b>Date of Next Meeting</b>	Wednesday 7 <sup>th</sup> June 2017 - 6.30pm - Meeting Room	SLT to book room	SLT