

## Inverurie Academy Parent Council Committee Meeting – Minutes

Thursday 25<sup>th</sup> March 2021

AGENDA ITEM	DISCUSSION	ACTIONS	RESPONSIBLE
<b>Welcome</b>	Elizabeth welcomed everyone to the Teams meeting.		
<b>Attending/ Apologies</b>	<p><u>Attending:</u> Elizabeth Watt (Chair), Alies Bartelds (Vice-Chair), Simon Glazier (Secretary), Fiona Walker, Louise Anderson, Linda Barclay, Charlotte Cottam, Samantha Wileman, Ruth Kydd, Gail Winchester, Stuart Gregg, Susan Weetman, Leeanne Robertson, Juliet Serrell, Martin Misovic, Mark Jones (Headteacher), Scott Campbell (Principal Teacher Digital Literacy)</p> <p>Christine McLennan &amp; Susan McGregor – Education Support Team</p> <p><u>Apologies:</u> Kay Diack, Cllr Judy Whyte, Sheila Cunningham, Sam Grant, Cara Hay, Francis Swanston, Laura Simpson, Shona Strachan, Cllr Marion Ewenson</p>		
<b>Matters arising from previous Minutes/ Approval</b>	<p>Minutes Approved by Ruth Kydd, Seconded by Gail Winchester.</p> <p><u>Updates:</u></p> <ul style="list-style-type: none"> <li>– Tesco Bags of Help – We have been successful based on our application from 2 years ago. Granted £1,000 towards a Mental Health project. We have up to 1<sup>st</sup> March 2022 to spend this money. The school is considering options for using the Grant and will agree the scope of the Project with the Parent Council. Volunteers required to act as the contact point between the school and the Parent Council to ensure a Project Completion Report is submitted, along with photographs showing the activities or work carried out with the Grant, to Tesco Bags of Help.</li> <li>– Suggestions for using the Parent Council budget towards a project that supports the school. Subscriptions for periodicals was suggested, to be raised with the Head Librarian. He has made some suggestions which the PC can review and hopefully approve at the May meeting.</li> </ul>	Volunteer requested to liaise with the school on the Mental Health project.	Elizabeth/Simon

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	<ul style="list-style-type: none"> <li>- Mark updated the PC on the Treehouse resources. Post the last meeting an email 'vote' went in favour of this project which cost £538. The school now has access to a suite of resources for all school years. Video clips and activities which have been used by guidance teachers in PSE lessons during in-school lessons. A parent login will be shared with resources for adults and parents on the theme of Resilience.</li> </ul>	<p>Mark to forward Librarian subscription suggestions ahead of May meeting</p>	<p>Mark</p>
<p><b>Treasurer Update</b></p>	<p>Received £505.05 from the Council.</p> <p>Have spent £538.92 on the Treehouse resources.</p> <p>Balance: £1,255.82.</p> <p>The Parent Council is keen to work with the Head Teacher to identify ways to use this balance for the benefit of students, so we will discuss the Librarian subscription suggestion at our next meeting.</p>	<p>Include on May agenda</p>	<p>Elizabeth/Simon</p>
<p><b>Policies Update</b></p>	<p>Ruth Kydd presented updated Social Media Policy, Data Protection Policy &amp; Privacy Notice</p> <ul style="list-style-type: none"> <li>- Under GDPR we are required to explain what data we hold and why we hold it. She suggested that on an annual basis, at the 2<sup>nd</sup> meeting of each academic year, the Parent Council should review and approve their GDPR policies.</li> <li>- Also that we should review members who want to remain on the Parent Council and then remove old member data.</li> <li>- A date/version number will be added to each version of the policy.</li> <li>- A question was raised about using Zoom for these meetings. However Aberdeenshire Council have restricted use on staff computers, so this is not an option.</li> <li>- Parents are consenting to share their email address when sending an email to the generic email account.</li> <li>- Social Media Policy – Follows off the back of GDPR, so updated to help all PC members understand what they can and cannot do on the PC social media pages.</li> </ul>	<p>Add Parent Council Policy review to the 2<sup>nd</sup> meeting agenda on an annual basis.</p> <p>Add Version number and date and update storage format</p>	<p>Elizabeth/Simon</p> <p>Ruth Kydd</p>

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	<ul style="list-style-type: none"> <li>- A Communication Policy will be developed to reflect the fact that we are now part of Inverurie Community Campus at the beginning of the August term.</li> <li>- A Poll will also be run on the Facebook account at the beginning of the August term to see what parents would like to see on our Facebook account.</li> </ul> <p>Policies to be accepted as noted (plus minor revisions) – Nominated by Alies Bartelds and Seconded by Elizabeth Watt.</p>		
<p><b>Cost of the School Day</b></p>	<p><u>Presentation by the Education Support Team</u></p> <p>Christine McLennan &amp; Susan McGregor</p> <ul style="list-style-type: none"> <li>- In November, the Education Team gathered some input from the community about the impact of Covid-19 on family finance. CPAG (Child Poverty Action Group) have produced a report on the impact of the most recent lockdown and the impact on low-income families. They highlighted that Governments, Local Authorities, Schools etc. need to work together to ensure that all families have the resources they need to maintain their learning and ensure that no child loses out during this session.</li> <li>- Other policies were suggested using a ‘Poverty Lens’ to ensure that costs are assessed in the light of their impact on lower income families.</li> <li>- Using the Parent Council to communicate some of these developments rather than from the school, can have a better impact as it’s seen as a ‘peer to peer’ communication and therefore received better.</li> <li>- In terms of foodbanks, Inverurie, Kemnay and the rural community were highlighted as areas in most need.</li> <li>- For some, Covid has led to their first ever period of unemployment, and matters have been worse for some due to the effects of Brexit.</li> <li>- Using the Parent Council as a support and information delivery mechanism is being promoted. There are training and resources available to Council members, which take about an hour to attend. It can be delivered to just the Academy or within a Cluster session. There can be value in developing an Action Plan using the Cluster approach to share ideas and experience with other Primary and Academy schools.</li> </ul>	<p>Christine to send the Directory of available support to Ruth, to then distribute through the PC Social Media</p> <p>Plan a date to book the Education Support Team for a training session.</p>	<p>Christine &amp; Ruth</p> <p>Elizabeth</p>

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	<ul style="list-style-type: none"> <li>- The aim of the COTSD programme is to try and reduce the low-income education attainment gap and it's been around since well before Covid.</li> <li>- There are associated costs in the wider community (joining social clubs/activities) so it is wider than just the 'school day' cost.</li> <li>- Ideas other schools have used include – The Re:Uniform project, publishing a Calendar of Events so that payments can be spread out, fundraising for laptops, stationery, hygiene items for families that can't afford to buy, setting a limit on trip costs or arranging reduced rates for multi-child families, recycling of winter jackets (or even including swaps between schools/areas so that there is less social stigma of wearing a recognisable second-hand jacket).</li> </ul>		
<b>Headteacher Update</b>	<p><u>Update:</u> See information on attached slide pack pdf. Key points:</p> <ul style="list-style-type: none"> <li>- <i>Open Plan Campus:</i> Every room has either a viewing gallery or just three walls. All the leisure spaces (swimming pool, gym and dance studio) have viewing areas. So once the Parent Council have had the chance to experience the Campus, we can then debate whether reducing visibility in certain spaces is necessary (specifically the dance studio, where a blind was requested).</li> <li>- <i>Parent Council SQA Discussion:</i> A common set of standards for pupil assessment has been laid out. However all schools are at a different stage in this and operate different curriculums and assessment models. The deadline for gathering data is 28<sup>th</sup> May to ensure local authorities have time to quality assess before submitting to the SQA. The process will decide the mark a student achieves, using the rigorous levels of cross-checking and verification, not individual teachers. An appeals process consultation is due to end shortly. This means that the new timetable is likely to commence on the 8<sup>th</sup> June, giving 3 weeks until the end of the session. S6 are likely to leave school over a period, once the evidence they need to provide for their subjects has been provided. So not all will leave at the same time.</li> <li>- <i>Connecting Scotland Funding:</i> 74 additional items have been allocated. 58 Chromebooks and 16 Mifi Dongles. This 'Phase 2' delivery is yet to be received. A third phase is to be applied for.</li> <li>- <i>Equalities Policy:</i> The United Nations Convention on the Rights of the Child is due to be enacted into Scots Law later this year, so it makes sense to await this before</li> </ul>	<p>Include on next PC Meeting Agenda</p> <p>Update at next meeting</p>	<p>Elizabeth/Simon</p> <p>Mark</p>

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	<p>developing a policy rather than preparing one and then having to re-write it. Parents will have an opportunity to be involved in the development of the Policy.</p> <ul style="list-style-type: none"> <li>- <i>Return to school:</i> Scottish Government guidance is currently that all pupils will be allowed back to school after Easter, but subject to full use of face coverings and encouragement of Lateral Flow Testing usage.</li> <li>- <i>Parent Tour:</i> Small groups of the Parent Council (only) might be allowed to attend a tour late in April. Regular members of the PC will be invited. Sign up online.</li> <li>- <i>Staffing:</i> Current numbers are increasing from about 75 to 82 teachers as the school roll continues to grow. A sixth house is being introduced. Also Mr Campbell's part time role in Digital Literacy has been extended by a further year.</li> <li>- <i>Tracking, Reporting &amp; In-Person Events:</i> Mark suspects that in-person parent evenings are still unlikely for the rest of this year, so digital solutions will be prepared until the situation changes. Similarly, Awards Ceremonies will be digital this year. Recent guidelines mean that a Student only Graduation Ceremony might no longer be possible. P7 transition events might have to be reduced to smaller group tours if possible.</li> <li>- <i>Recognising Positive Achievement:</i> Mark noted just how many pupils had been 'rewarded' with Virtual Star Awards (S1-3), Senior Merits (S4-6) and Home Hero Awards. These awards are added to the pupil's recognition in the virtual Award Ceremony.</li> </ul> <p><u>Presentation Topic – Self-Evaluation &amp; Self-Improvement</u></p> <p>'How are we doing? And how can we get better?'</p> <p>The school has conducted a number of processes of self-evaluation; Focus Groups on curriculum change with students, Parent feedback, House &amp; School Council meetings, School Captain meetings with leadership team, Class surveys. Staff are monitoring their marking with each other, with teachers in other schools and with SQA training to ensure a common approach is adopted. All of this activity brings about change and improvement. Parents' views are an integral part of the development of the</p>	<p>Include on future PC Meeting Agenda</p>	<p>Simon</p>

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	<p>Improvement Plan. Like many schools, due to the impact of the pandemic, the Improvement Plan is now over 2 years as 13 of the 20 actions couldn't be delivered due to the limitations imposed by lockdown. Delivery of Google Guardian has enabled parents to be kept informed about homework assigned and class work that has to be completed at home and deadlines set.</p> <p>Improvements introduced to improve attainment –</p> <ul style="list-style-type: none"> <li>– Introduction of change from Broad General Education curriculum to N5 subject choices in January of 2<sup>nd</sup> year has led to improved results at N5 in S4.</li> <li>– Introduction of a broader range of subjects alongside the National qualifications in S5 and S6 –National Progression Awards, Skills for Work qualifications, Foundation Apprenticeships – have allowed all students the opportunity to demonstrate their full potential. Reducing the columns from 6 to 5 will enable an increase in the teaching hours. Students were encouraged to be ambitious and take a greater number of higher level subjects when subjects were chosen this year.</li> <li>– Learning and Teaching - Learning Trios are now established in school and the Principal Teachers of Digital Literacy and Pathways will support recovery. Greater involvement by teachers in SQA roles will lead to an improved appreciation of the required certification standards. Engagement in the Pivotal Education process will lead to relationship improvements in learning and teaching. Teachers will also participate in the Education Scotland Middle Leadership programme.</li> <li>– Curriculum – Revised advice to students and their families to encourage a breadth of subject choices from S2 to S3. Wider variety of pathways available to students. Working with local and regional groups to provide an alternative approach to certification – eg a Pilot Foundation Apprenticeship is being offered in Construction beginning on 19<sup>th</sup> April.</li> <li>– Consideration is being given to further changes to the curriculum – <ul style="list-style-type: none"> <li>– Masterclass options in S2 through a School of Media and a School of Design to enable an early opportunity for specialisation.</li> <li>– Focus on Digital Literacy with each student being given the opportunity to create an e-portfolio. Mr Campbell will provide more information at the next Parent Council meeting.</li> </ul> </li> </ul>		

