**Inverurie Academy Parent Council Committee Meeting – Minutes**

**Wednesday 27th November 2019**

| **AGENDA ITEM** | **DISCUSSION** | **ACTIONS** | **RESPONSIBLE** |
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| **Welcome** | Elizabeth welcomed everyone along to the meeting |  |  |
| **Attending/ Apologies** | Attending:Alies Bartelds,Moragh Boyle, Cara Hay, Claire Green, Martin Misovic, Leeanne Robertson, Juliet Serrell, Shona Strachan, Emma Stephenson,Samantha Tribe, Elizabeth Watt, Emma WestMark Jones (HT), Dawn Lynch (DHT), Craig Paterson (DHT) Scott Campbell (Teacher) Shona Lees (MCR Pathways)Cllr Judy Whyte, Cllr Lesley Berry  Apologies:Louise Anderson, Lyndsay Aspey, Sheila Cunningham, Kay Diack, Sam Grant, Louise Liddell, Valerie Napier, Gail Winchester Cllr Ewenson |  |  |
| **Matters arising from previous Minutes/ Approval** | Defibrillator – We agreed to contact the British Heart Foundation and other organisations that could support our ambition to secure a defibrillator for the Campus. We also agreed to support the maintenance of the machine for the first couple of years and to work with other Community Groups through the Campus Board to agree how we will share this responsibility once we move into the Campus.  Tesco Bags of Help – We haven’t been selected as one of the organisations for the Public Vote in January but we could still be selected as one of the organisations in April.  Parental Engagement – Volunteers requested to attend the S1 and S4 Parents’ Evenings in December to promote the Parent Council by chatting to parents, hand out our flyer and invite them along to our PC meetings. More information about our PC on the Academy’s website - [Parent Council](http://inverurie.aberdeenshire.sch.uk/parent-council-information/).  Quiz – Agreed that our fundraising goal will be for a Defibrillator for the Community Campus. Planning meeting to be arranged for December. Poster to promote the Quiz to be displayed on the Parent Council at the Parents’ Evenings in December and Mark agreed to ask parents for donations for the raffle when issuing a reminder about the Parents’ Evenings. He also agreed to help promote the event by issuing a “Save the Date”.  Proposed – Alies Bartelds  Seconded – Cara Hay | Devise an Action Plan to seek support and advice on process to follow.  Attend all Parents’ Evenings.  Share responsibility for arrangements.  Promote the date and request donations for raffles. | Elizabeth and Mr Jones  Members of Parent Council  Parent Council members.  Mr Jones |
| **Treasurer Update** | The accounts have been independently audited and the current balance is £1,537.73. |  |  |
| **Headteacher Update and Presentation** | HT Update and Presentation included in attached slides.  Summary of points discussed:  Inspection – The Inspection team will be in school in the first week of December. Parents will have the opportunity to meet with the team to discuss their views at two different sessions on the Tuesday. The main strands of Improvement for the Academy were identified as “Attainment, Learning and Teaching and Curriculum”. The Report will be shared with everyone around 10 weeks after the visit. Academy aims to be “Good” or better in all measures by the time the 2020 SQA results are published.  Staffing – Teachers have recently been recruited to posts in Business & IT, Science and Humanities. Interviews are planned for vacancies in Modern Languages and for a School Administrator. There is a vacancy for a PE teacher.  Learning & Teaching event on 28th November – Parents have the opportunity to attend up to 3 sessions in different Faculties to experience how subjects are taught in school. Sessions still available - book through Eventbrite.  Equalities Policy – This will cover many aspects of “Equalities” including Bullying, Respect and will be based upon the School’s Values. Consultation will include students, parents, teachers and community partners. Mr Anderson is leading the review and he will be invited to a future Parent Council meeting.  Re-Uniform – Parent Council would like to work with the Uniform Group to introduce a “Swap Shop” idea.  Presentation Topic - “**Learning and Teaching – Systems used to share students’ progress with parents**”  We split into three groups to receive updates on -  [MCR Pathways](https://mcrpathways.org/) – Shona Lees (MCR coordinator) and Dawn Lynch (DHT) provided an overview on the progress of the scheme. This Mentoring scheme is supported by the Academy’s Pupil Equity Funding and the first programme to be run outside Glasgow. Mentors are invited from the wider community and a lot of care and attention is invested in matching the right mentor with each student. Training and support is provided for the Mentors. 71 students are benefitting from the experience of being mentored for an hour each week and 59 volunteers have recruited as Mentors.  Tracking and Reporting – Craig Paterson (DHT) explained that the process has been streamlined in response to feedback from parents and students. Tracking reports provide information on Effort, Homework and Behaviour as well as the current levels that students are working at. Interventions will be put in place to assist students’ who are struggling with subjects earlier. Support given will be tracked through SEEMIS and parents will be informed when interventions are put in place. Impact of interventions will be tracked so that approaches can be monitored and adapted. Next steps are to consider how Parents Evenings could be improved to make them a more useful experience for parents.  How can I as a parent/carer become engaged in the learning of my child? – Mark Jones (Head) – explained that there are many opportunities for parents to do this at the Academy such as – coming along to the P7 Transition event, attending Parents Evenings to meet with subject teachers, participating in the Subject Choice events, meeting with Guidance teachers to discuss any aspects of students’ progress, providing feedback on Tracking Reports, sharing evidence for Wider Achievement, Google Guardian to receive updates on homework allocated and marks awarded to name a few. The Academy’s website contains useful information to support parents throughout their child’s journey through their years at the school. | Participate in Focus Groups.  Promote on Facebook and Twitter  Seek views of Parent Council.  Contact Meldrum Academy.  Parents to be involved in review of Parents Evenings. | All members of the Parent Forum.  Parent Council  Mr Anderson  Craig Paterson  Mr Paterson to consider how to capture Parents’ views. |
| **“The Spark” training event** | Following the description of the positive impact the seminar delivered by [The Spark](https://www.thespark.org.uk/locations/spark-counselling-aberdeen/) had on the teaching team and as this training was undertaken as a direct result of a request by the senior pupils through the School Captain interviews, the Parent Council agreed to pay for this training. The cost was £371.25. | Article to be written by a School Captain and submitted to the local paper. | Mr Jones to arrange. |
| **Community Campus** | Celebrating Inverurie Academy – fundraising Dinner and Dance is being held at the Thainstone Exchange on Saturday 8th February 2020. S6 students will be conducting tours of the current building on this date too (sold out). Inverurie Heritage centre is working with the Academy to ensure that items of interest from the current school are retained.  Assemblies will be held in January to explain the move and the different ways of working in the new Campus building as the culture will be a little different in a shared Campus building. A group of S5 students will be visiting Bucksburn Academy to learn how students are successfully using a shared Campus and they will share their experiences in the December assemblies. | School to keep parents informed of events planned to mark the move to the Community Campus. | Mr Jones |
| **AOB** | Committee Post Holders – Sheila wasn’t able to attend the AGM but agreed to remain in post as Deputy Chair if no-one else volunteered to take on this role and Shona agreed to remain in the role of Secretary. However, since the AGM they have agreed to swap roles for the remainder of this school year.  Review of Parent Council Policies – Our Data Protection and Social Media policies state that they have to be reviewed annually. They are both posted on our section of the Academy’s website [Academy’s website](https://inverurie.aberdeenshire.sch.uk/constitution/), so it would be useful if you could find a moment to read them before our next meeting and send any comments to our email address – [inverurieacademypc@gmail.com](mailto:inverurieacademypc@gmail.com) . | Review Policies and forward comments to Parent Council email address | Parent Forum |
| **Date of Next Meeting** | Committee Meeting – Tuesday 28th January - 6.30pm – Hut 2  Head Teacher presentation topic – **“Community Campus: Update on the Big Move”**. |  |  |