

Inverurie Academy Parent Council Committee Meeting – Minutes

Tuesday 28th January 2020

| AGENDA ITEM | DISCUSSION | ACTIONS | RESPONSIBLE |
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| Welcome | Elizabeth welcomed everyone along to the meeting | | |
| Attending/ Apologies | <p><u>Attending:</u> Sheila Cunningham, Cara Hay, Martin Misovic, Leeanne Robertson, Juliet Serrell, Karen Seton, Tracey Skene, Carole Stewart, Gary Stewart, Matt Stephenson, Shona Strachan, Samantha Tribe, Elizabeth Watt, Mark Jones (HT), David Anderson (DHT), Craig Paterson (DHT) Cllr Neil Baillie, Cllr Lesley Berry, Cllr Marion Ewenson</p> <p><u>Apologies:</u> Emma West, Sam Grant, Lyndsay Aspey, Alies Bartelds, Judy Whyte, Louise Liddell, Valerie Napier, Kay Diack, Gail Winchester, Louise Anderson</p> | | |
| Matters arising from previous Minutes/ Approval | <p><u>Defibrillator</u></p> <ul style="list-style-type: none"> - We have confirmed that the swimming pool does not have one. - All money raised by PC quiz night – 28 02 20 - will be put towards defibrillator. - The Inverurie Business Association has generously offered to donate a proportion of the entry fee to their quiz night – 30 01 20 – and will hold a collection on the night too. - We are currently awaiting more information on final costs (including maintenance costs). - We have been offered (at least) part funding by Keiran’s Legacy; details to be confirmed at the next PC meeting, which a representative will attend. - Councillor Baillie suggested that we keep in contact with the Community Council as they may be willing to provide support once more information is available on the costs of the project. <p><u>Parental Engagement</u></p> <p>PC members have so far attended events for P7s, S1s, S2 and S4s, giving out leaflets, chatting to parents and advertising events. The next event will be P7 parent information evening (Wed 18th March) in the atrium of the Community Campus – Cara Hay, Leeanne Robertson, Shona Strachan and Cllr Baillie offered to attend. There was a</p> | <p>Hold fundraising quiz</p> <p>Ongoing contact with IBA, Keiran’s Legacy, Community Council.</p> <p>Invite rep to next meeting</p> <p>Print leaflets Greet parents/hand out our leaflets</p> | <p>PC</p> <p>Elizabeth/ Mr Jones</p> <p>Elizabeth/Sheila</p> <p>Mr Jones Shona, Cllr Baillie</p> |

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| | <p>suggestion that we advertise dates of forthcoming meetings, perhaps instead of approaching parents in person at events for S2-6.</p> <p><u>Quiz</u></p> <ul style="list-style-type: none"> - The event will go ahead at the Kintore Arms hotel on 28th February - Tickets (£5 each – cash only) will be sold at the Kilted Frog - The poster should be distributed electronically for people to print/share - The event should be advertised on social media to parents/Inverurie Campus Board/feeder Primary Schools - Raffle prizes are still needed. These can be donated via the Kilted Frog <p><u>Review of Parent Council Policies</u></p> <p>The Social Media and Data Protection policies were reviewed and no updates were suggested by the committee. These will be reviewed again in one year.</p> <p>Proposed: Shona Strachan Seconded: Juliet Serrell</p> | <p>Sell tickets Share poster Promote on FB/Twitter Collect raffles</p> <p>Include in 2021 meeting agenda</p> | <p>Juliet Sheila/PC Sheila/ Samantha/ Mr Jones Juliet/PC</p> <p>PC Chair</p> |
| Treasurer Update | Balance unchanged at £1,537.73 | | |
| Tracking and Reporting | <p>Mr Paterson shared information on changes to the tracking and reporting system. Currently, pupils in S1-S3 receive full tracking and performance reports (TR/PA) in Oct and May, with a Parents' Evening (PE) in between. This system will be rolled out to the Senior Phase after there has been time to evaluate its effectiveness. (The S4-S6 system of one tracking report in Sept and a full report in Feb will continue in the meantime.) Options to change the method of making appointments at PEs were discussed and will be reviewed in future. S1 parents commented that a PE earlier in the year would be appreciated; Mr Paterson will consider options (e.g., swapping the timing of the first S1 TR/PA and PE). The value and timing of prelims was discussed and it was agreed that the current system worked well, although there was a strong preference for S5/6 prelims to be held in the 3rd rather than 2nd week of January.</p> | Consider S1 timing | Mr Paterson |
| Headteacher | <p>HT Update and Presentation included in attached slides. Summary of points discussed:</p> | | |

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| Update and Presentation | <p><u>Inspection</u> – the letter from Education Scotland is due soon. Comments will include a strong parent, student and community confidence in the school and senior leadership team, appreciation of steps taken to improve Attainment and Learning and Teaching strategies. However discussions will continue regarding breadth in the BGE and next year’s S5/6 attainment. Partnership visit to be undertaken in March 2020 to review progress.</p> <p><u>Staffing</u> – in addition to recent appointments, it is anticipated that 8-10 new teachers will be recruited to meet demands of the expanding school roll.</p> <p><u>Re-uniform</u> – there is a system in place to pass on donated items of uniform to families in need. This currently works well but awareness could be raised among parents and students, as there is no issue regarding storing excess donations and items would continue to be distributed discretely. Options to raise awareness could be discussed with the Eco-Group.</p> <p><u>Equalities Policy</u> – Mr Anderson is currently reviewing the Anti-Bullying policy. It is being considered in the framework of Equality, Diversity and Inclusion together, with support from Jen Hodson (Education Scotland). He plans to create a new Equalities Project Group with input from teachers, parents and students, whose first task will be a listening project in school. Documentation is currently being drafted and will be presented at the next PC meeting. Next year, staff equalities awareness will be raised through CPD training using an Interactive Pathfinder tool, a self-evaluation framework providing advice and information.</p> <p><u>Presentation: Community Campus update</u> Mr Anderson presented details of final floor plans, teaching spaces and artwork commissioned for the new school building. Access plans for community groups were discussed. Concerns regarding parking and cycle storage were shared. The PC will be invited to tour the building in March; it was suggested that this would be arranged to coincide with the next PC meeting date.</p> <p>Mr Jones requested volunteers to serve refreshments during weekend of 8th/9th Feb when visitors will be touring the current building.</p> | <p>Raise awareness of uniform donations with Eco group.</p> <p>Present draft documentation to PC at May PC meeting</p> <p>PC to be invited to tour campus</p> <p>Serve teas/coffees</p> | <p>Mr Jones</p> <p>Mr Anderson</p> <p>Mr Anderson</p> <p>PC volunteers</p> |
| Evaluation of Core Values | Discussion moved to next meeting due to time constraints. | Include on 25/3/20 agenda | Elizabeth / Sheila |

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| School Uniform Expectations | Concerns were raised that no guidelines are currently available to help parents advise students on appropriate skirt length, in contrast to the detailed guidelines available on appropriate trousers. There have been comments from parents and members of the community that the skirt length worn by many students does not reflect the School Values. However, uniform 'rules' cannot be enforced by the school so any guidelines will need to be carefully considered. In the first place, the issue will be discussed with the school Uniform Group. | Discuss with Uniform Group | Mr Paterson |
| AOB | Positive feedback was received for the S3 artwork on display at the event to mark Holocaust Memorial Day, and for all staff's efforts during the recent inspection. Elizabeth informed the PC that members of the Student Council will be invited to future PC planning meetings to improve collaboration between the two groups. | Invite SC members | Mr Jones |
| Date of Next Meeting | Next Committee Meeting date changed from 26 th to <u>Wednesday 25th March, 6.30pm, Inverurie Academy Community Campus</u> (room to be confirmed). Head Teacher presentation topic – " <u>Improvement Planning: Ambitious plans to improve outcomes for all</u> ". | Confirm room | Mr Jones |