

Inverurie Academy Parent Council Committee Meeting – Minutes

22nd March 2022

AGENDA ITEM	DISCUSSION	ACTIONS	RESPONSIBLE
Welcome	Alies welcomed everyone to the Teams meeting		
Attending/ Apologies	<p><u>Attending:</u> Neil Hendry (Headteacher), Alies Bartelds (Chair), Simon Glazier (Secretary), Sheila Cunningham, Ruth Kydd, Katie Reynolds, Cllr Marion Ewenson, Cara Hay, Cllr Judy Whyte, Cllr Lesley Berry, Shona Strachan, Joanne Taylor, Leanne Robertson, Louise Anderson, Martin Misovic, Juliet Serrel (Treasurer), Mrs Lorimer, Mrs Walker, Winifred Omajaja, A Stevens, Gregor Mcintosh</p> <p><u>Apologies:</u> Frances Swanston Lynn McKenzie, Marsiha Peel, Sam Grant, Zara Coutts, Beth Rose, Tracey Barclay, Laura Simpson</p>		
Matters arising from previous Minutes/ Approval	<p>Minutes approved by Ruth Kydd, seconded by Sheila Cunningham.</p> <p><u>Updates:</u></p> <ul style="list-style-type: none"> - Easy Fundraising – Threshold to receive any payment is £15.00, before money is received. All were encouraged to shop via Easy Fundraising to raise free money for the PC. This will be promoted via the PC Social Media pages. - Banner – Designs have been prepared and submitted to the PC members for their opinion. These each include a word cloud and a QR code. £105 or £70 (+VAT) are the two options depending on how sturdy we want it to be. Agreed to go with the third design of word cloud, but with the brighter colours from design 2. Agreed to go with the more sturdy banner at the higher cost. 	Alies to prepare wording for Social Media content. Ruth to promote this online.	Alies/Simon
Treasurer Update	<p>Balance: £1,260.86.</p> <p>Funds are in from Aberdeenshire Council.</p>	Include on next meeting's agenda	Alies/Simon

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	<p>The banner is the only significant expenditure planned in the near future, which will leave the balance above £1,000.</p>		
<p>Headteacher Update</p>	<p>Neil introduced himself to the PC, although he has been in role for 5 weeks now.</p> <p><u>Update:</u> See information on attached slide pack pdf. Key points:</p> <ul style="list-style-type: none"> - Staffing: 4 vacancies (Maths, PE, Modern Languages, TVE). The maths role has been vacant for a year, but there are two applicants being interviewed later this week. PE is a maternity cover, which is being covered by staff and specialist supply. Modern Languages is only partially covered by specialist supply, and some by general supply. TVE is also maternity cover. 5 additional roles are going to be advertised to support growth in the school, and probationary roles will also be allocated in the coming months. Faculty Head of maths is retiring, so needs to be replaced. The school role will go over 1,200 in August 2022, which means the school is eligible for an additional Depute Head, which will be advertised after the Easter holiday. This will allow the senior leadership team to re-jig roles and responsibilities. There will be 5 Deputes, allowing each one to cover a year group (5 and 6 combined). - Covid: Numbers are increasing again. 8 staff and 31 pupils off last week. Staff off for 8 – 10 days, plus other ‘normal’ leave, makes it almost impossible to maintain full service. Last week 30% of staff were not in school. S4 – S6 are the priority in the lead up to exam leave. Therefore S1 – S3 are being juggled. Other schools are facing the same issue. During exam leave (after Easter) there will be greater capacity for staff to cover when necessary. Staff are stepping up, but are also under a lot of pressure. Neil is monitoring new government guidance in this respect. - SQA: A letter is due out later this week, and a series of assemblies is starting next week to inform all seniors. There will also be a walkthrough of the large exam room so that they can experience an exam setting in the sports hall. Easter revision sessions have been funded by Scottish Government during the Easter holidays in school, details of which will be included in the letter. 	<p>Update at next meeting</p>	<p>Neil</p>

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	<p>– First Impressions: The school is in very good health following 5 years of very good work. There is still a lot that can be done, just because the Inspection process took a lot of focus over the past few years.</p> <p>Behaviour Policy is from 2015 and needs to be updated. This is planned for next term. A link to the school’s Management Information System needs to be created to allow for better reporting and to allow parents to be advised promptly.</p> <p>Merit Awards – A new system has been developed to allow awards to be more regularly awarded and recognised, including informing parents.</p> <p>School Day – Split break and split lunch – plans to return to one break and lunch again, from 2nd June (new timetable starts). Staff have struggled through this process with less interaction between year groups. From August the new Astroturf and sand based pitch will be available each lunch time, giving more space, relieving pressure on other areas of the school. A comment was made that pupils may be concerned about not having time to get lunch. Neil has discussed this with catering staff and are confident that there is capacity for a unified lunch break.</p> <p>Quality Assurance Calendar to be put in place from next year.</p> <p>Skill Tracking has progressed massively and will be fully implemented for the new S2s from August.</p> <p>BGE (S1-3) curriculum is under review.</p> <p>DYW (Developing Young Workforce) – Developing partnerships with local community and businesses.</p> <p>Uniform – Has improved focus, but there is still some progress to make. Not worth making those who are about to leave school purchase new uniforms. Work is being carried out on an individual basis. School Captains have prepared a survey to get pupil input on that uniform.</p> <p>Mobile Phones – the BYOD (Bring Your Own Device) policy is good, but comes with challenges. Using phones in class can cause distraction, so some additional work will be carried out on this topic.</p> <p>Last week Red Nose Week raised over £3,500 for Comic Relief. The charities committee were keen to do something to support Ukraine. The last day of term will</p>	<p>Ruth will promote the JustGiving link and QR code for fundraising on social media.</p>	

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	<p>now be a 'Yellow & Blue' themed day (if possible) in conjunction with St Andrew's School. Funds will be raised to give to the Ukraine Appeal.</p> <p>The question of Litter in the school was raised. Neil gave some feedback and mentioned that this issue has been raised in assemblies and will continue to be highlighted. Most of the pupils really appreciate the new facility and have pride in it, but more work is required. Neil has plans to engage with a charity that comes into school to educate on this. Cllr Berry commented that the Community Council have monthly litter picks, but they are going to move towards more prevention than collection, and they are keen to engage with the school on this.</p> <p>A comment was made that isolating (but not ill) pupils have little learning input from the school. A suggestion of allowing pupils to join classes online (via Teams) was made. Neil commented that staff have struggled to deliver expected content but agreed that use of technology should be embraced. He will discuss with staff.</p> <p>Alies asked about exams and Covid. This week's letter will cover this and explain the procedures that are in place.</p>	<p>Neil to provide the Community Council with details of the Eco Group and an appropriate member of staff for this.</p>	
Time for Me	<p>Beth Rose – Time for Me Practitioner</p> <p>Neil reported on this as Beth had technical difficulties in attending. Beth has been carrying out Mental Health work with pupils, but she is also willing to work with parents (and therefore the parent council) on delivering more content. This could involve delivering content remotely to P7s in the cluster. Her funding is just for one year but given the quality of what she has delivered so far Neil would be keen to engage with her fully and try to get her funding extended. Beth will present further at the next PC meeting.</p>	<p>Alies to liaise with Beth – any PC members who want to join to contact her.</p>	
Policy Renewal	<p>Data Protection Policy, Privacy Notice, Social Media Policy – These are due to be renewed. Version control is to be added with review dates, and Alies suggested a couple of changes that were all approved. It was also suggested that the Data</p>	<p>Alies & Ruth to update and record those changes.</p>	

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	Protection Policy is sent to all PC members at the start of each academic year with an explanation that membership assumes adherence to the policy.	Then Neil to pass to his team to update online.	
Social Media	<p>Information Sharing Preferences - Ruth has put out a post on the PC Social Media pages, but got no response. Instagram was again suggested as an alternative medium. Ruth and Cara will plan on regular posting to keep topics in people’s minds. Neil commented that Twitter is an easier platform to manage, and his plan is to reduce the number of separate accounts and try to streamline as much onto one main account.</p> <p>Neil reminded that Social Media should never be the primary means of communication for the school.</p>	Ruth & Cara to continue posting.	
Future Meeting Preferences	<p>Alies suggested that the next meeting is planned for the middle of exams, and so should remain on Teams, but felt that in the summer there should be the opportunity to meet again in person. However, she also acknowledged that many members had been able to attend more regularly by attending online.</p> <p>She requested feedback from PC members, including the idea of having alternate meetings in person or online, which was generally considered a good idea, or having a recorded meeting, or remote access into the meeting, but online feedback via chat only.</p> <p>Cllr Ewenson commented that the council have only been able to afford the infrastructure for good quality hybrid meetings in one meeting room. This was therefore discounted as an option.</p> <p>Alternate live and online meetings were chosen as the preferred option.</p>		
AOB	<p>Cllr Berry commented about attendance of Councillors, and the need going forward. Over the past few years there have been no needs raised by the school that have led to Councillor input/intervention. New Councillors are being elected in May, and now could be a good time to review the relationship.</p> <p>Alies was appreciative of the role that they had played, and Cllr Ewenson felt that there was still value in attending to get to hear the PC discussion and also share knowledge that they gather elsewhere.</p>		

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	<p>Not all Councillors were needed at every meeting but will be invited to all meetings if they want to attend.</p> <p>Alies thanked all of the Councillors for all the support they had given the school over their term in office.</p>		
<p>Date of Next Meeting</p>	<p>Wednesday 25th May 2022, 6.30-8.30pm</p> <p>Venue: By MSTeams</p>	<p>Neil to issue MSTeams invite</p>	<p>Neil/Alies</p>