**IAPC - COMMITTEE MEETING MINUTES - 12th SEPTEMBER 2017**

| **AGENDA ITEM** | **DISCUSSION** | **ACTIONS** | **RESPONSIBLE** |
| --- | --- | --- | --- |
| **Welcome** | Elizabeth thanked everyone for staying to attend the Committee meeting as this was held directly following the AGM. |  |  |
| **Attending/Apologies** | Attending: Shona Strachan, Louise Liddell, Tracey Skene, Vicky Torrance, Anne Hitchcox, Guy Carnegie, Judy Whyte, Diona Bermudez, Samantha Tribe, Helen Spencer, Gail Winchester, Nicola Strachan, Alison King, Valerie Napier, Elizabeth Watt, Mark Jones, Emma West, Stuart Laird  Apologies: Sheila Cunningham, Sam Grant, Alies Bartlett, Sue Redshaw, Fergus Boyle, Lynne Mackenzie |  |  |
| **Matters arising/Approval of previous minutes** | See separate attachment for update on outstanding Actions. |  |  |
| **Treasurer Update** | Balance £1239.69 cash in hand £12.89 |  |  |
| **Head Teacher Update** | See separate attachment for report on Head Teacher topic - Attainment.  Leavers’ Ceremony will be introduced at the end of this academic year to recognise and celebrate success.  Awards Ceremony this academic year will allow for more recognition of S1-S3 achievements.  Staffing – a 10% turnover each academic year is the expected attrition rate for Secondary schools and the Academy is in line with this figure. | Updates on progress to be shared with Parent Forum throughout the year. | Head Teacher |
| **Uniform Policy – Current and future** | Review instigated by senior pupils who felt their uniform should be smarter as they felt theirs was scruffy in comparison to the other school pupils they met when representing the Academy at external events. The school uniform will be reviewed this year and pupils and parents/carers will be fully involved in the consultation process. S5 and S6 pupils voted to wear a shirt and tie this year and S4 pupils are welcome to wear a shirt and tie as well as the vote result was almost 50/50 for wearing a shirt and tie in this interim year. The new uniform will be introduced at the beginning of the 2018/2019 academic year.  A number of comments have been made regarding the removal of jackets/hoodies at the entrance into school. The reason for this request is to allow all pupils to be identified as an Inverurie Academy pupil as they enter the school. Pupils are required to remove their outer wear at the door so the school badge is visible. This is a health and safety measure and members of the management team are at the entrance to welcome pupils into the building and remind them of this requirement. Lockers are available, however at present not enough for all pupils, but if requests for lockers increase the school will look to purchase more. For S5 and S6 pupils coat hooks have been put up in their common room and study room. It has been mentioned by pupils wearing ties and jumpers that the crest on the school tie is not visible. The school is aware of this and will bear this in mind during the Uniform Consultation. This will take place throughout the coming year and the school is encouraging parents to share their views. | Parent Forum to be informed of opportunities to be involved in Consultation. | Head Teacher |
| **Mobile Phone Policy** | The school’s Senior Management Team has acknowledged the Parent Council’s request that they would like to be given the opportunity to provide a parental perspective when School Policies are reviewed. Their view was that this Policy wasn’t fully reviewed on this occasion as only a couple of amendments were made. There are now Green/Red controlled areas for mobile phone usage. The use of mobile phones in the classroom is at the discretion of the class teacher and any misuse will be dealt with according to the recently updated [Mobile Phone Policy](http://inverurie.aberdeenshire.sch.uk/wp-content/uploads/2017/08/LT-Mobile-Phone-Policy-August-2017.pdf). | Parent Council to be involved in the review of School Policies. | Head Teacher |
| **New Build Update/Queries** | The Planning Application was lodged this week.  The playing fields will be taken out of use after the Easter holidays. Kellands Park will be used by the PE department and the timetable will be amended to suit the new arrangements.  Craig Clements and John McLeod to be invited to meet with the Parent Council for an update and question and answer session. | Craig Clements and John McLeod – Community Campus Project team to be contacted to meet with the PC. | Elizabeth |
| **AOCB** | Work Experience – how to gain the most benefit from the experience. | Ascertain the numbers involved in WE each session. | Head Teacher |
| **Date of Next Meeting** | 8th November 2017 – Head Teacher topic – S3 Curriculum |  |  |