

## IAPC Meeting - Wednesday 6th June 2018 - Minutes

AGENDA ITEM	DISCUSSION	ACTIONS	RESPONSIBLE
<b>Welcome</b>	Elizabeth welcomed everyone along to the meeting.		
<b>Attending/Apologies</b>	<p><u>Attending</u>: Shona Strachan, Stuart Laird, Lyndsey Aspey, Tracey Skene, Elizabeth Watt, Sue Redshaw, Anne Hitchcox, Cllr Neil Baillie, Valerie Napier, Sam Grant, Juliet Serrell, Susan Weetman, Nicola Strachan, Judy Whyte, Gillian Christie, Cllr Lesley Berry, Samantha Tribe, Karen Seton, Mark Jones (HT), Alan Johnston (DHT), Alex Moore (Project Manager, Robertsons), Ashley McDonald (Community Development Advisor, Robertsons)</p> <p><u>Apologies</u>: Emma West, Alies Bartelds, Guy Carnegie</p>		
<b>Matters Arising from Previous Minutes/Approval</b>	<p>Proposed – Tracey Skene            Seconded – Nicola Strachan</p>		
<b>Inverurie Campus Update</b>	<p>Presentation from Robertsons to follow.</p> <p>Any queries regarding the education side of the Community Campus should be directed to Alan Johnston. He will contact Ashley at Robertsons for an answer. Brief summary of discussion:</p> <ul style="list-style-type: none"> <li>• Robertsons winner of the “Considerate Constructors Scheme” with 21 Awards this year.</li> <li>• Existing Swimming Pool and Community Centre to remain open during build.</li> <li>• No construction traffic will be moving on site as students arrive and leave school.</li> <li>• Completion date for Inverurie Campus build – 21 03 21 (or earlier).</li> <li>• Peepholes on hoarding too high for younger children, so Robertsons will arrange for them to be lowered.</li> <li>• Teachers are visiting other new schools and consulting with the Learning and Estates team to learn about and experience new ways of teaching in new environment.</li> <li>• Access Strategy in new school will prevent General Public using the school zone during the school day.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Heritage Group working closely with The Garioch Heritage Society.</li> <li>• History of school and current achievements will be displayed in entrance area.</li> <li>• Students will have electronic passes that may be built into the Young Scot card.</li> <li>• Steel framework for main school and excavation work on the pool will take place during this summer holiday.</li> <li>• Noise and vibration checked by meters throughout the SQA exam period to ensure tolerances not exceeded.</li> <li>• Consultation with Kellands Park User Group – school athletics will use the Park as their permanent home.</li> <li>• Time lapse photos being taken throughout construction.</li> <li>• Councillors monitoring development of Inverurie and rise in numbers of students for all schools.</li> <li>• Engagement with school - <ul style="list-style-type: none"> <li>○ S1 and S2 art competition on hoarding – Robertsons will judge.</li> <li>○ S3 and S4 will be offered Trade Route – apprenticeships and work experience for 11 pupils.</li> <li>○ “Robertsons Reporters” – students will be invited onto construction site.</li> <li>○ Kellands and other feeder primary schools/Nurseries will be involved in STEM projects.</li> <li>○ Any ideas for Community Engagement Projects – contact Ashley McDonald at Robertsons through Mr Johnston.</li> </ul> </li> </ul>		
<b>Equalities Policy</b>	<p>Included in H/T presentation attached. Summary of discussion:</p> <ul style="list-style-type: none"> <li>• Policy is being refreshed.</li> <li>• Rise of social media has brought about a change in when/where/how bullying takes place.</li> <li>• Introduction of a more robust Bullying Log to so that an analysis can be undertaken of the situation.</li> <li>• Core Values should reflect students’ attitudes towards respecting one another and there is a zero tolerance approach to bullying.</li> <li>• St Andrews and Youth Groups run by the Community Centre will be</li> </ul>		

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	involved. <ul style="list-style-type: none"> <li>Survey Monkey may be issued to all Parent Forums to capture their views.</li> </ul>	Views of the Parent Forum members to be included in Policy refresh.	Mr Johnston
<b>Treasurer Update</b>	Balance £777.63 Mr Jones has been added as a signatory on the bank account.		
<b>Headteacher Update</b>	See attached information.	Issue letters to parents to explain the Mentoring Scheme and seek their consent to students attending sessions.	Mr Jones
<b>Data Protection Policy</b>	Information on the General Data Protection Regulation issued to all PC members. Data Protection policy to be devised for PC. Sign-in sheet will also give people the opportunity to choose to receive information by cc/bcc each time they attend a meeting.	PC members to consider draft Data Protection Policy and forward their views. Agree wording at next PC meeting in September.	PC members.
<b>Communication</b>	Sheila has offered to share the administration of the “Inverurie Parent Forum” Facebook page. Shona to look into setting up a Twitter account. Agreed that the email mailbox account <a href="mailto:inverurieacademypc@gmail.com">inverurieacademypc@gmail.com</a> is to be used for members of the Parent Forum to contact the PC rather than for general discussion. By using the mix of communication methods – school’s website, Gmail account, Facebook page and Twitter account, it is hoped that we are able to communicate with all members of the Parent Forum.	Contact Tracey Skene to be added as an Administrator of Facebook page.  Look into setting up a Twitter account.	Sheila  Shona
<b>AOCB</b>	<ul style="list-style-type: none"> <li>Agreed to attend the final P7 Induction Meeting on Thursday 28<sup>th</sup> June at 6.30pm to meet new S1 parents.</li> </ul>	Hand out PC leaflets, chat to new S1 parents	Judy and Shona

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	<ul style="list-style-type: none"> <li>• Promote Easyfundraising to Parent Forum.</li> <li>• Review of PC Constitution as part of Parent Council “Health Check”. Include Roles and Responsibilities of Post-Holders in next version – Chair, Vice-Chair, Secretary, Treasurer, Fundraising Co-Ordinator and Social Media Administrators – so that everyone is aware of the scope of each role.</li> </ul>	<p>and invite them along to a PC meeting.</p> <p>Register school.</p> <p>Send existing Constitution to PC members along with model Constitution suggested by Council for comment in time for updates to be included and sent to Parent Forum to request their views prior to AGM in September.</p>	<p>Elizabeth</p> <p>Elizabeth</p>
<b>Date of next meeting</b>	AGM - Tuesday 11 <sup>th</sup> September 2018 at 6.30pm followed by a Committee meeting at 7pm.		