

Inverurie Academy Parent Council

Committee Meeting Minutes

Thursday 1st December 2022

MS Teams – 18.30 - 20.30

AGENDA ITEM	DISCUSSION	ACTIONS	RESPONSIBLE
Welcome	AB welcomed everyone to the Parent Council (PC) meeting. The next PC meeting will be in-person at Inverurie Community Campus.		
Attending/Apologies	<p><u>Attending:</u> Neil Hendry (NH) (Head Teacher), Alies Bartelds (AB) (Chair), Frances Swanston (FS) (Minutes), Thomas Mcleman (TM), Sheila Cunningham (SC), Struan Gardner (StG), Ruth Kydd (RK), Cllr David Keating (DK), Lynda Ansell (LA), Joanne Taylor (JT), Adrian Stewart (AS), Morag Boyle (MB), Jenny Gordon (JG), Jill Milne (JM)</p> <p><u>Apologies:</u> Simon Glazer, Louise Anderson, Sam Gordon, Juliet Serrell, Cllr Judy Whyte, Martin Misovic</p>		
Matters Arising from Previous Minutes/Approval	<p>Minutes approved by PC.</p> <p><u>Updates:</u> AB – Easy fundraising update will be given under Treasurer report. New PC Members – AB reminded PC that if you were at AGM on 14/9/22 and filled in form to be on the PC and ticked box you are now a member. The PC now comprises 23 members with 16 additional people having sent an email to the PC and shown an interest in the PC.</p>	Members list to be circulated with the minutes.	AB/FS

	<p>When it comes to a PC vote, the Committee members can vote. All other members can attend meetings but can't vote.</p> <p>AB invited anyone else at this meeting to wished to become a PC member to put their name in the meeting chat box.</p> <p>Posted on chat box: TM &MB to become members.</p> <p>Simon Glazer stepped down as Secretary. Other PC members have offered to take minutes on a rota basis. FS, RK, SC. It was suggested better to have a nominated person but otherwise it can be shared.</p>	Add TM & MB to PC list	AB
Treasurer Update	<p>AB updated the PC: Balance: £1253.45 Easy Fundraising £118.57 so far from 3 supporters. AB reminded PC that if more parents signed up, more money could be made. AB sent out an email with details as to how to do it, which resulted in 4 more people added to the list now. £25.16 pending from Easy Fundraising (to be paid to PC when over £30)</p>		
Head Teacher Update	<p>Update: See information on attached slide pack pdf.</p> <p>NH reported only 2 vacancies to fill at the moment. Both Design & Tech post - the school are still trying to get a new teachers, but taking a break from recruitment to relook at staffing 23/24 as currently all North East secondary schools are struggling to fill D&T posts.</p> <p>The school has lost some regular supply teachers, putting on a bit of pressure. A couple of supply teachers were providing cover almost full time, but now have got full time jobs elsewhere.</p>		

	<p>Reporting timeline for 2023/24 will be reviewed. School to set target dates for reporting for S4,5 & 6. Attainment reviews will be done after the prelims and this timetable to remain constant. ELT received feedback the current reporting this year had been too early in the term for some.</p> <p>New Developing Youth Workforce (DYW) Coordinator Abby Boath will be at the school Careers Fair on 23rd January. NH suggested the PC could consider inviting Abby Boath to the next meeting to give a talk on her work for DYW.</p> <p>Various messages in the MS Teams Chat Box relating to the communications around the tickets for the Christmas concert. Some confusion as to when tickets would be on sale and how the information was disseminated. NH agreed to speak to colleagues organising the concert and would send out a further email clarifying the ticket situation.</p>	<p>AB to invite Abby Boath to give a presentation at the next PC.</p> <p>Send out a further email clarifying the Christmas concert ticket situation.</p>	<p>AB</p> <p>NH</p>
<p>Attainment Action Plan (APP)</p>	<p>See information on attached slide pack pdf.</p> <p>Presented by Jill Milne ADHT.</p> <p>The new APP will replace the Group Call concern A,B & C letters in the senior phase. The AAP is a staged process intended to support improvement, attainment and engagement. APP will go live after the S4 prelims with the aim to use new system with S4s, followed by S5/6 later on.</p> <p>Comments:</p> <p>JM explained that contact details will be attached on the Stage 1 letter (usual school email & contact details). JM showed the form and Stage 1 letter as an example, populated on a mail merge basis</p> <p>Parents agreed that this sounds like a big improvement, clear point of communications and visibility for teachers of students across subjects.</p> <p>Although the hope that it is rare that Stage 4 is reached, the concern was raised that there is a risk that an important APP email might get missed by parents / carers</p>		

	<p>(especially with the school having to send so many emails about general things already). JM recommend that faculty heads do a follow up with parents/carers of pupil with a phone call. NH agreed with this recommending to add another stage to the process that the teacher will be in touch with the pupil's parent/carer. Parents welcomed this, as indeed they would like to see some feature in the APP that makes sure that a pupil doesn't get moved down or action taken without the parent/carer consent and involvement in the process.</p>	<p>Add another stage to the process that the teacher will be in touch.</p>	<p>JM</p>
<p>PC Constitution review / update</p>	<p>AB – in terms of GDPR and requirements for the data we hold, the PC has to start a fresh, each academic year and delete emails and contacts at the end of each year. AB proposed a change to the Membership section of the PC Constitution to read:</p> <p><i>“Members are elected for a one-academic-year term and are eligible for re-election”</i></p> <p>This change was agreed by the PC. AB to update constitution and send to NH to update on website.</p>	<p>Update PC Constitution and publish on school website.</p>	<p>AB & NH</p>
<p>The National Debate & Qualification and Assessment Consultations</p>	<p>AB gave updates on two consultations currently taking place on Scottish education; the Independent Review of Qualifications and Assessment (IRQA) led Professor Hayward and the National Discussion on Education from the Scottish Government and COSLA.</p> <p>The PC watched the video on Scottish Government Website calling for ideas through a survey. The IRQA is more independent from Scottish Government. The deadline for the survey for IRQA is 13 January 2023 the National Discussion survey deadline was 5 December 2022.</p> <p>Links attached:</p> <p>Professor Hayward's Independent Review of Qualifications and Assessment - public consultation - Scottish Government - Citizen Space</p>		

	<p>national-discussion-on-education-easy-read-summary.pdf (consult.gov.scot)</p> <p>National Discussion Scottish Education - Scottish Government - Citizen Space (consult.gov.scot)</p> <p>Take the survey - Questions - Scottish Government - Citizen Space (consult.gov.scot)</p>	RK to post on school Facebook to raise awareness.	RK
AOB	<p><i>How can we improve the communications that are going home and direct to parents?</i></p> <p>NH informed the PC that it is sometimes difficult to know how much comms is too much, it is about how to get the right amount of communication home. Inverurie Academy also get asked to circulate emails from Aberdeenshire Council as well. Google Classroom is useful for communications, but for it to be really effective, everyone needs a really good device and access.</p> <p>AB suggested this is an agenda item to the next PC meeting.</p> <p>AB had suggested at previous meeting to rerun the mental health workshops by Beth Rose. The first one is taking part tonight, unfortunately clashing with this PC meeting date due to the strike last Thursday. There will be another one in the new year.</p> <p>Fundraising Updates:</p> <p>AB - pre-covid the PC organised a yearly quiz night to raise funds for a defibrillator at the campus. It would be good to raise another £1000. AB suggested another quiz night in the new year and asked the PC to think of ideas for fundraising to report back to the next PC.</p> <p>Tesco bag of Help money was spent on Metal Health Programme.</p>	<p>Add Communications item to next meeting Agenda</p> <p>Ideas for fundraising</p>	<p>AB</p> <p>All</p> <p>AB</p>

	<p>Unsuccessful application to COOP grant. ACIONA - gardening project, not successful here. AB attended the most recent Scotland Parent Council Connect meeting, which was useful.</p>	<p>Fundraising ideas to next PC meeting. Add as agenda item.</p>	
<p>Date (and place) of next meeting</p>	<p>23 January 2023 In person. Venue: Inverurie Community Campus (ICC) with potential MS Teams link. AB to speak to StG about a hybrid meeting they can people can join virtually.</p>	<p>AB/StG</p>	<p>AB/StG</p>

FS 01/12/22