

Minute of Dalbeattie High School Parent Council Meeting

on Tuesday 23rd November 2010 at 7pm

Present: Rebecca Kellett (Chairperson), Carolyn Kennedy (Minute Secretary), Susan Bain (Head Teacher), Anne Campbell (Quality Improvement Manager, Stewartry), Susan McLellan, Marion Gourlay, Ella McLellan, Christine Clarke (Volunteer Action), Maureen McCulloch, Stuart McCulloch Davie Stitt (Councillor), Rob Davidson (Councillor)

1. **Welcome and Introductions:** Rebecca opened the meeting and welcomed everyone. In particular she welcomed our visitors Christine Clarke of Volunteer Action and Anne Campbell Stewartry Area Quality Improvement Manager.
2. **Apologies:** Alasdair Gaston (Vice Chairperson), Ian Clark (Treasurer), Robert Kennedy, Ian Blake (Councillor)
3. **Minute of meeting on 21st September 2010:** it was raised that the Minute has been put onto the school website prior to being approved by the Meeting.
Action: Carolyn to circulate the Minute to members of the Parent Council first asking for approval for inclusion in the website. Once approval has been received and the Chairperson is happy for the Minute to be in the public domain a copy should be sent to Mr Henry electronically.

The Minute of 21st September Meeting was approved and signed off by the Chairperson. Proposed: Stuart McCulloch. Seconded: Ella McLellan

4. **Matters Arising:**
International Links – Last academic year the Parent Council had a representative on the International Links Group – this member is no longer involved with the School. Rebecca asked for a volunteer to sit on this Group. Stuart McCulloch agreed to be the Parent Council representative for International Links.

For an update on the Group see attached sheet.

Helicopter – Correspondence has taken place between Laurence Hay of the Civil Aviation Authority and Mrs Bain. Marion Gourlay has also written to the CAA including photographs of the helicopter. She has had a reply advising that the CAA are making a balanced judgement. Progress is being made with an update being given at the next meeting.

5. **Christine Clarke – Training Support Officer, Volunteer Action:** Christine told the meeting about the NV Award for 16-25 year olds.
Action: Christine will write a brief report for School Newsdesk highlighting the kind of activities which can be included in the NV Award and how the award works generally.

Before continuing the business of the meeting Rebecca raised the issue that the Parent Council has 1 more parent sitting on it this year than we are technically allowed in the Constitution – there are 11 instead of 10 parents. The Meeting felt that it was good that more parents have expressed an interest in being involved. The Constitution can be amended by consulting with the whole parent body.

Action: Rebecca to draft a letter to the parent forum which will go out with the Newsdesk in January saying that it is proposed to extend the number of parent members on the Council to 15.

6. **Correspondence:**

Letter regarding the School Estate – Rebecca and Susan McLellan will attend a meeting on Wednesday 8th December regarding the new school project.

Letter requesting participation in consultation about information to be included in the School Handbook – see attached electronic copy.

Proposal re SPTC fundraiser – passed to Marion Gourlay

Letter regarding SPTC Membership fees – paid till July 2011

Letter from D & GC School Services advising that the D & G Representative on the National Parent Forum Scotland is standing down – anyone interested in this post is to make themselves known to Rebecca.

Letter from Army Cadet Force – Open Evening

Backchat on website

There were various other items of correspondence.

7. **Treasurer's Report:** Ian was not at the meeting but had given Rebecca a verbal report that there had been no change to the finances since the last meeting. Similar funding had been received for the academic year 2010-2011. £687.53 in account. Action: the Meeting requested that the Treasurer send a written report to each meeting if he was unable to attend in person. Rebecca to contact Ian.

8. **Fundraising Sub Group:** Marion Gourlay is the liaison person for the Fund-raising Sub Group.

Fashion Show - The Group are not organising their own event but are assisting the S6 year group with food and drink at the Fashion Show on Thursday 2nd December. 4 parents were required to help warm juice and serve from 7 – 8.30pm. Raffle items were requested. Tickets were available for Parent Council members at the meeting or they could be purchased through the school.

Action: Rebecca, Maureen, Ella and Marion to help at this event

Refreshments at Parents Evenings – Parents turn out to provide refreshments at Parents Evenings – the fund-raising group are finding that very little is being given in donations for this service from parents and teachers. The group questions whether it should continue to provide this service as it involves time and effort on the part of the parents who volunteer and it is questionable whether it is worthwhile. The Meeting discussed the purpose of providing the service – was it to fundraise, profile raise or simply provide a service?

Action: Fundraising group to discuss at next meeting and decide whether to

continue to provide refreshments at future parents evenings.

The P7 Open Night is on Tuesday 7th December at 7pm. Maureen and Carolyn will provide refreshments at this evening as it will take place before the fund-raising group have their next meeting.

Community Spring Fayre – date for diary – Dalbeattie Initiative are organising a Spring Fayre on Saturday 2nd April from 10am – 3pm. Organisations have the opportunity to take a table. Mrs Bain confirmed that the Young Enterprise Group will be selling their Dalbeattie School Calendar (£4) at this event – the calendar will also be on sale at the Fashion Show on 2nd December. Mrs Bain said that the School Christmas Card design had been chosen from one of the images in this Calendar.

Parent Council Cup for Awards Night – the purchase of a new cup is to be added to the Agenda for the next meeting on 18th January.

9. **Head teacher's Report** : see attached.
Communication with Parents – draft policy attached.
Other items raised –
Music students visiting Munches Park to entertain residents – it was raised that the last visit hadn't included students who had previously studied music at school but were no longer doing so. In the past all young people who currently and previously studied music had been included on this visit – Mrs Bain to discuss with Music Teacher.

Target Setting – The meeting requested that parents be given information on the criteria for target setting ie what it is, how the target is arrived at so the parent can understand and be involved. Members of the Parent Council expressed concern about recent targets awarded to some senior pupils. It was also raised that parents who weren't able to attend the recent senior school information evening had not received important handouts regarding their child – could this be sent out to them?
Action: Mrs Bain agreed to get more information to parents regarding target setting.
Action: In future information which is given out at Parent Information Evenings will be put on the school website to enable everyone to access all handouts whether they are able to attend the presentation or not.
10. **School Estate:** Rebecca and Susan will attend a meeting on 8th December – this meeting will involved all stakeholders including parents, school and community councils to take forward the consultation and advisory process regarding the school estate project.
11. **Abattoir:** This item was raised at the last meeting as a result of a press release in the Galloway News.
Action: It was noted that any objections to this project must be raised on a personal basis and not on behalf of the school.
12. **School representatives:** This item was postponed to a future meeting as representatives are in place for 2010 but discussion needs to be had before the selection of the 2011 school representatives.

13. **Feedback from Parent Council Forum:** Rebecca attended on behalf of the Parent Council.
Budget cuts: There was discussion on budget cuts and the figures involved. We are to expect severe cuts, which are not possible to achieve through efficiencies.
- Parent Council's use of allocated funding: Monies can be used for expenses of the Parent Council but also for awareness raising to attract the wider parent body to Parent Council activities. There was a discussion on purchasing a display stand which could be produced at school events to promote the Parent Council.
Action: Display stand to be purchased.
- 2 Representatives required - one from Dumfries and Galloway to stand on the National Parent Forum Group and a parent representative for the education committee - it was stated that the same person could undertake both roles.
- HMIE Consultation on how schools are inspected - the inspectorate are looking at parent involvement in the inspection process.
14. **Format for Future Meetings:** Mrs Bain circulated a paper to the meeting - discussion on this item was postponed and will appear as an Agenda item for the next meeting on 18th January.
Action: Add to Agenda for 18th January
- Rebecca asked for guidance on how the meeting wished her to proceed with any decision making that was required between meetings.
Action: Chair person can make a decision if necessary between meetings once she has consulted with the other office bearers.
15. **Any other notified business:** Mrs Bain was asked who accompanied the young people on PE trips out of school. Parents had raised a concern that it might just be one Janitor who was responsible for the young people. Mrs Bain explained that there are always two staff accompanying the teams. Sometimes there is not a PE teacher as one of the janitors actually manages one of the football teams.
Action: Parents are to be advised to raise any concerns they have directly with Mrs Bain.
- Action: Newsdesk - Rebecca to write a Parent Council Report to be included in the January edition of Newsdesk. She is to include information such as a list of Office Bearers, Members, the year group of their young person and any other information which would be of interest to the wider parent body.
16. **Date of Next Meeting:** 18th January 2011 at 7pm.