

## minutes of meeting held on: 30 August 2011

# LEITH ACADEMY SCHOOL COUNCIL

## MINUTES OF MEETING HELD ON 30 AUGUST 2011

Present: Diane Anderson (Co-chair), Christine Wallis (Co-chair), Doreen MacKinnon, Bridget Linton, Angela Mercer, Ann Monaghan, Maire Johnston, Nancy Burns, Sheila Ralston, Lynda Hogg, Jackie Gleave, Niki Chalmers

Action

**Apologies:** David Burns, Gary Peacock, Rob Munn, Ewan Aitkens, Susan Dougal, Jackie Beer, Alan Monaghan, Fen Parry, Katie Crawford, Fiona Nealon

### 1. Minutes of Previous Meeting

These were accepted as accurate.

### Agenda

### 2. Welcome and Introduction

- CW opened meeting and introduced herself and invited everyone to do the same. A short discussion took place in individual groups re parental expectations of reasons for participation and remit of Council meetings.
- DA invited parents to contact herself or CW with regards to topics that they wish to discuss.

### 3. Role of the Parent Council

#### Purpose & Remit

DA referred to the Role of the Leith Academy Parent Council document and informed parents about available Information on the Internet.

#### Membership

- A discussion took place clarifying the need for links with the community. DM suggested speaking to Pupil Council, Headboy/Girl/Prefect Team/House captains to encourage a link and attendance at meetings to assist the Pupil Voice. CW felt last year that pupils didn't fully comprehend the role they play in the link with parents at Parent Council meetings. DM suggested discussion regarding developing partnerships with pupils and training may help pupils develop the skills required. Gavin Jones (Head Boy) and Brooke Walker (Head Girl) and possibly two pupils from the Pupil Council to be encouraged by DM to attend the next meeting. DA suggested that any pupil that attends should be informed that a member will make sure they get home safely as meetings can go on until 9pm.
- Teacher representatives – CW asked how long a teacher's membership lasts. SR offered that it is normally voluntary and over two years although SR has been a member for a bit longer. AM suggested that teachers be encouraged to invite parents along to meetings.
- A Leith Links advert is to be organised asking parents to get involved and giving information to parents of what is involved.
- DM – there is a working group set up to encourage ideas regarding partnerships with parents. This has been set up this year and the aim is to encourage engagement with parents out with consultation meetings. DA asked if all faculties are involved in the

DA/CW/AM

working group. DM informed that there isn't a link with every faculty but the majority are involved.

- In the past SR has invited some parents to attend a cooking session with their child but unfortunately did not get any response.
- Councillors – CW requested if anyone knows the councillors role/remit of their input in meetings. NB suggested that councillors offer support but not political support. DA/CW will investigate the role of Councillors.

### **Roles and Responsibilities**

- DM requested a meeting with DA/CW to discuss her input in future meetings to best suit the LA Council. JMS always had the Headteacher's slot to report to parents and although the information was useful time to digest the information would be helpful. DM suggested a link with parents and Pathways. Parents could offer specific expertise in their field to assist pupils.
- DM informed the meeting of the S1 Parents' Information Evening that was introduced last year where parents go round different workshops – Benmore, Monitoring & Tracking/Social session. This type of meeting introduces parents to key members of staff as well as valuable information. DA – on reflection would there be anything that you would do differently. DM – there was only 1 negative remark during the whole evening so it was a successful evening. BL thought it was a very positive meeting and found it very useful. DM – the point of such meetings is to get parents talking to help them relax.
- It was decided that AMonaghan/NB attend the S1 Parents Information Evening to introduce the Parent Council and ask parents for feedback on attending meetings. AM to make a banner and have a flyer typed up regarding the role of the Leith Academy Parent Council information. DM to introduce the Parent Council during the initial meeting in the staffroom. DM to organise 4 flip charts.
- Clerk – AM takes the minutes of meetings payment for which comes from the LA Parent Council budget.
- Treasurer – Dave Burns is the Treasurer and accounts for all monies. The Treasurer should produce a report at the end of the financial year.
- CCWP – CW has looked at the website and will attend the meeting tomorrow evening at St Thomas of Aquins. A wide ranging discussion took place regarding the purpose of the CCWP.
- Community Education – DA asked if we should link in with Com Ed. DM informed that there is a working group that she could inform that the Parent Council wishes to make contact.
- Health Group – SR would like parental involvement in the Health Group and pointed out that most groups interlink with other groups - the Health group is also linked with the Malawi group which also links with the Diversity group.

AMon/NB  
AM  
DM

## **4. Issues arising from AGM (14 June 2011)**

### **How to encourage more involvement with parents**

- A wide ranging discussion took place regarding future parental involvement. It was decided that an advert should appear in the October edition Leith Links. SR
  - SR informed the meeting that in previous years she has had great success with Snapshots an invitation to parents to attend Health and Social Education classes. Parents got a great deal from this type of short snapshot of what pupils do in class. DM/CW requested more information on this. This item will be added to the agenda of the next meeting
  - SR invited parents to attend the Cooking Bus on Monday 5 September (3.30 – 5pm) which involves pupils and the wider community as well as CPD opportunities for staff. Members of the community and all generations and abilities are being encouraged to participate in this event. Money from lottery funding has made this venture happen. MJ told the meeting how St Mary’s had a visit from the Cooking Bus last year and it was a great success. CW will attend this event and report back. CW
  - Active Schools (Mellissa Berry) would like to attend the next meeting as she can help parents’ access money that is specifically available to parental involvement in Sport/Fitness. This is to be added to the agenda for the next meeting.
  - SR distributed the Junction’s magazine. The Junction offers young people a variety of opportunities and is a very valued resource for the community. DA suggested a rep attend a meeting offering the Parent Council further information on the resources they offer.
  - **Fundraising** – CW asked DM if the Parent Council should organise a sub group to feed fundraising issues. DA recapped from the previous meeting on 14 June 2011. DA made contact with a parent from Hermitage Primary regarding the fundraising that she has helped with at the primary. She would be happy to attend a meeting regarding informing us on what she has helped raise/support – DA will organise. DM informed the meeting that there is a charity group run by Prefects being set up in school and she will organise contact with the Parent Council. SR – fundraising for Malawi would be great. It was decided that a sub-group is not required at this time but can be set up when there is clear aims for the group to take. DA
  - It was agreed that collation of parental Email addresses is high priority. The school only has 30% of parental email addresses and this should be prioritised.
- 5. Bank Account**
- Clarification is to be sought regarding the LA Parent Council bank account. DB (Treasurer) has as yet not been set up as a signatory on the bank account. NB to speak to DB regarding this and report back to DA. DB/NB/DA
- 6. Insurance Policy** – DA can not find this year’s insurance certificate and will call the company for a further certificate. DA
- 7. Budget Allocation** - The CEC allocate to the Parent Council 37p per child on the school roll. This money is used to pay the Clark, postage for info being sent to parents, and anything the forum decide collaboratively. DA

DA/CW closed the meeting and thanked everyone for attending.

#### **AOCB**

**There being no other item of competent business the meeting closed.**

**Date of next meeting** – Wednesday 26 October 2011 (please note this will be held in the Flexi Room at 7pm)

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