

Minute of Parent Council Meeting 21st March 2023

Present – Gillian Ritch, Sally McNeish, Caz Lourie, Thorfinn Johnston, Lian Brown, Olivia MacPherson, Paul Barber

Apologies – Cathy Smith, Kate Shiner, Mark Summers, Kerry Spence

	Discussion	Action
1	<p>Adoption of previous minutes</p> <p>Adopted proposed Gillian Ritch Seconded Caz Lourie</p>	
2	<p>Review of actions</p> <p>KS has approached Nicola Sutherland to be secretary, she will think about it.</p>	<p>KS to follow up again</p>
4	<p>Treasurers update – Caz Lourie</p> <p>See separate document With thanks to Caz!</p>	<p>SM and CL to continue to pursue online banking</p>
5	<p>Funding Requests from staff</p> <p>Laura Sutherland, Music: Belt Hid Oot t shirts, 12 x £14 = £168</p> <p>Alistair Scott, Technical 3 x Engineering Science Higher books at 10.49 each = 31.47 4 x Graph Comm Higher books at 14.69 each = 58.76 Therefore total for books = <u>90.23</u> 21 computers to be upgraded, so 21 new hard drives = Total cost <u>650.79</u> So total for the 2 requests would be <u>£741.02</u></p> <p>Whole School: Visualisers Agreed to fund up to £1000</p> <p>Olivia MacPherson, Photography New camera lenses Agreed to fund up to £400 for now.</p> <p>We will ask departments to publish photos of new equipment on social media with a mention that it is funded by PC so that people know where their donations are going.</p>	<p>OM to inform staff of their bids being granted. Invoices to be given to CL</p> <p>OM to pass this on</p>
6	<p>Policy Documents –</p> <p>Updated constitution has been agreed in contents by SM and GR and considered for Plain English by TJ. TJ has distributed his updated versions, with thanks for his input.</p>	<p>All to read and confirm adoption of updated</p>

	<p>GDPR: Discussion of who may hold contact details for council/fundraising committee members: Agree that only secretary and Admin at school.</p>	<p>constitution</p> <p>PB to ensure this is tightened up within Academy</p> <p>SM to update GDPR and share all policy documents with Frances Sinclair to update school website</p>
7	<p>HT Update – Paul Barber</p> <p>Asked the committee how to best consult parent forum for their perspective; takeup is traditionally low. Various methods have been used in the past but none have led to good engagement. How to build positive relationships with parents and pupils? Eg school uniform – some discussion on this! GR suggests Survey Monkey, very simple 3 choices for dress code. Backup with Facebook posts, emails, text messages. Follow up to remind. CL mentioned text with a link. Keep focused and specific. GR suggests Facebook post should have comments disabled. Keep any future uniform affordable, recyclable</p>	<p>PB to take this feedback into account.</p>
8	<p>Fundraising –</p> <p>Curry and Quiz night</p> <p>Alcohol license? BYOB? Sale or Return? Questions – departments to generate 10 sections: eg science, music, history, picture round Curry: 8 to a table Liaise: Graeme Horne business manager, Janitor, Health and Safety Use of the kitchen? GR to cook at Birsay Hall and bring in on hot plates? Outside catering options - Georgie from Birsay Bay? Beiting and Brew? £10-£12 per head Dates: Consult with Graeme Horne re dates already booked in June S6s to collect and mark?</p>	<p>OM to invite staff to contribute questions</p> <p>CL to ask Graeme Horne about the practicalities</p> <p>CL to liaise with Graeme about dates in June</p>
9	<p>Other Upcoming Events</p> <p>Fri 2 Jun Senior Phase Celebration Evening Sandwiches, cakes provided by Parent Council</p>	
10	<p>Any Other Competent Business</p> <p>Staffing Update (PB) HT start date not yet confirmed. BH absent until at least 14th April.</p>	

	<p>PB Acting HT but also covering DHT role alongside BM. Jane P present in the school but continuing to fulfil her role for the council so staffing is stretched.</p> <p>Police Scotland to come in to talk to pupils and parents about online safety but delayed due to short staffing</p> <p>Adverts out for PT Technical and PT Biology.</p> <p>DHT interviews on Friday</p> <p>Proposed joint letter regarding budget freeze from school and stakeholders: has been amended because some issues contained have now been addressed. However:</p> <p>SA-specific budget underspend is now not accessible to themselves. Only spending going through is for SQA-required work eg framing for assessed artwork.</p> <p>Has occurred 3 times in recent years.</p> <p>So a new version of the letter is still required.</p> <p>Council agree that responsible budgeting is not being encouraged by this system.</p>	
11	<p>Date of next meeting Fundraising planner only: Early May - tbc</p> <p>Next formal meeting: EGM mid June</p>	<p>GR to put out poll on Whatsapp</p> <p>CL to confirm possible dates with Graeme Horne</p>