



## Harlaw Academy Parent Council

### AGM

### Minutes

Thursday 14<sup>th</sup> September 2017

#### Present

Carol Eddie (Chair/Vice Chair), David Innes (Head Teacher), Elizabeth Robertson (Treasurer), Lynne Gowans (Secretary), Catriona Allan (Vice Chair/ Chair), Cllr Dell Henriksen, Joyce Johnson (FP), Fiona Lawrence, Zander Winchester, Meg Waddell, Catriona Wilson, Ieda Maria G Dos Santos, Timi Ejiofoh H, Sarah Thompson, Christian Allard

#### Apologies

Douglas Lumsden, Sara Pascarella, Mary Michie, Sarah Souter, Ian Yuill

#### 02. Minutes of previous Parent Council Meeting on 27<sup>st</sup> April 2017

No comments/issues were raised

**03. AGM** – Carol Eddie thanked the Parent Council for three enjoyable years and advised she was now ready to hand over the post. Catriona Allan has put her name forward as new Chair and this was accepted by the Parent Council; Carol will stay on the Parent Council as Vice Chair for this coming year. Liz Robertson also advised she was stepping down as Treasurer after a lengthy 18 years in post but would stay in role for time being until a replacement is found.

Thanks were passed on to Carol and Liz for their contribution to the Parent Council and congratulations to Catriona on her new role.

#### 1. Minutes of previous AGM on 8th September 2016

Carol Eddie invited any comments or corrections of the Minutes from the last Parent Council AGM, no Comments or issues were raised.

#### Appointment of Parent Council Members 2017/18

**Chairperson:** Catriona Allan

**Vice Chair:** Carol Eddie

**Treasurer:** Elizabeth Robertson (Liz to stand down when new Treasurer is appointed)

**Secretary:** Lynne Gowans

## 2. Treasurers Report

### Accounts

	Debits	Credits	Balance
Balance as at 14/09/2017 held in TSB account			<u>£86.27</u>
(plus budget from Aberdeen City Council waiting to be received)			
<u>Proposed spending 2017 to end March 2018</u>			
Clerk Payments x 1	£ 60.00		
Admin Costs	£ 25.00		
TOTAL	<u>£85.00</u>	Balance	<u>£ 1.27</u>

Accounts were signed off end of March and approved by accountant in April 2017.

New budget from Aberdeen City Council expected to arrive beginning of October as per last year.

Former head boy/girls to receive gift of thanks when new budget is received (CA)

Bank details for signatory to be amended when new Treasurer in place.

## 3. PTA Report

No report received, update for next meeting when programme of events are agreed. (CB)

## 4. Former Pupils Report

Joyce Johnson is standing in for Mary in her absence. Coffee morning took place on 2<sup>nd</sup> September, thanks given to both school and janitor for letting this event go ahead. Eight senior pupils attended and two of the senior pupils are currently working on an article for the next FP magazine. 50<sup>th</sup> anniversary is approaching and it is hoped more open days at Harlaw will be achievable due to the school now being open at weekends.

## 04. New ways of working for the Parent Council

The Parent Council have decided to look at a different topic each meeting, to give parents and **carers** a chance to come along listen to a certain topic and engage in discussions with senior school staff, council members and other parents. **Having a child at Harlaw immediately allows you to be a member of the Parent Council and we hope many parents will join these meetings.** We are also looking at the possibility of childcare for younger children, to allow parents to come along more easily. The topic for each meeting will be advised beforehand via our Facebook page and Groupcall. The first meeting covers extra-curricular activities. Other topics to be covered are Google Classroom, what is it and how does it work? Literacy and Mathematics. Parent attending meetings will also get the chance to put forward suggestions of topics for discussion at future meetings.

Parents, councilors and staff can also attend a half yearly Parent Council review meeting. Mr. Innes advised that the change in school governance means looking at things differently and delivering what is important for the school. The local authority have significant savings to make and there is currently a lot of pressure on budgets and resources.

## 05. School Report – Current extra-curricular activities at Harlaw

Fiona Lawrence handed out extra-curricular list currently available throughout the week at Harlaw. This list is varied, with something for everyone from S1-S6. New activities are added as and when there is interest from pupils and staff are available. The current list will be sent to all parents via Groupcall and uploaded onto school website. (DI) The school wants to make sure it is reaching all pupils with opportunities.

Catrina Allan asked **how** a pupil should go to with an idea for an extra-curricular activity - Fiona Lawrence advised this is all done via the online Ideas Hub; each house at Harlaw has one. Ideas are passed online via Pupil Forum-Class Reps-Senate-Head Prefect to Head Teacher, if required.

Harlaw are currently waiting for the new Active Schools Coordinator to join, this should bring new challenges and opportunities to Harlaw.

Mr Innes advised that Harlaw needs to keep being creative with extra-curricular activities. Mr Whyte is currently looking in to the possibility of an 'E' Badge (electronic) system for pupils, **This** system would allow electronic stamps for **achievements** in school.

Duke of Edinburgh results are excellent with 95 pupils already registered for this coming year - this is expected to rise as **the** school is currently waiting for more booklets to arrive. Although D.O.E is very successful at Harlaw, it is also a big commitment for teachers, with a maximum of 6 pupils for member of staff. Children can participate in Bronze D.O.E from the age of 14. Some members of this **year's** expeditions met the Duke of Edinburgh whilst they were on their weekend hike.

Harlaw Academy is also part of the Saltire awards scheme, Bronze is awarded after 50 hours or volunteering, Silver 100 hours and Gold after 200 hours.

Mr Innes advised he was now producing a weekly blog and twitter updates rather than the standard newsletter we used to see. This makes for better visibility via the website, rather than looking for a piece of paper in a schoolbag.

Survey Monkey to be used to collate parent/carer views on what information they would like to receive at home. (DI)

Parents have emailed in asking about the demise of school activity weeks. Mr Innes advised that Harlaw was looking at experiences for the whole school that were in line with Curriculum for Excellence; **the** school cannot justify the amount of pupils that do not or cannot take part in residential activities. The cost of staffing for these trips is very high, as is the cost of replacing staff during their absence. The school is currently looking at outdoor activity days for each year group, where each and every child will benefit.

ACC councillors expressed their interest in helping school with suggestions and support regarding cultural visits and activities.

A Parent asked if there was a welcome pack and tour organised for new parents? Mr Innes advised there was information handed out to feeder primary schools for new children coming up from P7. Mr Innes acknowledged information was too slow in getting to new parents and was looking at ways to overcome this. (DI) School is looking into open days to allow for more parental engagement, Harlaw FP's to be involved, with tours of schools taking place by senior pupils. These are likely to start from October 2017 and will be advised via Groupcall.

**06. Dates of next meetings**

09/11/17

08/02/18

26/04/18

07/06/18

**07. A.O.B.**

Class reps, Fiona Lawrence advised there was scope for initiating a class rep system to increase parental contact and engagement. To be looked into and discussed at future meetings.

Second hand school uniform, can be handed to school reception, can be offered to new children at school any child who comes to school without uniform. Senior revision book / past papers, P.E. kit and items used for D.O.E, which are no longer required can also be handed in.

Fiona Lawrence wanted to thank all parents for the effort in sending children to school in uniform this term, they all look amazing.