



## Harlaw Academy Parent Council

### AGM

### Minutes

Thursday 13<sup>th</sup> September 2018

#### Present

Catriona Allan (Chair), Ruth Adair (Vice Chair), David Innes (Head Teacher), Fiona Lawrence (Deputy Head), Tara Todd (Treasurer), Lynne Gowans (Secretary), Cllr Ian Yuill, Sarah Souter, Lesley Morrison, Cllr Gordon Townson, Maria Doukeridou, Ramotan Simamora, Hotna Simanjuntak, Alison Walker, Adeniy Alacle, Edmond Gatima, Clare Rowayinor (Harlaw), Zsuzsanna Drig, Sara Preston, Callum Duncan, Akin Odedairo, Toyin Odedairo, Mqmq Sqndu

#### Apologies

Cllr Dell Henriksen, Cllr Christian Allard, Cllr Michael Hutchison

#### 01. AGM - Appointment of Office Bearers 2018/19

**Chairperson:** Catriona Allan

**Vice Chair:** Ruth Adair

**Treasurer:** Tara Todd

**Secretary:** Lynne Gowans

**Member (with voting rights):** Sarah Souter

We are keen to have more parents on the Parent Council with voting rights for both PC and school business. All parents and carers are eligible to be members of Harlaw Parent Council, please get in touch via email or FB message if you would like to become a member for session 2018/19. Please note this does not mean you have to attend all meetings. You can join at any time during the academic year.

#### 02. Parent Council Chair Report

Catriona welcomed everyone to this evening's AGM. This meeting marks a successful first year of Catriona being chair of the parent council, which has seen many new ideas and suggestions being brought to the meetings. It was agreed last year that we would change the

format of these meetings to include various department presentations. These have been a great success and we wish to continue this theme throughout the year. Information on our November meeting will be available on the school website and Facebook page shortly. Recycling uniform stall has been a great success. Please keep handing outgrown uniform into the school office. Vice Chair Ruth Adair met with Dep Anne Douglas to discuss career mentoring and other ideas with local business Shell. Hopefully we will have more information at future meetings and if any parents know of local companies keen to work alongside the school, please get in touch. At previous meetings parents asked for more comprehensive school reports, this has been addressed by school and we are grateful for this.

### 03. Treasurers Report

Balance as at 04/09/18 £386.90. Cheques handed out at meeting £100 school donation and £120 for clerk fees, leaving a balance of £146.90.

RECORD OF FINANCIAL TRANSACTIONS - 1st SEP 2018 - 14 SEPTEMBER 2018				HARLAW PRIMARY PARENT COUNCIL											
Date	Initials	Amount	Description of Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance
		386.90	Balance b/fwd	386.90											
		100.00	Cheque	286.90											
		120.00	Cheque	166.90											
			Balance c/fwd	146.90											

Accounts were signed off end of March and new auditor appointed in May 2018. Accounts now approved in line with timescale for funds being made available to school from September, we are still awaiting confirmation of funds for 2018/19 from ACC.

### 05. Changes to constitution

It has been agreed the first Parent Council in September will in future be a welcome meeting, with AGM taking place in May/June. The welcome meeting would include an open/information evening with school tour for new parents. Mr Innes advised that Parent Council news could then be included in school end of year round-up report.

Harlaw PTA has been involved with some great events over the last few years and as a result has a healthy fund available for school spending. After discussion with PTA chair Carol it was decided that the PTA would now become a sub-committee of the Parent Council, this is in keeping with our constitution. Carol has agreed to stay on to run this sub group and Ruth Adair was nominated as a new member, if anyone else would like to be part of this sub group, please do get in touch as we would like to run at least one event every school session.

### 06. Mr Innes handed out a copy of his most recent school blog. This information is available on the school website and updated regularly.

SQA results for 2017/2018 are promising and the school is keen to work on even more success for next year.

S1's are settling in well with S6 buddy system in place. Children have six half day sessions at Harlaw leading up to the three transition days before Summer, two half days in P6 and four half day sessions when they reach P7. This makes the transition from primary to secondary school much easier.

In April Mr Innes was appointed role of Convener of General Teaching Council Scotland (GTCS). This brings considerable benefit back to the school but it does mean that cover is required whilst he is out of school, interviews took place before Summer and we are pleased to announce that one of our Deputy Head teachers, Mr Graham Blance has been appointed to the role of Acting Deputy Head. Mr Blance has served as a Quality Improvement Officer over the last couple of years, along with standing in as acting head at both Bucksburn and Kincorth academies.

Harlaw has welcomed a new school member this term in the form of Wispa our Guide dog. She has settled in very nicely and has been a big hit, especially with the new S1 pupils.

Our new Head Prefect for this year is Weronika, she will be assisted by Deputy Head Prefects Claire and Luisa, and we wish them well and look forward to hearing their suggestions and feedback over the school year.

Children were given a fund of £1000 to spend on school improvements last year, they decided to reinstall new water fountains through the school. This year the fund has been raised to £3000 and it is hoped some match funding can be sourced from local companies and fund raising sub-committee. Health and Wellbeing event took place at beginning of term, great event but a disappointment at the turn out. To be made clearer for the next event that it is drop-in event and parents/carers and children are welcome.

Extra curricular events in school are ongoing this year, with more than 50 activities available. This information is disrupted through the school and can be found on the school website under Parent Council heading. Ideas for new clubs/groups are always welcomed. Study clubs are also available to senior pupils later in the school year, this information will be available via Google Classroom.

Harlaw 2018/2019 budget sheet handed out. ACC have just advised there is to be a reduction in the budget figure by 10% for this year. Harlaw has already spent the current budget on works currently being carried out in school, the 10% reduction will now have to be taken from departmental budgets. Catriona Allan advised that school can approach fundraising sub-committee for help towards school equipment. etc. Some new double glazed windows are being installed starting around October holidays, replacing the single glazed windows currently in school. There is likely to be a small amount of disruption to pupils during these works but most of the work will be carried out in the holidays.

Fiona Lawrence handed out Vision, aims and relationship document, which the school will be working with this year. The sheet highlights raising achievements and attainment for all our learners. The

school is very keen to involve parents in supporting learning and aspirations. Hawlaw has around 900 pupils and the challenge is to improve the school, your school with our three year vision/plan. Parent involvement equals successful learners. This information can be found on the school website and feedback is most welcome.

Deputy Head pupil Claire Rowayinor introduced herself and gave us an idea of the topics they will be covering this year as Head Prefects. The team is keen to engage with as many children as possible and bring their suggestions and ideas to the school for discussion and implementation. They have already gathered a few ideas including new and improved signage inside the school, safety markings in the school car park, updating musical instruments and PE equipment.

Catriona invited Claire and the other Head Prefects to come to fundraising sub-committee with requests for monies towards school items.

# Harlaw Academy

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Head Teacher:  
David Innes

## HARLAW BUDGETS 2018/2019

	Departmental Budgets	Repairs
Original Allocation	£57,329.25	£14,279.98
Savings of 10% (applied September)	-£5,620.00	-£1,337.00
Revised Budget	£51,709.25	£12,942.98

### Example costings funded from Departmental Budgets:-

Replacement Smartboard	£780
Replacement Projector lamps	£408
1 set of classroom furniture (30 desks and chairs)	£1,372
1 class set of text books	£240
Whole school cost of jotters per year	£1,450
Chromebook	£250
Confidential Waste	£487
Xerox photocopying and printing	£11,703

### Example Costings funded from Repairs Budget:-

Redecorate 1 classroom	£1,500
Blinds for 1 classroom	£730
Upgrade Toilets	£10,000
Gutter clearing	£2,500
Cooker	£300



## 07. Former Pupils Report

Mary Michie thanked Mr Innes, the school and Parent Council for the ongoing support given to the FP Group. They had a successful coffee morning at the beginning of September but

would have been happy to have more attendees from the school, this will be addressed for next year. (DI)

**08. A.O.B.**

It was suggested parents could lobby the council regarding reductions in its budget. Harlaw is quite different from most city schools, the school does not have the luxury a new school has of being maintained by the building contractor for a set number of years. The maintenance and upkeep of an old school is never ending and every penny received could be spent many times over. You can contact your local councillor to discuss this matter further.

Claire asked if we could arrange for a council official to come and advise parent council how budgets are worked out. (CA)

The school is always looking for surplus equipment, if you work for a company with office equipment that is no longer required, please contact the school.

It was asked if adequate notice of meeting content could be included in school blog, Mr Innes to address this. (DI)

Facebook page needs some help with updating, keeping topical, if there's anyone who is keen to help with this, please get in touch.

It was asked what to do when a club or music class is over capacitated; Mr Innes advised pupils to speak to class reps and they will highlight to school management.

It was asked how the school has addressed a report in media regarding the level of exclusions at Harlaw? The school follows the correct policies and guidelines, and is working to reduce the exclusion days recorded in a way that is more consistent with others in the Authority. Harlaw is always looking at differing ways to deal with pupils who may be under threat of exclusion and works closely with parents. Google Classroom is available to any pupil not in school.

**09. Date of next meeting**

22/11/18