



Harlaw Academy Parent Council

Minutes AGM

Thursday 30th May 2019

Present

Catriona Allan (Chair), Ruth Adair (Vice Chair), David Innes (Head Teacher), Fiona Lawrence (Deputy Head), Tara Todd (Treasurer), Lynne Gowans (Secretary), Lyndsay Hay, Thiago Fernandes, Cllr Ian Yuill, Cllr Dell Henrickson, Lesley Morrison, Mary Michie (FP), Timi Ejiofoh, Jacqui Lang, Alison Walker

Apologies

Sarah Souter

01. Welcome

Catriona Allan welcomed everyone to the meeting and gave apologies, see above. Due to constitution changes our AGM now takes place in May of each school year.

02. AGM - Appointment of Office Bearers 2019/20

Chairperson: Catriona Allan

Vice Chair: Ruth Adair

Treasurer: Tara Todd (stepping down at the next AGM)

Secretary: Lyndsay Hay

Member (with voting rights): Alison Walker, Sarah Souter

Lynne Gowans has stepped down as Secretary and Lyndsay Hay, who has a child joining S1 after Summer, was nominated to take on this role. Mary and Tara seconded and Lyndsay was welcomed to the Parent Council. Tara will be stepping down from her Treasurer post after the next AGM and any Parent / Carer wishing to take on this roll, please get in touch with Catriona Allan or the school. Catriona and Ruth agreed to continue in their current rolls.

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 2019/20. Please note this does not mean you have to attend all meetings. You can join the Parent Council at any time during the academic year.

03. Treasurers Report

Year End Accounts 2018/19

Balance b/wd £ 446.90

Summary

Income

Parent Council Funding £ 417.47

PTA Merger Payment £13,129.09

Expenditure

6 x £60 Clerk Payments £ 360.00

School Donations £ 1,735.00

Balance c/wd £11,898.46

Monies in the balance have been earmarked for school projects in the 2019/20 year. The Parent Council agreed they were now happy for Jamie Drummond to approve accounts.

04. Points from Last Minutes on Thursday 14th March 2019

Ammend School Report / Community: School has a capped number of 180 pupils in each year.

Minutes to be sent on to a Aberdeen City Council central email in future.

Minutes approved.

05. Parent Council Chair Report

Harlaw water bottles handed round meeting to look at, 17 units have been sold so far. These are advertised in school bulletin for £1.50 each and are available to all pupils, these will be promoted in the new school year, a Groupcall / Expression notification will be sent out. (FL). S1 pupils will be provided with a bottle in their welcome packs.

Catriona had a school meeting with Cllr Lumsden, Cllr Wheeler and Mr Blance regarding security and safety at Harlaw, good news, these updates will not be required to come out of school budget, see below for updates;

Safety and Security – After a meeting with Graham Blance at the school a new site security plan was agreed. This requires new electronic locking to be fitted to one of the external doors to the building and several perimeter gates. We have issued a specification to our contractor and are now awaiting quotes to come back from them. Once we have those we will look to identify a budget and will proceed with getting the work done as quickly as possible. I would expect the work to be completed certainly by the start of next term, if not sooner.

School Fencing/Hedge - Cllr Lumsden advised that a costed proposal is being worked on, once we have this back it may have to be brought to a committee for approval. Good thing is there is progress.

Catriona and Ruth had a meeting with Fiona Lawrence and the Scotplay rep. regarding the school playground equipment. Quotes had received and gone to pupils for agreement and items have now been ordered. The school is not required to pay VAT on these items if they purchase, so monies from PTA/PC will be forwarded to pay for this. S1-S3 pupils have agreed the grassy area is to have some exercise equipment, the concrete area will have a football pitch with a caged goal at one end, goals to be painted at other end. Old picnic benches will be removed and some new viewing benches to be installed when future funds are available. The old S1 playground is to be used as a quiet playground with picnic area. Hall has now been opened up for lunches. Pupil representatives will spread the word around about the playground and hopefully some planters and murals can be added to enhance the final look. Lyndsay Hay advised she knows a mural painter who has done some work at Ferryhill Primary and she will contact them about helping out at Harlaw. (LH). Catriona pointed out that the pupils have worked so hard on this project and are a real credit to the school.

Fiona Lawrence advised the school hopes to have one way arrows painted in school car park with a cross hatch 'no parking' are also included. At some point it is hoped a pathway from front of school to pavement could be installed which would be a great safety feature for the school but more money would have to be found to put this plan into action.

A successful meeting of parents was held at the Inn at the Park to discuss setting up a fundraising group for the school, this was agreed and more information will follow at future meetings. Before any firm dates can be advised the schools letting calendar has to be agreed but it is hoped a quiz and a swishing event can be held in the new term. Pupils have also asked if they can be involved in fundraising through the school houses, this will be looked into in the 2019/20 session.

Ruth has printed off some Community Fund applications (Aberdeen Airport / Shell) to see if there is any funding out there that can help the school achieve some of the things required; match funding from local business is also an option. Great advertising for minimal help. Lyndsay Hay agreed to look into supermarket token fundraising and how we can apply. (LH)

Catriona and Ruth attended a training event at Mile-End school. If a vacancy for senior management position becomes available someone from the PC is asked to attend interviews and they have to be trained first. If anyone on the PC wishes to take part in this training, please get in touch with Catriona.

Catriona attend an APCF meeting at the town house regarding a consultation on school holidays. This consultation is to be restarted next term to look at the 2020/21 academic year and more information will be provided when this takes place.

A Poverty Pledge leaflet is being produced by Aberdeen City Council and will be available soon.

Fiona Lawrence advised that Rob Stephen, an ex member of staff at Harlaw, has agreed to look at the school's website and make any necessary changes / updates we require, it was agreed a small payment from PC be made for his help. New photographs are also required of the school - Jacqui Lang suggested the school look at pupils from NE Scotland College to help with this, school will investigate whether any of it's pupils have a keen interest in photography. (FL)

06. School Report

Harlaw Academy Parent Council Harlaw Academy 18-20 Albyn Place AB10 1RG

www.harlawacademy.aberdeen.sch.uk Email: pcharlaw@aberdeen.npfs.org.uk 01224 589251

Mr Innes handed out a draft copy of the school handbook to look at, this should be available next term on the school website.

Catriona asked about Careers Fair at Harlaw, Mr Innes advised this would happen bi-annually with a Health Fair taking place every second year.

Staffing: School will be having a number of probationer teachers starting after holidays. Maths is still an issue with Fiona Lawrence currently teaching due to staff shortage. There is a positive outlook but the school still has some issues; last session some Science teachers taught numeracy

The school is also short of one school technician - this post is currently under consultation therefore school is uncertain whether they can replace this post at the moment.

Miss Taylor retires 31st May after 31 years teaching Geography. This position has already been filled.

Improvement Plan and summary attached at end

School financial summary to be provided at next meeting as not ready yet. (DI)

Mr Innes mentioned state of Harlaw toilets - local Cllrs will be visiting to have a look but Mr Innes stressed that pupils do have to look after the toilets if they are going to be refurbished.

Fiona mentioned that the schools eco credentials are currently being looked into, Harlaw use recycled cutlery, cups and food boxes and the janitor will advise shortly how the school recycles its waste. Three staff are employed to look at Eco-Schools Green Flag , pupils will be engaged in this process.

<https://www.keepsotlandbeautiful.org/sustainable-development-education/eco-schools/>

Two members of staff are also looking at global goals i.e. water sanitation and pupils will be involved in this engagement too.

School signage could be approved with autism friendly school being discussed in conjunction with other local schools.

Fiona Lawrence advised that S4-6 exams went smoothly this year with pupils well behaved. Pupils returned 20th May, the first few days of the new timetable had gone smoothly. There had been a petition raised by some pupils about the return date and a story about this appeared in the local press. Mr Innes responded to the points raised in the petition directly to the pupils. Parents thanked Mr Innes for the comprehensive response. Feedback at the meeting suggested parents felt the earlier return was supportive and helpful to most pupils.

07. Former Pupils Report

Mary thanked David Innes and his wife for attending the FP dinner and senior prefects were also thanked for their contribution - they gave an excellent account of their time at Harlaw Academy. The group are always delighted to hear about the enthusiasm and success at Harlaw. Many of the group took part in the exam invigilating process at Harlaw, Mary wanted to pass on feedback from invigilators regarding pupils being well mannered and turned out in uniform for exams.

Meetings have now finished for the year and thanks given to school for their continuing support.

The school handed over poems produced by pupils and these will be printed in the next FP magazine.

08. A.O.B.

P7 parents evening tour was suggested, not feasible to carry out in June but will be looked at for September Parent Council meeting which will also include a curriculum evening.(FL)

There will be two extra in-service days in 2019/20 session, dates still to be agreed.

09. Date of next meeting

Wednesday 18th September