

**FORFAR ACADEMY PARENT COUNCIL**

**MINUTE**

**Ordinary Meeting held on Wednesday, 15 March 2017 at 7pm**

<b>Present</b>	Mel Lynch	Head Teacher
	Graeme Wallace	Deputy Head Teacher
	Bob Baldie	Teacher
	Louise Nicoll	Chairperson
	Julie Brown	Vice Chairperson
	Gloria Garland	Treasurer
	Alison Neave	Secretary
	Mel Richards	
	Karen Carle	
	Jacqui Williamson	
	Debbie Dallas	
	Alison Kydd	
	Frances Coutts	
	Karen Smith	
	Jane Maguire	
	Pamela Davie	
	Donna Taylor	
Victoria Alexander		

<b>Apologies</b>	Gail McGuiness	Depute Head Teacher
	Lesley Cromar	
	Jennifer Mitchell	
	Caroline Crosby	

Prior to the meeting, Graeme Wallace met with the committee and gave a guided tour of the new school.

**Welcome**

Louise thanked everyone for attending the meeting and thanked Graeme for the guided tour of the school.

**Approval of Last Minute**

The Minutes of the previous meeting were approved by Jacqui Williamson and seconded by Frances Coutts.

## **Matters Arising from previous Minute**

- Campus Advisory Group – last meeting was cancelled and was re-arranged for the following week. Update will be given at next committee meeting.
- Lockers – waiting for keys for all lockers before they are distributed to pupils, hopefully after the Easter break.

## **Items for discussion**

### **1. Restructured school week**

Mr Lynch confirmed that the new school timetable had been approved and would commence in August 2017. He gave a detailed breakdown of how each school day would work with new lunch times and end of school day which is to be 3.50pm. Friday's classes will finish at lunch time and lunches will be made available for pupils requiring lunch. Buses will pick pupils up at 2.50pm on Friday's so their will be a short time to hang about at school to wait for these.

A timetable is in the process of being prepared of activities outwith the school which pupils can attend from 1.45pm to 3pm on Friday afternoons. School Community Coaches have looked into suggestions and feedback from the pupils. Option sheets of different activities to participate in will be sent out to parents for their information. Once this is finalised, leaflets will be issued to pupils to inform them of what Clubs are available to attend on Friday afternoons.

### **2. School Uniform**

Graeme Wallace raised a discussion regarding the possibility of all school pupils wearing blazers. Graeme had received several styles and colours (black and maroon) of blazers and these were passed around the committee for comment. Cost for a blazer would be around £32. Letters will be put out to parents after Easter break for consultation on this. Positive feedback had come back from Pupils. All going well, the blazers could be ordered in June ready to wear at start of new school year in August.

### **3. Clothing Bank**

This was discussed on how this could be started up. A suggestion was made that this be opened up to everyone to use and therefore lose the stigma of it being only used by the less well off. Good feedback from the committee on this idea and they were keen to get this up and running as soon as possible. Some committee would look into other organisations who have previously set this up. Primary schools would be contacted to let them know about this and to inform Primary 7 children and parents that this service would be available when their child started Secondary School..

### **4. Pupil Equity Fund and Letter**

Graeme informed the meeting that the school receives £1200 for every child in S1 to S3, which is approximately £84,000. This amount is based on the number of pupils receiving free meal entitlement and he highlighted the fact the number could be higher as not every parent is aware of the criteria that enables a child to a free child meal. Graeme asked the committee if they could issue a letter from the Parent Council to all parents informing them that free school meals are available to children and that we are to be starting up a Clothing Bank as most would be unaware of this. Graeme is to look into sourcing what other schools sent out to parents and in particular the wording used so as to not stigmatise these facilities.

### **5. School Website**

Graeme advised that the School website was getting re-vamped to make it more user friendly. Updated photos and more information about the new campus will be put on. It was suggested to involve some of the senior pupils into this project. Graeme would look into this.

### **6. Ebhern Ceilidh**

Louise confirmed this was well in hand and the licence had been obtained.

### **7. Parent Council Rep Meeting**

Louise had recently attended this meeting and updated the committee on what was discussed.

### **8. Vietnam Fundraiser**

A Car Boot Sale had been arranged for the 3<sup>rd</sup>/4<sup>th</sup> June to raise funds for the school Vietnam Trip. This would be held in the overflow car park at the Campus and if it was raining it would be moved into the Antrium Hall inside the school.

## **9. Litter**

A complaint had been received regarding the amount of litter left around the gardens adjacent to the school. If this continued the school would contact the Council to arrange for new bins to be deposited in the areas concerned,. This will be closely monitored.

## **10. Internet Safety**

Frances Coutts had recently attended a course on internet safety which was very school orientated. Frances distributed leaflets for the committee to read and answered questions which were raised.

## **AOCB**

Comments were raised regarding a designated 6<sup>th</sup> year seating area. Graeme advised that the Learning Plaza was one of the areas within the school that had been set aside for 6<sup>th</sup> year pupils to go to when there were no classes to attend.

Comments were made about the first parents night that had been held recently in the new school and it was apparent that the layout of the area required looking into as it was felt the teachers were far too close to each other. Graeme confirmed this would be looked into and some changes would be made for the next parents night. ,

## **Date of Next Meeting**

13 June 2017 at 7pm – **room to be confirmed.**

**Meeting closed at 9pm.**

