General Meeting

Minute of meeting held on 7th October 2019

Present: David Mitchell, Laura Lyon, Maureen Reid, Paul McCaffrey, Nicole Adrain, Georgina Richmond, Lauretta McKenzie, Rose-Ann Cunninghame, Elaine Smith, David Caulfield, Wendy McSheffrey, Arlene Robertson, Elaine Cramond, Mike Sharp, Jennifer Gaskin, Maria Cumming, Elaine Goudie, Jennifer Lancaster, Gail Wilkie.

Apologies: Michelle Andrews, Rhoda Howe, Patrick Rowley, Fiona Rowley, Michael Waddington, Alexandra Goldie, Nicola Shaw, Fiona MacKenzie, Elidih Young, Karen McIntyre, Gordon Jenkins

In Attendance: Ryan Miller, Graeme Johnston.

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| **Welcome and Introduction** |
| David Mitchell opened the meeting and welcomed those present. Suzanne Brodie has informed that she has resigned her position on the Parent Council as a parent year rep. David Mitchell reported that further year reps would be welcomed. |
| **Adoption of Minutes** |
| Minutes of the September meeting were unavailable for approval and would be carried forward to approve at the next meeting. Nicole Adrain thanked for taking minutes in Michelle’s Absence.  |
| **Treasurers Report**  |
| Nicole Adrain presented the Treasurers account. The bank balance currently stands at £7,561.01.All bids are currently on hold pending a meeting with EAC Finance department. Mr Miller reported that Standard Circular 23 requires the school to demonstrate compliance with this legislation. The school must not by-pass the procurement process established in EAC. Companies can be added to the EAC procurement framework which will reduce costs however this can be a lengthy process. Wendy Murray, Head of Procurement, will attend the school to discuss the cash handling process. She will be invited to a future Parent Council meeting to discuss the changes and impact. No new bids will be approved prior to this meeting.This issue will be taken to the next Steering Group meeting.Bids from departments: Approved. Music £269.70, Wider Achievement £450.00, Science/Chemistry £449.75.  |
| **Matters Arising** |
| Parent Council Constitution proposals* Recent changes to the Parent Council Constitution previously discussed and distributed were approved at the meeting. The amended constitution was proposed by David Mitchell and seconded by Elaine Smith. The constitution is available to the parent forum. The approved document will be sent to Head of Schools for ratification.

Parental Engagement* David Mitchell distributed the dates to the Parent Council to confirm availability for attending parent’s evenings. The parent forum will be consulted on what the Parent Council could do better at the parent’s evening via a survey. Also, to be communicated is what happens to the money raised by the Parent Council. Parent Council members to forward survey questions to David Mitchell. A new notice board dedicated to the Parent Council was discussed.
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| **Fund Raising sub-group** |
| Elaine Smith gave an update on fund-raising activities.Christmas Market* The date of the Market will be Thursday 28th November with planning well underway with the group having met a couple of times.
* As many parent helpers as possible are required to assist before, during and after the event.
* Flyers, once available, will be required to be distributed in the community with a view to promoting the event.
* Mr Miller was asked to confirm the school let and the kitchen let (including the assistance of Eleanor).
* STEM, Silver Liners, DofE, The Sports Council, The Prom Council and other school teams will also be in attendance.
* To date 63 external stalls have also paid to attend the event.

Prom dresses / suits – the scope for a possible ‘pop up’ stand at the Christmas Market to assist parents/carers with costs was discussed. It was agreed another platform for this should be considered. The S6 Prom committee to take ownership of this suggestion with help as needed from the Parent Council. |
| **Head Teachers Update** |
| Mr Miller will be making a presentation to the group with regards to a parental survey on attainment and parental involvement. Other items discussed were;* Lecture theatre – furniture is being cleared to allow better use of this area to become a permanent practise area for the band. This allows reinstatement of the extension back to form three classrooms.
* The temporary ICT suite is now up and running with 20 new laptops installed. EAC has supported the school in this upgrade.
* Replacement projector equipment audit will be prioritised early in the new financial year. Replacement equipment will hopefully be installed.
* Mr Miller reported that he is happy with the support from EAC with regards to the building/estate management and will present on facilities at a future date.
* ASN pilot – should be up and running after the October break pending user agreement. 18 pupils will utilise adapted laptops/tablets which will assist them with homework.
* Prelims – will happen as per normal for the current session however will undergo change moving forward. Mr Miller reported that information will be communicated in due course that should answer questions parents/carers may have.
* Mr Miller reported that £1,500.00 has been secured for supported study sessions.
* The May Day holiday now moved to 08/05/20.
* STEM Nation Award – Stewarton Academy expected to receive this recognition award around Easter 2020.
* Wee Roasters – received the Princes Award for the best branding with the prize being £250.00.
* Cost of the School Day – the Parent Council asked to assist in the support of sports activities. The cost of these activities should not be a barrier to young people accessing sporting activities. A bid will be submitted to the Parent Council at the next meeting.
* Music lessons/tuition are not free as yet as this is a more expensive area. Instruments are recycled where possible. Mr Miller and SMT are aware of the situation.
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| **ASN sub- group update & RespectMe training/pilot x** |
| The launch of the ‘RespectMe’ possibly on the night of the Christmas market. Mr Miller was keen for the Parent Council to see the pilot prior to it going public. |
| **Date of Next Meeting** |
| Monday 11th November 2019 |