**The Robert Burns Academy Parent Council**

**Barony Campus**

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| **Date:** | Monday 28th October, 5pm |
| **Present:** | Karen Cairns, Jillian D’Agostino, Carol Dillon, Claire Donnelly, Hazel Drummond, Elaine Gemmell, Sheena Gemmell, Elspeth Goldie, Catrina Heggie, Lesley Hill, Stuart Hill, Amanda Luff, Ian McMeekin, Kirsty Mitchell, Christina Palmer, Janet Sloan, Cheryl Templeton, David Todd, Sadie Wilson |
| **In Attendance:**  | Ms Tracy Stewart, Head of Campus, Mr Paul McGurn, Depute Head |
| **Apologies:** | Kim Arbuckle, Jill Hodge, Laura Kelso, Neill Watts, Adele Young  |

# Agenda items

1. **Pupil Report**

Head Boy and Head Girl unable to attend the meeting. Pupil report to be carried forward to next meeting (9th Dec)

1. **Minutes of Previous Meeting**Minutes circulated via email, noted at meeting and agreed as accurate.

Parent Council, HT and Depute HT agreed that minutes should be made available on the RBA school blog and that a link would be posted on the school app.

Non-Statutory Subsidised School Transport – it was noted that, to date, no issues had been raised with school or members of the Parent Council on the decision to cut NSSST

Jillian D’Agostino, new Chair of Parent Council 2024-25, thanked Sadie Wilson, outgoing Chair of Parent Council for her commitment to the role and for her valuable contribution as Chair throughout the 2023-24 session.

1. **Correspondence**Circulated via email.

Results from Non-Statutory Subsidised School Transport Pilot Exercise

Minutes of East Ayrshire Parent Council Steering Group Meeting – September 2024

1. **Update from Chair**- Fundraising Committee/Treasurer Role

Amanda Luff confirmed she would self-nominate for Treasurer role. L Hill seconded

Parent Council discussed how to proceed with fundraising for the school. Agreed that there should be a fundraising sub-committee for this purpose

**Connect Membership**

RBA has agreed to fund a Parent Council membership to <https://connect.sco> at a cost of £173, with a view to PC self-funding membership from August 2025.

A. Luff to organise a Parent Council bank account. 4 signatories agreed - A. Luff, C. Donnelly, J D’Agostino and L Hill

Fundraising – PC agreed to start raising funds via <https://www.easyfundraising.org.uk/>

**Training**

T Stewart suggested that some PC time could be spent in smaller training groups, with each group undertaking training/discussion around how the school operates – homework strategies etc

**Parent Skills Database**

J D’Agostino suggested creating a database of parent skills, gathering info via a form, for example parents who could contribute to PC events and school events, without committing to full PC membership, for example grant applications, help with mock interviews etc

**Collecting Feedback from Parent Forum**

PC discussed having members available at Parents’ Eve and Parent Events to engage with parents in person to widen the reach of the Parent Council

**Parent Steering Group Meeting**J D’Agostino attended Parent Steering Group AGM. Main issues noted were East Ayrshire Council financial difficulties, the support available for Parent Councils (through Connect), the EAC Education Improvement Plan and the importance of the Parent Council voice in School Improvement Plans. JD noted that RBA had acknowledged the PC voice in their Improvement Plan for 2024-25

**Revised Constitution**The revised constitution was circulated to PC via email for comments. Paren Council agreed the revisions and will now make this document available via the school app. If no objections are received, the revised constitution will be formalised

**Head Teacher’s Report**Report provided by Head Teacher, full report on file.

T. Stewart advised that Insight tracking data is used to improve Teaching & Learning, and will update further at next meeting

Move to Heads of Year has strengthened the overview of whole year groups, and enabled more strategic use of support,

P. McGurn provided update on partnership working:

PEF funding utilised on partnership input

SL66 and YIP World providing vocational opportunities for pupils through partnered learning.

Partners working on site to strengthen pupils’ connectedness to the RBA campus.

**Vandalism:**

CCTV is helping to reduce vandalism across the campus

Ongoing Heating Inconsistencies:

Heaters will be available onsite across the campus this winter to ensure classrooms are at comfortable temperatures. S.Hill suggested that EAC facilities management invited to present on Building Management System at a Parent Council meeting.

**Staffing:**

RBA is fully staffed at present, but budget cuts affecting temporary contracts. Business cases are required to extend contracts. Staffing formula to remain unchanged for 2025-26

**AOCB**

S2 &S3 Option Choices: to be revisited in next meeting

S4-6 Prelim Timetable: to be issued soon

Careers Fair – Brief discussion around recent Careers Fair. Noted that parents were generally unaware that the event had occurred and would appreciate more information and support on opportunities for school leavers.

1. **Date of Next Meeting**Monday 9th December, 6pm

**Rolling Action Log**

| Action items | Owner(s) | Notes  | Status |
| --- | --- | --- | --- |
| SPT Complaints  | PC Chair/HT  | Chair has form and has contacted SPT to discuss submitting these on behalf of school. Will circulate the form to PC members and will note on social media/school app.  | Ongoing, further update to be provided at next meeting.  |
| Parent Council Prize | PC Members  | Prize to be considered and agreed | Open  |
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| **ACTIONS COMPLETED AND CLOSED**  |
| Treasurer Role  | PC Members  | Amanda Luff confirmed interest in Treasurer role and was appointed.  | Closed  |
| Fundraising Committee  | PC Members  | Confirmed Fundraising Committee will be a sub-committee reporting into the Parent Council and will look to involve teachers and pupils  | Closed  |