

Present: Jonathan Edgar (*Chairperson*), Karen Gurling (*Vice Chairperson*), Lorna Griffin (*Treasurer*), Eileen Cabuk, Evelyn Dickson, Tasmin Sommerfield, Tim Sharpe

Attendees: Nicola MacGlashan (*Head Teacher*), Fiona Johnston (*Deputy Head Teacher*), Graeme Lamb (*Pastoral Care Team*), Lyndsey Fenton (*Staff Member*), Susan Strathern (*Staff Member*), Richard Phelan (*Social Justice Manager*), Colm Merrick (*ERC Councillor*), David Miller (*Parent Forum Member*), Eoin Beveridge (*Parent Forum Member*), Fiona Miller (*Parent Forum Member*), Gladys Idowu (*Parent Forum Member*), Humera Ashraf (*Parent Forum Member*), Lorraine Landman (*Parent Forum Member*), Nathalie Le Marrec (*Parent Forum Member*), Sara Miller (*Parent Forum Member*)

Megan Sangster (*Minute Secretary*)

Apologies: Alex Thurlow, Labiba Ghafur, Rhona Arthur, Rolf Roscher, Shaheen Rashid, Provost Jim Fletcher

1. Welcome

Jonathan E opened the meeting and welcomed all members of the Parent Partnership (PP), members of the Parent Forum (PF), ERC Councillor and teaching staff.

2. Minutes of Previous AGM / Matters Arising

The minutes of the previous AGM meeting were accepted as a true and accurate record of the meeting. This was proposed by Eileen C and seconded by Karen G.

There were no outstanding matters arising.

3. Chairperson Report

The PP Annual Report was distributed, outlining all PP activities for the last academic year. Jonathan E provided a brief overview of the report and highlighted key areas.

The Annual Report was accepted as a true and accurate record of PP activity. This was proposed by Tim S and seconded by Karen G.

A copy of the Annual Report will be posted onto the school website.

Action 1: Jonathan E to arrange for the PP Annual Report to be uploaded onto the school website.

4. Treasurer Report / Appointment of Auditor

The PP Financial Statement was circulated at the meeting. Lorna G briefly explained the contents and reflected on the income and expenditure in the account. It was confirmed that the balance of the PP account was £1008.00 on 31 July 2019.

Jonathan E stated that Angela Cairns (*Independent Examiner*) had audited the PP account. Jonathan E thanked Angela C for her assistance and service, which she offered free of charge.

It was agreed that Angela C would remain PP account auditor for the next PP session 2019/2020. There was no opposition to this decision.

The PP will no longer receive funds from ERC and extra efforts will be required to ensure funds continue to be raised for PP business.

Eileen C pointed out that in secondary schools, there tends to be less PP emphasis on fundraising than in primary school, due to the many other fundraising activities that are going on at the school. It was however noted that the PP is open to any suggested fundraising initiatives and enthusiasm to pursue these.

The PP Financial Statement was accepted as a true and accurate record of the PP financial records. This was proposed by Eileen C and seconded by Tasmin S.

A copy of the Financial Statement will be posted onto the school website.

Action 2: Jonathan E to arrange for the signed PP Financial Report to be uploaded onto the school website.

5. Members / Office Bearers - Resignations / Nominations

PP member Humaira Yasin has now resigned from the PP. Humaira Y was thanked for her support and valuable contributions to the PP and was wished every success for the future.

PP member Beth Galbraith has made the PP aware that she is unable to attend this year's meetings and as such, has resigned as a PP member at the present time. Beth G will be welcomed back in a future session if her personal circumstances change.

PP members Gillian Hall and Pauline Tighe did not attend any PP meetings last session and no communication has been received. They too will resign as PP members, however, can re-join in the future if they wish.

Megan S resigned from the post of Minute Secretary. Nicola M will explore the opportunity to recruit a sixth-year pupil into the role. Nicola M will liaise with Jonathan E regarding progress made prior to the next PP meeting.

It was agreed that Jonathan E would continue in the post of Chairperson. This was proposed by Eileen C and seconded by Karen G.

It was agreed that Karen G would continue in the post of Vice Chairperson. This was proposed by Eileen C and seconded by Lorna G.

It was agreed that Lorna G would continue in the post of Treasurer. This was proposed by Tim S and seconded by Tasmin S. Lorna G asked PP members to consider taking on the role for next year, as she will step down after this session. It was suggested that a PP member could shadow the position this year to ensure a smooth transition.

Tim S, Richard P and Rolf R have agreed to continue to develop PP Communications, exploring methods of engaging parents/carers with the school and encouraging active participation.

Tasmin S has agreed to continue to oversee fundraising from Schoolwear Made Easy and Stevenson's uniform sales temporarily. Tasmin S will step down from this role and offered to provide a shadowing opportunity to any interested PP member who would like to take it on in the imminent future.

Karen G agreed to continue to monitor the Rag Bag Collection Bins and arrange uplifts when nearly full.

Jonathan E relayed that Labiba G has agreed to continue to represent the PP at the ERC Equalities Forum.

Action 3: Nicola M to establish if a sixth-year pupil could take on the role of PP Minute Secretary and liaise with Jonathan E in this regard.

Action 4: PP members to consider shadowing the role of Treasurer for 2019-20, with a view to taking it over 2020-2021.

Action 5: PP members to consider shadowing the role of overseeing uniform sale fundraising, with a view to taking it over later in the year.

6. Minutes of the Previous PP Meeting/ Matters Arising

The minutes of the previous PP meeting were accepted as a true and accurate record of the meeting. This was proposed by Eileen C and seconded by Lorna G.

The uniform price comparison table is now available to view on the PP pages of the school website.

A letter was included in the S1 Induction Packs, outlining the roles of the PP, information about current fundraising initiatives and encouraging membership and support.

Twitter communication aiming to boost Schoolwear Made Easy sales has not yet been drafted.

Karen G will continue to prepare twitter and Groupcall communications to promote use of the Rag Bag Collection Bins. This will be sent out once every two months and to coincide with holiday periods.

Lorraine S noted that until a placing request is accepted, parents/carers outwith the catchment area are unable to access the range of information available regarding the school and PP initiatives. Nicola M agreed to consider ways this could be improved.

Jonathan E contacted the ERC Planning Department to seek permission to display a banner on the railings at the front of the school to further promote usage of the Rag Bag Collection Bins. Due to safety reasons, this request has been refused, although Eileen C noted that the response did suggest an alternative.

Karen G will draft a communication to parents/carers to gauge interest for a SLWG for parental engagement.

Jonathan E contacted Cluster Primary PC chairpersons and Karen G contacted cluster PCs to encourage attendance at PP meetings from cluster PC members with current P7 pupils.

There was discussion surrounding the various methods that are available for parental engagement. It was noted that Groupcall is a preferable means of communication with parents/carers than lettered mail. Nicola M agreed to investigate concerns that Groupcall messages are being sent as attachments rather than displaying the message in the main body of text.

Nicola M noted that Parent Portal is still in its infancy, however once established, this may improve parental communication and engagement.

Action 6: Nicola M to consider improvements to communication with parents with pupils joining the school via placing requests.

Action 7: Karen G will draft a communication to parents/carers to gauge interest for a SLWG for parental engagement.

Action 8: Nicola M will investigate current issues experienced with Groupcall.

7. Developing Ideas for New Fundraising Streams

As the budget cuts are now evident, the PP would like to do more to relieve some of the financial pressure for Woodfarm High through fundraising opportunities. Jonathan E, Karen G, Alex T and Rolf R met with a Fundraiser for an initial consultation in June 2019. This provided an opportunity to discuss the possible fundraising options available to the PP.

A range of fundraising initiatives were explored, including support from local businesses, parent or ex pupil (alumni) donations, selling adverts for inclusion in the Yearbook / Event Programmes and obtaining charitable status.

It was noted that as the school roll decreases, the school budget will decrease in line with this.

Nicola M highlighted areas of expenditure that are safeguarded every year, as they provide valuable benefits for the pupils. These include recruitment of exam invigilators for prelims and funding for supported study for S3-S6 pupils.

Tim S will explore avenues for a Just Giving Page or a Go Fund Me page to be set up to raise money to help the school financially. It was agreed that the initial focus would be to aim to raise £5000 to be spent towards after school activities, incorporating supported study and extra-curricular areas. Eileen C agreed to assist with wording the appeal in consultation with the Head Teacher.

Action 9: Tim S will investigate fundraising opportunities via a Just Giving Page or a Go Fund Me page. Eileen C will liaise with Nicola M re wording the appeal.

8. PP Involvement at Parents' nights/events

(a) P7 Learning Festival

Evelyn D and Lorna G represented the PP at the P7 Learning Festival held on Thursday 12 September 2019.

It was highlighted that the PP stand is bare, as the information had expired, and this now needs some attention. Eileen C explained that there is the new pull-up banner and there should have been information in the PP cupboard to hand out on uniforms, meeting dates and the rag bag bin. Eileen C pointed out that we need an instruction pack for members attending school events to represent the PP and offered to put this together. It was agreed that this e-mail pack will be sent to any volunteering PP members, prior to attending an event.

Action 10: Eileen C will prepare an instruction pack for members representing the PP at school events and email it to Jonathan E. Jonathan E will assume responsibility for distributing the pack to relevant PP members prior to events.

(b) Careers Fair for S2, S4 & S5

The Woodfarm High Careers Fair will be held on Thursday 24 October 2019. Any volunteers wishing to represent the PP at the event should contact Jonathan E directly.

Action 11: Volunteers for PP representation at the Woodfarm High Careers Fair should contact Jonathan E directly.

(c) Curricular Choice Evening for S2, S4 & S5

The Curricular Choice Evening is due to take place on Thursday 23 January 2020. Any volunteers wishing to represent the PP at the event should contact Jonathan E directly.

Action 12: Volunteers for PP representation at the Curricular Choice Evening should contact Jonathan E directly.

9. Date/Time of This Year's Meetings

The next **PP Meeting** will take place on **Wednesday 30 October 2019** at **6.30pm** in the **Conference Room, Woodfarm High School**.

Future PP meetings are scheduled for Wednesday 5 February 2020 and Thursday 30 April 2020.

The Parent Council Chairs Forum will be held on Wednesday 2 October 2019 at Woodfarm High School. Jonathan E agreed to represent the PP at this meeting.

The ERC Equalities Forum was held on Tuesday 17 September 2019 at Mearns Castle High School. Labiba G attended to represent the PP at the meeting.

10. Head Teachers Update

Nicola M delivered a presentation reflecting on the successes of the 2018-2019 session and provided a synopsis of events still to come this term.

Seven new permanent and temporary staff members have joined Woodfarm High this year, alongside eight newly-qualified teachers.

The success of the Pupil Parliament and Woodfarm TV was reflected upon.

Wider achievements were explored, including the Rights Respecting Schools Award, Digital Schools Award and the Fair Aware Award.

Pupils will be attending the Scottish Learning Festival this month to represent Woodfarm High nationally. They will deliver a presentation explaining the Pupil Voice and the impact this has had on the school.

Nicola M reflected on the recent exam results which were very positive. A brief overview of results for S4 pupils was provided alongside a S4 profile review. Further target comparisons were examined for S5 and S6 exam results.

At present, the school S1 roll is capped at 120. It is hoped this will increase in a few years, if more families move into the catchment area.

Nicola M provided an overview of all subjects available to study at Higher level. It was explained that a variety of vocational programmes are also available via college placements for S4, S5 and S6 pupils.

Scottish Government PEF Funding for 2019-2020 is just over £59,000. It was noted that this funding will reduce substantially in the future, as the demographics of the school change.

Staff and Pupils formed PEF Panels to decide where best the PEF funding could be spent. There was an overall focus on home learning and opportunities for equipment loaning. Most of the PEF funding was used to facilitate this. In addition, a Learning Hub was introduced for staff, creating an environment for collaboration, research and professional enquiry. This was endorsed by the Pupil PEF Panel. This year, every member of staff will have an active role in one of the 13 school committees, nine of which are Pupil Parliament led.

Nicola M gave a brief overview of school events still to follow this term.

It was noted that Climate Justice Week starts on Friday 20 September 2019 and the school Eco Group has shown interest to be involved. As part of this, the group will meet with the Catering Manager to discuss the use of plastic in the school kitchen. They also aim to educate pupils regarding the importance of recycling.

The next PP meeting workshop will focus on Digital Learning. This will explore aspects of Show My Homework and Google Classroom.