

Minutes of Shawlands Academy Family School Partnership (FSP) 22-04-2024

Present

Parents/carers:

Kate Anstey Deputy Chair

Clare Roberts Minutes (committee member)

Helen Wallace, Izzie Eriksen, Alison Hunter, Patricia de Vries, Louise Bennett (committee members as of the end of the meeting)

School staff:

Pauline Carr Headteacher

Jan McCauley Deputy Headteacher

Kathryn Farrow, Quality Improvement Officer, also in attendance.

Apologies: Ivonne Hughes; Stephanie Summers

(Minutes of the last meeting agreed by Kate & Clare)

Kathryn Farrow's input

Kate gave an update on the activities of the FSP. Plus the challenges! Today's meeting well attended which is great. Past meetings have gone down as low as 3 parent/carer members. Plus we have vacancies for Chair and Secretary.

Kathryn will send us a sample **GDPR policy**, which we need to manage email addresses etc. Helen thinks that we might already have a policy – Kate agreed to check.

Constitution

Meetings need to have more parents/carers than teachers. Debated the maximum number of active members on the committee and need to decide the minimum for meetings to go ahead.

Quorum of 4 or 5 parents/carers to attend – need to decide for definite at AGM.

Constitution makes it clear that **members need to attend meetings regularly.**

Need to **update constitution** – to include the position of vice chair and confirm the numbers.

Secretary's role is to do correspondence – not necessarily to do the minutes in the actual meeting.

Committee membership

Agreed tonight is for Izzie to be Chair for a trial period until AGM and for Kate to be Vice Chair and Secretary until that period. Clare agreed to take minutes on an ongoing basis.

We said goodbye to Helen and thanked her for her long term commitment to FSP.

New members – Alison Hunter, Louise Bennett voted in as members.

Prom clothing/accessories

School has a good amount of clothing, shoes, jewellery – staff have been speaking to young people about how best to distribute.

Communications

We have an email list (committee members plus others who have shown an interest) and Kate thinks that people have been good at responding on this to specific questions. Agreed that we will have a whatsapp group for the current committee members, for quick communications such as confirming attendance/giving apologies.

Banner

We now have a new one 😊 that we can use at school events.

Finances

We will have £3545.94 (after paying for the banner) in the account.

Although it wasn't discussed today, we have an easy fundraising account and Pauline has promoted it as agreed.

Photo booth for S6 prom to be paid for soon.

P7/S1 transition event

This in on **22nd may** **Pauline to confirm time** with Kate, Stephanie, Clare able to help out. School has all supplies of tea, coffee, biscuits etc

Headteacher's report

Continuing to promote **Parent Pay**

STEM event

Date is Saturday **01-06-2024** – can FSP attend to do teas/coffees **10am-12noon** – **Pauline to confirm time**. School will also invite P7 pupils. Successful event last year. Really want it to be a family based event and open the school up to families. School has supplies of tea, coffee, biscuits.

Clare & Louise can both help out on the 1st. **Diluting juice and water to be provided by FSP.**

FSP coffee morning/afternoon

Kate/Izzie and Pauline will discuss parent/carer engagement to decide what FSP concentrate on.

Lockers

Need to agree how this is going to be decided upon. Far fewer in number than the total number of pupils. School want to talk to pupils about what is wanted. Pauline will work out what is the exact number – she suspects it is less than 100.

Date of next meeting

Monday 03-06-2024 at 6pm in the school with Izzie to chair 😊

Agenda item: dates for 2024-25 school year

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