



## Shawlands Academy Family School Partnership (FSP)

### Minutes & Actions

Wednesday 4th September 2024, 1800 - 1930

#### Agenda

Agree last meetings minutes

1. Agree minutes
2. Outstanding Actions
3. Governance
  - a. Advanced sharing of amended constitution
  - b. AGM - Date, Annual report
  - c. Code of conduct
  - d. GDPR
4. Parental Engagement
  - a. Share and discuss proposed ideas
  - b. Action plans
5. Matters raised by parents
  - a. S1 language choices
  - b. International and cultural trips
6. Outstanding matters
  - a. Education cuts - GCPG leading Judicial Review
  - b. Lockers - bringing back into action - next steps
  - c. Mini-bus - update
  - d. Uniform cupboard - stock take and restock
  - e. Easy Fundraising - what are we fundraising for?
7. Financial - SS
8. AOB

#### Present

- Izzie Eriksen (IE) – Chair
- Stephanie Summers (SS) - Treasurer
- Clare Roberts – (CR)
- Alison Hunter (AH) Minute Taker
- Ivonne Hughes (IH)
- Patricia de Vries (PdV)
- Cath Sinclair (CS)
- Michael Sheddon
- Sheona Devine
- Melanie King

Apologies:

Pauline Carr

- Kate Anstey (KA) – Secretary
- Louise Bennett (LB)
- Pauline Carr (PC) - Headteacher

### Minutes

Item	Heading	Discussion & Actions
1	Agree Minutes & Welcome	SS and AH agree mins from August meeting.
2	Actions	<p><b>AP - PdV will feedback to the group after 6<sup>th</sup> June with GCC on education cuts. Feedback statement - Impact assessment carried out at the moment, to be finished in June 2024. Council need to stick to budget decisions. Douglas Hutchison doesn't see how 2 and 3 year of cuts are deliverable but has to follow political decision making. And would welcome support to influence that. Years 2 and 3 of cuts still to be mapped out.</b></p> <p><b>AP - PC to send list of supplies for STEM to SS. Completed</b></p>
3	Governance	<p>Constitution document has been updated and now need to plan consultation with parents before adoption at the AGM.</p> <p><b>Action - IE to arrange to have shared with parent forum, amendments to be adopted at Oct meeting. AGM to happen in Oct meeting.</b></p> <p><b>Action: Chairs report to be completed, feedback on 2023/24 achievements - IE</b></p> <p>Code of conduct updated</p> <p><b>Action: IE to share with FSP and any interested and attending parents.</b></p> <p>Privacy Statement to be turned into google form to fulfil GDPR obligations</p> <p><b>Action: IE to share with group</b></p>
4	Parental Engagement	<p>A short paper was shared with the group prior to the meeting, the context was set in terms of parental engagement being a focus for the FSP.</p> <p>A review of some successful events was discussed;</p> <ul style="list-style-type: none"><li>• STEM event was good example of parental engagement,</li><li>• S1 transition days, S1 induction evening.</li><li>• Learning events organised for each year group.</li><li>• CS talked about art exhibition organised some years ago by PTC.</li></ul>

		<ul style="list-style-type: none"> <li>• Evenings for parents - rummage sale, gymnastic event, Mela, cultural focus, international food evening and careers fair.</li> </ul> <p>Questions raised about how do parents find out about events, to show engagement? Suggestions include calendar of events shared in newsletter, key dates included. Concerns around school website, need for it to be updated. IE questioned how often the newsletter goes out, could the FSP have a section in this newsletter?</p> <p>Careers fair and the Art Exhibition seemed to resonate with the FSP as a decent focus with some outline next steps discussed.</p> <p>Sports day is now house sports day. Agreed to look at this later in the year.</p> <p>Communications was discussed, and overcoming the barriers of mobile phone users by changing the format.</p> <p>The website was discussed, that improvements could be made.</p> <p><b>Action: CS to find out frequency of the newsletter and to get in touch with Eilidh Jack to see if FSP can be in there. Intro to Eilidh Jack via email.</b></p> <p><b>Action: CS and PC to get calendar of key dates out to parents via group call (email). CS to look into changing the existing news updates from PDF to HTML.</b></p> <p><b>Action: Michael Sheddon offered to maintain website. CS to find out if parental access can be given to do this and how this could be possible with an approval stage</b></p> <p><b>Action: Content from FSP for newsletter.</b></p> <p><b>Action: CS to find out if careers fair is happening and what it looks like. Following this FSP can see how they can develop their role.</b></p> <p><b>Action: Moving the art exhibition forward. Need to find art teacher who wants to get involved. FSP to put together proposal and share with CS to take to the Art department.</b></p>
5	Matters Raised by parents	<p>Language choices for S1 pupils, limited compared to previous years.</p> <p>It is due to timetable constraints that first language choices are not always available. Also dependant on what older pupils had chosen for language choices, this can determine what is available to younger pupils. Everyone gets to choose a language.</p> <p><b>Action: CS to forward email from teacher re the query. FSP to send on response to parent.</b></p> <p>International trips.</p> <p>CS explained that Cost of the school day paper means come pupils are excluded from opportunities. School is focusing on year group trips and access to Duke of</p>

		<p>Edinburgh Awards. FSP set up hardship fund to support students. Not egalitarian to have international trips.</p> <p>Holiday commitment from teachers and timetable logistics make this difficult to enable too.</p> <p><b>Action: CS to share SIMD data from Duke of Edinburgh for FSP to collect evidence of who could be interested in trips.</b></p> <p><b>Action; what other schools are doing trips - FSP to find out</b></p>
6	Outstanding Matters	<p>Education cuts - keep as rolling agenda point. Discussion on wanting to influence decisions around year 2 and year 3 cuts before they are made. Glasgow City Parent Group will be main point of contact. Could PC keep us updated on cuts issue at each meeting?</p> <p>Lockers - no update, revisit next meeting.</p> <p><b>Action - CS to follow up with progress</b></p> <p>Mini bus -has now been bought. Used for Auchengillan. Sports trips.</p> <p>School uniform cupboard - FSP invited to do a restock.</p> <p><b>Action - to look at ties, arrange when FSP can look at cupboard. FSP members with PVG to ontact CS to progress.</b></p> <p>Easy fundraising - leave for now, decide later what to fundraise for.</p> <p><b>Action: Fundraising ideas. What can we do?</b></p>
7	Financial	<p>£3218.24 is current balance.</p> <p>Event space still needs to be paid for, for the year.</p> <p><b>Action - Need bank card for the account - SS</b></p> <p>CS suggested some funding requests from school - clubs equipment, uniform (hoodies, ties) ipad charging cables, and Duke of Edinburgh funding.</p> <p><b>Action - SS and IE to catch up on budgeting for academic year.</b></p> <p>Broad agreement to set a fundraising budget for the year, could be £5k</p>
8	AOB	<p>From parent:</p> <p>Any chance FSP meetings could be online?</p> <p><b>Action: To look at potential frequency of this on a per term basis - IE to propose some suggestions</b></p> <p>From emails:</p> <p>Recruitment training. 4 people have been trained, Patricia, Alison CLaire Stephanie. No one expressed interest in doing the recruitment training.</p>

		<p>PVG training - 10th Sept at 6.30pm online.</p> <p><b>Action: IE to share the link with the group and for interested members to sign up.</b></p> <p>Building works - affecting access to science classrooms, but not the actual class.</p>
9	Date of next meeting	<p>See note below</p> <p>For any agenda items, please email the chair on <a href="mailto:shawlandsacademyfsp@gmail.com">shawlandsacademyfsp@gmail.com</a>, 7 days prior to the meeting.</p>

**Dates for 2024/25:**

August	Holiday	
September	Wednesday	4th
October (AGM)	Monday	7th
November	Wednesday	6th
December	Monday	2nd
January	Holiday	
February	Wednesday	5th
March	Monday	3rd
April	Holiday	
May	Wednesday	7th
June	Monday	2nd
July	Holiday	