



Shawlands Academy Family School Partnership (FSP)

AGM

&

Monthly Minutes & Actions

Monday 7th October 2024, 1800 - 1930

AGM Agenda 1800 - 1830

1. Welcome
2. Agreement of last AGM minutes
3. Chair's Report
4. Treasurer's Report
5. Headteachers Report - Standards and Quality
6. Adoption of amended Constitution
7. Appointment of office bearers and new members

Present

- Izzie Eriksen (IE) – Chair
- Stephanie Summers (SS) - Treasurer
- Clare Roberts – (CR) Minute Taker
- Alison Hunter (AH)
- Ivonne Hughes (IH)
- Patricia de Vries (PdV)
- Teresa Piacentini (TP)
- Andy Mulholland (AM)
- Sheona Devine (SD)
- Kate Anstey (KA) – Secretary
- Louise Bennett (LB)
- Heather McDonald (HM)
- Pauline Carr (PC) - Headteacher
- Jan MacAuley (JM) – Depute Headteacher
- Apologies: Melanie King

AGM Agenda & Actions

1	Welcome	All attendees introduced themselves.
2	Agreement of last AGM minutes	KA and SS agreed as accurate
3	Chair's Report	<p>Given by KA due to IE not being present for full year 23-24</p> <ul style="list-style-type: none"> ● Our main aim was to get more parent/carers onto the committee. ● We asked Kathryn Farrow to attend to help us think through our membership and constitution eg 12 is a more workable number for a committee. Committee membership confers voting rights. Any parent/carer is welcome to any meeting. ● We are trying to attend as many events as we can, eg STEM event, P7 transition event with our shiny new banner. ● We have an easy fundraising page so can use that if we have any big projects that we want to fundraise for. ● We have twitter up and running and we are ready to start using it. ● We have gathered more parent emails. ● Forward planning – wondering about the careers event and if we can help with that, incl getting as many parents/carers
4	Treasurer's Report	<ul style="list-style-type: none"> ● Helped with STEM event; photo booth for S6 leavers; banner; pay for the monthly let to have the meetings. We receive £400/year from Glasgow city council, to help with our running costs such as room lets. ● £3218.24 is our current balance ● Opportunity to discuss spend later in the monthly meeting
5	Headteacher's Report - Standards and Quality	<p>Standards and Quality Report distributed by PC</p> <p>AP – circulation to all parents/carers - PC</p> <ul style="list-style-type: none"> ● Some highlights: school has changed how to monitor the use of Pupil Equity Fund (PEF). ● SQA results this year very encouraging, incl the highest percentage of pupils attaining 5 Highers at one sitting (approx. 30% of S5). ● School keen to have pathways that suit for all pupils. ● Ongoing focus on health, skills development, attendance and family engagement/participation. <p>AP – for all to read and reflect, are there any areas we want to discuss further at the FSP - ALL</p>

5	Adoption of amended Constitution	<p>Context set – that amendments proposed and discussed in meetings and agreed before sending to parent forum for consultation between 20th Sept and 5th Oct. Shared twice by the Academy.</p> <p>Agreed to adopt by members present.</p>
6	Appointment of office bearers and new members	<p>IE is now confirmed as Chair.</p> <p>We have vacancies for Vice Chair, & Secretary</p> <ul style="list-style-type: none"> • We agreed that these can be appointed at any point in the year, not just AGM • We agreed to share some more info re role of secretary and vice chair to support new members considering the role. (AP) • We agreed that current members will continue to support office bearers, eg Clare agreed to continue to take minutes on an ongoing basis <p>SS will remain as Treasurer for 24-25, indicating that this will be her last year in the role.</p> <p>New members agreed tonight: Andy Mulholland, Teresa Piacentini, Sheona Devine (welcome J)</p> <p>AP - to induct new members - KA</p> <p>Izzie Eriksen, Stephanie Summers, Kate Anstey, Clare Roberts, Alison Hunter, Louise Bennett, Andy Mulholland, Theresa Piacentini, Ivonne Hughes, Sheona Devine, Patricia de Vries.</p> <p>(this takes us to 11 members)</p>

Monthly Meeting 1830 - 1930

1. Agree minutes from 4th Sept 2024
2. Outstanding Actions - see below
3. Governance - see AGM
4. Parental Engagement
5. Matters raised by parents or otherwise
 - a. School Uniform Guidance
6. Outstanding matters
 - a. Education cuts - updates and action
 - b. Lockers - carrying over to November meeting

- c. Uniform cupboard - stock take and restock
- 7. Financial
 - a. Budget for 2024/25
 - b. Fundraising priorities
- 8. AOB

Present

see above

Minutes

Please note prior to the meeting starting, IE explained that due to time restrictions and an over ambitious agenda, that by addressing the actions, we will be contributing toward the agenda items. Any items not addressed will be carried over to the November meeting. There were no objections.

Item	Heading	Discussion & Actions
1	Agree Minutes & Welcome	Agreed IE +
2	Actions	<p>Action - IE to arrange to have shared with parent forum, amendments to be adopted at Oct meeting. AGM to happen in Oct meeting. CS sent the constitution via group call this Friday 20th Sept - Completed</p> <p>Action: Chairs report to be completed, feedback on 2023/24 achievements - IE Completed and shared.</p> <p>Action: IE to share with FSP and any interested and attending parents. Shared privacy statement and code of conduct with with FSP, can extend in time for the next meeting - Completed.</p> <p>Action: PVG training - IE to share with group Completed</p> <p>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. Not the right contact for the newsletter. Pauline Carr for the newsletter - 5 - 6 per year, next one is before October half term break.</p> <p>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. Calendar of dates - shared and completed at the meeting.</p> <p>CS - still to investigate, but looks like it's too much of a security risk.</p> <p>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</p>

		<p>CS - Glow platform, can only access if you have a glow email.</p> <p>Can we still provide some basic website content for FSP?</p> <p>Action: Content from FSP for newsletter.</p> <p>To provide content for 20th September. IE completed, newsletter going out at October half term.</p> <p>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.</p> <p>CS & Jan McCauley (Deputy Head) - Senior S5 & S6, end of August UCAS/college/apprentice applications, planning to hold careers fair in November (during the school day, date known), during day. Parents could be part of this, would need to look at numbers. In person or video contributions would be most welcome, Jan will share date.</p> <p>Circumulum pathways - S4, S5, S6 Jan 2025 event planned.</p> <p>CS - there is a family learning event with Lisa Sutherland (PEF), 4th, 5th & 6th study skills and other elements.</p> <p>Action: Moving the art exhibition forward. Need to find an art teacher who wants to get involved. FSP to put together proposal and share with CS to take to the Art department.</p> <p>AH has drafted a proposal.</p> <p>Action: CS to forward email from teacher re the query. FSP to send on response to parent regarding S1 languages.</p> <p>CS - Response from Rebecca Rooney to be sent over.</p> <p>Action: CS to share SIMD data from Duke of Edinburgh for FSP to collect evidence of who could be interested in trips.</p> <p>Action; what other schools are doing trips - FSP to find out.</p> <p>On going evidence gathering by FSP - IH as lead</p> <p>Action - CS to follow up on lockers</p> <p>Carrying over to November agenda</p> <p>Action - to look at ties, arrange when FSP can look at cupboard. FSP members with PVG to contact CS to progress.</p> <p>SS to go into school at 1000 Thursday 10th October to do stock take</p> <p>Action: Fundraising ideas. What can we do?</p> <p>See minute below</p> <p>Action - Need bank card for the account - SS</p>
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		<p>In progress, bank account name most likely to be changed first to FSP. On going</p> <p>Action - SS and IE to catch up on budgeting for academic year.</p> <p>See minute below</p> <p>Action: To look at potential frequency of this on a per term basis - IE to propose some suggestions -</p> <p>Completed, some agreement to once a term, but to test it and see if it works - also need meeting licence - worth checking with Academy</p> <p>Action: IE to share the link with the group and for interested members to sign up.</p> <p>Completed.</p>
3	Governance	See AGM

4	Parental Engagement	<p>PC shared calendar of dates shared with the group.</p> <p>AP - To share dates with all parent/carers once amendments made - PC</p> <p>Careers – senior phase event 13-11-2024. Various partners (eg colleges, Glasgow city council apprenticeships) come to assembly hall. For S4-6. Last year was opened to parents – a small number attended. It was proposed that parents/carers could be situated in the library to talk about their careers– approx. 1.30 til 4pm. Appeal for participants will go out in Headteacher’s newsletter. In person or video version would be welcome. Jan MacAuley involved with this.</p> <p>AP - for opportunities for parental involvement (in person or via a short video) to be shared via the October break newsletter - PC to share draft words with IE prior to circulation</p> <p>16th Jan 2025 for S2-3 careers event - no immediate action for FSP on this.</p> <p>AH shared an outline of the proposal with the FSP - based on exhibiting art, get sponsorship for frames from IKEA and raise funds for particular school need.</p> <p>AP - to share with group for some feedback - AH</p> <p>AP - following this to share on with PC for review and consideration before approaching art faculty</p> <p>Pauline’s newsletter (5-6 go out/year) and we propose that each will contain a brief summary from FSP</p> <p>Newsletters from school require to be in PDF format – however, it is not very user friendly for mobile phone use so agree to keep this on the agenda – we discussed sway as a possible</p> <p>AP - PC to follow up on use of SWAY</p>
5	Matters Raised by parents	<p>AP - Response to be shared by PC on S1 languages to FSP</p> <p>IE clarified the need for any single parental enquiries to be redirected to the school. Where there is more of a collective concern, this can be raised within this meeting.</p> <p>Enquiry re having one online meeting per academic year – issues re what platform could be used.</p> <p>AP - PC and IE to discuss further.</p>
6	Outstanding Matters	<p>Lockers - moved to the November agenda</p> <p>Educational Cuts - update only</p>

		School uniform guidance - not discussed carried over to November
7	Financial	<p>FSP has budget to allocate to spend which could value pupils across the school year.</p> <p>A budget exercise needs to be undertaken, based on rolling costs to FSP, areas of priority for the school and the ideas from the FSP.</p> <p>AP - For FSP to consider rolling contributions like uniform, S6 prom, meeting costs and any new ideas - ALL by Friday 18th Oct.</p> <p>AP - Following input from FSP on what budget is available - PC will discuss with Dept heads after the oct holidays if they have items that they wish FSP to help out with</p> <p>SS had positive conversations with bank about bank card. On going action , SS will get in touch with relevant people.</p>
8	AOB	To consider FSP communication channels, how to use them and which are ethical.
9	Date of next meeting	<p>See note below</p> <p>For any agenda items, please email the chair on shawlandsacademyfsp@gmail.com, 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	
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