

Dumfries Academy Parent Council Meeting Minutes

Date: 12.11.25

Location: Dumfries Academy

Chair: Liza Vinnie

Minutes taken by: Melanie McEwen



1. Welcome and Apologies

Attendees: LV(Chair), JD (Headteacher), MMc (Secretary),LG (Treasurer), Parents: JR,SB,KB,RD, Staff: ZM,CB,EA,DA
Apologies: KH

We were delighted to welcome more new parents and school staff to the parent council.

It was noted that Mr Aitken is replacing Dr. Gordon as staff representative and asked that our thanks are passed on to Dr. Gordon for her support of the parent council.

2. Matters Arising

Minutes of the meeting on the 17th September 2025 approved.

Our Parent Council Chair is following up with Headteacher on support for pupil committees and how to work with staff on celebrating achievement.

IH assessed CHWB funding and it was not suitable on this occasion given the timescales.

Check re extra curricular activities available on the website – still shows 24/25.

Action

- Details of committees and celebrating achievement working group to be shared enable wider parent council to offer support.

3. Events Update

Burns Supper 13th February 2026.

It was agreed that we were aiming to maintain the community feeling while inviting a more corporate approach to support fundraising by selling tables as well as individual tickets. The aim is to get a 'save the date' communication out before Christmas and then push ticket sales after schools return in January.

Following discussion, it was agreed that one good hamper and three/four other prizes would be sufficient for raffle tickets sold on the night.

Actions

- MMc to update planning spreadsheet and circulate. Arrange a meeting with MK in January.
- JD to contact Gillian Brydson re 'Toast to Lassies'.
- KB and CB offered to create posters with support from Chloe. MMc to send on template and information.
- LV to organise hamper and raffle prizes.
- LV to meet with S6 events committee to arrange support.

S3 Parents Night 10/12/25

Tea/Coffee being covered by pupils.

School Show June 2026

Matilda will be the school show in June 2026. Parent Council will provide a hamper, raffled to raise funds for the parent council.

4. Celebrating Achievement

Mr Aitken is leading on awards and any ideas on format to be shared with him. A meeting is taking place on Friday. The possibility of sponsorship for each category, linked to the school values, was raised and it was suggested that DYW could be contacted to support.

A press release was also suggested to engage the public and raise awareness of the school values and the achievements in relation to those. There is the potential for the public to nominate pupils for an award.

A small marketing team could work on content with the possibility of pupils being involved.

Actions

- JD to share award criteria suggested by Parent Council in session 24/25 with Mr Aitken.
- School staff to consider press release format and how to involve young people.

5. Headteacher Report

Headteacher JD provided a summary from recent parental updates, highlighting the focus on inclusion, wellbeing and equality and the work being done across the school to support this.

The PC were pleased to hear that the school is now fully staffed with the Chemistry vacancy now filled and due to start in December. Overall, it was noted that management points have been reduced therefore the structure across mgt and pupil support is being revisited. In addition the roll in dropping across the D&G burgh will likely lead to a smaller intake in S1.

JD advised the PC there is no update at present on the refurbishment although the PC was pleased to hear that Morgan Syndal will be providing input on financial education as part of the community payback having been awarded a contract.

KB and LV will be attending the thematic review on Monday 17th and will feedback at the next meeting.

Actions

- LV/KB Feedback from thematic review on agenda in January.

6. Parent Council Finances

The treasurers report was shared and it was noted that there is still a small amount coming in regularly as a donation which is a legacy of the lottery. The finances are stable and the PC has agreed that it would like to dedicate a specific amount for the support of activities recommended by pupils.

The PC will provide a set amount for the pupil council overall and for each of the six year group representatives to 'bid' for. This enables the PC to support school activities directly while allowing young people influence and control over the type of activities to be supported.

Actions

- PC to meet and agree amount and template for bidding process to run as a pilot this year.

7. AOCB

Financial Support

Joanne Russell gave a short introduction to a 'Bill Save' system through Utility Warehouse which she has signed up to and could share with other parents as she has become a partner. This is a company which helps people save money on bills and in the current financial climate may be a support for many families.

Actions

- JR agreed to provide a link to more information so the PC could investigate if this is appropriate and if agreed, what steps and governance needs to be in place.

Parent Council Members and PVG

PVG for parent council members was discussed and it was agreed in principle that Parent Council Members attending meetings would not require a PVG. If however, they were are lone working with young people when representing the Parent Council it was felt that a PVG would be required.

Actions

- JD to check policy and LV to follow up with Vanessa Morris in the central team as LV currently does attend meetings with young people.

Just Giving

LV confirmed the PC can set up a Just Giving page if we wish and that the link could go onto the website. It was agreed to leave this until session 26/27 to consider.

8. Next Meeting

Next meeting 7th January @ 6pm