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| **Present:** Anne Witherow (chair), Craig Gibson, Val Forsyth, Elizabeth Robertson, Muriel Russell, Alan Donaldson, Sue Currie, Sandra Campbell, Sarah Jones, Frances Ramsay    **In attendance:** Cllr Graeme Brooks | | |
| **Apologies**: Gail Baxter | | |
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| Item: |  | Action: |
| **1** | **Welcome and Apologies**  Anne welcomed everyone to the meeting. |  |
| **2** | **Minutes of last meetings 03/6/19 & 26/08/19 – read and accepted**  **Proposed by : Muriel Russell (03/06/19)**  **Seconded by: Val Forsyth**  **Proposed by: Val Forsyth (26/08/19)**  **Seconded by: Elizabeth Robertson**  *Minutes to be emailed to school office for display on school website* |  |
| **3** | **School/ Head Teacher’s Update**  Craig gave a summary of school activities including;  **Staffing**- Music teacher appointed and will start when Disclosure comes through but there is a national delay with this at present. Temporary PT Modern Languages appointed to cover PTs secondment. Maternity cover for Modern Languages and PTs Numeracy and Literacy also appointed.  **P7/S4 Information Evenings**  **S1 Parental Tours**  **UCAS Information Evening**  **English Department** – parental workshops  **Faraday Challenge** – S2 Pupils  **Exhibition held at Gourock Heritage by pupils**  **Maths Week** - Maths Wi Nae Borders, Maths Inside photo competition, Network Theory  **Active Girls Day S1-S6**  **National Road Race**   * + S2 pupil Individual performance -10th position   + Gold medallists and the Scottish Schools title S3/4 pupils   + Silver medallists – Senior Pupils   **Supported Study Programme S4-S**  **Rights Respecting School**  **INSET Days** – Improvement Plan Priorities/Tackling workload  **Cluster Improvements Plan**   * + Literacy/Numeracy work   + Enhanced Transitions   **Work Experience Programme** -100 S4 pupils completed a very successful 5 day Work Experience placement in September.     1. October Jazz Night   31 October S1 ‘Very Scary’ Halloween Event 6.00pm—8.00pm  5 November S1/3 Tracking Reports issued  11 November Senior School Remembrance Service  14 November S1 Parents Meetings 3.30pm-5.30pm  22 November Quiz Night  2 December S4 Tracking reports issued  4 December S4 Parents Meetings 3.30pm-5.30pm  5 December S5/6 Reports issued  9 December Christmas Concert 7.00pm Assembly Hall  16 December Merits/Alerts issued  17 December Community Newsletter issued  18 December Christmas Cracker 7.00pm-10.00pm  19 December S5/6 Dance 7.00pm–10.00pm  20 December S1-S3 Awards Ceremony—Assembly Hall  **20 December School Closes 2.30pm** |  |
| **4** | **Finance**  £1269.50 in bank with approx £50 cash float for Jazz night. It was agreed that the PC Administration money from the Council for 2018/19 (£470) would be given to school Netball and Athletics team for new strips for competing.  Anne and Muriel will visit bank to get Muriel registered as new Treasurer. | Anne/Muriel |
| **5** | **Chair update**  Anne gave a summary of current and upcoming PC activities. |  |
| **6** | **Future Events Planner**  **Jazz night -29 Oct**  All arrangements, including helpers, in place. Bar stock topped up for next few events. Request made for raffle prizes.  **S1 Parents night- 14 Nov**  Helpers to be sought by email  **Quiz night -22 Nov**  Usual format agreed. Price £5 per head. Elizabeth has quiz ready. Anne will get licence, contact Greenock Telegraph and arrange pizzas with Nico’s Gourock. Craig will promote with staff, S6 and feeder primary school staff.  **S4 Parent’s night – 4 Dec**  Helpers to be sought by email.  **Christmas Concert- 9 Dec**  Anne will apply for licence. Helpers to be sought by email nearer the time. | Anne  Anne/Craig  Anne  Anne |
| **7** | **AOB**  **Make-a-Bid**  Bids to be invited from all staff including cross departments bids. Total fund agreed as £500. Closing date 20 Dec. Bids will be considered at next meeting  **Uniform Bank**  Craig keen to get this running with S6 pupils assisting. Gail will arrange for Elizabeth and Anne to visit St Stephen’s High School in Port Glasgow where they are running successfully. Date to be arranged.  **Parent’s Night Appointment System**  Alan described a system he heard was being used in other schools which allowed parents/carers to book appointments online thus improving the timing and availability of appointments. There are different systems available with differing initial, then annual subscription costs. Parents were keen for this to go ahead as many expressed difficulty with the current pupil-initiated booking system. Craig will look into this for the next meeting.  **Junior Park Run**  New national initiative starting soon. Sandra will bring more information when it does to encourage young people to get involved.  **ParentPay – problem with Activities week payments.**  Payments being made are not being reflected in a reduced balance which is confusing and has resulted in families phoning the office to clarify. ParentPay to be contacted for further information.  Anne closed the meeting and thanked everyone for attending | Craig  Gail/Elizabeth/Anne  Craig  Sandra  Craig |
| **8** | **Date of Next Meeting**  Monday 13 January 2020 at 7pm |  |