

BISHOPMILL PRIMARY SCHOOL
PARENT TEACHER FORUM & PARENT COUNCIL
MINUTES from EGM 29TH MARCH 2017

Attendees: Madeline McCutcheon, Owen Hannan, Lisa Stewart, Anne-Marie Ballantyne, Jennifer Dodd, Janice Rankin, Shona Vincent, Fiona West, Irma Westwood and Fay Tinnion.

Apologies: Suzanne Lynch McKay, Anna Howie, Sandy Howie, Kirsty-Johnstone Reid, Laura Harvey, Glynis Hopes, Kevin Stuart and Dianne Carter.

1. Ratification of the Revised Constitution

The background to the new Constitution was discussed along with comments that had been submitted regarding it.

The setting of the quorate level for both PTF and PC was reviewed. It was agreed, via a unanimous vote that the level for PC would be set at the AGM whilst the level for the PTF would be 6 nominated members. It was also agreed, again by unanimous vote, that the Chair would have the discretion to widen consultation when appropriate.

Agendas for meetings are to be circulated beforehand to allow members who are unable to attend, to submit their comments/observations.

Action: SV to amend Constitution and forward to OH for final approval. Following this, OH will send Constitution to Mrs Brown to be uploaded onto the school website. SV to circulate final Constitution to PC members and Alleen Fraser to circulate to PTF members.

2. Engaging the Wider Parent Forum

It was acknowledged that the PC and PTF would greatly benefit from engaging more parents. FT gave some examples of her time as a Governor at another school. These included the use of Survey Monkey and one-to-one conversations with parents in the playground. FW also gave examples of successful engagement at her previous school which included the use of Facebook and the generation of a “bank” of parents who do not wish to be members of the PC/PTF but are happy to support events.

MM informed the group about the activities that the school currently use including formal and informal interviews with parents including open afternoons, in-depth discussions with staff and pupils all of which feed in to the Self Improvement Plan.

OH suggested that under the "Parent" tab on the school website, there should be a PC and a PTF section which contains details of the next meeting, the agenda for that and how parents can get in touch. The use of a dedicated email address that parents can use to contact the PC and PTF was discussed and agreed.

Action: OH to generate email address and give details to relevant personnel. MM to liaise with Mrs Brown about the website inclusions.

3. Dates of Next Meetings

PC	6-6.50pm	19 th April
PTF	7pm-finish	19 th April
AGM	7pm	6 th September
PC	6-6.50pm	25 th October
PTF	7pm-finish	25 th October
PC	6-6.50pm	10 th January
PTF	7pm-finish	10 th January
PC	6-6.50pm	18 th April
PTF	7pm-finish	18 th April

4. AOB

FW explained to the group about the Awards for All project and the opportunities and challenges that it brings. MM & IW stated that they would contact East End Primary with a view to them sharing their paperwork following their successful application to the project

IW updated the group with regards the Robertson's project. They have indicated to her that a decision will be made before their financial year end.

MM gave a brief overview of the proposed family learning hub and that any available grants/funds would be gratefully received. A-M B said that she should contact Don Toonen and Derek Shepherd at Moray Council.