**KGS Parent Council AGM Tuesday 11th September 2018**

Location: Keith Grammar School

Present: Fyona Duncan, Laura Simmers, Trish Winchester, Jenni McWilliam, Marie Comrie, Gillian Hendry, Steve Hickin, Theresa Coull, Donald Gatt, Neil Kidd, Tracie Wills, Peter Wills, Donna Mackie,

Apologies: June Buchan

Teacher Representatives: Jamus Macpherson, Liz Bain, Laura Main

Student Representatives: Eilidh Simmers, Abby Clark, Niamh Taylor, Rosie Winchester

**Approval of minute**:

Minute of 2017 AGM was not available but outline of Chair’s Report shared and agreed.

**Matters arising from minute**:

* No matters have arisen from the previous minutes.

**Chair’s Report** :

* Brief overview of the work of the council shared with contributions to various aspects of school consultations

**Treasurer’s Report:**

* Specific fundraising activities and donations covered with outgoings slightly in excess of income. Position at bank is approximately £6000. Detailed accounts have been drawn up and are to be audited before submission to Moray Council

**Election of Office Bearers:**

Chair: Steve Hickin

Treasurer: Donna Mackie

Events Secretary: Laura Simmers

Clerk/Secretary: Vacancy (JMac to see if any Senior Students are interested in the post)

**AOCB:**

* None

**Date of next meeting:**

The next meeting is to be held on Tuesday 10th September 2019. Discussions on appropriate format to take place during this session.

The meeting closed at 6.50pm followed by presentations on Show My Homework, DYW Moray (Sarah Baxter), Moray College UHI school and post-school opportunities (Jackie Andrews), and new parental reporting procedures.

Attachment: Reporting 2018-19 Paper and key dates

**Reporting 2018-19**

Previously all year groups received one formal report and had one Parent’s Information Evening per year with reports on attitude twice per year.

These long reports tended to repeat conversations and advice that teachers had already given to students and increasingly was being seen by parents as unhelpful and by staff as an inefficient use of their time.

Following discussions with parents, pupils and staff we have decided to take a different approach this session.

All Year Groups will receive 3 Tracking Reports which will include feedback on their progress in all subjects and expected progression as well as an indication of their effort, behaviour and homework completion.

In addition, 3 times per year each subject will send home a record of a detailed learning conversation which will include what is going well and what the next steps in learning will be and the student’s place in that. This will happen at the most appropriate time for that subject rather than being inundated with all the information at once allowing you to keep up to date with how you can support your child. For each of these you will be asked to sign that you have seen the feedback and can choose to comment or to make contact if you need more information.

For those students making subject choices you will receive the departments’ recommendations for future study in their subjects to help with making appropriate choices.

Teachers will also make a formal comment on one of the Senior Tracking Reports at a time that they feel is most important for your child.

In addition you can contact the appropriate Guidance Teacher at any time to request information on your child’s progress.

We hope that through these changes we will allow you to be better informed and able to support your child’s progress. We will also free up teacher time to focus on improving the educational experience of all our young people.

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| --- | --- | --- | --- | --- |
| Week | S1 | S2 | S3 | S4-6 |
| 5 | 10-Sep |  |  |  | 12/9 TRACKING REPORT |
| 6 | 17-Sep |  | 19/9 TRACKING REPORT |  |  |
| 7 | 24-Sep | 26/9 TRACKING REPORT |  |  |  |
| 8 | 01-Oct | 2/10 Parents’ Night 4.30-6.30 |  |  |  |
| 10 | 29-Oct |  |  | 31/10 TRACKING REPORT |  |
| 11 | 05-Nov |  |  |  | 7/11 TRACKING REPORT |
| 14 | 26-Nov |  | 28/11 TRACKING REPORT |  |  |
| 15 | 03-Dec |  | 6/12 PARENTS’ NIGHT 4.30-6.30 |  |  |
| 16 | 10-Dec |  |  |  | Subject |
| 17 | 17-Dec |  |  | 19/12 TRACKING REPORT | Choice |
| 18 | 07-Jan |  |  | 9/1 PARENTS’ NIGHT 4.30-6.30 |  |
| 19 | 14-Jan | 16/1 TRACKING REPORT |  | Subject | Prelims |
| 20 | 21-Jan |  |  | Choice | Prelims |
| 21 | 28-Jan |  | Subject |  |  |
| 22 | 04-Feb |  | Choice |  | 6/2 TRACKING REPORT |
| 23 | 11-Feb |  |  |  | 13/2 PARENTS’ NIGHT |
| 24 | 18-Feb |  |  |  |  |
| 25 | 25-Feb |  |  |  |  |
| 26 | 04-Mar |  |  |  |  |
| 27 | 11-Mar |  |  |  |  |
| 28 | 18-Mar |  |  |  | 21/3 Tracking Report |
| 29 | 25-Mar | 27/3 TRACKING REPORT |  |  |  |
| 31 | 22-Apr |  | 24/4 TRACKING REPORT |  | Leavers’ 26/4 tbc  |
| 32 | 29-April |  |  | 1/5 TRACKING REPORT | SQA exams tbc |

**These reporting dates are for completion by teacher. Reports would normally be issued to students at the beginning of the following week.**