**KGS Parent Council Business Meeting Tuesday 11th September 2018**

Location: Keith Grammar School

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

Apologies: June Buchan, Laura Main, Tracie Wills, Peter Wills

Teacher Representatives: Jamus Macpherson, Liz Bain

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

**Approval of minute**:

Minute of 16 January 2017 and notes from March and May meetings were shared with the meeting. Due to various absences and small attendance there were no formal minutes of those meetings. These were accepted as fair representation of those meetings.

**Matters arising from minute**:

* No matters have arisen from the previous minutes.

**Chair’s report:** covered in AGM

**Treasurer’s Report:** covered in AGM

**Format of Meetings** :

* There is a general concern about the low attendance at these meetings
* There would be a consensus to separate the different functions in order to encourage more people to participate in the parts that interest them
* Suggestion that if there are ideas for new fundraising activities that groups could take ownership of that and simply report back to main Parent Council
* Suggestion also that focus groups, drop ins, open afternoons and other school activities could be used to get feedback on aspects of the school as happened last session. This would allow PC meetings to be kept much more concise to focus on what is necessary and possibly encourage more to attend if they know it is just for 1 hour, maximum.
* Further discussion of this to take place at next meeting.

**Tombola:**

* Packs of request letters for businesses issued to volunteers to be distributed as soon as possible
* Same volunteers to revisit businesses to collect donations and deliver to Laura’s house by 14th October.
* Volunteers needed on the night for setting up and catering
* Laura to supply format of parental donation request slip

**Funding Requests:**

* Request for up to £800 to support monthly visit to Cullen Sea School – agreed to provide up to £320 initially to support 4 sessions. Feedback to PC on numbers attending and any fundraising activities by participants to minimise costs. Participants could be invited to make a contribution, possibly £2 per session, to support funding.
* S2 UPS trip to Spey Bay for environmental/global citizenship education – agreed to fund full £300 requested. (Students have been invited to make a contribution – PC funding will be used to make up shortfall)
* Request received from PTs Guidance for laptops – PC request that JMac/EBa explore this proposal further to ensure appropriateness before taking bid back to next meeting

**AOCB:**

* Website calendar needs updating
* Website “Banter” link causing problems

**Date of next meeting:**

The next meeting is to be held on Tuesday 23rd October 2019, 7-8pm, in the Staff Room

Agenda items are

* Exam Performance/Rector’s Report
* DYW Parental Engagement

Papers will be circulated in advance

Minutes of meetings will be issued as soon as possible after meetings with comments and clarifications to be returned so accurate minute is established prior to next meeting along with any progress with points raised