**KGS Parent Council Business Meeting Tuesday 8th January 2019**

Location: Keith Grammar School

Present: Laura Simmers, Trish Winchester, Jenni McWilliam, Marie Comrie, Gillian Hendry, Steve Hickin, Neil Kidd, Theresa Coull (Cllr)

Apologies: Student Representatives, Liz Bain

Teacher Representative: Jamus Macpherson

**Approval of minute**:

Minute of 23 October 2018 was shared prior to the meeting and was accepted as a fair and accurate representation of the meeting.

**Matters arising from minute**:

* Employment Sector days for S3 going well with all getting the opportunity to attend their priority area. Many students have been able to attend more than one to raise awareness of alternative opportunities.
* Website calendar has been updated and all Banter links appear to be working now. Please contact school admin if there are any problems in future.
* Jamus will continue taking minutes in the absence of any other volunteer.

**Treasurer’s Report: (D Mackie unable to attend)**

* Ongoing issues with signatories recorded on this account so payments are being made from school fund at the moment. (Laura to pursue mandate with bank to update signatories and look to move account)

**Fundraising Report: (L Simmers)**

* Tombola very well attended and raised, after costs, £1850
* Latest Rag Bag collection raised £80.
* Date of Golf Club Quiz Night changed to 15th March. (School calendar updated). Laura to make arrangements with Neil with any requests for help made directly or through school.
* 200 Club relaunch will be in next Banter. Link to direct debit site is now under a Parent Council tab on the school website.

**Rector’s Report:**

* Report shared with meeting and attached to this minute
* Further discussion around finances and impact on staffing and pupil choices. Moray Council still exploring budget options following lower than expected Scot Gov settlement, no final decisions yet.

**Relational Practices:**

* Draft document issued in advance of meeting. This has been developed through staff and student meetings and aims to provide a more positive approach to classroom management.
* Meeting commended the work so far and agreed there should be a parent section. Members thought that approaching parents to form a focus group would be more helpful than taking back to Parent Council.
* Meeting assured that the focus is on regular, sustained behaviour and commitment and not just aimed at rewarding those who rarely meet the expected standard.

**Curriculum Plan:**

* Documents shared with meeting outlining current 33 Period Week structure for all year groups and courses available in the Senior Phase.
* Process for producing column structure and some of the constraints around this were shared and discussed.
* Members agreed that current structure still meets our needs within current staffing.
* Literacy and Numeracy should remain with English/Maths departments and should be organised to meet their needs with an expectation that there is a distinct focus on these particular skills within the time allocated.
* Preference to avoid subject rotations as benefits of regular experience outweigh the disadvantage of a wide range of teachers at any one time.
* Members asked to consider range of opportunities in Senior Phase and comment on those felt to be less relevant and any subjects/areas not currently offered.

**Funding Requests:**

* Request previously emailed out for approval were £300 for buses to support S3 attendance at a variety of employment sector events – all responded approved, and £200 for House medals and football equipment – all responded approved.
* Request for £250 to support transport costs to Engineering Day for S2 at RGU. All S2 given the opportunity with 34 attending.
* Previous request for up to approximately £700 for transport for 24 Outward Bound participants to Fort William was granted. We have hired a minibus and car due to reduced numbers so hopefully this will come in at less than agreed maximum.

**Correspondence:**

* Invitation to continue subscription of Keith Area Parent Council website received. Only current use is for 200 Club link. New Parent Council tab to be introduced to KGS website to include these links so no need to continue the Area website. Minutes and constitution to be added to PC tab on KGS site. (JMac – completed 10 January)

**Date of next meetings:**

Dates of next meetings, all to be held 7-8pm in the Staff Room, are:

Tuesday 5th March 2019

Tuesday 14th May 2019

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

Please send any agenda items to Jamus in advance of meetings. Agenda will be issued in advance of meetings.

**Rector’s Report:**

**Staffing**

June Buchan left before Christmas to DHT post at Elgin High and has not been replaced in the short term. Looking to review our leadership capacity given the roll, and therefore budget, has decreased over the last few years with no alteration in SLT/PTG. SLT have taken on more areas and PTs G more responsibility for areas they are currently involved in. Looking to make a decision prior to Easter so staffing is in place by August.

Lynsey Smith, History has started maternity leave. (She has had a wee girl, Holly). Post being covered by Sheena MacGillivray and Kelly Gatenby.

English post re-advertised with relocation package with no suitable applicants. Advertising again this week.

**School Finance**

Will not be able to sustain current overstaffed position next year so will need to be looking closely at uptake in subjects and taking decisions on viability of classes. Flexibility of staff allows us to continue to offer a wide variety of options and combinations beyond what would normally be possible in a school of our size.

**Moray Council Budget proposals**

Budget position is much worse than was predicted so additional savings will need to be found. Education was largely protected in initial proposals but we are now likely to face pressure for cuts. This is likely to mean we will lose our ability to carry forward any unspent budget making it difficult to save for upgrading resources and facilities as well as removing the ability to smooth staffing numbers as the roll falls and rises.

Head Teachers do have the ability to manage their budget as they see fit but realistically the only room for manoeuvre is in the teaching and classroom resources budgets. Our priority agreed with staff and parent council has been to maintain and enhance our curriculum to meet the needs of our young people. This has meant that despite the loss of budget due to previous Authority savings and the significant drop in roll over the last few years we have deliberately tried to maintain our teacher numbers and the range of subjects. Failure to do this would have meant more families choosing to put their children to neighbouring schools which would have an even greater impact on our budget, staffing and curriculum. It is possible that the extent of savings required will remove the ability to continue protecting services within the school.

**School Developments**

Progress has been discussed with staff. Once their feedback is collated it will be issued to Parent Council and uploaded to the school website.

Main Areas of Development

Develop Curricular Pathways

Improve consistency of Literacy and Numeracy across the school

Learning, Teaching & Assessment

Tracking, Monitoring and Reporting

Improving Attainment & Equity

Developing a Relational Approach