

Brae High School – Parent Council Meeting Minutes

Date and Time of Meeting	Tuesday 24 th September 2019 6:00 – 7:30 pm
Location	Brae Primary Department
Those Present	Sarah Johnson, Vivian Anderson, Louise Wood, Pauline Moncrieff, Ingrid Leask, Paul Bendix, Janis Nicolson, Julie Hay, Hazel Ann Johnson, Paula Manson, Loren Manson, Leslie Peterson, Billy Forsyth, Logan Nicolson, Elizabeth Thomson, Shona Carter, (Scott Moncrieff & Blayne Ratter Secondary Pupil Council), Astrid Nicolson (Clerk)
Apologies From	Emma McDonald

Agenda Items No.		Person Responsible	Timescale
1	Welcome and Apologies noted as above <ul style="list-style-type: none"> • Louise welcomed everyone to the meeting • Apologies shared 		
2	Approval of Minutes <ul style="list-style-type: none"> • Proposed by Vivian, approved by Pauline 		
3	Chairs Report on Actions/Matters Arising <ul style="list-style-type: none"> • PC officer bearer training to become member of Connect, focus groups for chairs and to check on constitution and Insurances are now all complete. • Treasurer information is now passed on • Cheque now received from Recycling Centre for £486.87. • Newsletters to be sent out each term and BPC to be informed of deadlines. • Info letter sent out to all parents to distinguish between Brae PC Members and Parent Forum Members. • School Website update- Logan Nicolson met with Jane Gregory update in Progress 	SJ/LW MB/VA VA VA LN	

4	<p>Occasional Holidays</p> <ul style="list-style-type: none"> Dates set at meeting on Monday 25th May 2019 	ALL	
5	<p>Pupil Council Reports</p> <p>Primary</p> <ul style="list-style-type: none"> Billy explained to the meeting that they were struggling with time to be able to fit in the requirements for the pupil council, although they had managed to free up some time on a Wednesday afternoon before the assembly. The plan is for there to be 2 pupils from each class. First meeting had taken place for the older primary pupils and the younger ones is being held tomorrow. The parent council offered to facilitate the pupil council to meet regularly. It was also noted that possibly Loren Manson could help as opposed to the school management team. <p>Secondary</p> <ul style="list-style-type: none"> Scott Moncrieff (Chair) and Blayne Ratter (Vice Chair) along with Loren Manson attended. The parent council re-iterated how delighted they were to see representatives in attendance and how important it is to understand and value pupil voices The Secondary pupils want to increase recycling – Vivian suggested they approach Emma McDonald to try and get some help through the SIC, Billy also suggested looking at other schools and working together with them in some way. Increase in Food variety in the Tuck Shop and Canteen had been raised to try and encourage more of the Secondary pupils to use them instead using outside facilities. Logan had spoken to the school nurse about the possibility of in some way explaining the impact on health of eating the food from outside the school. Vandalism and Security an issue, possible suggestion box to try to find a way to resolve the problem. Loren explained the Accreditation PDC that the Pupil council can work towards to gain a Qualification. Breakfast club being run by secondary pupils using food donated by the Coop under their food share scheme for food that would otherwise be thrown out. Pupils running the club gain time towards their Saltire Award. <p>Primary Report</p> <ul style="list-style-type: none"> Billy ran through the report, please see attached. <p>Secondary Report</p> <ul style="list-style-type: none"> Logan ran through the report, please see attached. 		

6	Treasurers Report <ul style="list-style-type: none"> There is £569.69 in the bank with £486.87 ringfenced for the new outdoor area. 	VA	
7	ASN Staffing Shortage <ul style="list-style-type: none"> Parents have raised concerns of the lack of staff cover. Billy told the meeting that there was a reduction in funding and a change to the role and process of the ASN teacher and compared to the National picture Shetland is still better resourced. 		
8	Canteen Update/Changes <ul style="list-style-type: none"> New standardized menu being introduced, 4-week menu in rotation. New menu has a bit of flexibility but concerns still raised by parents for example lack of choice/availability by the time primary 6/7 were getting their lunch. It was decided to gather concerns and take them to the SIC/Shona Thompson and possibly liaise with other Parent Councils. It was felt that it would be good to meet with Neil Beattie before any formal consultation with parents. It was also felt that the new menu needs to have a chance to see how it works in our school 		
9	Fundraising-Easy Fundraising. Project Proposal: Refresh school interface/Safety/3-18 years together <ul style="list-style-type: none"> Vivian has setup Easy Fundraising which is a tool to fundraise through online shopping with hundreds of retailers. It donates a percentage of your spending to the school. The link has been sent to parents. Project Proposal - Louise suggested possible project to refresh how the school meets the community and could be linked to other things such as safety and 3-18 years together. Possibly form a Subgroup for fundraising projects and people can come forward with ideas. It was suggested to wait until sustainability Report had be issued from the SIC. Logan suggested looking into approaching local companies for funding to help with upgrading ICT provisions. 		
10	AOB <ul style="list-style-type: none"> Possible walk to school promotion to try and ease the car park issues. It was suggested it could be part of Health and Wellbeing week and maybe better timed for when the weather improves. A parent suggested a caroling event, possibly at local Care Centre. A Christmas Café is going to be set up this year inviting groups such as people from the Care Centre. Request for lunch time clubs. It was though that the teachers would not have enough time to help with this but possibly S5/6 could help. Confirm the foods that are not allowed in the school due to allergies. Lack of lighting behind the canteen at night. Logan to inform the DLO . 		

Action No.		Person Responsible	Update on Progress
Carried over from Sept mtg	Pass on AGM Minutes to Chairs	AN	
	Forward additions for Term 1 newsletter to Logan	PC Office Bearers	
	Speak to Neil Beattie regarding new standardized menu and parent concerns. Invite Mr Beattie to next PC meeting.	LN	
	Confirm the foods that are not allowed in the school due to allergies	LN	
	Contact local councillor regarding recycling opportunities in the school	Secondary Pupil Council	
	Provide a suggestions boxes to help resolve problems such as vandalism and security, other worries (from pupils, parents/carers)	LN as per Pupil council suggestion	
	Provide representation/update from Primary Pupil Council at the next PC meeting	LN/BF	
	Speak to DLO about lack of lighting behind the canteen area at night	LN	
	Speak to DLO about the safety of the school gates	LN	
	Lunch Time Activities for the winter term – put a letter home to all parents/carers to ask for support in taking this forward (incorporate parents Christmas caroling suggestion)	PC Office Bearers	
	Easy Fundraising details to be shared on the schools Facebook pages, at the bottom of school emails and on school letters	LN	
	Walk to school initiative	Hold until Spring Term	
	Project Proposals for fundraising: school interface	On hold	
	Project Proposals for fundraising: new IT needed for the schools (tablets). Action plan to be made on how we can work together on this	LN with PC Office Bearers	

