



FORRES ACADEMY PARENT COUNCIL

C/O Forres Academy
Burdtyard Road
Forres
IV36 1FG

Email: forresacademypc@outlook.com



FORRES ACADEMY PARENT COUNCIL

EGM

THURSDAY, 8th SEPTEMBER 2016

**7.00pm in Room B1 at Forres Academy
(Refreshments will be available)**

MINUTES OF MEETING

1.	<p>Welcome</p> <p>With the absence of a Chair, HT Mrs Carol Stuart welcomed those in attendance to the meeting.</p> <p>Present – Elizabeth Watson (EW); Mhairi Donald (MD); Jane Munro (JM); Carol Stuart (Head Teacher) (CS); Ann Rossiter (Staff Representative) (AR)(Minutes); Shona Ironside (SI) - outgoing treasurer assisting with handover.</p>	
2.	<p>Apologies</p> <p>Lynn McIntosh, Alison Noel, Angela Mitchell, Catherine Perry, Kath Darley</p>	
3.	<p>Balance as of 30.08.16 stands at £3296.30</p> <p>Nominations: Parent Council Chair – Elizabeth Watson Parent Council Treasurer – Mhairi Stuart</p> <p>Those present voted unanimously in favour of the nominations allowing the Committee to be in a position to move forward this Academic Year.</p> <p>Parent Council Secretary – After discussion at the meeting Angela Mitchell was approached (AR). Angela has agreed to take on this position – those present at the meeting were in agreement for her to take up this position should she accept.</p> <p>Parent Council Members for 2016 – 2017 as of 08.09.16</p> <ol style="list-style-type: none">1. Chair – Elizabeth Watson2. Secretary – Angela Mitchell3. Treasurer – Mhairi Donald4. Head Teacher – Carol Stuart5. Teacher Representative – Ann Rossiter (Sport/StudySupport/HWB remit)6. Teacher Representative – Murdo McLeod (Rights Respecting Schools remit)7. Parent Member – Jane Munro8. Parent Member – Lynn McIntosh9. Parent Member – Alison Noel10. Parent Member – Catherine Perry	
4.	<p>Parent Engagement Strategy</p> <p>i) Discussion took place on how more parents can be attracted to attend the Council/Forum Meetings; Events/Workshops/Masterclasses. Parents in</p>	



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	<p>attendance highlighted the type of workshops/raising awareness sessions they felt would be most beneficial. These included Sexting; Internet Safety; Cyberbullying; Info Sharing; Illegal Substances; Sleep Deprivation/Good Habits.</p> <p>Along with this AR reported that there is an opportunity for the School Meals Service to present to the Parent Council/Forum and Mark Potter would be happy to deliver sessions on Internet Safety/Cyber Bullying and Illegal Substances. She would be happy to arrange this should it be decided by the Committee to go down this route. Could this be part of a Master Class Evening for Parents? It was also noted that a parent from a previous event had also suggested Information Technology classes for parents. CS thought that this could be an area that the senior students could support and help deliver alongside the I.T. Improvement Group.</p> <p>ii) C.S. outlined the S1 Parents information evening which is taking place on 15.09.16 with input from students, School Nurse and HWB Coordinator. Letters have gone out to all S1 parents inviting them to attend this evening which in the past has attracted a high % of parents from the S1 cohort. Members of the Parent Council could use this as a platform to meet and greet the new S1 parents and if opportunity arose could promote the Parent Council and how they can engage with it.</p> <p>iii) EW made comment on the Website and suggested that the area for the Parent Council information could be refreshed. CS is to speak with Kenny Allison and arrangements will be made for EW and KA to meet and discuss further.</p> <p>iv) Enquiries were made reference school Facebook page which we do not have. CS highlighted that many schools have stopped using facebook for various reasons. JM commented positively with regard the usage of this at Andersons Primary School.</p> <p>v) It was highlighted that the Parent Council has an email account – forresacademypc@outlook.com SI shared the password and how to access with those in attendance. It was agreed that the Committee should use this as a means of communication with parents and Committee and will be promoted as such.</p> <p>vi) Group Call costs were discussed and it was agreed that should there be a need to put out a group call the committee would discuss cover of payment for this when required. EW had not realised how expensive it is to use this method of communication, it was agreed that it can be most effective.</p>	Committee/AR
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	<p>vii) The budget for the Parent Council given from the Moray Council amounts to £440 for the financial year. Money is deducted at source to cover the Insurance for the running of the group. A certificate of Insurance will be sent to the Parent Council to have at hand for any event that may require it.</p>	
<p>5.</p>	<p>Correspondence CS informed those present that various pieces of correspondence had arrived in the school which she passed to the Chair (EW).</p> <ul style="list-style-type: none"> • Welcome letter from Authority to the Chair. This detailed dates for Moray Parent Forum events. Contact person at Moray Council is Sheena Duffus. • CS informed everyone that any mail coming into the school for the Parent Council will be forwarded to the Chair. • Clarification was requested on the difference between a Forum and a Council – A Forum is all parents of the children in the school. Parent Council – parents who have are representing the Parent Forum. • CS issued flyers from SPTC – also available online from their website. • Moray Council Consultative Budget Group meeting on 28.09.16. 4 Senior students will be attending as well as AR who had been given an invitation to be part of the Group. • Update on Bursaries – provided information on pupils who were awarded these previously. • AR issued Extra Curricular Report and highlighted that this along with the Sport/Study Support Programme would be placed on the website. As and when things changed the programme would be updated. 	<p>AR</p>
<p>5.</p>	<p>AOCB</p> <ul style="list-style-type: none"> • EW queried whereabouts of the Parent Council Constitution. CS has a copy and AR will email this out to those in attendance tonight. • CS will inform the Authority of the change of Chair. • Discussion continued with an explanation given by CS on the change to the registration format from vertical to year group. Highlighted that we now only have 4 house groups and with only 10 minutes for registration each morning it did not give sufficient time for year groups to mix and benefit from this structure. There was further discussion on the consultation process for the 33 period week – outcome is still pending. • Make up of future agendas – refer to pink flyer from STPC. For Forres Academy this would include the HT Report(CS); Extra Curricular Activity Report (AR) – these would normally be sent out in advance so as not to take up a lot of the meeting time however the reports can generate discussion. • A request had been made by the accountants for the names of Parent Council Members for 2015 – 2016. These were established and AR made up a list, this will be emailed out to EW and MDon 9.09.16. 	<p>CS/AR AR CS AR</p>
<p>6.</p>	<p>Date of next meeting. Monday, 7th November 2016 at 7.00pm in B1.</p>	



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Refreshments to be organised and room to be booked.	AR
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