St Fillan’s Parent Council

Minutes of Annual General Meeting

Monday, 22 April 2013

Present
Audrey Harrison (AH) Parent Council Member (Chair)
Suzanne McGregor (SMG) Parent Council Member
Shirley McIvor (SM) Parent Council Member
Anne McGinley (AM) Parent Council Member
Stephen O’Donnell (SD) Parent Council Member
Marie Spratt (MS) Parent Council Member
Monica McNulty (MM) Church Representative
Margo Brennen (MB) Community Representative
Catherine Penman (CP) Head Teacher and Adviser to the Council
Ciara Henderson (CH) Staff Representative
Elizabeth Stewart (ES) Clerk to the Board

In attendance
Patricia Dobson (PD)
Alison Tausney (AT)

Apologies
Brian McGuigan (BM) Parent Council Member (Vice Chair)
Liam Coyle (LC) Parent Council Member
David McKean (DM)

Agenda

1. Opening prayer, Welcome and Apologies
The meeting was opened with the school prayer. AH welcomed everyone to the AGM and in particular Alison. Apologies as noted above.

2. Report on work of the Parent Council
AH went through the Annual Report (see attached). All members asked to give any feedback on report to AH within 48 hrs and thereafter report will be published on website. CP will send out text to wider parent forum when report is published.

AH thanked the PTA for the excellent work they do and asked AT to pass our thanks on. CP was thanked for the support and guidance given the PC. AH thanked all PC members for their support during her 4 year spell as Chair.

A vote of thanks was given to AH for her excellent work as Chair and her enthusiasm and loyalty to the position.

3. Election of Members and Office Bearers
The following have completed one year in the two year cycle and wish to remain on the parent council:
Stephen O’Donnell, Anne McGinley, Shirley McIvor and Suzanne McGregor.

Suzanne agreed to take on the role of representative for the nursery parents.
Liam Coyle is finding it difficult to attend meetings due to a change in job and while he would like to remain a member of the PC, is happy to stand down to allow someone to take his place. He will attend meetings as and when he is able.

The following have completed two years and seek re-election:
Audrey Harrison: proposed by MM and seconded by SD
Brian McGuigan: proposed by SD and seconded by AH

Marie Spratt is happy to stand down as a member and will attend meetings when able.

This means there are 2 parent member positions available on the PC.

Patricia Dobson agreed to join the PC and was proposed by SMG and seconded by AH.

AH tendered her resignation as Chair at the last PC meeting and a new Chair was sought. BM had expressed a wish to remain as Vice Chair and as he was not present at the meeting it was agreed to approach BM to ask if he would consider taking on the role of Chair. SMG agreed to stand as vice chair if BM would take on the role of Chair.

The matter will be discussed at the next meeting.

It was suggested that perhaps the frequency of meetings may put someone off standing as chair and it was agreed that meetings could be spread out more over the school calendar. After discussion it was agreed to amend the constitution to say that: “One meeting per term will be scheduled in the school year with additional meetings taking place when required. The parent forum will be notified of all meeting dates via the school website.” ES will ensure this change is communicated to the parent forum in the next PC newsletter and adopted thereafter.

SMG agreed to take on the role of Treasurer and was proposed by MM and seconded by AM.

The following have agreed to remain in position: CH as staff representative; MB as community representative; MM as church representative and ES as Clerk. AH thanked the above for their support and attendance and in particular thanked ES for the work she carries out in support of the Parent Council and the Chair in particular.

4. Approval of Accounts and Appointment of Auditor
SMCg has not yet received bank statement and therefore unable to finalise the accounts. AH agreed to go into the bank and as she is a signatory on the account, request a bank statement. Once accounts completed, AH will ask Lurleen Neison to audit.

5. Approval of Previous Minutes and Review of Activity Tracker
18 March 2013 - minutes approved. Items noted as follows: SD apologised for not getting his article done for the Easter newsletter. He will ensure this is done for the summer one. MM also agreed to write article on history of the school for the summer newsletter.

AH advised that the website is still showing the 2011 school handbook. The new handbook has been submitted to GCC and CP will ensure this goes on the website. Map of catchment area also to go on website.
CP has been unable to fix up meeting with clergy at St Gabriel’s will try again.

MB reported that the last Glasgow Parent Council Forum meeting had addressed healthy eating more in relation to secondary school children and looking at different offerings of food to be made available to entice kids to stay in school. Also discussed that Cordia is only provider and that provision of school meals is not open to tender.

Activity tracker - review of tracker took place and updates marked up. See attached.

6. Head Teachers Report

CP thanked AH on behalf of the staff and children for her excellent work on behalf of the school.

It has now been confirmed that Mrs Harker will be leaving the nursery in June. Unfortunately, her contract means that she will not be offered a position within the school but will be offered a position within GCC. Child Development Leader position interviews will take place soon. EN will continue to manage the nursery.

Mr Duffy will be retiring in June and therefore a new principal teacher will be appointed. The job will be advertised next week or so and CP hopes to appoint quickly so staffing can be worked out for next year. If the appointment is external than we will need to lose staff. This would be Ms Shearer who has least service. However, if the appointment is internal then Ms Shearer could remain in position.

Each class will be going on a school trip and CP thanked the PTA for their contribution to this.

Changes to the format of parents’ evenings have been advised to parents by letter. Changes were required from a health and safety point of view and in order to help parents move from teacher to teacher more easily. Parents nights will now take place in the hall and parents will be given a time to attend. Children should not be present at parents’ nights. Going forward parents’ nights will be held at the end of term 3, with report cards following at the end of term 4.

Parents’ nights are 21 May - evening 6.00pm- 8.30pm And 22 May - 3.15pm-5.15pm. Volunteers are required to man the PC stand. ES will request volunteers.

Preparations are underway for the Pr 7 graduation, mass and party. The school show will be held on 10 and 11 June.

Outdoor gym equipment is being delivered this week.

The Quality Assurance visit went very well and the two head teachers were very impressed with the whole school, the staff and in particular the children. There were favourable comments on the personal learning plans and the curriculum design that is in place. In return CP visited the schools of these head teachers and plans now to share good practice with the others.

International Education Development is continuing to grow with ties with
schools in Malawi and Zimbabwe. CH and Ms Kytzia are doing fantastic work in this area.

Blogging - CP together with teachers and children will be starting to blog. Currently seeking guidelines on safety concerns around this. A pilot will take place with Pr 3. AH asked if the school could utilise the GLOW system but St Fillans are not yet connected to this GCC scheme. CP was asked about using Twitter but the school have no plans to use twitter at the moment. It was agreed that the PC should reserve the name from twitter in case the school wish to use it in the future. SD agreed to reserve the name and attach it to the parent council email address.

After the very successful Commonwealth day the school is featured on Glasgow Online Education site. The Glasgow 2014 team are very interested in our activities and asked what the plans are for next year. St Fillans has been selected as one of 5 schools in Scotland to help with the launch of activities relating to Glasgow 2014. On Thursday St Fillans will be the only school attending the launch of Team Scotland. CP thanked CH and Ms Kytzia for their excellent work and enthusiasm which is being mirrored in the children.

Pr 2 children will lead mass in May and Pr 1 children will do the same in June.

Sports day is planned for 21 June.

Joe Dunn of Pr 5 is taking part the Scottish Schools snowboarding championships this week.

AH asked CP to ask for nominations from the staff the John Hutcheson award. CP confirmed that there will be a Pr 7 award for outstanding achievement. Teachers will select 4 children and then the Pr 7 children will vote. All will receive awards.

7. Communication

7.1 Incoming comms - local resident concerned about the no parking lines at the rear of the school and wanted to know if you could park on these when the school is not in use. AH/CP directed her to the local councillor who should be able to help.

7.2 Web content - all up to date.

7.3 Holyrood PC - Main concerns are provision of supply teachers and traffic issues. Holyrood did suffer a break-in during a school day when laptops and cameras were stolen from the art department. Investigations are still underway.

7.4 - PTA Update - Assisting with class outings and Pr 7 leaver activities.

8. Any other business

CP advised the Pr 1 numbers will be decided over the next couple of days and parents waiting the outcome of placing requests should hear shortly.

Next meeting - Monday 20 May at 7.15pm.