

**GRACEMOUNT HIGH SCHOOL
PARENT COUNCIL**

MINUTES OF MEETING
HELD ON 17th APRIL 2008

Present:

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| Jim Cassidy | <i>Head Teacher</i> |
| Ken Gregor | <i>Parent Member (Chair)</i> |
| Morag Clarke | <i>Parent Member (Vice Chair)</i> |
| Ian Duncan | <i>Parent Member (Treasurer)</i> |
| Bob Perry | <i>Co-opted Member</i> |
| Caroline Sanderson | <i>Clerk</i> |

1. Welcome and Apologies

Ken Gregor welcomed everybody to the meeting. Apologies had been received from Heather Boag and Laura Johnston (both Staff Members).

2. Minutes of Last Meeting

The minutes of the meeting held on 10th March 2008 were approved.

3. Matters Arising

Parent Council Training (Item 4)

Any member of the Parent Council could undertake training, not just Parent Members.

Parental Involvement (Item 4)

Maggie Bisset had agreed that a questionnaire could be issued to parents at the Fashion Show on 24th April.

4. Report from Chair

Ken reported as follows:

Parent Council Newsletter

Newsletter 3 from the Parental Involvement Unit had been circulated to members. Ken was looking into the possibility of setting up an independent e-mail address for the Parent Council, as the Council was unable to supply one for security reasons.

Ken to report back on establishing e-mail address at next meeting.

Parental Involvement Seminars

The Parental Involvement Unit had organised 2 “Parents in Partnership” seminars on 7th and 10th May. There would also be a “Leading Learners” parental seminar on 24th May presented by staff and pupil teams.

Contact Ken if interested in attending any of these seminars.

Parents’ Conference - Glasgow

There would be a “Parents as Partners” conference in Glasgow on 7th June organised by the Scottish government.

Contact Ken if interested in attending this conference.

Included, engaged and involved – part 1: attendance in Scottish schools

Ken had received a copy of this document, which contained guidance for schools and Councils on promoting attendance and managing absence.

Parents Questionnaire

Ken tabled 2 draft versions of a questionnaire to be distributed to parents at the Fashion Show. The purpose was to assess their knowledge of how to contact the Parent Council and find out what issues were important to them. The sample questions were discussed and various possible wordings suggested. Ken would finalise the questionnaire on the basis of the comments made.

Ken to prepare final version of questionnaire.

Parent Council Budget 2008/09

Ken had received details of the budget for next session, which was made up as follows:

- £300 for payment of Clerk (6 meetings at £50 each)
- £563 for Communications and Publications (basic allocation of £200 plus 60p *per capita* based on projected roll at September 2008)

Insurance cover would also be provided for the period from 1st August 2008 to 31st July 2009.

5. Report from Treasurer

Ian Duncan reported that the current bank balance was £226.36. Unspent funds could be retained at the end of the financial year instead of being transferred to the school budget.

6. Report from Head Teacher

Jim Cassidy reported as follows:

Staffing

- Gillian Morison had been appointed as Acting Principal Teacher of Science while Jim Brown was covering Pauline Walker's maternity leave.
- There was a vacancy in Support for Learning and an appointment would need to be made to fill it.

Projected Roll

The projected roll for session 2008/09 was approaching 600 pupils.

S1 Intake

The school had asked that the S1 intake be capped at 120, but a total of 135 offers had been sent out to P7 pupils (around 70 from catchment area schools). There would be problems if all these offers were taken up, as the S1 timetable was based on 6 classes of 20 for the core subjects of English and Maths. Any number above 120 would have an impact on teaching accommodation, the rotation of non-core subjects and the efficiency of the staffing model.

ICT

The school had still not received a refund for the amount of £5,200 which it had been overcharged for ICT provision more than a year ago. There had been a dispute with BT, which claimed that the school had 3 more computers on the asset register than it actually did. Jim was due to meet Andrew Unsworth, Head of e-government on 1st May about this and other concerns. If this did not produce a resolution, then Ken would write to the Council.

Celebration Evening

Sir Tom Farmer would be the guest of honour at the Celebration Evening on 26th June.

7. Issues Raised by Parents/Staff/Pupils

No issues had been raised by any of these groups.

8. Any Other Business

Bob Perry wished to congratulate the school on the recent newsletter, which he thought was excellent. As well as going out to parents, the newsletter would be sent to places such as local community centres, medical practices and dental surgeries to promote the school in the community.

9. Date of Next Meeting

Thursday 12th June 2008 at 7.00 pm