**Parent****Council**

**Annual General Meeting**

**Thursday 18th January 2017**

**7 pm, School Staff Room**

**Attendees:** Hazel Willox(HW), David Wilkins (DW), Robin Critchard (RC), Margaret Ferguson (MF),Carrie Heddle (CH), Michelle Murphy (MM), Nicola Cameron (NC), Anna Conniff (AC), Frances Rowe (FR), Darren Robertson (DR)

**Apologies:** Annmarie Graham, Heather Baxter

1. **Welcome and apologies**

RC welcomed everyone to the meeting and apologies were noted.

1. **Chairperson’s report**

RC gave an introduction and explanation of the structure of the meeting.

RC is stepping down from the Parent Council after 10 or 11 years. He first joined wanting to provide some form of support to the local community. He said he was proud to have worked with the two head teachers over this time and complimented them for being steadfast and forward thinking. His tenure on the Parent Council has come to a difficult end from his own perspective. Only a year ago the PC were asking PSA if they were able to continue, and this year the PC is in the same situation. RC said he felt the PC has a lot to contribute, for example with the governance review, named person programme etc., also the Hillside development and ongoing issues. RC said he was looking back with a lot of positive memories.

1. **Treasurer’s report**

CH provided a financial update. The Parent Council receives an allocation every year of just over £1 per child. There is currently £1066.19 in the bank. Historically this money is intended to employ someone to take minutes, however the Parent Council has traditionally used the money to fund medals for sports day, recognition medals etc., and has made a yearly donation to supplement school office requirements. As CH is stepping down, new signatories are needed.

CH said she was proud of what the PC has done over the last 10 years, and thanked RC and Alec Reid for their contributions.

1. **Discussion about future of Parent Council**

RC described how the current PC constitution requires a minimum membership of 7, and that to be quorate a minimum of 5 members must attend a meeting. There are 3 defined roles – chairperson, treasurer and secretary, although the PC has traditionally also elected a vice-chair. RC said he would like the PC to continue but if it doesn’t DW would need to go back to PSA to put it to them to see if the two bodies could merge.

FR asked whether it was possible to be on both the PC and PSA. RC clarified that yes, it is possible. Initially the split was to keep the fundraising separate from the PC.

MM asked how much time being part of the PC takes up. RC replied that level of involvement depends on the issues on the table. Sometimes there are requirements to attend other meetings. Some projects are very time consuming e.g. Alec Reid’s input in to the agility trail. However, the minimum requirements are to meet once per term.

MF described the key issues the PC had dealt with in the previous year including much discussion and concerns around Hillside and implications for Fishermoss, the parking concerns questionnaire and the National Improvement Framework PC response. From her point of view one of the PC’s purposes is to tackle background issues that the wider parent body can’t take on e.g. the Restorative Approaches leaflet, and a preview of the school website before it went live etc.

CH clarified that the PC does not get involved with individual issues, and RC agreed that the PC functions as a formal method by which the school can address the parent body.

DW asked whether RC saw an advantage to the PC being separate to the PSA, and whether the name ‘Parent Council’ lends more gravitas to approaching the Aberdeenshire Council. RC said he did feel there was an advantage to keeping the two bodies separate.

DW said he could see two ways of going forward –merge the two bodies but meet separately, or keep as two separate bodies. The general opinion of the ensuing discussion was that we should try to keep the two bodies separate, with DW volunteering to take on role of chairperson.

1. **Election of committee members**

The following individuals were elected as office bearers:

Chairperson – David Wilkins

Vice-chairperson – Anna Conniff

Treasurer – Frances Rowe

Secretary – Michelle Murphy

1. **Head teacher’s report**

MF expressed her thanks and good wishes to RC and CH.

MF then described how she usually gives a report during the PC meetings, most of which usually appears in the school newsletter.

MF reported that children throughout the school are moving to Hillside, relieving pressure on the two spare places that are supposed to be kept in each year.

There will be a vacant seat in office because Michelle Duffy has a new job at Hillside. However, she will remain on the PSA.

MF described the systems, procedures and tracking for each pupil. Current figures for the school attainment are reading 88%, writing 85%, and maths 90%. National standardised assessments are coming in which will be at end of P1, P4 and P7 rather than P1, P3, P5 and P7. Not sure quite what these will be like.

The school improvement plan is looking at reporting to parents across the year, changing from just the term 4 written report. MF will be looking for feedback on how useful or not the report is to parents. Format is being thrown back from Aberdeenshire council to the school as to how they feed back. The next PC meeting will come after a discussion with teachers about the new reporting method.

1. **AOB**

Items to pick up at the next PC meeting:

Parking issues (to be taken forward by Annmarie Graham?)

Agility trail/playground matters were being looked after by Alec Reid, but will have to be taken up by someone else.

Attend Friends of Newtonhill and Portlethen Primary parent bodies to see how they conduct their business.

**Date of next ordinary meeting:** Wed 29th March 7pm.

**Date of next AGM:** September 2017, date tbc