

ANNUAL GENERAL MEETING MINUTES

St Thomas of Aquin's Parent Council

Annual General Meeting on 24th May 2018

PRESENT:

Jo Kennedy (JK) – Chair
Fiona Bradley (FB) – Vice Chair
Tamasin Gray (TG) - Treasurer

Staff:

Christopher Santini (CS) – Acting Headteacher
Megan Gardner (MG) –Depute Headteacher
Peter Green (PG) – Teacher Representative
Jo Ritchie (JR), Business Manager

Parents: Hilda Stiven, Shona O'Brien, Alice Musamba Purves, Gaye Cleary, Denise Simpson, Andrew Gillies, Josephine Beech-Brandt, Jason King, Callum McCrone, Christine Rigouleau, Andrea Manning

Guests: Karen Currier, Donna Nodson, Viv Anderson-Moncreiff (Visitors from St Marys PC)

Apologies: Dee Armstrong (DA) – Secretary, Catherine Gray, Stephanie O'Donohoe, Naomi Neilson, Colleen McCrone, Simon Armstrong

	ACTION
<p>1. Welcome</p> <p>JK welcomed everyone to the meeting and in particular the visiting parents from St Marys. DS led a prayer and then there was a round of introductions.</p> <p>2. Election of Office Bearers & Members</p> <p>JK confirmed that under the constitution the Parent Council could have up to 26 members including the four office bearers. At present JK confirmed there are six vacancies and anyone can join or leave throughout the year.</p> <p>JK asked if anyone was interested in any of the office bearers' positions but no one volunteered.</p> <p>Andrew Gillies confirmed he wished to join as a parent member and all office bearers confirmed they were happy to stand for 2018-19. JK & FB stated as this would be their third year in post, in the interests of good governance, they will be stepping down at the end of 2018-19.</p> <p>The meeting then approved the appointment of Andrew Gillies and the re-election of the officer bearers, JK as Chair, FB Vice Chair, TG as Treasurer and DA as Secretary.</p> <p>The full list of members and office bearers is attached to these minutes</p> <p>3. Chair & Vice Chair's Report & Treasurer's Report</p> <p>JK presented the 'You Said We Did' paper (see attached).</p>	

Main priorities from this continue to be communication with the parents and the stability of the school:

Communication: parent council is working hard to extend its reach. Thanks given to Christine Rigouleau for organising the rotas for the parents' evenings as it was felt this was an important way to connect with other parents.

Stability: the critical date in terms of senior staff positions is Autumn 2018. At this point Mr Hughes' secondment finishes, and he will make a decision about his future. If there is a recruitment process the PC will be involved.

In terms of the parent council sub groups:

Curriculum Sub Group: will continue to consider attainment & subject choices. CS will be collating S4-S6 attainment statistics and the sub group will be working with him to provide more straightforward, understandable data. Deadline for this is August 18.

It was also suggested that an evaluation of the subject choice process for the pupils be considered.

Sports Sub Group: a sports fair is being organised for the start of the new school year to promote all the clubs; activities are to be included on the website and parents to be encouraged to get involved as coaches.

Treasurers Report: TG presented her accounts for the year (see attached). The closing balance for the year was £2,029.

She highlighted that total funds raised during the year of £3,362, the most recent event was a café provided at a Chess weekend raising £854. This had been very successful and the Chess Club were keen to come back next year. The 50:50 club hadn't raised so much £23 but this was due to initial startup costs including the license. Council funding of £904 is an amount all parent councils receive from the Council as a contribution to secretarial costs.

It was stated that when running an event that fundraising was not always the priority and encouraging a sense of community within the school was one of the important aims.

Costs totalled £4,631 of which £4,524 were donations made to various departments within the school. It was confirmed that the hardship fund would continue.

4. Senior Leadership Team (SLT) Report

CS firstly thanked the office bearers and sub group for their hard work and help over the year. He then presented his report with three items to highlight:

- **Planning School Improvement Plan/Evaluation Report** – This will be worked on in June through to August considering the national priorities: attainment in numeracy & literacy; closing the attainment gap; improving happiness and wellbeing and improving leavers' positive destinations.

Areas CS will be focussing on are learning & teaching assessments;

consistency within the curriculum at the senior phase; communication.

Parent queried what the process was for allocating Advanced Higher places if demand too high. CS confirmed the school would discuss with the pupil their future intentions and prioritise those for whom Advanced Higher is essential to meet these eg medicine/veterinary/dentistry. They can also consider liaising with other schools (Firrhill/Boroughmuir/Gillespies) who offer those subjects at that level.

- **Learning and Teaching**

Ms Gardner and Mr O'Connor are working on this for S1-3, sharing timeline with parents for S1-3 assessments, to be included on website, sharing examples of homework'

Discussion had about existing use of Edmodo for the above. It was explained that as Edmodo was no longer to be used following the introduction of GDPR. Staff are currently reviewing alternatives.

- **Pupil Equity Funding** – this is funding provided to all schools to be used as the head teacher sees fit to encourage equity for all pupils. St Thomas's received £45k in 2017-18. Aim at St Thomas's is to have a learning hub for pupils, a 2 day temporary development post is being advertised. This position will involve planning and designing how the hub will be used, evaluated the pupils involved, developing a curriculum plan for them that is 'poverty' proof, assessing equipment/technology that may help. There are currently around 30 pupils that will be involved.

Parent Council role to lobby for this funding to continue.

- **Staffing**

Pupil Support Teacher Ms Kelly is leaving to go to St Augustine's.

The Archbishop is relocating Fr Nick to the Scottish Borders and at present the school is not aware of his replacement. The parent council wishes Fr Nick well with his new position.

Pilot – Ms Gardner with CS in support will manage S3-S6 while Ms Jean-Pierre will address S1-S2.

5. Approval of Minutes

One amendment to be made that FB was not present. Other than this, the minutes were approved.

Comment was made that the minutes for the parent council were not up to date on the website. GC to discuss with DA to agree the process.

6. Sub-Group Reports

See notes under section 4 Chair's report

7. Parents Survey

Thanks were expressed to Stephanie O'Donohoe for her hard work in processing and reporting on the survey. 52 parents completed the survey, lower than last year. We need to take some time to consider the results of the survey and to compare them with the CEC survey which came out a few weeks earlier.

When considering how to reach more parents, it was noted that there are approximately 450 families within the school and that around 70% of parents attend parent evenings.

It was suggested that the survey format should be reviewed for next year, perhaps starting with some options which would be easier to choose from.

JK/CS

8. Priorities for 2018-19

FB spoke about her and JK's intentions for the coming year and the areas they wished to focus on:

- **Diversifying the Parent Council**

Aim to encourage different voices from ethnic minority backgrounds to become involved, through events such as 'World Food' night. Not a fundraiser but a social to bring together all the school community.

The S6 leavers ceilidh was mentioned as an example of good social family event, although it was stressed this should be for all leavers not just S6. The hall and ceilidh band are paid for by the Parent Council and S5 parents organise the event. Next year's will need to be before the Easter holidays because of the exam timetable.

Given the level of parents attending parents evening, it was felt the parent council should continue to have a representative at these evenings. It was suggested that the pre parent evening letter sent out to parents should state that parent council rep will be available.

CS

- **Wellbeing of Pupils**

JK and Andrew Gillies are due to meet with Ms Jean-Pierre to consider how we measure pupil well-being in the school in order to celebrate success and to get a better understanding why some pupils don't have a good experience at school and how this can be addressed.

JK

- **Sports & Activities**

9. 100 Years of Catholic Education

2018 is the 100th year of Catholic Education within Scotland. Consideration to be given to 'What is distinctive about a Catholic School?': driven by the gospel values and inclusive.

PARENT COUNCIL MEMBERS 2018/19

Space for 26 members (including office bearers)

OFFICE BEARERS

1. JO KENNEDY - CHAIR
2. FIONA BRADLEY – VICE CHAIR
3. TAMASIN GRAY – TREASURER
4. DEE ARMSTRONG – SECRETARY

PC MEMBERS

5. SIMON ARMSTRONG
6. JAMES BOARDMAN
7. KITTY BRUCE-GARDYNE
8. NATASHA DURKIN
9. DIANE WATTERS
10. JASON KING
11. JOHN MACFIE
12. ANDREA MANNING
13. COLLEEN MCCRONE
14. CATHERINE MIDGLEY
15. NAOMI NEILSON
16. SHONA O'BRIEN
17. STEPHANIE O'DONOHUE
18. CHRISTINE RIGOULEAU
19. DENISE SIMPSON
20. JOSEPHINE BEECH-BRANDT
21. ANDREW GILLIES
- 22.
- 23.
- 24.
- 25.
- 26.