

PRESENT:) Nigel Lumsden, David McClean, David McCluskey, (Depute), Caroline Nash (Chair), Andrew Pointer, Tommy Pringle (Treasurer), Linda Swan, (Headteacher), Avril Taylor, Cllr Mike Williamson, Karl Wright, Sarah Yearsley (Secretary).

Apologies: Fiona Macdonald (Vice Chair), Cllr Ian Campbell, Councillor Kate Howie, Councillor John Kellas, Councillor Barbara Vaughan

Agenda Item	Action Noted	Action required	Action By
Welcome & Apologies	Apologies as above. David McClean was introduced as the new secondary teacher rep		
Chairperson's Report	<p>This meeting is the AGM of the Parent Council. In 2013 -14 one of the main aims of the Parent Council was to increase fundraising and Parent Council awareness – We did a stall at the Christmas market, held a quiz night, unfortunately due to the lack of support to help arrange events, no further events have been planned as yet. We attended Parents' evenings and other events to promote the Parent Council.</p> <p>Caroline Nash thanked Sarah Yearsley, Fiona MacDonald and Tommy Pringle for their support.</p>		
50/50 club	We continue with the 50/50 and need to get more people signed up to this, they do not need to be parents of pupils to join this. 36 balls have been sold.		
Changes to 23/823 bus service	<p>Changes to the number 823 bus services are again of concern to many parents, at the last parent council meeting a group of 5 parents and councillors agreed to meet to further discuss the situation, however due to Councillors of the effected wards not being invited this meeting has been re-arranged for 4 June 6.30pm. The 5 parents will report back to the parents via the Big tent and by email via the Parent Info email account.</p> <p>Due to being a PKC employee CN is having to rely on other members to push the 823 situation.</p>		

Treasurer's Report	<p>Tommy Pringle has had the accounts audited and reported to PKC. There is £3,067 in the Parent Council account. There is £905.46 in the Friends of Breadalbane Academy account and this needs transferring to the Parent Council account. Expenditure included £500 to support the cost of buses for school trips and £162 towards a Chemistry Cup. We receive £826 each year as statutory funding from PKC.</p> <p>We discussed how the school can support families who may struggle to pay the costs of expensive school trips. LS said that teachers were vigilant and would offer support if they felt it was appropriate. One parent asked whether the school should make it more widely known that funding might be available to families who were put off sending children on school trips.</p>	Check re reporting to PKC	SY
Parent Council Constitution	<p>Changes to the Parent Council constitution discussed in August/Sept 2013 still need to be agreed. CN presented the constitution and changes to the wording around whether meetings should be open to the public were agreed. The constitution is attached at the end of these minutes with the section agreed highlighted in red. A parent asked what powers the PC has. Another parent asked if members of the PC can help shortlist for new members of staff. LS explained that this has happened already with senior staff positions. One parent said that it was important to keep the PC going and not to scrap it if the group of parents attending was too small.</p>	Put PC constitution on Big Tent	SY/CN
Election of new members to the Parent Council	<p>CN was willing to stand but expressed her concern over being able to represent parents re the 823 bus issue. The office bearers were elected as follows: Chair – Caroline Nash proposed by Tommy Pringle, seconded by Nigel Lumsden. Vice Chair – Fiona Macdonald proposed by Avril Taylor, seconded by Nigel Lumsden Treasurer – Tommy Pringle proposed by CN, seconded by AT. Clerk – Sarah Yearsley, proposed by CN, seconded by Nigel Lumsden.</p>		
AOCB	Noticeboard outside primary school – installation of the board is still outstanding.	Arrange installation	LS

	<p>Training opportunity – Harnessing Parent Power 5 key strategies. Meeting agreed that CN should attend this evening in Stirling on 9th June. Cost is £115 and PC will pay.</p> <p>23/823 bus service – we had a further discussion about the issues involved. Suggestions included contacting a lawyer and the Public Transport Ombudsman. Parents present expressed their concern saying that the way the children were being treated amounted to discrimination and that the situation is a disgrace.</p> <p>Staff photo board – this is still outstanding. NL has been in to school to take photos but the feeling is that staff aren't particularly keen on moving this forward. NL is happy to take the photos and needs a design for the board. LS explained that there are photos of staff on the school website which is being relaunched.</p> <p>Poor road signage to Campus – a parent raised concerns over poor road signs to the campus. AT said that the Community Council was pursuing this with PKC. It was suggested that the school website should give 2 postcodes for satnav.</p> <p>PC email and website - KW said that he is happy to keep the PC email and website going.</p> <p>Primary headteacher – a parent asked for an update on the Primary headteacher role. LS said that they have no information yet and don't expect a new depute to be in post for the start of the new school year in August 2014.</p> <p>Gap between bell ringing at end of primary day and children coming out – why is it taking so long?</p> <p>Study leave pupils were under the impression that a teacher would always be available when they came to school for specific study days during study leave. DMclu explained that this was the first year that the school had run study leave in this way and they needed to reflect on how it hard worked.</p> <p>National 5 exams – we discussed the way that Breadalbane has approached the first year of the new exam system for S4 students. National 5s are more demanding than Standard Grade as content has been pulled down from Higher to the National 5 syllabus. The school will revisit the approach after results come in in August. The number of subjects studied at Nat 5 should be brought to the PC for discussion.</p> <p>PC meetings – we discussed how to schedule meetings so as to make it easy for as many parents as possible to attend. We have tried moving meetings around to different locations. We discussed changing day and times of meetings. LS week varies all the time so it is hard for her to commit to attending every meeting.</p>	Discuss photographing staff	LS and NL
		Talk to teachers	LS
		Nat 5 update at next	LS/DMcl

	Future meetings – School year 2014/15 26th August 6:30pm (Tues) 24th September 6:30pm (Wed) 30th October 4:30pm (Thurs) 25th November 6:30pm (Tues) 28th January 4:30pm (Wed) 26th March 6:30pm (Thurs) 31st March 6:30pm (Tues) 29th April 6:30pm (Wed) 28th May 6:30pm AGM (Thurs)	meeting	
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The main functions of Breadalbane Academy Parent Council are to:

- Support the school in its work with pupils and parents
- Encourage parental involvement and ensure that the views of parents and carers are represented and taken into account
- Represent the views of the parent body to the Education Department of the Local Authority.
- Be actively involved in the appointment of senior staff.
- Report to the Parent Forum
- The Parent Council will fund raise to provide additional equipment and resources for the school, to facilitate school events, and to devise events that are enjoyable and encourage parental participation.

Membership

- Any parent / Guardian of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the maximum number of places on the Committee, Council members will be selected by vote. Anyone not selected to be a member of the Council may be offered the opportunity to be part of any sub-groups set up by the Council.
- Parent Council meetings are open meetings and parents from the wider Parent Forum may attend
- Members of the school staff who are also parents or carers of young people at the school are also eligible for membership.
- Where possible each part of the school (nursery, primary, and secondary) and each part of the catchment area should be represented.
- Parent members will serve a minimum term of one year and must be submitted for re-election by the Parent Forum every two years.
- The Parent Council may co-opt additional members as appropriate to include but not be limited to:

The depute responsible for the primary school

A member of staff from the secondary school

A member of staff from the primary school

A representative from the secondary school Student Council

A representative from the primary school Student Council

A representative from Live Active staff

A Church representative

Local councillors

Office holders

- The Parent Council will elect a Chairperson and a Vice Chair who must be parent members. The Chair must serve for a minimum of one year and must be submitted for re-election by the Council every two years.
- The Head Teacher is the professional adviser to the Parent Forum and Parent Council. He/she (or a delegated substitute) will attend each meeting of the Parent Forum and the Parent Council. He / She will keep the Parent Council informed on what is happening in the school and what plans there are for development and improvement

Chairperson

There are two basic jobs the Chairperson should do:

- a) Guide the Parent Council to achieve its aims
- b) Chair the meetings of the Parent Council

Vice Chair

To support the Chairperson and stand in to chair meetings should the Chair person be unable to make a meeting

Clerk

Your Parent Council may have a Clerk appointed who plays an important role in supporting communication between Parent Council members themselves and between the Parent Forum and the Parent Council. It is important that the Parent Council agrees how members of the Parent Forum can get in touch with the Secretary and that these arrangements are well publicised so that all parents know how to make contact. If the Clerk is not a member of the Parent Council they can be paid either by the Parent Council, or by the local authority. Your local authority can help in the appointment of a Clerk if this is what you decide.

Treasurer

Every Parent Council that intends to raise money should make sure a Treasurer is appointed to handle the money coming in and going out of the group. The Treasurer is responsible for the proper handling of the finances of the Parent Council, but not the actual raising of money.

Meetings

- The Parent Council will organise at least one Annual Meeting of the Parent Forum at which it will report on its activities, present audited accounts, and at which elections or nominations for the next year's Parent Council members will be held.
- The Parent Council will meet at least once in every school term.
- Meetings of the Parent Council shall be open to the public, should the Parent Council need to discuss an issue which it, or the Head Teacher, considers to be confidential then members of the public will be asked to leave the meeting and this matter will be discussed at the end of the meeting.
- A clerk will be appointed to take the minutes of meetings which will be posted on the School's web site and any other medium, after they have been approved.
- Advance notice of the dates, times, and venues of future meetings will also be posted on the School's web site and any other medium.
- The aim of the Parent Council is to discuss issues of general relevance to the parent body as a whole: discussions of specific matters relating to individuals cannot be discussed.
- Any three members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one weeks' notice of date, time and place of the meeting.
- In the event of a vote being required, only parents / Guardians who have a child in the school are entitled to vote and the Chair will have a casting vote, or in the absence of the chair, the Vice Chair.
- The Annual General Meeting of the Parent Council and Forum will be held no later than 30 June of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least two weeks in advance
- If a member acts in a way which persistently undermines the objectives of the Parent Council, their tenure can be terminated by a 75% majority of a Parent Council meeting

5. Funds

- The Parent Council may open a bank account for the purposes of fund raising. The account should have 3 signatories of which two should sign any cheques. One should always be either the Chair or the Treasurer

- Audited accounts will be prepared annually and presented to the annual Parent Forum meeting.
- Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of Breadalbane Academy.

6. Modifications to the Constitution.

The Constitution maybe changed at any time during the year as long as an Extraordinary General Meeting has been called and there is a quorum of 6 or more.