

Location: Breadalbane Community Campus**Time:** 6:30 – 8:30pm**Chair:** Emma Burtles (EB)**Minutes:** Alison Steele (AS)**In Attendance**

John Devine (JD)	Vicky Marshall (VM)	Martin Sutcliffe (MS)
Claire Dimmock (CD)	Avril Taylor (AT)	Karl Wright (KW)
S Devine (SD)	J Sanderson (JS)	Libby Hughes (LH)
Tommy Pringle (TP)	Lorna Ross (LR)	Andrew Pointer (AP)
Gina Wallace (GW)	Eleanor Laurie (EL)	

Apologies

Sam Nicholson, PKC	Elizabeth Leighton	Mel Nicol

ITEM		ACTION
1	WELCOME	
	Everyone welcomed by Emma and apologies noted.	
2	CHILDS PLAN	
	Sam Nicholson, PKC was due to attend and update the meeting regarding the Childs Plan. Unfortunately, she had to send her apologies. This item will now be re-scheduled asap as part of an ASN meeting.	Chair
3	INTERNET USE & INTERNET SAFETY	
	<p>Julie Sanderson, Principal Teacher, Business & IT gave a presentation detailing the content of the computing lessons given to all senior pupils within Breadalbane Academy. In summary, the areas covered are; passwords, viruses & malware, emails, unsafe sites, netiquette, quality of info, plagiarism, and online presence. Personal & Social Education also touch on internet safety and cyber bullying, making all children aware of these issues and how to behave in the online world.</p> <p>Websites to look at for further information on web safety are: thinkuknow.co.uk part of Child Exploitation & Online Protection Centre (CEOP), cybersmile.org, and netsmartz.org.</p> <p>The Breadalbane Internet Policy is currently under review. In future, all P7's transitioning to S1 will be asked to sign a Student Agreement regarding adherence to the school Internet Policy. Failure to sign will result in restricted access to the internet within the school.</p>	

	There followed a short Question & Answer session, a summary of which follows:	
Q1	<p>Internet use and safety within Primary? VM – CEOP resource used. There are some planned internet lessons within primary but often its use comes up within lessons and it will be discussed and used as and when.</p> <p>PKC hold CEOP events, the next one 'Getting It Right for Every Child' will be held at the Playhouse, Perth on 2nd March. JD will find out if there will be a similar event nearer our area.</p>	JD
Q2	How does the use of mobile devices impact behavior? The mobile device policy is in use and generally not abused. Devices can and will be taken away and sent to office if non-compliance a problem.	
Q3	What about cyber bullying? JD – often this takes place outside school. If we are informed we will work with parents and pupils to address the issue and restrict access to the internet if necessary. Taking a screen shot of any inappropriate message best way of saving evidence.	
Q4	How do I keep up with new apps? Accessing an apps user guide will give useful information on apps. PKC website has info about safe internet use and different apps.	
Q5	<p>Syllabus appears basic? JS – we have a number of children and various levels of computing ability and therefore we start with the basics of graphics and computing. A look at more career ready IT skills maybe necessary however the teacher has to prepare all levels of children.</p> <p>A Coding Club for pupils 7-12 will be run in the Library on Thursdays from 3:45-4:45pm. Hopefully a senior Coding Club will be running soon led by either a parent or senior pupil.</p>	
	This concluded our section on Internet Use & Safety and PC thanked Julie Sanderson for her informative presentation and answers to our questions.	
4	MINUTES OF LAST MEETING	
4.1	<p>Accuracy</p> <p>Previous minutes were noted as a true reflection of the meeting.</p>	
4.2	<p>Actions – a number of points required clarification following our January Q&A sessions. They were:</p> <p>Money Management - JD updated PC.</p> <p>Maths Dept deliver Personal Finance/Credit Card use to S1-S3.</p> <p>Nat 5 has Life Skills Maths – Financial Management of Monies.</p>	

	<p>Nat 4 offers Personal Finance. PSE - pupils learn about Student Banking, Budgeting, First Homes, First Jobs. Home Economics cover Budgeting as does Business Education. Enterprise has Fundraising Challenge, plus Rural Skills also cover finance.</p> <p>Extra Curricular Activities – JD confirmed that all activities offered are advertised on social media, newsletter, notice boards and via registration class. In future, may also have separate item in newsletter at the start of each term.</p> <p>Mental Health – will be covered in our April PC meeting. Also, Bounce Back Resilience will be an item in next newsletter.</p> <p>SQA – Question mark regarding quality assurance in SQA. Recent report critical of SQA – they need to ‘up their game’. At a national level the Government have tasked the SQA to look at quality assurance.</p>	
5	MEMBERS’ REPORTS	
5.1	<p>Head Teacher</p> <p>Staffing</p> <p>Nicola Ross has now left. Her replacement is Tim Woodcock from Oban High School. He will start on 17th April.</p> <p>James Kidd, PT Support for Learning has left. Did not appoint, re-advertising, Lisa Forester covering.</p> <p>Steph Kai, P1/2, will take sabbatical leave April – June, to volunteer teach in Africa. Maureen Rowan, Supply teacher will cover. Letter to parents today.</p> <p>Leslie Morrison, Nursery has left. Advertising for post to cover 3 days in Nursery.</p> <p>Outdoor Education – appointment made to cover 2 days per week until end of next financial year.</p> <p>Wider Achievement post – currently advertising.</p> <p>Until Tim Woodcock starts, 4 Principal Teachers acting 1 day per week as Depute Head.</p> <p>Computing – Re-advertising position. First advert – no applicants. Closing date soon. Not optimistic. If fail to appoint Iona Coutts will be partially deployed from Maths Dept.</p> <p>Nursery Dept</p> <p>Care Inspectors carried out an unannounced inspection recently within the Nursery Dept. Can’t share grading but it was a very positive report with good parent input. Comment on good communication in Nursery</p>	

	<p>Dept., plus very strong leadership from Vicky Marshall and Donna Jenkins.</p> <p>Budget Briefing</p> <p>Education will not be hit too hard in 2017. Some extra income from bands E-H council tax will be given to education. Most planned cuts will not happen. £1,200 per pupil from Equity Fund means Breadalbane will receive £36,000 towards closing the Attainment Gap.</p> <p>Playground Fence</p> <p>The fencing has now been complete in the Primary Playground for security reasons. JS meeting with Gill Steele and Gina Wallace on 27th Feb. Communication will be sent to all parents regarding the fence.</p> <p>Vision, Values & Aims</p> <p>Pupil Councils and Focus Groups have been meeting and it is hoped a statement of the schools' values, aims and vision will be delivered soon.</p> <p>JD to look into the issue of the statement regarding Gaelic Speakers welcome for all posts, which was apparently not present on some recent adverts.</p>	JD
5.2	<p>Fundraising & Opportunities Group</p> <p>All details as per attached report. Next event a Quiz Night at the Craggs on 30th March. £10 for a tea of up to 6, plus raffle.</p>	
5.3	<p>Finance</p> <p>The current position for Friends of Breadalbane Account is approx. £6500. A large portion of this is ASN monies.</p> <p>The ASN group will form their own constituted group with 2 regular PC members becoming members of this group to allow the correct sign off of papers and other matters.</p> <p>The Friends of Breadalbane Constitution has been updated by Gina to keep it up-to-date.</p>	
5.4	<p>ASN – doing well, please see attached report.</p>	
5.5	<p>Comann nam Parant – no update this month but doing well</p>	
5.6	<p>Primary Playground – meeting planned very soon and see attached report.</p>	
5.7	<p>School Communications – full report attached. Elizabeth and Mel taking this forward.</p>	

6	OTHER MATTERS	
6.1	<p>University Information Evening</p> <p>This will be held on 14/3/17. It will be hosted again by Elizabeth Leighton and we hope to build on the success of last years event. Publicity will be going out very soon via social media.</p> <p>PC don't have a dedicated Noticeboard but JD offered to secure one and all PC notices, flyers, posters will also be advertised here.</p> <p>The school website is still out-of-date in relation to PC. Will try and create link to Parent Council Website which is up-to-date.</p>	<p>JD</p> <p>JD</p>
6.2	<p>Willow Sculptures & Bench</p> <p>The willow sculptures need maintenance work to maintain their look for be renewed completely. Costs to renew £1600, cost to maintain £400. PC agreed to pay half the cost of maintenance for 2017 and this will be the last occasion on which we do so.</p> <p>The cost to make a fully circular bench outside the main entrance or indeed to alter the current bench to make it solid are quite prohibitive. JD is currently liaising with Angus Ross, the designer on the best way forward.</p>	
6.3	<p>Thank You – Gina Wallace extended thanks to the school for its participation in the Strathearn Science Event held recently. Reports from a number of children indicated that they thoroughly enjoyed everything they did and are still talking about it!</p>	
7	DATE AND TIME OF NEXT MEETING	
	<p>Future Meeting Dates:</p> <p>Tuesday 28th March, Royal School of Dunkeld Primary School</p> <p>Wednesday 26th April</p> <p>Thursday 25th May (AGM)</p>	

Action Number	Action Description	Responsibility	Deadline
001	Re- arrange talk by Sam Nicholson, PKC re Childs Plan with ASN Group	PC Chair	Asap
002	CEOP event in Highland Perthshire re Internet Safety and Use	JD	28/03/17
003	That all adverts for positions within Breadalbane Academy state Gaelic Speakers welcome.	JD	28/03/17
004	Parent Council Noticeboard and link to PC website from Breadalbane Academy website.	JD	28/03/17
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SUB GROUP REPORTS – FEBRUARY 2017

Breadalbane Academy Parent Council – Additional Support Needs (ASN) Report February 2017

ASN group going from strength to strength. Monies from Griffin fund continue to support the swimming. 7 children using this service and riding lessons for the children. 6 monthly biscuiteering course began in January 9 children attending alongside biscuit and volunteers. This will occur once a month and includes climbing, abseiling, forest fun etc. Inservice activity days in Feb have included Family day away in the minibus to Falkirk skyhigh trampolining ,14 children attended and 9 adults, really enjoyable day, minibus courtesy of Franny Grath.

Live active in conjunction with SHIP and ASN group had a activity camp in the campus which included football, swimming, sports etc really successful day with volunteers and 9 children attended .

Equipment library up and running for parents to borrow specialised equipment for children.

YOUTH club run by SHIP really successful. ASN group is funding various activities to support this and this has included Drama, Canoeing, football.

Asn group continuing to raise funds and apply for grants and hope to continue activity days in the Easter and also arrange a 3day outdoor residential for parents and children in the summer depending on grants raised.

Sadly, parent to parent and the drop in service by Par Stuart is to finish due to lack of funding from parent to parent. ASN group looking to see if monies can be found for support and advocacy worker in the area. This means currently very little support for parents in the area, a real loss.

Sensory training still to be arranged for school as this didn't come off on the in-service day. Parents disappointed re this as many felt it would be really useful for the staff to have this training.

The recent report on additional support needs by ENQUIRE raises concerns for parents in the group. It would be good at a future meeting to look at this report at the parent council and would ask this be put on the agenda at a future date

Currently funding is coming from Griffin fund, cash for kids, micro grants, pkc safety grant.

ASN Facebook page is now a fully closed group, anyone wishing to become a member please contact Jane Carmichael on Facebook at Breadalbane ASN group. This Facebook group offers a place to get support and meet with likeminded people who face similar challenges and also serves as a information point for activities on offer.

jane carmichael on 07821729905 or asn@breadalbaneparents.com

Breadalbane Academy Parent Council – Comann nam Parànt Obar Pheallaidh Report February 2017

No report

Breadalbane Academy Parent Council – Finance Report February 2017

Friends of Breadalbane Account £7425

Breadalbane Academy Parent Council – Fundraising & Opportunities (FOG) Report February 2017

Upcoming events

Quiz night Craggs - 30th March. Has been advertised through Facebook.

Looking for a quizmaster. Also for any prizes that people would like to donate. If all on Parent Council could find one each that would be enough. Please see Libby.

Funding requests

£250 granted to P1/2 & P2/3 for trip to Scottish Highland Wildlife Park.

Funding applications

Funding applications continuing for Secondary PE kit. Have been promised sponsorship for Senior Boys kit from J & H Mitchell which is wonderful. Have applied to Highland and Strathclyde funding for remainder of sports kits. Waiting on funds to come in from micro grants (community councils). Currently working on funding application to Basil Death Trust for Outdoor Learning/ playground.

Parent Council Communications

Report February 2017

No report

Breadalbane Academy Parent Council – Primary Playground Report February 2017

Steve Monzier from Grounds for Learning came in before Christmas and worked with Vicky Marshall and the pupils to develop playground plans taking into account the consultation with staff and pupils already carried out. Vicky is currently checking out what the possibilities are. Once these have been clarified, the next stage is to draw up a definitive plan of what we want - this would include the list of changes we could make immediately and what would be longer term projects. Although Steve's visits as per the original agreement have now been carried out he is willing to be involved in the creation of this remotely.

The parent council is arranging to meet with Vicky and other school management team to look at how we can help move this forward.

Breadalbane Academy Parent Council - School Communications Report February 2017

Elizabeth and Mel met with John Devine and Nicola Ross on 24 January to review work to date on school-home-school communications and to look at next steps.

Although we are aware that improving communications is and likely will always be “work in progress” our overall hope is that we will have seen positive change with respect to the level of overall satisfaction with school-home-school communications. We expect it will be challenging to achieve at least as good a response rate as when the survey was first run (17%) and will need to work hard to ensure as many responses as possible – ideas include “teaser” communications in March/early April. We will be encouraging people to reflect on where we hope they have seen positive change as well as to identify areas where there has been no change or which require further improvement.

Informal “audit” of website:- we will take a further look at the school website in case we can spot any further “easy fixes,” eg explanation of jargon, info that is hard to find etc. We reiterated to Mr Devine that we think it will be difficult to achieve the improvements parents want within the existing structure; he hopes a solution can be found.

The school has produced a “A Guide to Communications for Parents” (in addition to the more formal “Communications Policy”). This will be added to the school website to set out how parents can communicate with the school, how the school communicates with them and what it is reasonable to expect by way of response times etc. We will help to help raise awareness of this. It will also be referenced in the school handbook so new parents can be sure of having seen it.

Mr Devine hopes we can meet with the Community School of Auchterarder to look at how they do communications as these are thought to be exemplary!

The school plans each year to use the parent survey used by HMI during its occasional inspections so as to gauge parent opinion more regularly, with possible focus groups to explore some issues in more depth.

We reviewed the action list drawn up by the school following the first Parent Council survey:- school now issuing two newsletters a term, with the one issued at the start of term being hard copy so key dates etc can be stuck on fridges etc, some improvements have been made to information available about the transitions through various stages of school. School contact details have been clarified in the Comms policy document and on the website.

*Additional Support Needs improved info for parents – PC to check latest feedback on this
Staff changes – school tries to ensure information is included in the twice-termly newsletters
Email – some school-parent messages are now sent via email; it remains hard to keep the address list up to date. Emails sent to the main school email address are now being tracked by number, type of enquiry, addressee etc to help build up a better picture of what parents are asking about etc. This ties in with the school’s wider improvement plan, ie it helps to identify broader areas beyond just communications that need reviewing/improving.*

Groupcall – use of this has been cut back to focus on urgent messages, eg weather, transport, absence from school etc. It is thought this has been welcomed.

Information evenings – the Parent Council is organising a second evening on further education (14 March). The drop-in session at one of the Parent-Teacher Contact evenings had not been so successful and future ones will be focused on more immediate issues directly affecting pupils rather than national policy.

Quality Assurance – office procedures have been reviewed, both in terms of how the office communicates with parents/carers and vice versa. Two special sessions with office staff have been run to help ensure the inter-relationships between the wider campus administration and school administration work well from the parent/carer perspective, given the role of all office staff as the face of the school and main contact point for parents/carers. We have asked for feedback from office staff on ways in which parents/carers can help to minimise the burden on the office. We believe that an improved website could make a significant contribution to this.

Mel N/Elizabeth L

20.02.17