



Tiree High School – Ard-Sgoil Thriodh

MEETING MINUTES

Meeting Title:	Tiree High School Parent Council Committee Meeting
Date:	Thursday 21 st January 2016
Location: Time:	Jo & Mark's House, Balephuill 8pm

Chaired by:	Will Wright (WW)
Present:	Julie MacLennan(JM), Jo Vale (JV), Aine Cooney (AC), Paul Le Roux (PLR), Will Wright (WW)
Apologies:	Joe Bennett, Jaclyn McNeil, Lynn MacCallum, Margaret Worsley.
Minutes by:	Jo Vale (JV)

WW welcomed everyone to the meeting.

1. Apologies

JV gave apologies received.

2. Minutes of last meeting

These were reviewed, discussed and agreed to be an accurate account.

Matters arising

1. Bus Guide

JM had completed and circulated final Bus Guide and all agreed it was a great resource. Awaiting feedback from Myra MacArthur (MM).

Actions:

WW to ask MM if we can print guide at School and give to all P1s.

JM to contact Jayne Smith to ensure it is included with Pre 5's induction pack when moving up to Primary

2. School Uniform Survey

School Uniform Survey had been sent out to and completed by pupils. Next stage is to send survey to parents. AC was happy to support distribution of questionnaire through email, awaiting feedback from MM.

Actions:

WW to discuss survey distribution with MM

3. IT sub group

Awaiting initial meeting

3. Meeting Structure and Communication – how we engage with Parent Forum and work better with the School

It was agreed that despite low turnouts for Open Parent Council meetings it was very important to continue with them to encourage greater engagement with the parent forum



Tiree High School – Ard-Sgoil Thiriodh

MEETING MINUTES

A number of ways of improving Parent Council communication were indentified including:

- Make draft minutes of Parent Council meetings available on website
- Email draft minutes of Parent Council meetings to all staff
- Parent Council to ask all parents for contact email addresses and phone numbers
- Use group text to send meeting reminders
- Post on PC facebook page
- Have a pupil representative to liaise with Parent Council
- Make use of An Tirsisdeach
- Put contact details of Parent Council on every school newsletter

Actions:

JV to send/post draft minutes

WW to write piece for school newsletter asking for parents contact details

WW to talk to Caroline Chalkley re pupil representative

4. School Review

MM had provided the Parent Council with copies of the School Review. The Review document was discussed in detail.

Areas discussed included:

- Need to provide information to Parents on GIRFEC
- Need to publicise procedures to parents
- Creation of a regular Parent Focus Group
- Need to maximise use of existing skills, expertise and experience in School and wider Community- Skills Audit
- Use of School as a community learning centre

It was agreed that all present at meeting should meet with MM to discuss the School Review and how to feed into the School Improvement process. It was noted that the School Improvement plan was not on the website.

Actions:

WW to arrange meeting of PC reps with MM to discuss School Review & Improvement Plan

WW to look at GIRFEC information on A&B website to disseminate to parents

All to scope out PC vision for the School

PLR to look at how Trust could help facilitate this

5. SMT changes

Caroline Chalkley is retiring from her post as Deputy Head and will finish at Easter. The post has yet to be advertised.

It was discussed how the Parent Council and Staff could be involved in the process for recruiting Senior Management at the School.



Tiree High School – Ard-Sgoil Thriodh

MEETING MINUTES

Actions

WW to seek clarification about the role Parent Councils play in this process

6. Fundraising and Use of Funds

It was agreed that PC/PTA should continue fund raising activities. Agreed funds could be used for school trips and improvements with school facilities.

The use of parent and community skills and resources to make improvements at the school was also discussed. Areas identified for possible improvement included P1-3 G toilets and outside primary areas. The Primary theme this term is 'play ground' so it was hoped that ideas from staff and pupils could feed into a plan for improvements.

A Table Top sale at the School on Easter Monday was proposed.

Actions:

WW to look at booking school for Easter event

All to consider other fundraising opportunities

JM to talk to MM re P1-3 G toilets

7. AOCB

Concern had been raised by parents that on Monday and Tuesday afternoons Primary English and Gaelic will still be taught together.

Need to advertise Gaelic primary post soon was discussed. JM stated that MM had said the post was due to be advertised.

The condition of the toilets in P1-3 G was raised by parents and also the condition of outside play areas.

The lack of a School Facebook page was again raised, all agreed this would be an important communication tool. Aine currently populates the school Twitter feed and website and is willing/happy to populate a school Facebook page should this be required/decided.

Actions:

WW to ask MM re possibility of additional staff cover for Monday and Tuesday

JV to check if Gaelic post is advertised and promote on website

WW to talk to MM about how PC can help to make improvements (see funding above)

WW to talk to MM about how to set up a school facebook page.

8. Date of next meeting

Thursday 11th February Open Meeting at the School 7.30pm.