

DUNNOTTAR PARENT VOICE

Session 2017/2018

Wednesday 9th May 2018

Present: Allison lever, Rachel Frame, Hayley Cameron, Julia Morton, Cllr Sarah Dickinson, Elaine Marshall, Emma Park (Vice Chair), Carylyn Marek-Johnston (Treasurer), Kay Macdonald (Quality Improvement Officer), Cllr Wendy Agnew, Erin Murray (Class Teacher), Lisa Williams (Head Teacher), Scott Martin (Chair), Mandy Senior (Secretary), Claire Will, Caroline Gibson,

- 1. Welcome and Apologies:** SM welcomed everyone. There were apologies from Cllr Dennis Robertson, Richard Cormack Corrigan and Tracy Black. SM checked there were no matters arising from the previous Minutes; they were proposed by EP and seconded by AL
- 2. Review Draft Constitution:** Subject to some minor amendments, the draft constitution was agreed. **MS is to make changes and send the Draft Constitution to the Parent Community with the AGM information.**
 - a. The following simplified definitions were agreed:
 - i. PV will mean Parent Voice
 - ii. PC will mean Parent Community
 - iii. The term 'Parent' will mean parent, carer or guardian.
 - b. The Connect template for Code of Conduct was looked at and it was agreed to use this at Dunnottar. MS proposed the motion and CMJ seconded it. **MS is to type it up** and ensure that it is pertinent to Dunnottar. It was also agreed that the review date will be every 3 years. **MS will send a copy to each member of the PV for them to print off, sign and return to the secretary for filing.**
- 3. Communication Between Parent Voice & Parent Community:**
 - a. SM confirmed that currently MS sends information only to members of the PV and any information for the PC is sent to LW for forwarding. KM and LW clarified that it was acceptable and good practice for The Secretary to circulate the more detailed PV meeting papers and information only to the members of the PV (including co-opted members and head teacher) to aid discussion and allow members to read papers in advance and it was only necessary to send copies of minutes and agendas to the wider parent community. It was however agreed that as we would be seeking approval of the draft constitution, this would be circulated to all parent community members in advance of the AGM. Whilst communication to PV members could come from the secretary (as PV members had consented by providing email addresses), it was advised that communication to the wider parent community should be handled by the school using their secure messaging system.
 - b. RF requested a fb page be set up to promote PTA events, JM was keen to have an open page so that positive comments about the school could be shared. After some discussion, the overall view was that an open page had the potential to cause issues and would need to be proactively moderated and as such it was the consensus that a closed page would be the preference. KM suggested surveying the parents and LW said that could be done at the upcoming parent's nights. **HC is to investigate the setting up of a closed page.**
- 4. PTA Update:** RF noted that the bank balance is sitting at £1025.53. She has also had confirmation from Joan Orr at Connect that the PTA 4* insurance has been transferred to the Parent Voice. MS will receive a form next session and will need to upgrade the insurance cover to 4* again.

- a. Spring Fayre: More items are needed for the tombola and home-bake stalls and we are still short of volunteers.
- b. Playground Group Crowdfunding: This enterprise is going well with a current fund of £1700. The school has been featured on local radio and in local press. The old stage has been taken out of the playground and the bins moved to the front. The Aberdeenshire Council Health and Safety team have been out to see the playground with a view to resurfacing it all. Cllr Dickinson suggested approaching Karen McWilliam at the Area Committee Top Up Budget and Cllr Agnew said there is money in the local budget for Dunnottar.

5. Dunnottar Budget – Lisa Williams: SM asked LW to set out how budgets work at Dunnottar. LW explained that there are a number of different budgets, some controlled by the school and some by the authority. Last year the school was given £10,500 as the **PER CAPITA** budget. £4,000 of that was spent on stationary and jotters and £1,500 on photocopying. **PEF FUNDING** was spent on visible learning, training for staff, mindfulness sessions, resources (e.g. dyslexia resources) and extra staffing. **SCHOOL FUNDS** are used for items such as craft equipment and Education City licenses.

6. AOCB:

- a. Cllr SD asked if new data protection laws would affect Dunnottar PV. KM thought that the PV wouldn't have sensitive data making that an issue. It was suggested that MS send emails out with BCC. **KM will check GDPR for the next meeting.**
- b. HC asked if there was a reason the Parent Interviews were held so late in the year. CG and LW explained that the reports are sent out giving a ¾ review of the year and the Parent's Night is a full year report. However, there should be no issues arising that are unknown as any problems should already have been brought to the parent's attention.
- c. EP suggested a member of the PV should give a chat at the P1 induction night as last year.
- d. CMJ enquired about having a swap shop for second hand uniform. It was agreed that there would be a stall at the Celebration Awards Night and then a pop-up shop at school.

7. Date of Next Meeting: On Wednesday 12th September 2018 there will be a Parent Community Meeting at 6:30 in the staffroom. This will be followed by the first Parent Voice Meeting of session 2018/2019.