

Note of the **Annual General Meeting** of the **Dounby Community School Parent Group**, held on Thursday 24th September 2009, at 7pm

Present: Kay Morgan Marina Spence
Helen Wilson Corina Taylor
Lorraine Cormack Michelle Hill
Margaret Sinclair Isla Dougall
Barbara Jennings Alastair Forsyth
Georgie Clark

1. Welcome and Apologies

Kay welcomed those present and reported that no apologies had been received prior to the meeting

2. Welcome to Alastair Forsyth

Kay was pleased to welcome Alastair to his first Parent Group meeting.

3. Approval of Minutes of last meeting

These were approved as an accurate record.

4. Accounts

Isla provided a copy of the Statement of Income and Expenditure for the period to 30 June 2009. Total income was £549.55, total expenditure was 306.28, leaving a balance of £243.27.

5. Report on Year's work

Kay reported on the work of the Parent Group over the last year.

In summary:

- The Parent Group were keen to encourage more parents to attend the meetings and questionnaires were drawn up and handed out at the Parent's evening held in June. One of the main points was the timing of this meeting. Meetings are now held at 7pm and aim to finish by 830pm.
- Involvement in the Head Teacher Appointment: two representatives of the Parent Group were on the interview panel and other members were invited to meet the prospective candidates. The Parent Group wrote to all parents inviting them to give their views and suggest questions to ask and to get involved.
- Communication from School: on a suggestion by the Parent Group, the school trialled sending information out via email or text to those parents who preferred that form of communication. The option of receiving communication via email, rather than paper being sent home in school bags, was taken up by a large percentage of parents. A texting service was researched by the school at the time and it was found to be very expensive. **Alastair Forsyth provided an update to this information and**

highlighted that there were companies who provided a texting service for schools. He offered to look into this further and will report back to a future meeting. Alastair also highlighted that work is currently being developed on the website which will provide instant information – would be useful for school closures etc.

- The parent group held a stand at the last Parent's Evening to inform Parents of the work of the group and to encourage parents to join meetings. Many parents took the time to speak to representatives and flyers highlighting the role of the Parent Group and what was involved were handed out.
- As part of the role of the Parent Group, we were asked by the school to find out if parents were happy with the current timing and format of Parent's Evening. Parents were also asked about contributing to out of schools clubs transport, due to a lack of funds following problems with insurance on the Centre bus.
- Parent Group and FODs jointly organised a collection for Hilary's retirement presentation.

6. Election of Office Bearers

Chair: Kay Morgan proposed and APPROVED
Vice Chair: Barbara Jennings was proposed and APPROVED
Treasurer: Katrina Gray was proposed and APPROVED

7. Matters Arising from Minutes

Training Questionnaire There hasn't been much opportunity recently for members to undertake any training, there appears to be nothing planned for the immediate future

Funding for School Trips: FODs were happy to contribute to class trips for classes 5, 6 and 7.

7.1 Update on Invitation to Co-opted Members.

Letters of invitation were sent to Andrea Price, Gill Cooke, Emma Grieve and Michelle Hill.

Andrea was happy to accept the invitation, and would attend meetings when she was available.

Gill Cooke had not replied to the letter of invitation

Emma Grieve had acknowledge receipt of the invitation letter but had not confirmed if she was happy to be a member

Michelle was present at this meeting as a parent and felt that she couldn't be included as a co-opted member.

Action: Georgie to check with Emma and Gill and inform them of the date of future meetings.

8. Correspondence Received by Chair

Kay updated those present and shared copies of correspondence received:

- Parent Council Newsletter and Conference Reports, along with a DVD promoting parental partnership
- Information on a National Parent Forum. Nominations were requested from Parent Groups to attend an event in Stirling on 21st November to set up this forum. Kay asked if anyone would be interested, after no interest noted from members, Kay expressed an interest to put her name forward for nomination. It was thought that one representative from Orkney would be chosen, not from each school.
- Book Clubs: new information was circulated as the School are looking to change book club. There was discussion surrounding this and there was a suggestion of a “book share/swap” event where children brought in one book that they enjoyed to share and swap with their class. After discussion it was thought this could be looked at by the ECO committee. Alastair to investigate this further. By choosing Scholastic Book Club – which will be offered twice a year – this enables Dounby School to receive money back on all purchases, which can then be spent on new books for the school.
- Scottish Parent Teacher Council - Information on insurance: After discussion it was thought that this insurance wasn't necessary due to after school activities being covered under OIC insurance, provided that they are organised, controlled and staffed by Dounby Community School. This prompted discussion over insurance for FODs run events and the use of the Community Centre. This was to be clarified.

9. Update from Head Teacher

Alastair provided a presentation on how he is settling into Dounby Community School and his proposals on his vision for the future. This involved using his experience of being a head teacher in England and finding out the differences between the learning in Scotland and England – quite a challenge in itself!

So far he is:

- Getting to know school and staff
- Worked on vision statement
- Worked on behaviour policy – he wanted to point out that behaviour is good at DCS, this work is to ensure policy is reviewed regularly
- Analysed school strengths and identified what requires development
- Convened School Council and ECO committee from classes
- Attended classes and read stories to them

Alastair asked for opinions on current format of Parent's Evenings. He asked if giving parents a preference of days and times to fit in with home life, rather than be given a time. He will discuss with teachers at a meeting the following week.

He explained GLOW which is a Scottish Schools learning platform. Parents are able to access their children's learning from any computer. It is proposed to hold an evening meeting with Vicky Fraser explaining how to use GLOW and its benefits. Login details and further information will be issued shortly.

10. Any other current business

A parent raised an issue regarding Supervision in the playground during break times following an incident with one of her children in front playground, where both supervisors were round the back of the school.

Alastair agreed that there were gaps in the current arrangements and has increased the presence of supervision on the playgrounds. Radios have been purchased for supervisors to keep in touch with each other and he had spent time going through duties and responsibilities.

11. Date of next meeting

It was agreed that meetings would continue to be held on Thursday evenings.

The next meeting will be held on Thursday 26th November at 7pm

Request for Agenda Items for next meeting were discussed:

Update on Parent's Evening

Bowling Green Update – Grant still to be approved

School Improvement Plan