

## **Note of the Annual General Meeting of the Dounby Community School Parent Group, held on Thursday 11<sup>th</sup> September 2008**

**Present:** Kay Morgan Greer Norquoy  
Isla Dougall Barbara Jennings  
Georgie Clark Hilary Morrell  
Lorna Penny

### **1. Register and Apologies**

Kay welcomed all present and will chair this meeting, as Vice Chair, in absence of Bobby Flett.

Apologies were received from Bobby Flett, Rachel Thornley and Ann Clark.

### **2. Approval of Minutes of Last Meeting**

These were approved as an accurate record. It was agreed that future draft minutes should be distributed to all parents and the School website before being approved at each meeting. Isla Dougall proposed the minutes and these were seconded by Barbara Jennings.

### **3. Election of Office Bearers**

3.1 With Bobby Flett starting a University course, it was felt necessary to re-elect a Chair.

*Chair:* Lorna Penny proposed Kay Morgan and Barbara Jennings seconded it.

Kay accepted the proposal and expressed interest in any training in chairing meetings.

*Vice Chair:* Barbara Jennings was proposed as Vice Chair by Isla Dougall and was seconded by Lorna Penny.

*Treasurer:* After discussion it was proposed that Isla Dougall remain as Treasurer and this was seconded by Barbara Jennings

3.2 Invite to co-opt members

After some discussion it was felt that co-opted members who can bring something to the school would be invited.

It was agreed that the following be invited:

**Emma Grieve**, currently a teacher at Stromness Academy

**Andrea Price**, Minister

**Michelle Hill – Practice Nurse, or Gill Cooke - Health Visitor,**  
Dounby Surgery

### 3.3 Approval of Accounts

Bank statements and paying in book were passed round. Accounts haven't yet been audited, Isla Dougall to contact Steven Sinclair and asked Georgie Clark to help with correct layout.

## 4. **Dounby Parent Group Website Link**

It was pointed out that Emma could add any document to this website.

The next item was brought forward on the agenda due to time constraints for Greer Norquoy.

## 9. **Update from Hilary:**

School Implementation Plan – Greer Norquoy gave a presentation of the document. This highlighted the work achieved so far in the school achieving targets and what hopes for future ratings.

Initiatives for the School to take forward include:

- Building of Curriculum for Excellence
- Writing
- High Scope Programme for Nursery
- ECO Schools project

One area where the School is hoping to get to level 6 (excellence) is the ECO Schools project.

Greer explained that they are pursuing / have received a grant to progress the creation of an ECO area in Dounby within a radius of the School.

Hilary and Greer have been working on the School Plan. Self evaluation was discussed and is high on the agenda for each school. This is based on evidence of classroom observation rather than an assessor sitting at the back of the class.

There will be a consultation process which will impact on current and future development planning.

Hilary and Greer are currently working on compilation of an Action Plan with timescales and any costs incurred.

The outcomes will be split between the teachers to complete and fill any gaps.

Hilary will circulate copies of the School Implementation Plan to group members.

## 5. **Dounby Parent Group Leaflet to parents**

Georgie Clark explained that she produced this leaflet to show other parents what would be required of them in an attempt to encourage a bigger attendance at meetings.

It was agreed that after an amendment to differentiate between what is a parent forum and parent group, the amended leaflet will be agreed with Kay before distribution with the minutes.

**6. “Have Sum Fun”**

These books were produced to introduce children to using numbers outside the classroom, e.g. while shopping

It was agreed to distribute these with the minutes to every family of the school.

**7. Chair’s Correspondence**

Kay shared recent correspondence received by the Chair:

7.1 Training Event being held during the learning festival in October and invitations for attendance by Parent Group Members welcomed: There are two sessions available: 23<sup>rd</sup> October from 130pm to 445pm or 24<sup>th</sup> October from 915am to 1245 pm.

Barbara Jennings and Georgie Clark expressed an interest to attend on the first session and Isla Dougall and Kay Morgan happy to attend the second session.

Georgie Clark to contact K Drever at the Council to nominate these delegates.

7.2 Parent Council Newsletter with the Curriculum for Excellence DVD. Kay has taken a look at this 5 minute DVD and found it to be very informative. She will pass this around the group if anyone is interested.

7.3 Correspondence from Lorraine Sander, an Educational Planner.

**8. Tour of New Build/School Improvements**

This was conducted at the end of the meeting.

**9. Update from Hilary**

Hilary updated on current staffing movement within the school.

**10. Any Other Business**

There was no other business to discuss.

**11. Date of Next Meeting.**

It was felt beneficial to meet twice each term.

There was discussion as to how attendance at these meetings could be encouraged. It was agreed that a short questionnaire be devised to ascertain ideas for future meetings, timings of the meetings, etc. Georgie Clark to devise a questionnaire and check with Kay Morgan before distributing.

An idea was to not only send out a notice of the meeting but to also put out a reminder on the Radio Orkney on the day of the meeting.

Agreed date for next meeting: 13<sup>th</sup> November, 2008  
At 630pm

**POST MEETING NOTE: This date has been changed to 20<sup>th</sup> November**