

**Minutes of the Scalloway Junior High School Board/Parent Council
Held on Wednesday 13 June 2007
At 7.30pm in the Scalloway Staff Room**

Present

Ms K Eunson - Chairperson
Mr K Duerden – Parent Member
Mr C Williamson – Parent Member
Ms G Sales – Parent Member
Mrs J Williamson – Parent Member
Ms K Warner – Parent Member
Mr M Jamieson – Parent Member
Mrs W Irvine – Parent Member
Mr G Arthur – Co-opted Member
Mr P Robertson – Teacher Member
Mrs I Hawkins - Councillor

In Attendance

Mrs J Gear – Head Teacher
Mrs Z Anderson – Clerk

1. Welcome & Introductions

Ms Eunson welcomed everyone to the last meeting of the School Board and the first meeting of the Scalloway School Parent Council.

2. Apologies for Absence

Apologies were received from Mrs K Sandison, Ms E Nicol & Mr P Leask.

3. Approve Minute of the Meeting of Tuesday 24 April 2007

Changes to the minutes were:

7. Should have read Shetland Bus Friendly Society.

The occasional/in-service holidays for 2007/08 are:

Monday 20 August & Tuesday 21 August 2007	In-Service
Thursday 8 November & Friday 9 November 2007	In-Service
Wednesday 30 January 2008	Occasional Holiday
Friday 29 February 2008	Occasional Holiday
Monday 3 March 2008	Occasional Holiday
Friday 30 May 2008	Occasional Holiday
Monday 2 June 2008	Occasional Holiday
Tuesday 3 June 2008	In-Service

The minutes of the meeting of Tuesday 24 April 2007 were then approved by Mr C Williamson and seconded by Mr K Duerden.

4. Matters arising from Minute of the Meeting of Tuesday 24 April 2007

PARKING

Mrs Gear explained the DLO have been under a great deal of pressure and she is working with Jim Work to get the double yellow lines and the disabled space marked out as soon as possible.

Action: JG

5. Objectives for PIA and SSPC

3 ways parents can get involved:

Learning at Home
Home/School Partnership
Parental representation

Aims to help parents to be: -

- Involved with child's education and learning.
- Welcomed as an active participant in life of school.
- Encouraged to express views on school education generally.

SSPC

See Constitution 2.1 and 2.2

6. Agreed SSPC Constitution

We now have an agreed constitution. 88 parents returned the questionnaire.

7. Formal Handover from School Board to SSPC

Ms Eunson explained that this was the end of the Scalloway School Board and she would like to thank everyone who has been involved over the years. She especially would like to thank Mrs Hawkins for all her support and also the co-opted members Mr Arthur and Mr Fraser who have helped over the years with various big issues including best value.

Mrs Gear added her thanks to all on the school board especially at the time of Best Value and welcomed the new parent council.

8. Appoint Chair and Vice Chair to SSPC

Mr Williamson was nominated for Chairperson by Mr Duerden and seconded by Mrs Williamson. There were no other nominations. Mr Williamson accepted the role of Chairperson. Mr Williamson took over from Ms Eunson as Chair.

Ms Eunson was nominated for Vice Chair by Mrs Williamson and seconded by Mrs Irvine. There were no other nominations. Ms Eunson accepted.

9. Decide whether to appoint Treasurer, If so, appoint

It was decided not to appoint a separate treasurer at the moment but to combine with the clerk's role at the moment. A bank account needs to be opened and Mrs Anderson was to look into this and also the accounts need to be audited each year.

10. Decide whether to appoint Clerk, if so, appoint

Mr Duerden proposed Mrs Anderson as Clerk and Mr Williamson seconded. There were no other nominations. Mrs Anderson accepted.

Action: ZA

11. Decide who to invite to be Co-opted Members

Query re councillors. Mr Robertson and Mr Arthur left the room. Mr Duerden thought it would be better to create a link with the pupil councils rather than invite them to attend. One of the co-opted members could be a link with the pupil council. Mrs Gear felt it would be a good idea to invite a member of the pupil councils sometimes and vice versa if they wanted to bring something to the meeting. The school has two separate pupil councils: primary and secondary. It was decided that all school staff and support staff should be given the chance to become a co-opted member and Mrs Gear would issue a letter to all staff to nominate themselves to become a co-opted member. If more than two come forward then a ballot would be held amongst the staff before the next meeting.

Mr Arthur & Mr Robertson returned to the room and Mr Duerden nominated Mr Arthur to become a co-opted member and Mr Williamson seconded. Mr Arthur accepted.

It was decided to draft a letter to Mr Ian Fraser, retired Head Teacher from Scalloway School to ask Mr Fraser if he would be willing to come back on as a co-opted member.

Action: ZA & CW

Mr Arthur asked if they wanted to co-opt someone from the North Atlantic Fisheries College. Mrs Gear felt this would be a good idea as the school has a lot of links with the Marine Centre and is keen to further the link. They deliver courses in Aquaculture and Engineering for both boys and girls across Shetland. Clerk to write a letter to Mr Dryburgh.

Action: ZA & CW

12. Dates for 2007/08 Meetings

Tuesday 18 September 2007
Tuesday 20 November 2007
Tuesday 19 February 2008
Tuesday 13 May 2008

13. Decide details of bank account and who will be signatories. Nominate Treasurer/Clerk to set up bank account

It was agreed to have two signatories with four people being able to sign. The Chair, Vice Chair, Treasurer and Mrs Irvine.

14. AOCB

It was decided to try and seek more interest from parents especially in the secondary. There was a discussion held on how to do this and Mr Williamson to include under representation in his first letter to all parents.

Action CW

Mrs Gear invited the new parent council to contribute to the school newsletter once a term. The deadline is Wednesday for this term.

Action: JW & WI

Mrs Gear asked if the parent council like to have a section on the website, which they could add to or delete, through the school office. She suggested that the Parent Council should consider how parents were going to contact the school council. Name and email and constitution. List of names of parents council to be on the website.

Action: ZA

Mr Williamson thought it would be good to have more contact with parents. It was decided to have a stand on the last day of term at the school and perhaps a suggestion slip for parents to complete. Mrs Anderson was to ask at Hayfield for leaflets, posters for the event.

Action: ZA

Mrs Irvine asked Mrs Gear about the possibility of a letter to all parents at the beginning of term asking parents to help with activities etc. Mrs Gear was happy to organise this and suggested that the school advertise in the newsletter.

Action: JG

Ms Warner asked re SIC policy to let staff off re help etc at activities in schools which their children attended, but was informed that this was up to each line manager.

Ms Eunson asked if parents could be told further in advance of the dates for activities/outings. Mrs Gear confirmed that the school would do try to do this when possible.

Mrs Irvine stated that she had had two complaints re too many letters, e.g. two letters/4 letters for the same family. Could they try and do in family groups? Mrs Gear explained that they do try to do that but there are times for instance when sports day had to be cancelled at the last minute due to poor weather then all pupils got letters to ensure parents knew.

Mrs Williamson asked if any information had come out on Best Value. Mrs Gear replied that there had been no further information on Best Value from the new council as yet. Neil Galbraith's report on Best Value was to be emailed to everyone.

Action: ZA

Mrs Gear asked the Parent Council if they would be willing to look at certain policies and comment on, if they are new or re-drafter. Some policies may not be particularly of interest to the Parents Council but others would be.

Mrs Anderson to check with the library to see if they hold copies of the minutes and also with Maggie Spence re how long minutes should be kept.

Action: ZA

Mr Williamson thanked Ms Eunson for all the work she has done as her role as Chair.

10. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 18 September 2007 at 7.30pm in the School staff room.