

PORTLETHEN ACADEMY PARENT COUNCIL

Minutes of Virtual Meeting - Wednesday 20 April 2022

PRESENT

Viv McNeil (Chair), Alison Harris (Co-Chair), Kerry Kidd (Treasurer), Louisa Snelling, Andrew Cammeron, Dawn Anderson, Mrs Matthew, Kitija Radomska, Konstantinos Rizopoulos, Lauren Davies, Lorna Robertson, Nikola Lancaster, Niclola Brownie, Rowena Beaton, Lesley Robertson, Cameron Law, Ejiro Fujinmi, Tom Taylor, Fiona Lindsay, Tracey Robinson (Secretary)

Barry Drennan (HT), Kirsty Campbell-Robertson (DHT), Rhona MacKenzie (DHT), Craig Cowie (DHT)

APOLOGIES

Jenny Law (DHT), Euan Lawson (DHT), Lauren Miller (DHT)

WELCOME

Viv McNeil welcomed all to the meeting

MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting held on 2 February 2022 were approved and the update on the actions are as follows:

Action: to take up Barry's offer to update the contact details for the Parent's Council on the [Portlethen Academy webpage](#) and to send out a communication to the school community with the links. **Partially discharged** the web page now gives the Parent Council email address

Action: For Parent Council to consult with wider parent body around the length of time for parent/carer-teacher appointments versus the amount of slots available to book and feedback to Barry. **Update** – there will be a survey to the parent forum the school which will include this.

Action: following the decisions on the requests for funding from the school, the Treasurer to arrange transfer of funds to the school. **Discharged**

Actions regarding fundraising ideas. Dons Day out has been paused for now to be resumed next academic year. Similarly the 100 club and raffle have also been paused until next academic year as require the updates to the PC bank account to have happened

TREASURER'S REPORT

Kerry Kidd reported that she was continuing to arrange for the bank account holder names to be updated and for online banking. She confirmed that the current balance was £1,796.80

Kerry asked for any further suggestions for fundraising to be emailed to PortlethenAcademyPC@outlook.com Jump –in was suggested

CHAIR'S REPORT

The Parent Council email account is live. The Facebook account has been set up and is due to go live

HEAD TEACHER'S REPORT

COVID19 Update

The current COVID19 mitigations will be retained for the first week back in terms of face coverings, hand sanitising, distancing and more to support Senior Phase Pupils in the final week prior to the SQA Exams. It was noted that the school have delegated authority to make decisions on mitigation measures taken should case numbers rise up to a certain point

Following the most recent Guidelines for Schools which came into play from 18th April, and the Aberdeenshire Risk Assessment, the following COVID19 mitigations will apply from Monday 25th April.

- **Testing/Isolation** - Pupils must stay at home if they have symptoms of COVID19; have tested positive or are required to self-isolate from Test and Protect. Lateral Flow testing is no longer required.
- **Face Coverings** - Masks are no longer mandatory in communal/social areas/corridors or on transport, but in line with SG Workplace Guidance, are encouraged. Masks will continue to be available to all and anyone who wishes to wear a face covering will be supported to do so.
- **Physical Distancing** –between staff members and pupils remains to some degree and the school are supporting and promoting the national Distance Aware Scheme to support pupils and/or staff if they wish to keep distanced from others, and there are recognised badges and lanyards available online, in Asda and in the Library. This has been promoted to pupils and staff via Assemblies, along with all the other information discussed. Visitors and parents/carers are also now allowed back into school.
- **Hygiene** - Hand washing stations are still in use and pupils should continue to wash hands regularly on entry. Sanitiser stations continue to be re-filled, and/or pupils can bring their own for personal use. Desks, resources and surfaces continue to be regularly wiped down. Pupils have been reminded of cough/sneeze
- **Year Group Doors** – are no longer required from Monday 25th April. Pupils can enter from any door, except the main front door.
- **Ventilation / Uniform / PE** - Rooms will continue to be ventilated and CO2 monitored. Jackets can continue to be worn if the room is cold. Uniform remains relaxed for now but will be returning.

Staffing Updates

- Sarah Louise Hunt has joined full-time in Art and Design from Monday 18th April.
- Fiona Campbell starts in Drama full-time from Monday 2nd May.
- Katrina Dougan starts in Business/ICT full-time from Monday 2nd May.
- Andy Crossan starts in PE full-time from Monday 16th May.
- Laura Walter will be joining as an additional Pupil Support Assistant, start date to be confirmed.
- Mrs Cowie (PT Guidance, Downies) is back full-time.
- Mr Ballingall is back full-time in English
- Miss Jones (Business/ICT) is due to start phasing back in after a longer-term absence

SQA Exams

SQA Exams will be going ahead from next week. Exam leave begins on 25 April until 3 June. Pupils can access the school to study if they wish. An estimate of the exam grades has been shared with pupils this week and would be used should an Appeal be made. It was noted should pupils be genuinely unwell, the carer should phone before the start of the exam and supporting medical information may be required to qualify for exceptional circumstances. It was also noted that pupils will not be allowed to enter the exams late. Pupils have had Assemblies this week to share information with them and information will be sent to parents and carers later this week. It was noted that there was also support for mental health such as "Time for Talking Tuesdays" on offer.

S6 Celebration Event / Awards Ceremony / Praise Postcards

21 April is the S6 Celebration/Farewell BBQ in the afternoon and is an opportunity for staff and pupils to come together outside and enjoy some food, soft drinks and an opportunity to say farewell to one another.

The Awards Ceremony has been brought back and is scheduled for Monday 21st June for S4 (during the school day) and S5/6 (evening). Parents/carers of Award winners for S5/6 will be invited to attend and Tuesday 22nd June – S1, 2 and 3 (during the school day).

The school is working to identify and recognise pupils in S1-3 who have consistently met the School Values and Expectations for last term, and awarding them with a Praise Postcard in Clan and also a copy home to parents/carers via e-mail. This is something they hope to build on and there will be more information to come.

ANY OTHER BUSINESS

Rhona MacKenzie has been considering setting up subject focus groups and there will be an opportunity to input next year.

Communications with the parent forum – the consensus was that where possible/practicable communications should be grouped together.

Reintroduction of the school uniform – consensus that this will be required from August (rather than June).

Polls, in the future these would continue to be communicated by the school office but contain could be carried out through a link to Facebook/Instagram/Google forms.

There was discussion around S2 as this year group have been sent home due to staffing pressures and also due to COVID pandemic there was a very limited transition experience so it would be good to ensure that this year group are not forgotten. There was also discussion about timing of the tracking reports, reports and subject choice evening as these were bunched together, to be considered for next year. Also to be considered, is the addition of S2 evening ahead of Christmas to explain subject choice and faculty evenings at the end of January. Lastly Parent Council meetings to have more of a balance between junior and senior phase in future meetings.

Barry had recently shared expectations and consequences and a link to this on the school website. The Leadership Group are reviewing the policy and taking this forward for next year reflecting changes by Aberdeenshire Council and nationally.

Also discussed was vaping on school premises - staff undertake spot checks and act on information – if there are concerns about a young person, please contact the school.

DATE AND TIME OF NEXT MEETING (Annual General Meeting)

Wednesday 15 June 2022 at 7:30pm. To be held face to face at Portlethen Academy, if possible, there will also be the option to join virtually.