

## PORTLETHEN ACADEMY PARENT COUNCIL

### Minutes of Annual General Meeting – Wednesday 14 September 2022

#### PRESENT

Viv McNeil (Chair), Lesley Robertson, Fiona Lindsay, Susan Strachan, Hannah Saum, Ann Hingston, Aginesazke Stephen, Laura Petrie, Ijemoa Ekekwe, Rowena Beaton, Obaro Obaruakford, Gerald Ujunwa, Ngozi Madubogwo, Janice Tiamiyu, Marcel Dike, Tracey Robinson (Secretary)

Barry Drennan (HT)

#### APOLOGIES

Alison Harris (Co-Chair), Kerry Kidd (Treasurer), Jenny Law (DHT), Kirsty Campbell-Robertson (DHT), Lauren Miller (DHT) Rhona MacKenzie (DHT), Craig Cowie (DHT), Euan Lawson (DHT)

#### WELCOME

Viv McNeil welcomed all to the meeting which was a face to face meeting. It is hoped that the next meeting will be a hybrid meeting via Teams

#### MINUTES OF THE PREVIOUS MEETING AND CHAIR'S REPORT

Minutes of the previous meeting held on 15 June 2022 were approved and the update on the open 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

**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 **Dons Day out has been organised**

**Action:** Barry to ensure all the links on the Parent Council web page work. **Carried forwards** due to ongoing technical issues

**Action:** Viv for the draft minutes of the Parent Council to be circulated soon after the meeting **discharged**

**Action:** Viv a privacy notice to be given to enable the Parent Council to have the email addresses of the Parent Forum where the member has consented to give their email address to receive the draft minutes

**Fundraising - Teas for the Christmas Concert.** There could also be a raffle – **discharged in the meeting Fundraising sub group to be set up – carried forward**

**School pantomime/play/show** – staff are considering which to take forward next year

**Action:** Parent Council to organise a welcome to S1s and an opportunity to learn more about/join the Parent Council

#### TREASURER'S REPORT

Tracey Robinson gave an update on behalf of Kerry Kidd. She confirmed that the accounts had been certified – please see Annex 1. The current balance is Balance is £1980.80. However approximately £800 is due to reimburse the school for the ties bought for the S1 pupils (awaiting invoice from the school). £184 is marked to pay Dons Day Out tickets which 5 families have purchased so far.

Kerry had investigated card payment machines. The Parent Council account is with the Bank of Scotland which provides 2 options - 1 @ £49 and 1 @ £50 (this one also generates QR Code).

Decision: to purchase a payment card machine at £50.

**Action:** to circulate the accounts with the minutes of this meeting

### **Fundraising sub group**

Viv invited people to join the fundraising subgroup.

Reminder for Dons Day out

**Action:** Viv to request that the school sends out a reminder (discharged)

## **HEAD TEACHER'S REPORT**

### **S1**

Uniform – reminder that no leggings or joggers

### **Staffing Updates**

- Humanities
- Guidance
- Maths (re-advertised 1 FTE)
- Expressive arts
- ICT/computing

Request for Parental Communication Guide

**Action:** Barry to send out the link to this

### **Cost of living crisis**

Barry will send out various information

### **School trips**

- **Annual sponsored walk** Looking to reinstate this and aiming for 15 November
- **Manchester football trip** – this has been postponed
- **GOOSE week** – being planned mindful of the cost of living crisis

### **Work experience**

There is no work experience weeks and instead emphasis is on obtaining work placements

### **S1 experience day**

### **Health weeks**

### **Well-being evening 11 October 7-9pm**

This includes information from a variety of professionals and follows on from the “Teenage Brain” event 26 and 28 October.

Request for the Parent Council to promote the events  
Parent Council to provide tea and coffee at the evening  
**Action: Viv and Tracey**

### **Parent evenings**

There will now be face-to-face with online booking  
The S3 subject choice evening will be in December

**Senior phrase agreements** – these are coming out and will be an agreement stating the expectations expected including the number of subjects/qualifications they are undertaking; commitment to the wider achievement; attendance at Clan etc

**Promotion of young people** at Portlethen Academy in the community. Suggestions for ASDA, train station and Tesco

### **SQA results**

Great set of results. There was an attainment review meeting with Vincent Doherty. Key measures are against Nat 5, Higher and Advanced Higher results. When other qualifications are taken into account, Portlethen Academy is doing well, with good correlation between estimated grades and those achieved. Results are good for maths and english.

**Action: Barry** to have a slot on attainment at the next Parent Council meeting

Query regarding aspirations. While Nat 5 is the expectation for most pupils, for some pupils Nat 4 is more appropriate. Teachers differentiate in lessons to ensure that that the learning is appropriate for the pupil. Learning Support is available where that is required

**Timetable** to go onto the school website

**School show** - There may be a school show in the summer

### **Christmas Concert and Christmas Fayre 14 December**

Following a request from the Mens' Club and discussion, it was decided to amalgamate the Christmas Concert and the Christmas Fayre with stalls being available. Viv is not available on the 14<sup>th</sup>. Fiona Lesley, Kerry Kidd, Lesley Roberts and Tracey Robinson will be available

### **Grants and fundraising**

**Action: Barry** to ask Faculties for a wish list and why the items are requested

### **ANY OTHER BUSINESS**

Extra-curricular activities are coming out.

A curriculum map should be out by the October holidays **Action: Barry**

Duke of Edinburgh's Award – request for the school to consider taking this on, perhaps as an enrichment option **Action: Barry**

Request for S1 demystifying session (jargon busting) to be done as part of the S1 experience day **Action: Barry**

**Careers Fayre** – online resources for S2 if a careers fayre is not possible. This will be linked to choices for S2 and S3

**DATE AND TIME OF NEXT MEETING**

Wednesday 23 November 7:30pm (in person at the school and also hopefully virtually through Teams)