**Glenbervie School Partnership (GSP)**

**Meeting Minutes**

**05/03/19 Glenbervie School**

Attendees: Dawn Campbell, Jennie Glennie, Laura Heeps, Angela Jamieson, Christina Park, Aileen Davidson (minute taker).

Apologies: Mhari Mitchell, Lillian Cargill, Gail Sangster.

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| **Item Number & Title** | **Discussion/Action** | **By/ When** |
|  | **Previous minutes**  Agreed |  |
|  | **Constitution**  Using the Aberdeenshire template provided by Christine Maclennan of Aberdeenshire Council amendments were made to fit GSP, inserting references to Glenbervie School and GSP. The following were also amended:   * Section 2, 1. It was discussed that a minimum of 5 parents and a maximum of 14 should be the limits of the parent membership of the Council. This fitted with Christine Maclennan from Aberdeenshire Council’s view that 5 would be necessary to make decisions and 14 would allow 2 parents from each year group in the school. * Section 2, 3. “Text” was changed as a method for volunteering for the participation in the Selection of Parent Council members and changed instead to anonymous internet poll (as there was limited ability to administer a text based polling system, but an online poll would be beneficial). It was also discussed that giving all of the parents 2 weeks to select their representatives would be optimum.   In line with Christine Maclennan’s suggestion it was proposed that there should be movement of the nomination of parent council members to the 2nd week back of School after the Summer holidays. This would allow new Primary 1 parents to be involved and ensure that outgoing Primary 7 parents would be able to be involved up until the end of the school year. The AGM would then follow.   * Section 3, 1. Up to 7 Co-Opted members was suggested as the optimum amount. This would allow for a two-thirds parent quotient (as detailed in section 3. 2.) where there was a maximum of 14 parents (as proposed as the maximum amount in Section 2.1. above). * Section 4. 1. Was proposed to be amended to include the potential to have joint roles where deemed necessary by the parent Council. It was identified that this was useful in sharing the burden of larger roles, and would allow the sharing of experience of these roles for succession planning. * Section 4. 3. The period for re-elections was also discussed. It was proposed that there should be a maximum of 2 years in any one role (unless there are no other nominations for that post). * Section 6. 1. Was rearranged to read correctly. * Section 7. 2. Meetings are proposed to have 50% of parent Council members to be quorate. Using a percentage was advantageous as it does not limit this to a specific number when the total number of parent council members varies each year. * Section 7. 4. It was proposed to add voting rights for the Head Teacher where the quorum requires it for decisions to be made, or where there is a casting vote needed in the event of a tie. * Section 7. 8. agenda and minutes of meetings will be available to all parents from the School Office (Secretary removed from here as they do not issue the minutes). It was proposed to add the agendas and minutes to the Glenbervie Primary School website.   It was agreed that publishing our agendas and minutes on our GSP facebook page would be advantageous as it gives a 3rd ways to get access to the minutes (over and above email and via the school website).  It was identified that it should be highlighted in the communication to the parent forum that agendas and minutes can be found on the school website.   * Section 8. 1. And 4. The AGM will be held annually in September. This would allow for the 2 week poll for nominations process for parent council members beginning in the 2nd week of term and where nominations were received above the maximum number allowed within the constitution, an election process would be undertaken. Where no election process is necessary, the AGM will take place by mid September. This is still close enough to the start of the school year to get things moving. We would also ideally then set the meeting dates at the AGM. * Section 8. 3. f. Amended to mirror section 2. 3. Also duplication removed from f as this appears in Section 8. 4. * Section 9. 2. 50% proposed to allow an EGM. This would align with quorum in section 7. 2 and means that only half rather than a majority are necessary to initiate an EGM.   **Next Steps:**  We need to provide the new proposed constitution to the Parent Forum to gain their views or suggestions on changes.  Parents still think that “Fundraising“ is what GSP do. The constitution is to be circulated in advance of the end of term with 2 weeks notice along with the agenda for the next meeting along with a sheet detailing how parents can add to the agenda. Agenda should include: Adoption of constitution, Fundraising  Parking.  So if parents don’t want to be a council member or can’t come to the meeting they can still put things forward.  Send out a reminder the first day back at school to parents for agenda items.  The Council needs a copy of the voting process and confirmation of the Constitution before Aberdeenshire Council release funding. | JG  LH  DC/AD  ALL  DC/MM/AD/LH/JG  JG/KW |
|  | **AOB:**  **Dates:**   1. Quiz Night 15th March  * Organise a £25 Station Hotel voucher (or similar) for those providing the Quiz * Organise Winners wee bottles of wine and Wooden spoons (Teams are a max of 6). * Send a school logo to AG for front of wine bottles * Let Steve into Hall at 6pm * Set up hall in the afternoon. * Provide a float (£1’s and £5’s as its £5 entry). Money comes out for the prize.   No further raffle prizes needed.   1. Sponsored Walk 29th March (should be enough helpers for this) 2. Strawberry Tea on the 11th May (help will be needed for this). 3. School Disco 28th June   **Tea-Towels:**  Queried whether JC has left money for tea-towels.  CP has an envelope of money for tea-towels for teachers to hand-in.  **Bunny Drive:**  Bunny Drive made £418.  **A day at the Dons:**  Received a letter for this as a potential fund raising opportunity. May need to do a poll to gauge interest. AJ says we did this a few years ago and it was quite successful. More information is needed on how it works and ticket prices.  **Road Safety:**  Parking and traffic calming measures to be added to next agenda. Invite Councillor George Carr to next meeting.  A Police Officer is visiting the 8 schools that raised issues with road safety. Invite the Police Officer to the next meeting  **Surveys:**  After Christine Maclennan from Aberdeenshire Council emphasised the need to survey the parent forum DC has been reviewing a potential survey that could be issued to do this. This needs to focus on what the parent forum wants us to do and identifying what people can contribute. JG also identified that a survey of views for the School improvement plan are also needed (asking parents for views on what areas should the school be taking forward e.g behaviour, support for learning etc.).  Need to ensure there are not too many questions and that the questions are clear (no double negatives).  Plan to do a survey-monkey style survey. Need to have this ready for the next meeting in April. We can then put this out for return by May.  **PEF (Pupil Equity Funding):**  JG identified that the school is unlikely to get any PEF money this year. The figures used to calculate PEF funding are based on 2014 rather than the current school year. The basis for this are the free school meal take-up and we didn’t have anyone on free school meals in 2014. Press reports may hopefully have had an impact on this situation for future calculations as a survey was sent out to JG last week. | AJ  AJ  JG  DC  DC/AD  AJ  LH  CP  LH  AD/LH  JG/KW  DC/AD |
|  | **Next Meeting;**  Thu 25th April at 7pm in the School.  Going forward the plan is to have meetings on alternate days to try to allow those with other commitments an opportunity to attend. | ALL |