



Charleston Academy Parent Council

Minutes of Parent Council Annual General Meeting held on Tuesday 4th September 2012 at Charleston Academy

Present: Yvonne Brown, Rita Farragher, Alexander Mezals, Robert Bowie, Graeme Ross, Anne Ashton, Kate McEwen, Rona Macpherson, Sue Mitchell, Kate Morris, Julie Riddle, Tim Muir, Karen Blagden, Urszula Kozak, Mairi Oakley Gordon Stewart, Marie Waugh, Christian Wittke, Lindsey Stout

In Attendance: Chris O'Neill (Rector)

Apologies: Sue Fraser, Jane Byham, Pip Farman, Mieke White, Linda MacLean

1.	<p><u>WELCOME</u> Jill Kent welcomed everyone to the meeting, particularly the new members</p>
2.	<p><u>APPROVAL OF MINUTES</u> The minutes from the Annual General Meeting held on 3rd October 2011 were approved. Proposed: Sue Mitchell Seconded: Kate McEwen</p>
3.	<p><u>MATTERS ARISING</u> These would be covered in Annual Report.</p>
4.	<p><u>FINANCE REPORT</u></p> <ul style="list-style-type: none"> • Yvonne Brown reported that the balance of the account as at 31st July 2012 was £7175.50. This includes an accidental overpayment by Highland Council so the new balance will be closer to £5,911 once the repayment is made. The accounts have been independently examined and approved by Jacqueline Bisset. • It was agreed that Ms. Bisset could audit these simple accounts next year. • It is hoped that Friends of Charleston will be promoted to new parents. Yvonne would welcome help in progressing this. • Jill Kent, on behalf of the Parent Council, thanked Yvonne Brown for all her work over the past year and noted that she donated all paperwork and posting costs to keep Parent Council funds at such a healthy level. • There was a request from PT of Home Economics for £100 to pay for materials to be used for art work for the Art Exhibition. It was agreed to fund this.
5.	<p><u>PARENT COUNCIL ANNUAL REPORT</u></p> <ul style="list-style-type: none"> • German Classes. The Parent Council has worked with parents of pupils who were studying German to explore the possibility of holding German classes out of school hours. If a suitable tutor can be found it is hoped that this could begin this term and be held one afternoon a week. • Buses. There are notably fewer bus issues now that D and E Coaches have taken over the contract and Parent Council has not had to be involved in any problems. The option for a late running bus has proved to be too costly. All funding sources that paid for this service in the past are no longer available. • Lockers. Parents still ask for lockers to be made available in the school for younger pupils, but there is no space to put them. The Parent Council would be willing to contribute to the cost of lockers if space is identified for this purpose in the future. • Art Exhibition. The art exhibition is planned for Tuesday 13 November. This is an excellent opportunity for families of first year pupils to come into the school, celebrate the artistic talents and meet up with friends in a relaxed environment. Parent volunteers should get in touch with Sue Fraser or Yvonne Brown if they are willing to help with the organisation of this event. • Communication. Home/ School Communication is still an important issue for the Parent Council. The texting service for families of bus users proved successful last year, but was only needed a few times due to the mild winter. More families have signed up this year. Letters from the Rector and quarterly additions of Charleston News are helpful for parents.
6.	<p><u>RECTOR'S REPORT</u></p> <ul style="list-style-type: none"> • Website. Chris O'Neill reported that progress is being made on the development of the school website. It is hoped that Daily Notices will be fed onto it and it will be kept up to date. It is hoped that this will be up and running by the October break. • Mentoring Programme. Rona Macpherson (Depute) and Alison Neave (Guidance) are setting up a programme to support pupils in S5. This will include mentoring from volunteer S6 pupils and teachers. It is felt there is a real need to help students through the difficult year when many

get discouraged if they face with setbacks in their courses. With more support students may have the confidence to stick with courses instead of giving up.

- Pupil Monitoring. The school is exploring ways of improving the monitoring of pupils and reporting this to parents. They are looking to possibly revamp the award system at the end of the year, and use technology to keep track of commendations and behaviour throughout the year. There could also be better ways to keep parents informed such as emails. This may also be able to be used with the House System for awarding points. An effort is also being made to improve notifications to parents especially in S5/6 when teachers have concerns or NAB's have not been passed.
- Lead Prefect Team. The twelve lead prefects will be taking on more responsibility this year. They have been to Badaguish for leadership training and will have an active role in the Pupil Council and Houses to ensure there is a stronger pupil voice.
- Cashless Catering. It is hoped that the new system will be in place after the October break. The school strongly encourages families to support this system, which will make it much easier to control where pupils are spending their lunch money. The school will promote this as another way to help the pupils to make healthy eating choices.
- Swedish Exchange. The pupils visiting from Sweden will be staying with families and visiting the school from 26th September- 3rd October.
- Albert Roux Dinner. This will be held on 30th October. It is hoped that there will be progress on the refurbishment of one of the Home Economic rooms to be upgraded to have an industrial kitchen. This would provide an excellent facility for training those interested in pursuing careers in hospitality. Talks with the Highland Council are on going.

7. **APPOINTMENT OF OFFICE BEARERS**

Appointments were made as follows:

Treasurer – Yvonne Brown
Proposed – Kate McEwen
Seconded – Sue Mitchell

Vice Chair – Kate Morris
Proposed – Yvonne Brown
Seconded – Julie Riddle

Chair – Tim Muir
Proposed – Jill Kent
Seconded – Marie Waugh

Parent Council Meeting dates for 2012-2013

Thursday 1 November
Monday 21 January
Tuesday 26 March
Wednesday 15 May