



## CHARLESTON ACADEMY PARENT COUNCIL

### Minutes of Parent Council Annual General Meeting held on Monday 23<sup>rd</sup> September 2013 at Charleston Academy

**Present:** Fiona Alexander, Anne Ashton, Robert Bowie, Yvonne Brown, Rita Farragher, Jill Kent, Urszula Kozak, Linda McLean, Rona Macpherson, Kate McEwen, Alex Mezals, Susan Mitchell, Kate Morris (Chair), Katrina Morrison, Julie Riddle, Gordon Stewart, Lindsey Stout, Steven Tillman, Christian Wittke

**In Attendance:** Chris O'Neill (Rector), Margret MacRae (Clerk)

**Apologies:** Sue Fraser, Fiona Malcolm, Fiona Morrison, Marie Waugh, Rona McWhirter

1.	<p><b><u>WELCOME</u></b> Kate Morris welcomed everyone to the meeting.</p>
2.	<p><b><u>APPROVAL OF MINUTES</u></b> The minute of the Annual General Meeting held on Tuesday 4<sup>th</sup> September 2012 was approved Proposed: Julie Riddle Seconded: Kate McEwen</p>
3.	<p><b><u>MATTERS ARISING</u></b></p> <ul style="list-style-type: none"> <li>• School Lockers.</li> </ul> <p>It was reported, that due to financial circumstances, the development of new changing facilities under the stilts is no longer going ahead. This project was being pursued by the Highland Football Academy and would have created a shared space which would have allowed for the conversion of some of the existing toilet facilities to create space to house lockers. Ron Mackenzie has advised Mr O'Neill that the Highland Council has no money for this at present, and that Charleston Academy is not included in the current 5-year plan for Capital Expenditure. Currently senior pupils are given priority when allocating lockers. It was suggested that senior pupils who have lockers are asked whether they are using their locker or if this could be freed up for allocation to another pupil.</p>
4.	<p><b><u>FINANCE REPORT and APPOINTMENT OF INDEPENDENT AUDITOR</u></b></p> <ul style="list-style-type: none"> <li>• Copies of the accounts, which had been independently examined and approved by Jacqueline Bisset, were circulated.</li> <li>• Yvonne Brown reported that the balance of the account as at 31<sup>st</sup> July 2013 was £3351.61.</li> <li>• Expenditure for the year totalled £5336.24, which included the refund of an accidental double payment by the Highland Council in the previous year (£1264.26).</li> <li>• Grants to various school projects have been made over the year, including a more substantial award of £2000 to the Eco Group.</li> <li>• It was noted that some of the Parent Council fund has been ring-fenced for the purchase of lockers and also for the South Africa Partnership. Yvonne Brown asked the Parent Council if they wished to review this as the Highland Football Academy is no longer able to develop the changing room facilities. Mr Mezals also updated the Parent Council and advised that there is insufficient funding for pupils from Botswana to be able visit Charleston Academy. It is hoped that Charleston students will proceed with their visit to Botswana in 2015, and that the Parent Council may wish to consider using the money set aside to purchase a gift such as sports or music equipment which they could give to them on their visit.</li> <li>• Kate Morris, on behalf of the Parent Council thanked Yvonne Brown for all her work over the past 3 years.</li> <li>• Jacqueline Bisset was appointed as Independent Examiner for the next financial year.</li> </ul>
5.	<p><b><u>PARENT COUNCIL ANNUAL REPORT</u></b></p> <ul style="list-style-type: none"> <li>• Kate Morris thanked Tim Muir for his work as Chair over the last year, and in particular with the revision of the constitution</li> <li>• The S1 Art Exhibition has proven to be a very successful event. This is organised in partnership with the school, with the Parent Council organising sale of the artwork and additional stalls. A planning meeting will take place at Jill Kent's house on Wednesday 30<sup>th</sup> October. Anyone wishing to help out should contact Jill Kent</li> <li>• Kate Morris thanked Chris O'Neill and the Senior Management Team for the new school website. It</li> </ul>



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	<p>was noted that this was updated regularly and was felt to be a great resource. Mr O'Neill advised that the school is currently working on the development of a new school handbook as new guidelines have been issued by the Highland Council. All the information which is required to be included can already be found on the website</p>
<p><b>6.</b></p>	<p><b><u>RECTOR'S REPORT</u></b></p> <ul style="list-style-type: none"> <li>• Mr O'Neill reported that Albert Roux Gala Dinner, which was attended by 100 guests on the 12 September, was the most successful to date. There is now only a small shortfall in funding for the hospitality kitchen, and the Highland Council will make this up. The work is due to be commissioned shortly and it is hoped that the kitchen can be completed this session. A scoping exercise is being conducted to ascertain whether work can be undertaken whilst the school is operational or if it needs to be carried out during school holidays. There may also be the possibility of the refurbishment of an adjoining room for use as a dining room. However, the school may elect not to progress this development as there are significant issues around DDA access.</li> <li>• New signage is to be installed at the school. This will be for the school, and also include Highland High Life and the Charleston Community Campus.</li> <li>• Mr O'Neill reported that a substance misuse related incident had occurred and this resulted in two pupils being admitted to hospital for observation. Although the pupils have suffered no lasting effects this has been very concerning, particularly as the substance was obtained from an ex-pupil in the vicinity of the local shops. The school has requested that pupils do not loiter by the shops and is working with local shopkeepers and the Highland Council to consider how the area can be improved. A parent representative to assist the working group would be welcomed.</li> <li>• The Café in the Community Complex has been refurbished and rebranded. Both pupils and the local community are using this facility, which is proving very popular.</li> <li>• Mr O'Neill stated that the recent sponsored walk had a great party atmosphere with a number of pupils taking part in fancy dress. This annual event raises in the region of £10,000 for school fund.</li> <li>• Senior Prefects are taking part in a leadership programme at Badaguish. Staff will also be taking part in a similar programme during November.</li> <li>• Charleston Academy will be taking part in the MacMillan coffee morning with pupils wearing green to school in return for a small donation.</li> <li>• A number of school trips have been arranged. These include:             <ul style="list-style-type: none"> <li>○ A Product Design trip to Ikea</li> <li>○ The 2<sup>nd</sup> year English class are going to Eden Court to see a production of Buddy</li> <li>○ A History trip to visit the WW1 Battlefields and War Graves</li> <li>○ A Physics trip to Cern</li> <li>○ A water sports trip</li> <li>○ A ski-ing trip</li> <li>○ 2 teachers are also taking part in a teaching exchange with Botswana. Teachers from the Science and Art Departments will visit Charleston Academy</li> </ul> </li> <li>• Mr O'Neill thanked the staff for giving up their own time in order to make these trips possible.</li> <li>• Charleston Academy is currently finalising the Curriculum for Excellence model. In line with Local Authority guidelines pupils will be studying a maximum of 6 subjects in S4. Pupils from S1 – S3 will study between 10 and 12 subjects covering each of the 8 modes of the curriculum. The school intends to organise an information evening next term in order to share details with parents. This meeting may also include information on safety and cover topics such as substance misuse, on-line safety and cyber bullying. Initial thoughts are to hold awareness raising workshops and assemblies for pupils during the school day, with information providers staying on for the parent information session.</li> </ul>
<p><b>7.</b></p>	<p><b><u>NEW PARENT COUNCIL MEMBERS AND APPOINTMENT OF OFFICE BEARERS</u></b></p> <ul style="list-style-type: none"> <li>• Parent Council members were ratified as all those in attendance and listed in the apologies (all of whom had indicated a desire to stand as members for the year 2013-14).</li> <li>• Alex Mezals will continue to attend as the Teacher Representative and members of the SMT will also attend on an advisory capacity</li> <li>• Andrew Berry has asked the Parent Council to consider co-opting a member of the Chaplaincy</li> </ul>



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	<p>Team – this was approved</p> <ul style="list-style-type: none"><li>• A member of the Pupil Council will also attend future meetings and it was requested that a member of the Parent Council attend Pupil Council meetings</li></ul> <p>Appointments of Office Bearers were made as follows:</p> <p><b>Chair</b> – Jill Kent Proposed – Kate Morris Seconded – Kate McEwen</p> <p><b>Vice Chair</b> – Kate Morris Proposed – Jill Kent Seconded – Julie Riddle</p> <p><b>Treasurer</b> – Sue Mitchell Proposed – Rita Farragher Seconded – Kate McEwen</p>
8.	<p><b><u>CONSTITUTION – adoption of revised constitution</u></b> The proposed constitution was adopted.</p>
9.	<p><b><u>ECO-SCHOOLS PROJECT – talk by Steven Tillman</u></b> Mr Tillman thanked the Parent Council for their donation of £2000 to the Eco Project.</p> <p>Equipment required is a 12 x 8 ft polycarbonate greenhouse, staging, potting tables, irrigation kits (which will be particularly helpful during school holidays), wheelbarrow, and gardening tools. It will also be necessary to purchase fruit bushes, trees, seeds and pots.</p> <p>Discussion is currently ongoing with the Highland Council to see if it is possible to move the sheds currently sited in the school grounds. These affect the proposed location of the greenhouse and will be moved if possible. It may also be necessary to remove some trees and re-organise the raised beds area.</p> <p>The group hopes to create a wormery and will also require good quality compost which it would like produce by recycling waste from the school kitchens with assistance from ROWAN.</p> <p>He explained that this facility would provide cross-curricular links and will be of benefit to a number of departments throughout the school. The school is fortunate to have expertise in the form of the Chef from Boath House and Albert Roux who offer advice on growing produce for use in the school's Home Economics Department. Plums and apples from the school garden have already been utilised in lessons.</p> <p>In addition the Eco Group would like to work towards achieving the Green Flag award. This could include the establishment a gardening team to brighten up the school car park and other areas, work on conservation, the planting of a wildflower garden to encourage more wildlife and give nature a home. Involvement from the RSPB will be sought to help achieve this. The Crofting Commission and Abriachan Trust would also be willing to get involved with the aim of growing traditional plants / trees native to the area.</p> <p>Mr Tillman would also like to establish a gardening club which would run at lunchtimes and after school on lighter evenings. Volunteers are required to assist with all the developments. Volunteers may be eligible to work towards achieving a Saltire Award.</p> <p>Kate Morris, on behalf of the Parent Council, thanked Mr Tillman for his talk on this excellent project.</p>



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| 10. | <b>DATES OF FUTURE MEETINGS –</b> <ul style="list-style-type: none"><li>• Wednesday 6<sup>th</sup> November 2013</li><li>• Wednesday 11<sup>th</sup> December 2013</li><li>• Monday 27<sup>th</sup> January 2014</li><li>• Wednesday 12<sup>th</sup> March 2014</li><li>• Tuesday 13<sup>th</sup> May 2014</li><li>• Tuesday 26<sup>th</sup> August 2014</li></ul> |
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