

**Minutes of Parent Teacher Network Meeting
Wallace High School
17th April 2013**

Present: Fara McAfee (Chair), Helen Hawthorn (Treasurer), Gill King (Secretary), Scott Pennock (Headteacher), Jo Sneddon, Judith Campbell, Karen Dunn, Rachel Metcalfe, Brian Cooke, Jennifer Bairner, Sandra Hayashibara, Jane Riley, Erica Paul, Alison McGregor, Viv Hanson, Kitty Gallan, Yvonne Walker.

Apologies: Mo Firth, Karen Benson, Christine West

Matters Arising: Paul Ramsay, Sandra Hayashibara & Jane Riley are still to compose a letter to parents on how to navigate round the Website. This will be done once the PTN website is completed.

Julie Redpath – Head of Catering

This item will be discussed at a later date.

Bridge of Allan Rotary Club

Bridge of Allan Rotary club approached Wallace High to build on community relationships. They are going to present a prize either to the Junior or Senior section and is likely to be a 'service award' for someone who has done significant charity work or similar. Mr Pennock will be speaking with the Principal Teachers (PT's) regarding the prize.

It was discussed that there were possibly fundraising, work experience and volunteering opportunities to be investigated.

Action: Fundraising Committee to get email address from SP

Fundraising Committee

- The fundraising committee offered drinks and snacks at the Spring Concert, taking £150 for the catering and raffled 2 luxury hampers which took £97.
- Beauty & the Beast will be performed on 25th & 26th June, Help is needed to sell refreshments and to donate home baking for both nights. If people are able to help please email the PTN either through the website www.ptn.wallacehigh.org.uk or email direct wallacehighptn@gamil.com

Action: GK to send email for help

- The Sponsored walk has been booked for Friday 6th September 2013. It was suggested that there should be a specific target for the school to be aiming for which would then be going towards something specific so the children know what they are getting sponsors for. It was agreed that the money goes into the Pupil Fund, which is spent on things that directly support & benefit pupils.
- It was discussed that the PTN can decide what happens to all money raised by the PTN.

- The school will be funding the school buses for the S6 Formal, as all the money raised from the sponsored walk by the PTN went directly to the school.
- The S6 Graduates will be receiving a gift from the school as suggested by the PTN previously. The Captains decided that an engraved Pen would be a useful gift.
- Primary 6 & 7 open night is on Tuesday 21st May. Help will be required to promote the PTN and get email addresses.

Action: GK to email for help

PTN Teacher Representative

Erica Paul was introduced as the new teacher representative. She is Faculty Manager for Support for Learning, S1 Pastoral Care and also oversees the P7/S1 transition. Tracy Henderson, Faculty Manager for English And Gaelic will also be attending when Erica can't make it.

Website Update

Sandra gave an update on the PTN website which is now up and running, piggybacking on the school website, you can follow the link. Here you can access PTN minutes and Agenda. There will be a page with Frequently Asked Questions, for which they are looking for suggestions. There will also be a News section.

Suggestions were made that information for the senior section parents would be useful as well as information for parent who's children are making the transition from Primary school. Any further suggestions would be welcome.

It is now possible to:

- 'Like' the PTN page on Facebook for updates through newsfeeds; Wallace High School Parent Teacher Network.
- Follow us on Twitter, @WallaceHighPTN
- Wallace High PTN Website; ptn.wallacehigh.org.uk
- Email: wallacehighptn@gmail.com

Action: Paul Ramsay will text parent and send a letter on how to navigate website

Parent/Carers Questions

- A question was raised as to how the clubs are organised and how pupils get information for these.
 - Requests were made that there should be a more structured approach with information of annual events and competitions passed on so parents can attend. Suggestions were made that 6th years or parents could take over if a teacher has to stand down.

By the start of the next school year information on clubs will be collated and a member of staff will co-ordinate these.

- A question was raised as to the emotional wellbeing of pupils, how they are supported through the school year and provision of mental health information, if required.

SP and EP assured us that pupils were well informed with regards to internet safety, how to deal with exam stress etc. All staff are vigilant and with the GIRFEC (Getting It Right For Every Child) strategy are informed if anything has happened at home the previous night and can offer support where needed.

SP suggested that PC Brown should be invited along to the next meeting.

Action SP to invite PC Brown to next PTN meeting

- S3 Nat 4/5's

Requests were raised for more information on the schools readiness for the S3's Nat4/5 exams next year.

SP assured us that the school was ready for the Nat4/5's and there will be a letter going out to all parents concerned and an information evening will follow at the beginning of the next school year.

Action: SP to write to S3 Parents – done.

Head Teachers Report

They are currently working on: the timetable and calendar for the next school year; the School Improvement Plan; and finalising budgets and staffing.

There has been significant investment which will have a direct impact on the pupils, including: the mountain bike track; a new suite of Mac computers in the Music Dept; mini ipads; a sound system; and rebranding of the Design & Engineering Dept.

AOB

It was requested that next year we hold the PTN meetings on different nights so that people have a better chance of attending meetings.

Next PTN Meeting: Tuesday 4th June @ 7.30pm