

**Wallace High School PTN – Annual General Meeting
Tuesday, 31st May 2016 at 7pm in the Wallace Room
Note of Meeting**

Kitty welcomed everyone to the meeting.

1. Attendees: Scott Pennock, Kitty Gallan, Maureen Firth, Janice Morgan-Singh, Jennifer Bairner, Janet Laverty, Jackie Gee-faulkner, Eve Kidd, Colleen Swagar, Helen Hawthorn, Ke Nie, Alison Gow, Rachel Metcalfe, Sandra Hayashibara, Jane Riley
2. Apologies: Gill King, Wendy McKinnon
3. Matters Arising from Last Meeting
Election for the new committee members to be dealt with later in the minute.
4. Chairperson's Report by Kitty Gallan
 - Thank you to Mr Pennock and WHS management team for their support during the time of our committee. Thanks to the committee members for their time and support on the PTN. It has been a good experience to support the local community and the school. Very good to serve the school and hope the new committee will be motivated to take the PTN forward.
 - Stirling Parent Council Network – highlights from recent meeting. GIRFEC (getting it right for every child) coming into implementation in the new term. GIRFEC has been around for a while (national agenda around education provision and support for learning). From 31st September, a new education act comes into force. Now a legislative requirement within schools which means a lot of admin including the 'Named Person' service for each child. Pupils will be able to go to a named person (principal teacher for each year group or learning/behaviour support person if learning needs) if they need help as a first point of contact. For further information on GIRFEC, go online and search for GIRFEC. Guidance will also be available on the school's website. As and when information comes out from the Council, the school will communicate out to parents.
 - Stirling Council and Clacks Council are no longer joint under a shared education service. Clacks have appointed their Head of Service, but Stirling hasn't confirmed theirs yet. The official separation will go ahead once this position has been filled. This shouldn't have a massive impact on the service provided by Wallace High. This will, however, affect the Parent Council Network – need to decide whether to split the two or keep it as it is.
 - A regional co-ordinator has been appointed for SPTC – Claire Wheeler.
5. Treasurer's Report by Jane Riley
Started the year with approx. £2,100 in the bank. Raised £2,000 for the winter ceilidh. After all expenditure and income from events, we have £1,200 in the bank. Hope to raise a bit more before the end of the year – dance show and the 2 school shows. Sponsored walk will go ahead in the new term too.
Action: Jane to check with Bank of Scotland that Helen Hawthorn is taken off the circulation list for bank statements, etc. May be worth closing the account and

starting a new one for the new committee. Require 2 signing authorities.

6. Communications Report by Sandra Hayashibara

- Facebook - Wallace High School PTN (135 likes on it). Includes news about meetings, requirements for fundraising.
- Twitter – 85 followers. We follow 22 different organisations or groups at the moment. Keep it to the school departments – try to retweet to give them publicity. Also follow feeder primary schools, local college and modern apprenticeship opportunities, SQA, Parent Forum Scotland, SPTC and Stirling Council.
- Website – problem with the website at the moment. We are transferring to a new website and hope to launch the new one in the new term. Paul Ramsay will go over the new website (with new communications co-ordinator). Includes the following:
 - Minutes of meetings
 - Link for queries, contact can be made through PTN website link – comes through to Secretary
 - SPTC newsletter – monthly newsletter and training opportunities for PTN members
- On Twitter 3 times per week for approx. 15 minutes per time. To put minutes on, 30 minutes and the work has all been done.

7. Fundraising Report by Jen Bairner

- Couple of sponsored walks at the University over recent years has raised good money. Couple of years ago, we did a sponsored welly boot race – half money to school and half to charity which raised good money. Last year we held a ceilidh – we absorbed the cost and handed the school £2000 for their chosen charity supporting young carers. This year will be a sponsored walk for school funds and next year we hope to work again with a charity (e.g. sport start Stirling, refugees in the area). Kidney Kids a couple of years ago was a Guinness world record attempt. Will be held on Friday, 9th September 2016 – Council to be organised for a public procession. School organise a lot on the day. We will need 8 or 9 volunteers on the day. Need supplies (water and chocolate bar) for each pupil.
- The group can decide how much emphasis can be given to fundraising.
- Ceilidh will be alternated with the Winter Fayre year on year. Thank you letters for the raffle prizes for the Ceilidh were hand delivered to the companies who donated.
- In the past, we have given money to departments who were looking for extra money. Parents voice gets to impact where the money would go.
- We support events being held within the school with refreshments and raffle. Available before the event and during the interval. Always in need of raffle prizes – require these for the summer concert.
- In the new term, that would be a good time to see where departments could request money from the PTN. Perhaps the new parents will have ideas on how to spend the money.
- School has recently invested in flat pack furniture, sewing machines – to help pupils gain a qualification in practical lifeskills. Part of Health and Wellbeing programme to be rolled out next term. Might need extra funding for this which the PTN could help with.

8. Role of the Secretary by Maureen Firth

Taking minutes, looking after email address, circulating reminders and agendas.

Adding on new members to email list.

9. Election of Office Bearers – nominations for each of the committee roles: huge thank you to the outgoing committee for their work on the committee. The new committee will be:

- Chairperson – Wendy McKinnon has expressed an interest in taking on the role of Chairperson to Scott and confirmed by attendees at meeting. Agreed unanimously.
- Secretary – Coleen Swagar. Agreed unanimously.
- Treasurer – Eve Kidd. Agreed unanimously.
- Fundraising Co-ordinator – Rachel Metcalfe and Janet Laverty. Agreed unanimously.
- Communication Co-ordinator – Janice Morgan-Singh. Agreed unanimously.
- Rep from Ochil House – Alison Gow. Also agreed unanimously.
- Jackie Gee-faulkner will stay on the committee.

Scott thanked all those who have agreed to take on these new positions.

10. Head-teacher's Report by Scott Pennock

- School calendar – will be issued to parents at the end of term. Some dates may change from the one issued to the PTN. Main dates and trips and activities are on this calendar.
- Feedback from Parent Council, Information Evenings – School Improvement Plan has been issued. 2 national changes – national improvement framework (government drive to change the equity gap and more investment for schools which we hope to be part of because of the areas of affluence/deprivation in our catchment areas). Education Scotland school inspectorate have identified 3 key categories and we have structured our plan around this. One key feature is a target on family learning – educating families in communities where parents/carers are less reluctant to come along to meetings/communication evenings. Would like to get focused feedback from pupil council on learning experiences. Want PTN to get involved in driving forward issues/focus they want to take forward. Want to engage more parents in the plan in a positive, structured way.
- Report from Adele McAdam who leads the young carers group
 - Huge thanks for the support from the PTN to their fundraising.
 - All paperwork finalised 10 young people with 2 staff members, Monday, 13th June embark.
 - Will continue to work in a larger capacity next year. More pupils have come forward. Wider pupil support for next year. Not everyone wants their status as carer being advertised in school. Some receive more support than others outside school. Stirling Young Carers – practice in school has been shown as good practice and some of the work mentioned in European Parliament.
 - Leaving from Oban south coast of Scotland – 3 or 4 day voyage.
 - Assembly when they come back to talk about their experience. Led assembly before they went to talk about their time as a young carer.
- Appointments:
 - 1 perm English – experienced teacher – Mr Day
 - Mrs Dawson, Pupil Support retires in September (to be appointed Tuesday, 14th June)
 - Acting Depute 0.4 (Mrs Ritchie reducing to 3 days for her last year). Internal appointment in the year head to shadow her. National advert one

year down the line. Work closely on the timetable. Appointed Monday, 13th June.

- Perm Chemistry – appointed 7th June.
- 2 temp appointments – Design & Engineering and Social Subjects – to be appointed by the term end
- Also back-fill appointments if any internal candidates are successful for other positions.
- Mental Health team up and running. For new S1, raising awareness around this. Mental Health first aiders and physical health first aiders available in the school. SeeMe plan to work with us in the new term. Partnership with the BBC – group of English students with alzheimers awareness. Mini documentary made with sufferers and pupils worked on making this documentary.
- Parent question – S1 pupil. From the report card, not sure if child has progressed or not. Nationally there is no national testing. Under the new framework this will change. Currently have tracking report, final report and parents evening showing child's strengths and next steps. Pupil Support team can gather this information. We don't report on specific levels – Broad levels through CFE. From next session, the national improvement framework P1,P4,P7,S3 (reading, talking, listening and numeracy). Challenge to parents – if school feel a pupil is under performing, we would let the parent know. Moving away from testing. Last session we track where pupils are exceeding or working below the required level. If concerned, parents can be given this information. Can go to any of the parents nights by making an appointment with the relevant teachers. Parents can get in touch with the school at any time.
- Show My Homework (mentioned previously) allows pupils to see the tasks etc given to pupils for their homework. A letter with logon information is to be distributed in the new term.
- Idea is to have years of growth to lead into focused testing in senior years.
- Reports are linked to internal SEEMIS system and we are limited to what we can and how much we can put into the reports.

11. A.O.B.

- Dance Show – Tuesday, 7th June
- School Show – Tuesday, 21st & Wednesday, 22nd June (Grease) – donations of raffle prizes required
- Any new committee members are welcome to come along and help at the events.

12. Date of Next Meeting: Thursday, 1st September 2016

Kitty wished the new committee all the best for the new school term.