



**WALLACE HIGH SCHOOL PTN MEETING**  
 October 26<sup>th</sup> 2016 7PM  
 Wallace Room, Wallace High School, Stirling  
**Minutes**

**Attendees**

Moira Ann-Jack  
 Janice Morgan-Singh – Communications Co-ordinator  
 Carmen Navarro  
 Sarah Bell (plus daughter)  
 Janet Lavery – Fundraising Co-Ordinator  
 Rachel Metcalfe – Fundraising Co-Ordinator  
 Karen Morison  
 Wendy MacKinnon - Chair  
 Alison Gow – Ochil House Representative  
 Scott Pennock – Head Teacher  
 Donna Harris - Depute Head Teacher

**Apologies**

Eve Kidd - Treasurer  
 Colleen Swagar – Secretary  
 Jackie Gee-Faulkner - Committee Member  
 Isabel Van Weert

<b>Agenda Item</b>	<b>Action</b>	<b>Who</b>
<p><b>1. Welcome and Introductions</b>            Chair opened the meeting at 7pm thanks and introductions made.</p>		
<p><b>2. Apologies</b>            Apologies given and accepted (as above).</p>		
<p><b>3. Matters arising from last meeting</b></p> <ul style="list-style-type: none"> <li>Minutes of the previous PTN meeting were circulated via email to PTN members (parents and carers) and the PTN website. A link to the minutes also provided via Facebook page.</li> <li>The “wish list” from departments was co-ordinated by Donna Harris and provided to the PTN committee for consideration for fund spend. Supporting additional faculty needs in this way is a legitimate PTN function.</li> <li>A request was made for a copy of the PTN constitution via the Facebook page earlier in the week and a copy provided by the Head Teacher at the meeting tonight. It was also noted that the Constitution is under review and would need to be re-drafted because of the additional representation from Ochil House.            Additionally, it was noted that the new 2016/17 session parents who have signed up to receive communications from PTN may have not been fully updated to the distribution list which could explain why some parents/carers have not</li> </ul>	<p>Consider the wish list when making decisions about specific funding support.</p> <p>Secretary to check that all email addresses provided have been added to distribution list.</p>	<p>ALL</p> <p>CS</p>

<p>received communications via email.</p> <ul style="list-style-type: none"> <li>Donna Harris reported back to the committee that resourcing for the Gold level Duke of Edinburgh programme could not currently be made by the school. If parents wished to pursue this as an extra programme out with current school resources then they would be encouraged to do so. The school continues to provide resources for Bronze and Silver awards.</li> </ul>		
<p><b>4. Treasurers Report</b></p> <ul style="list-style-type: none"> <li>On behalf of the Treasurer the chair confirmed a balance of £1574.98. A copy of financial spend for academic year 2015-2016 was provided to Sarah Bell at the meeting.</li> </ul>		
<p><b>5. Communications Report</b></p> <ul style="list-style-type: none"> <li>Events have been added to the Facebook page, Agenda and Minutes also posted to PTN website.</li> <li>A parent survey specifically seeking Parent/Carer opinion will be conducted by the PTN which will also inform the remit of the PTN and be reflected in the redrafted Constitution.</li> </ul>	<p>Communications Co-Ordinator will devise online survey to be circulated to Parents/Carers and circulate to PTN committee members for approval.</p>	<p>JMS/ ALL</p>
<p><b>6. Ochil House Report</b></p> <ul style="list-style-type: none"> <li>Alison Gow reported that senior pupils of Ochil House continue to enjoy and thrive at their College and Greenroutes adventures.</li> </ul>		
<p><b>7. Head Teachers Report</b></p> <ul style="list-style-type: none"> <li>Donna Harris presented a demonstration of the new "Show my Homework" portal which will provide the school, pupils and parents/carers a better way to monitor homework. A letter and log in details will shortly be provided to every parent/carer. Official launch date has been set for the 7<sup>th</sup> November 2016 although it is expected that it will take a year to fully transition and embed the new system. Paper copies of homework and access to IT will be put in place to assist the transition. Access to the homework and what that homework is will be the priority throughout the implementation of the portal.</li> <li>Scott Pennock highlighted four key areas of family learning which the school are focussing on this year. Literacy, Numeracy, Developing Young Workforce (Careers) and Health &amp; Wellbeing. Of these, two workshops have been scheduled and promoted via text messaging service to parents. These two events will be communicated through PTN website/Social media sites <ul style="list-style-type: none"> <li>I. <b>Numeracy</b> aimed at S1 and S2 parents/carers – 1<sup>st</sup> November 2016 at 7pm. WHS</li> <li>II. <b>Developing young workforce</b> aimed at S3 and above parents/carers – 29<sup>th</sup> November 2016 7pm. WHS</li> </ul> </li> </ul>	<p>Communications Co-ordinator will place notices on website/social media</p>	<p>JMS</p>

<p>Additional Community Based events will be piloted in Cornton and Fallin in the near future.</p> <ul style="list-style-type: none"> <li>• There have been delays to the proposed Bike Shelter due to planning permission and the facilities management company (FES) surveying. However, once the survey has been approved by FES the shelter can be built.</li> <li>• A Wallace High School tartan has been designed and a sample was available to view at the meeting. The Heritage Team at the school have been developing the tartan to celebrate the history of the school and a website launch is imminent. Plans for a Senior Captains Tie made with the tartan are in hand.</li> <li>• The School Budget has also been verified and a full report from Business Manager Paul Ramsay will be given at the next PTN meeting.</li> </ul>		
<p><b>8. Fundraising Info/Sponsored Walk</b></p> <ul style="list-style-type: none"> <li>• It was confirmed £4830.95 was raised at this event.</li> </ul>		
<p><b>9. Winter Fayre – 10<sup>th</sup> December (Saturday)</b></p> <ul style="list-style-type: none"> <li>• The PTN should confirm with Business Manager (Paul Ramsay) a stall at the winter fayre. Suggested that the PTN hold a Chocolate Tombola and donations will be sought by the PTN. Support for the stall was provided by various committee members present</li> </ul>	<p>Call for donations to be made via comms channels and helpers to be confirmed by Chair</p>	<p>All</p>
<p><b>10. Christmas Concert – 14<sup>th</sup> December – Interval Refreshments</b></p> <ul style="list-style-type: none"> <li>• Traditionally the PTN have provided the interval refreshments for this event. The committee agreed they would provide these for this year’s concert and it was suggested that a Mulled Wine could be made as well as a call for donations to be made via usual communications channels.</li> </ul>	<p>PTN to confirm plans for refreshments and a request for donations be issued.</p>	<p>All</p>
<p><b>11. AOB</b></p> <ul style="list-style-type: none"> <li>• The chair updated the committee on the Scottish Schools Parent Forum event earlier in the month and provided some publications that are available.</li> </ul>		
<p><b>12. Date of Next Meeting: 17<sup>th</sup> January 2017</b></p>		