

Tynecastle Parent Council Annual General Meeting

Tuesday 6 September 2016, 7pm to 8.30pm, Tynecastle High School

Attendees: Sue McKendrick (Chair), Karen Robertson (Minutes), Manuel Ruiz, Oksana Litvinova, Caroline Astor, Gail Fairgrieve, Jane-Anne Dodds, Jamila Fox, Ali Grieve, Sophia Woodman, Catriona Robertson and Hazel Kinnear (Head Teacher).

Apologies: Beatrice Bryant, Sarah Somerville, Jo McElhinney and Leanne Tindall.

1. Introductions

Sue welcomed everyone to the AGM and invited all to introduce themselves.

2. Approval of Minutes

- PC meeting 31 May 2016 - approved.
- AGM 2 June 2015 - approved.

3. Chair Person's Report

Sue gave a Chair Person's report covering the following areas:

Staff contributions and visitors

Our meetings last year benefitted from input by staff and visitors:

- **Hazel Kinnear (our new head teacher)** gave us a great insight into the activities of the school at every meeting including **"Raising Attainment for All"**
- **Sarah Haywood, Place2Be** - came to our September meeting
- **Jacquie Ramsay** - gave us a taster of the "Parenting with Confidence" course
- In November - **Ros Sutherland**, City of Edinburgh Council, Grant Funding -grant application support + need to update our constitution.
- **Andy Enwood, Performance Faculty** - joined a meeting and led the Performance Showcase event.
- **Jenni Robertson** provided IT related input and support.
- In May, author **Laura Hird** -RLF (Royal Literary Fund) is working with the school.
- **Ollie Cook** Pupil Support Leader - Tips on Online Safety and Support

Parent Council Constitution

We discussed the PC Constitution during the year. Karen outlined the proposed changes to the Constitution. Subject to the following revisions, the AGM agreed the revised PC Constitution. Karen will finalise the Constitution and it will be published on the PC pages of the school website.

- **Membership minimum will be 3.**

- Officers will serve for a period of 1 year, after which incumbent office bearers will be eligible for re-election.
- The PC shall meet as required: normally at least once in every school term.
- The quorum shall consist of 3 parents of which at least one should be an office bearer.
- The AGM shall be held in September each year.
- An EGM may be called by the Parent Council or by 3 parents from the Parent Forum.
- Full accounts will be prepared annually, before the AGM.

PC events and supportive activities

- **Open Day** - 24th September 2015 was well attended and a nice atmosphere in the school. We ran a stall.
- 25 September 2015 - **Take that Tribute Band**. A good night - well done Caroline and Gail!
- **Cinderella Pantomime** a huge success - PC ran a tuck shop (bottled water and choc ices went down well)
- **Burns Supper** - a fantastic night with entertainment, band, meal, bar and small raffle but considered too expensive (£8/£12.50) and numbers down resulting in loss- review the catering/ticket price for next year.
- Feedback on Improvement Plan and format of school reports

PC funding support

September Funding Approvals:

- £100 for Ukuleles - Tynie Music Rocks Lunch Time Club
- £150 for spare PE kit for students turning up to class without a kit - PE Department.
- £420 for new strips - Basketball Teams
- £200 for workshop equipment - Senior Mechanics Club (S4-6)
- £30 for supplies - Beauty and Nail Wednesday club
- £100 for supplies for Personal Development Award (PDSA S3/4) activities. We invite them to feedback on how the money is spent and to breakdown costs.
- £59.40 for iPad tripod and mount - ICT to enhance learning.
- £1,000 for school toward their contribution to Place2Be.
February:
- £350 for the purchase and installation of lockable notice boards for each student changing room

- £180 for a student project involving Dialogue Semi-Conductors.

Grant A Grand - two grants of £1,000 were awarded for bikes and for a music event (which after consultation with the school staff and students evolved into the Performance showcase).

Bikes - Ali explained that the money is being spent on bikes and materials to enable children to complete JASS. Noted that money is to be spent within 6 months of the award.

Music Event - Performance Showcase - great night with PC providing BBQ, raffle, tuck shop. The grant a grand money was used to buy equipment for the evening. This can be reused in future years.

All at the AGM agreed that the £200 awarded to the mechanics club last year can now be spent on bikes. Hazel will arrange for the money to be transferred from the school account.

4. Treasurer's Report- Caroline Astor

Caroline provided a Treasurer's Report:

Balance at 30 June 2016 = £1,765.71

Balance as at 6 September = £3,079.90
(Note that £1,000 of this is for bikes)

5. Independent examination of accounts

The 2015/16 Annual Accounts are with the independent examiner - Elaine Lawther - for external review.

6. Meeting dates for next year

7pm Tuesday 11 October 2016

7pm Tuesday 8 November 2016

7pm Tuesday 10 January 2017

7pm Tuesday 21 February 2017

7pm Tuesday 25 April 2017

7pm Tuesday 30 May 2017

7. Appointment of Members of the Parent Council

The PC Constitution notes that we will have a minimum of 3 members. The following noted they would be members of the Parent Council. The PC can accommodate up to 25 members, all of whom have a vote. Any parent can be a member of the Parent Forum and attend meetings. However, they do not have a vote at meetings.

Members are:

Jane-Anne Dodds

Ali Grieve

Catriona Robertson

Caroline Astor

Manuel Ruiz

Oksana Litvinova,

Plus the three Office Bearers listed below (Jamila Fox, Gail Fairgrieve and Sophia Woodman)

There was also interest expressed by the following S1 parents (Hailey Grant, Ritchie/Sarah Somerville, Leanne Tindall, Helen Love, Uma Deul Digumarty, Sonja Begum, Antoni Gobeo and Jo McElhinney not able to join this meeting. They are encouraged to join the PC at the next meeting on 11th October.

8. Election of Office Bearers

All of the existing office bearers stood down as follows:

- Sue McKendrick (Chair)
- Caroline Astor (Treasurer)
- Karen Robertson/Beatrice Bryant (Joint - Secretary/Minutes)

The following new office bearers were elected. All agreed to their appointment.

- Chairperson - Jamila Fox
- Treasurer- Gail Fairgrieve
- Secretary/Minutes- Sophia Woodman. Sophia would like to share this post. Anyone can note their interest before or at the next PC meeting.

9. Open Day - 22 September 6pm to 8pm

Details will be posted on the school website and it will be advertised on Facebook. Sue will send round a doodle poll seeking reps for slots at the open dat.

10. Head Teacher's Report

Hazel provided the Heat Teacher's Report. This is attached at **Annex A**.

11. Active schools membership fees

- Gail asked why the boys have more basketball coaching slots than the girls. Yet they both pay the same contribution.
- Hazel explained that Active Schools get £1,000 year to run clubs including Netball, Basketball and football. Basketball has grown and more popular and the school is paying for an external coach this year. Basketball fundraising pays one third, the school pays one third and the children are asked to pay the remaining third.
- Gail to provide further background information to Hazel.

12. AOB

Ali sought clarification on the uniform code. Hazel explained that the code is on the school website. Shoes must be all black. A new uniform text will replace the uniform letter and will come out to parents/carers if their child is not wearing the correct uniform.

All thanked Sue, Caroline, Beatrice and Karen for their efforts as office bearers over the last year.

Annex A - Head Teacher's Update

August 2016

Staffing:

Joining our staff since the end of term we have had:

Colin Cruikshank and Alex Hogan on a temporary basis in CDT with Craig Paterson joining us very soon on a permanent basis. There is a shortage of staffing in this subject area and we have been very lucky to have subject specialists in these temporary posts.

In Geography we were very pleased to appoint Eleanor Sheddon, who is also delivering JASS and RMPE.

We are delighted also to have been able to cover Computing and STEM during a period of staff ill health with Ann Sandfeld.

Returning to our staff we have Clare Brown in Social Subjects, Bruce Aitchison in PE and Donna McGinley in Modern Foreign Languages. Staff and students are delighted to have them back.

This session we are pleased to report that we have 3 probationers – Alison Taylor in Art, Amy Douglas in English, Caroline Heron in PE.

Attainment - Exam Analysis. Our initial exam analysis has been extremely positive with the percentage

of students achieving 5 National 5 passes, 1, 3 or 5 Highers and Advanced Highers sitting at the highest level to date. Our students have worked extremely hard to achieve this but we are also really grateful for the teaching and parental support which enabled this achievement. Schools are receiving Fyfe Analysis of their exam data and this will be followed up with Insight. Insight is updated in February also when it becomes available through Parent Zone. A session on Insight will be included in a future Parent Council Meeting.

Improvement Planning

Our priorities are linked to the National Improvement Framework and include Literacy, Numeracy, Health and Wellbeing, Closing the Gap and Positive Destinations. There is one overarching page which shows these priorities with all Improvement Groups and Action Plans linked. By simplifying the format it is hoped that all stakeholders will be aware of our priorities and having contributed to their design will continue to be involved.

Achievement

- Pantomime – this is going very well with a student committee organising it for this session. They are supported by Angela Bell, DHT, and Fiona McPhee., Drama Teacher
- Functional Writing – Laura Hird commenced her work with students on Functional Writing this week as part of our Literary Foundation project. She will support students in university and college applications, presentations and personal statements. The support offered will be student led. She will also attend a Creative Writing session with the lunch club.
- The Wednesday lunch clubs have now started with a broad range of opportunities available. Students are encouraged to request others if their particular interest is not catered for.
- Innovation Fund – We were delighted last term to secure funding from the Scottish Government. Our bid focused on raising attainment through development of a Growth Mindset in staff, students and parents. The project has funding for 2 years and is being led by Bruce Aitchison and Flora McGill. Bruce is very keen to be the guest speaker at the next Parent Council meeting to give further information regarding this.
- Pipe Band – Work still continues to develop our Tynecastle Cluster Piping and Drumming Band. Currently the Committee is actively recruiting a new drumming teacher.
- Research Project – We are extremely pleased to be working with Helen Packwood, PhD student from the University of St Andrews. Her project will focus on student motivation and she will be working with a group of our S5 students. As school improvement comes under increasing pressure to be based on research we are delighted to be working in an area which will result in data of immediate benefit to our students. As a qualified and experienced Geography Teacher, Helen will also be supporting the curriculum and careers events as appropriate.
- We have received an invitation to apply to become an Apple Distinguished School. As the only state school in Scotland to be invited to apply this is a real honour and is due to the innovative learning and teaching and technological experiences which many of our staff deliver, led by Jenni Robertson, Ed Tech Coach.

Communication – In a further bid to improve communication, we are to trial a monthly newsletter rather than the termly ones we have previously issued. We will be asking for your feedback on this new format. We also plan, with Parent Council and staff approval to trial an online Parents' Night booking system. We believe that this will be a much improved system for everyone and will lead to greater efficiency and better communication. Again, you will be asked to feedback on how this systems works to

ensure that we are providing the best possible service.

Hazel Kinnear

Head Teacher