

Minutes of the Tynecastle Parent & Carer Council Meeting

6.30pm, Monday 29<sup>th</sup> April 2019

<p>1. Introduction, quorum, apologies and approval of minutes</p>	<p>Attendees: Gareth, Elaine, Moira, Hazel, Sophia, Iain, Simon, Aileen                  Apologies: Duncan                  The meeting was quorum.                  The previous minutes were approved and seconded.                  ACTION: Elaine to set up fundraising sub-group and bring 2019/20 plan to June meeting agenda                  ACTION: Fundraising sub-group to focus on getting more performer's parents along to Burns' Night next year                  ACTION: Hazel to investigate cost of Pipe Band from Spring Fling and let P&amp;CC know. If cheaper than usual band then we book them, otherwise Sophia to book usual band for 24th January next year                  ACTION: Elaine to pay school P&amp;CC contribution and close down discrepancy once Axiom issue resolved</p>
<p>2. Head Teacher's Report</p>	<p>Hazel advised on some staffing changes. Kathy Johnstone has been reemployed for next year. Karina Paterson and Jen Pew in music have been extended until next year, and will also be starting drama for S1s and S2s next year as well. Marine Varen has joined modern languages for maternity cover.                  The school held a sleep event which was very popular with parents and was so successful that they are looking to repeat during Health &amp; Wellbeing week for students and staff.                  The Pipe Band competed in a prestigious event where they won 3<sup>rd</sup> prize in the 'new band' category. Some students participated in the launch of the Edinburgh Festival and went along to the opening. There is a meeting that they will participate in relating to how to engage the local community with the festival given the launch is being held at Tynecastle football stadium.                  The PE awards ceremony took place in March celebrating sporting achievements.                  The first Spring Fling was held, which was incredibly well attended by parents and students alike, with great engagement and enjoyment from students within the cluster primaries. The S6s had their last day, where they competed in the Bendo Cup and later went to laser station. There's a Digital Teach Meeting for the city and surrounding areas taking place in May.                  Health &amp; Wellbeing week has been reintroduced 17<sup>th</sup> May. On the Monday the students will participate in Interhouse sports, on the Friday there will be a Health Fair. On Tuesday S1, Wednesday S2 and Thursday S3 will all do health related activities costing maximum of £5, with free school meals students receiving 50% of the cost reduced.                  There has been positive feedback from students relating to participation, affordability and community access. The school will be looking at options for seniors for next year.                  Hazel explained that the planning for improvement 3 year cycle is underway and she is looking for ways to engage parents. As part of this, she has produced a leaflet which she shared with the P&amp;CC and</p>

	<p>will be sent out to all parents (including cluster p7 parents) shortly. Her proposals for improvement actions need to be submitted by the end of June.</p> <p>ACTION: Elaine asked Hazel if the school had any analysis on how many parents opened emails or engaged on Twitter, Hazel to investigate and feed back.</p>
3. Spring Fling Update	<p>The Parent Council organised the bar (staffed by Hazel) at the Spring Fling event, which raised c. £30. While this is not a huge amount, it was agreed that it was worthwhile repeating next year. As well as this, we ran the first 'pop up' parent council at the event with a suggestions box (no comments or suggestions from parents were received).</p> <p>ACTION: It was agreed to look at opening the bar (selling soft drinks) during the period before the event begins as there was a large crowd gathering at this point and we could potentially have made more money.</p>
4. Funding Forms	<p>In between the last meeting and this one, two funding forms had been received by the parent council. The three officers had agreed to fund one (the sports awards trophies for £139.50) and had declined the other (the science trip at £163.35) due to lack of funds. This was discussed and confirmed by all attendees as correct action and approved, and Hazel confirmed that the science trip had still gone ahead.</p>
5. Transition Meetings Planning	<p>The date of the transition meeting is Tuesday 18<sup>th</sup> June at 6.30pm, and the parent council are invited to have a 'pop-up' to drive engagement and get people involved.</p>
6. Accounts Sign Off	<p>Elaine provided the accounts for academic year 2017-18 for sign off. These accounts had already been discussed at a previous meeting, however had not been signed off officially by an external reviewer. As Alex was still treasurer at this point, Elaine was able to act as external reviewer and it was agreed to sign them off officially.</p> <p>We are still waiting on the Axiom funds to be transferred from City of Edinburgh Council to the correct account within the school. There had been some confusion has a payment of £770 had been approved in that academic year, however the payment did not debit the account until this academic year which had shown an inaccurate picture of our current balance.</p> <p>ACTION: A conversation needs to happen at the beginning of the next academic year (at the AGM) as to what the strategic fundraising goals are due to the fact that by that point we will have negligible funds in the account.</p>
7. Survey	<p>Moira presented her survey, designed to understand why more parents aren't engaged with the parent council and allow us to address any potential issues, as well as pick up any parents who would like to be involved but are maybe unaware of how to do so.</p> <p>ACTION: All attendees to review the survey and feedback to Moira if any suggestions or amendments, and Moira to make amendments before arranging for the school to send to all parents via email/text.</p>
8. Communications Theme	<p>The P&amp;CC discussed the communication done both by the school and by the parent council. It was agreed that more could be done to communicate the meetings to the school parents by email and/or text as we don't have everyone on our mailing list. The school website also</p>

	<p>needs updated with correct office bearers as well as information about how the parent council works and how to get involved.</p> <p>Hazel was asked how the school managed communication in other languages. She advised that the 10 main languages had certain information available in them, but that there were 40 languages in total within the school. Gareth asked about the opportunities for digital translation tools, however Sophia was concerned that mistranslations could result in inaccurate information being given. Hazel advised that parents' nights were the best opportunities as there were translators available to help with communication.</p> <p>ACTION: Moira to arrange for updating school website for P&amp;CC information</p> <p>ACTION: Moira to arrange monthly emails/texts sent out by the school reminding parents that the meetings are taking place</p> <p>ACTION: Moira to add Aileen to mailing list</p>
<p>9. A.O.B.</p>	<p>Aileen asked about the media attention surrounding the number of Nat 5s being sat by pupils (whether it was 6 or 7). 6 are currently offered at Tynecastle. This was last reviewed 3 years ago and the feedback came from students, parents and staff. However, this is due for review again next academic year, and Hazel will liaise with the parent council closer to the time to get engagement on this subject. The P&amp;CC discussed potential themes for the next meeting being the improvement plan, and also any 'hot topics' that potentially come out from the survey.</p> <p>ACTION: Hazel to bring the curriculum review to the P&amp;CC next term</p> <p>ACTION: Moira to add improvement plan and any relevant hot topics to the agenda for June</p> <p>ACTION: Elaine and Moira to create easyfundraising promotion pack for a future meeting</p>