

# ALFORD ACADEMY PARENT COUNCIL

Alford Academy  
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## Minutes of AGM 15<sup>th</sup> September 2020

**Present:** Ingrid Huldal, Monica Iloya, Denise Smith, Joe Purkis, Frank Sewell, Charlotte Millburn, Colin Crombie, Donna Gray, Grainne Patton, Joan Beaton, Lee-anne Kerrigan, Nicola Anderson, Nurgul Ligertwood, Paul McKee, Penny Fuller, Steve Aitken, Sheena Lawson, Sharon O'Mant (Witherspoon), Amy Wilson, April Fraser, Elaine Smith, Fiona Parsons, Kate McKay, Keith Neish, Susan Brown, Susie Young, Digna Beeldsnijder, Fiona Mitchellhill (Henderson), Kirsi Meikle, Liz White, Stewart Wooley, Eleanor Woolley, Alison Meadows, Ishbel Mollison, Coralie Robertson, Paul Stead

**In Attendance:** Moira Milne, Struan Gardner

### Annual General Meeting

#### 1. Welcome and Apologies

Ingrid Huldal welcomed everyone to the meeting.

Apologies were received from:

Councillor John Latham; Anne Glennie; Sarah Lewis; Richard Stroud; Nicola Sedgwick

#### 2. Chairperson's Annual Report

Ingrid presented her report at the meeting. Please see attached report.

Colin Turnbull is stepping down as Chair of Alford Academy Parent Council after over 20 years on the Parent Council due to family and work commitments. Ingrid wished Colin well and thanked him wholeheartedly on behalf of the Parent Council for all his hard work and dedication to the Parent Council over these many years.

#### 3. Treasurer's Annual Report

There have been issues getting the new signatories on to the Parent Council Bank Account during the Covid Pandemic. Denise had a call from the Bank today to confirm that all the new signatories have been approved and she will now get sent the Bank Statements.

Unfortunately, due to these issues, the Treasurer is unable to present her annual report at the AGM. The Accounts will therefore be presented at the next meeting.

#### 4. Election of Office Bearers

**Chairperson:** **Ingrid Huldal** Proposed by Monica Iloya  
Seconded by Denise Smith

<b>Vice-chair:</b>	<b>Joe Purkis</b>	Proposed by Ingrid Huldal Seconded by Monica Iloya
<b>Secretary:</b>	<b>Monica Iloya</b>	Proposed by Ingrid Huldal Seconded by Denise Smith
<b>Treasurer:</b>	<b>Denise Smith</b>	Proposed by Ingrid Huldal Seconded by Monica Iloya
<b>Co-opted member:</b>	<b>Richard Stroud</b>	Proposed by Monica Iloya Seconded by Ingrid Huldal

### **Election of Members**

There are 15 parent/carer volunteers, and 1 co-opted member. There was no need to undertake a vote as there were 15 parent volunteers.

The following are members for 2020-21:

Sharon O'Mant	(S1)
Coralie Robertson	(S1)
Fiona Henderson	(S2)
Joe Purkis (Vice-chair)	(S2)
Sarah Lewis	(S2, S4)
Grainne Patton	(S2)
Frank Sewell	(S2) (S3)
Denise Smith (Treasurer)	(S2, S4)
Monica Iloya (Secretary)	(S2, S5)
Nicola Sedgwick	(S2)
Donna Gray	(S1, S3, S5)
Sheena Lawson	(S1, S4, S5)
Ingrid Huldal (Chair)	(S4)
Charlotte Milburn	(S4)
Penny Fuller	(S6)
Richard Stroud	(co-opted member)

### **AGM closed 19.26**

## **Minutes of First Meeting of Parent Council Session 2020-2021**

### **1. Minutes of previous meeting and matters arising**

The minutes of the meeting on 16<sup>th</sup> June 2020 were accepted as accurate.

Proposed by Denise Smith

Seconded by Joe Purkis

### **Matters arising ACTION POINTS:**

**ACTION:** Cycling on Campus - Councillor Latham will feedback on outcome of his communication at the council as regards this issue

*Update: No update (apologies from Councillor Latham); to be carried forward*

**ACTION:** Denise to chase up Bank re Statements/Payments; Monica to call bank re Verification Process.

*Update: This has been a slow process due to the Covid restrictions, but this has now been completed and the new signatories are now in place.*

**ACTION:** Fund-raising group to continue to explore fundraising options including Virtual Air-Balloon.  
**Update:** Formal fundraising is paused currently due to Covid and potential financial difficulties in the community; Parent Council to send a reminder as regards “easy-fundraising” to the parents forum as this is an easy way to make money for the Parent Council whilst on-line shopping.

## 2. Constitution review

The Constitution was updated in 2018 and is based on the Aberdeenshire Council Model for Parent Councils. This was circulated prior to the meeting for Parent Forum Members to review. Monica proposed that we keep the current constitution and there were no objections to this proposal

## 3. Head Teacher Update – Mrs Moira Milne

- Looking back – Mrs Milne reflected on the following: on-line learning; the virtual awards ceremony; the virtual afternoon-tea for school leavers; the virtual P7 link week; the virtual P7 Parents meeting
- Summer months – The school was busy over the summer with the following: Reviewing and implementing Scottish Government Guidance on School Re-opening; SQA results; a change to Skype telephones and also a change to the school phone number; this involved lots of planning and communication; there is now new signage and lots of sticky tape in school to ensure compliance with Covid restrictions.
- Starting back at school – in-service days for teachers at the start; also, final planning & communication
- Back at school –the school is very aware of the effect on pupils due to the Covid-lockdown; ‘wellbeing’ is at the heart of the school’s agenda; a reminder that ‘we’re all in it together and all are focused on ‘Building back better’.
- Focus on ‘Core Values, Expectations/Habits, Positive Psychology, our energy & drive; and also our empathy’
- A reminder of the school’s HOWLS (habits of work and learning) – “Work Hard, Aim High and Be Kind” and the Schools Values: HHARKs – Hardwork, Honesty, Ambition, Respect & Kindness
- Phased Return – Mrs Milne felt the phased return worked well for the pupils and staff and reflected that this would be a positive way to start each school session.
- Lots of changes for staff and pupils – new procedures; new layouts on campus and classrooms; sanitiser stations at entry to school;
- Staff remain positive and approachable
- Keeping everyone safe is a priority – lots of changes have been put in place eg additional cleaning regimes; physical distancing encouraged; one way system; canteen laid out for physical distancing; face-coverings from 31<sup>st</sup> August – pupils really good at this initially but need encouragement to keep this up; the school is aware that the skate park is an issue as regards littering and has worked with the Area Manager to plan a Community Litter Strategy;
- there are formal weekly reminders and informal regular messages from Mrs Milne and colleagues to remind pupils/staff as regards Covid safety measures.
- Staffing update:

Euan Lawson	PT PE and Health
Livi Chirondojan	Teacher (Physics)
Sophie Watts	Teacher of ASL
Anna Cormack	Probationer Teacher (English)
Alison Melville	Admin Support Assistant
Richard Eadon	Teacher (Technical)
Harriet Wright	Teacher (Home Economics)
Kirsty Henderson Young	Teacher (History)

Zoey McCue	Home Economics
Dorothy Munro	Humanities
Rachel Paterson	Humanities
Gaby Barclay	Business

- 3 live Vacancies: Business Education, Technical, Geography/Modern Studies
- No changes to senior leadership team,
- School Role: 698 (344 boys; 354 girls) – school capacity is 700
- Senior Pupil Team organising training event for senior leadership pupils tomorrow
- A taste of current school activities:
  - Reading challenges eg Reading Bingo
  - Cooking dedications from pupils
  - Young reporter challenge
  - Outdoor Challenges – Building dens
- Current Challenges – planning for parents’ evenings/alternative progress updates
- Excelerate Project Update – the landscape has changed so this project will need to adapt too which is exciting for the school. Mrs Milne welcomes ongoing Parent Council support for this innovative project.
- Struan discussed the concept on BYOD – ‘Bring your own device’ – 360 Safe Scotland (around on-line safety); asking pupils to be involved and he is also looking for Parent Council input. This would involve around 1 hour every 2 weeks around 4pm on Tuesdays  
**ACTION:** BYOD (Bring Your Own Device/360 Safe Scotland - Anyone interested in getting involved in this IT initiative at the school to contact Monica by email or Struan directly.

#### 4. Parent Council Sub-groups 2020 – 2021 & Priorities for 2020 – 2021

- It was agreed that we keep the same sub-groups for 2020 – 2021. Each sub-group asked to re-connect and give an update at the next meeting.
- General pupil wellbeing was identified as a key area by the senior pupil leadership team, and it was agreed that the pupil-parent sub-group pick up this area to discuss in the sub-group. Frank Sewell is involved in mental health support at her work and has agreed to join this group.
- It was agreed that there may be a need for a further sub-group to look at this area later-on. Nicola Anderson is happy to help with this area if a group is set up. Penny Fuller also happy to help with Well-being.
- Mrs Milne reported that some ‘Mental Health ambassadors’ are being trained up through SAMH and assured the Parent Council that confidentiality will be covered in the training.  
**ACTION:** Sub-groups to reconnect and report back at each meeting. Anyone interested in helping with any of the sub-groups to email Monica who will pass on your email to members of the sub-group.

#### 5. AOB

- Communication – there had been some work on a “FAQ” for parents, but this work was not completed. Charlotte has kindly offered to pick this up again and will liaise with Struan Gardner as how best to proceed.

**ACTION:** Charlotte to liaise with Struan Gardner re FAQ for parents as part of her communication work.

- School clubs – Mrs Milne advised that there was no plan to restart school clubs at present due to the Covid restrictions; some music lessons have restarted but this is limited to 15 minutes every 2 weeks.
- DoE (Duke of Edinburgh) – Struan reports that the school are working on how DoE can go ahead this year whilst still ensuring they abide with the current Covid restrictions.
- Funding – Mrs Milne reported that there will be some central government funding coming in which will be used to purchase IT hardware to support pupils who currently have difficulty accessing IT

6. Dates of next meetings:

Wednesday 18<sup>th</sup> November 2020

Wednesday 12<sup>th</sup> May 2021

Monday 18<sup>th</sup> January 2021

June 2021 – TBC (P7 Parent Welcome)

Tuesday 16<sup>th</sup> March 2021

**\*Parent Council Sub-groups 2020-2021: Update on Members**

Fundraising – Ingrid Huldal, Grainne Paton, Nicola Duncan & Petra Glennie

Parent Council-Pupil Partnership – Penny Fuller, Ishbel Mollison & Frank Sewell

Community Group Link: additional support needs – Sheena Lawson, Rhona Stuart, Sarah Lewis & Donna Gray.

Alumni Project: Inspire Young People - Joe Purkis & Donna Gray

Communication: Charlotte Millburn

**Meeting Close 8.35pm**

**ACION POINTS**

**1. ACTION:**

- Treasurer's Annual Report - To be presented at next Parent Council Meeting. (Denise)

**2. ACTION:**

- Cycling on Campus - Councillor Latham will feedback on outcome of his communication at the council as regards this issue

**3. ACTION:**

- Fundraising – reminder to go out to Parent Forum re Easy Fundraising (Monica/Ingrid)

**4. ACTION:**

- BYOD (Bring Your Own Device/360 Safe Scotland - Anyone interested in getting involved in this IT initiative at the school to contact Monica by email or Struan directly.

**5. ACTION:**

- Sub-groups to reconnect and report back at each meeting. Anyone interested in helping with any of the sub-groups to email Monica who will pass on your email to members of the sub-group.

**6. ACTION:**

- Charlotte to liaise with Struan Gardner re FAQ for parents as part of her communication work.

