

MILE END SCHOOL PARENT COUNCIL
Annual General Meeting held on Tuesday 17th September, 2013
Mile End School Gym Hall at 7pm

Minutes of Meeting

Present

Luke Halliday Chair MEPC
Alex Nicoll MEPC Member
Euan Milne Treasurer MEPC
Eleanor Sheppard Head Teacher
Janet McRoberts Deputy Head Teacher
Valerie Kidd Deputy Head teacher
James Packham Teacher
Margaret Ogilvie Secretary MEPC
Marianne Lang Parent
Abbe Brown MEPC Member
Frank Wahedally MEPC Member
Audrey Nicoll Chair PTA
Freddie Stephens Treasurer PTA
Irene Gray Secretary PTA
Diane Skatun PTA Member
Jen Scott PTA Member
Anna Jacobsen PTA Member
Fiona Daniel PTA Member
Lynne Nesbitt PTA Member

and approx 5 parents

Apologies: Cllr Bill Cormie, Angela Bowyer, Moira MacIver

ITEM	SUBJECT
1.	Welcome Luke Halliday welcomed all to meeting.
2.	Head Teacher's Update A brief overview of the presentation is given below and the full presentation is attached. Developments over 2012/13 Assessment: - 4 members of staff trained by Tapestry who are in turn supporting all staff to develop "Assessment is for Learning" further.

- **Monthly** moderation meetings were rolled out. Senior Management Team able to moderate the standard across all levels through data analysis.
- Successful participation in pilot of reporting through E1.
- Work across the ASG on science implemented.
- Made effective use of INCA's for the first time.

Technology:

- Up to date and revised school website in place.
- School blog established.
- Participation in android trial across a year group.
- Initial purchase of hand held technology will continue to be built upon over the coming years.
- Groupcall messenger in place.
- Increased use of technology across the school including the trial of A+ Quest within the maths programme Manga High.

Pace & Challenge:

- Assessment of children with accelerated reader to be rolled out 2013/14.
- Focus on high achievers with guidance on how to best meet their needs in collaboration with school EP
- Developed science programme.

Supporting ASN children:

- Explored how to best use technology to support sensory needs of ASN children.
- Developed sensory curriculum further.

Other achievements:

- Circle of friends gaining strength.
- Many dance opportunities throughout year.
- whole school took part in the Big Draw
- Mile End achieved second place in Primary Maths Challenge
- P7 acted as science champions for the P1 year group.
- Science week.

PRIORITIES FOR 2013/2014

- Delivery of social subject to be developed.
- Creation of sensory garden.
- Develop further science links with BP/STEM.
- Further develop approaches to inclusion for ASN children.
- Develop groupcall use.

Luke thanked Eleanor, Senior Management Team and all staff for their efforts over last year.

3. Parent Council update and Accounts

Highlights of the year

- **MEPC website** relaunched, thanks to Patty Irvine for this, and is now online. Now being maintained by MEPC member Jonathan Scott.
- **Successful events hosted** - career's fair and estate review mobilisation.
- **inspection report** – positive inspection letter released January 2013 which is a testament to Eleanor, her staff and school community.
- **Estate review** – special meeting held with good turn out of parents and excellent representation from Mile End Parents at School Estate Review evening held at Aberdeen Grammar school. Satisfactory outcome of Estate Review achieved.
- **PTA fund misappropriation** – Matter now in the hands of the police. OSCR (Office of the Scottish Charity Regulator) satisfied with controls and procedure implemented and will take no further action.
- School Car park** – parking particularly at pm pick up time has become a serious safety concern. Meeting

held with representatives from police, ACC roads department, traffic wardens and HSE over summer to address issue. Proposals include improved signage, issuing of parking tickets and trial closure of car park. Parental survey and parent mail drop considered to highlight issue and seek solutions.

- **Astroturf floodlighting** – informal discussions held with local residents indicates no opposition to proposal. Cost of installation circa £15,000. Various funding proposals considered. MEPC have been advised that ACC considering installing floodlights at all astroturf school pitches so outcome of proposal awaited.

- **Communication** – poor response (13%) received from parent body to school audit. MEPC working with school to improve communication and involvement of parent body over coming year.

- **ASN Inclusion Policy** – consultation with members of ACC at January meeting of MEPC.

- **Constitution** – MEPC constitution in process of being redrafted. Final draft available to all present at meeting for inspection. Luke Halliday proposed adoption of new constitution which was seconded by Alex Nicoll. Will be formally ratified at next MEPC meeting on 9th October, 2013.

Focus for 2013/14

-Careers fair

-Science project

-Global citizen project

-Improved communication and engagement with parents

Committee Members:

Margaret Ogilvie standing down. All other committee members standing for re-election and were elected unopposed. Therefore committee members for 2013/14 are

Chair- Luke Halliday

Vice Chair- Angela Bowyer

Treasurer- Euan Milne

Secretary – vacant position. Situation to be discussed at next MEPC meeting.

Mile End Parent Council Accounts: Euan Milne

Euan Milne distributed set of MEPC accounts to all present. Ledgers and cash book open to all for inspection. Balance as at 5th April, 2013 £1032.67 to be carried forward.

4. Parent Teacher Association update: Audrey Nicoll

Please see Appendix 1 for report

Constitution: PTA constitution in process of being redrafted. Final draft has been circulated to PTA members and will be formally ratified at next PTA meeting on 13th November, 2013.

Committee members:

As a P7 parent Audrey Nicoll advised that whilst she would be willing to continue as chair for a further limited period of time it would be beneficial if a new chair was found. Fiona Daniel indicated she was willing to stand as Chair and was elected.

Freddie Stephens and Irene Gray standing for re-election and were elected unopposed. Therefore committee members for 2013/14 are

Chair – Fiona Daniel

Treasurer – Freddie Stephens

Secretary- Irene Gray

	<p>Parent Teacher Association Accounts: Freddie Stephens</p> <p>Freddie Stephens distributed and talked through income and expenditure statement for period January to July 2013. Ledgers and cash book open to all for inspection. Balance, as at 31st July 2013, £18,229.51 to be carried forward.</p>
5.	<p>Science update – James Packham</p> <p>James Packham, P7 teacher, introduced himself to all present. He began by advising that Mile End had recently attained a silver award in the PSQM (Primary Science Quality Mark) a UK wide award scheme for the teaching and learning of science.</p> <p>A brief overview of the presentation is given below and the full presentation is attached.</p> <p>Science Principles: At Mile End good science occurs when learning is hands on and children are able to make real life links with learning.</p> <p>Resources: school now well stocked with physical and data logging equipment.</p> <p>Community: links established and developed with University of Aberdeen, BP, Shell, Satrosphere Science Centre, Generation Science, the Hutton Institute.</p> <p>Lunchtime clubs: lunchtime Stem club proving popular.</p> <p>Training: amongst others Kitchen Chemistry training workshop held with Satrosphere Science Centre staff.</p> <p>Where next: working towards gold level PSQM. Aim to increase community interaction and challenge and enthuse children via science teaching.</p>
	Meeting closed at 9.00

Appendix 1

MILE END PC/PTA AGM

17/09/2013

PTA REPORT

The following is a short overview of PTA activity this past year, including our fundraising activities, some of our other 'backroom' activities, and some information about our plans moving in to this new school year.

This report also contains information about our membership, our governance, financial practice and charitable status.

Membership – currently, our membership stands at around 14 including parents and staff. Proportionately speaking we have strong teacher membership, and I for one am very grateful for their involvement, interest and participation.

This year we have a rather more representative spread of parent members, compared to the last school year where membership was heavily made up of upper school parents.

We have one P3 ASN member and I would like to have more.

Governance –/ the PTA should represent an opportunity for parents and teachers to come together and enjoy fundraising activities in an informal environment, however as trustees, we have certain duties placed upon us particularly around financial practice.

So recently we have linked with ACVO who are the local contact for the Scottish Charities Regulator and we are now planning some training around trustees duties so we are clear what our responsibilities are. I want this to be a positive input to the PTA and to provide reassurance to members/trustees, rather than to raise concerns or even discourage parents from participating in the PTA.

Finances - this year Freddie Stephens kindly agreed to become the PTA Treasurer. She has provided us with a strong oversight of financial governance and practice. Huge thanks to Freddie for her huge commitment to this role.

We acknowledge the donation of £10,000 received by the PTA earlier this year, from a friend of the school. This was a hugely kind gesture and the benefit will be felt across the entire school community.

Fundraising

A steady form of income for the PTA is school uniforms and we appreciate the commitment of members who have coordinated sales for us – particularly Margaret who has fulfilled this role most recently. We've had some small fundraisers along the way but the biggest one has been the summer picnic which netted around £5,500 - a major achievement considering most of us had never done anything quite this big before.

Thanks go to Anna Jacobsen and Freddie for the work they put into planning and coordinating the Early Years Event held on 14 September.

Planning for the Halloween Party is underway, as is some smaller but popular fundraisers leading up to Christmas.

The Future

Further work is required to conclude the outstanding reporting requirements to OSCR following the fund misappropriation.

There are a number of opportunities the PTA should be exploring as it moves into the new school year relating to practice, fundraising, attracting new members and how to expand it's profile and popularity.

We recognise parents and carers have more opportunities to engage with the school than before, but with some creative thinking and a strong and representative team of parents and teachers, there are lots of new opportunities to be explored.

