

HAZLEHEAD ACADEMY PARENT COUNCIL

Meeting 04 February 2008

Minute of Meeting

Present: Lorna Donald, Lyn Duff, Shirley Laird, Paul McIntyre, Keith Milne, Jim Pennington, Margaret Sangster, Liz Scott, Kathy Watt, Brian Wood.

Item of Business	Action by/when
1.Welcome and introductions: BW took the chair and welcomed everyone to the first formal meeting of the appointed Hazlehead Academy Parent Council.	
2.Apologies: Colin Moffat, David Strachan	
3.Appointment of Office Bearers: The following office bearers were appointed to serve until the 2009 Annual General Meeting – Chair – J.Penninton, nominated by LD, seconded by LS Vice Chair – K.Milne, nominated by MS, seconded by JP Treasurer – L.Donald, nominated by JP, seconded by LS	
4.Appointment of Secretary: The meeting decide to invoke clauses 4.2 of the constitution an employ an external secretary. BW was asked to approach J.Anderson, former Clerk to the School Board , to see if she would consider the post. JP now took over the chairmanship of the meeting.	BW to approach JA before next meeting.
5.Finance: BW explained that a sum of £338.33 had been lodged in the school accounts to service the needs of the Parent Council for the rest of the financial year. It was agreed that LD would open a current account with the Clydesdale Bank in the name of the Hazlehead Academy Parent Council and the money would be transferred to that account as soon as possible. BW would also check on any money left over from the School Board.	LD to open new bank account by end of week. BW to contact David Strachan re School Board funds.
6.Staff Issues: It was agreed that the next three agenda items would be standing items on Council agendas for the foreseeable future. i) Appointments: BW explained that two parent members were required to participate in the	JP and KM to join appointment committee

<p>selection and appointment of a new Depute Rector to replace Bonita Preacher who is due to retire at Easter. JP and KM were appointed to this task.</p> <p>ii) Charter Mark: PM explained the school's aim to achieve Charter Mark status as soon as possible. It was agreed that this was an important area in which the Council could become involved with the school. PM was asked to compile a detailed brief to present at the next Parent Council Meeting.</p>	<p>as required.</p> <p>PM to prepare written brief for next meeting.</p>
<p>7.Student Issues: No student representatives were present because of estimate examinations. In future any student issue would be invited in advance of any Council meeting.</p>	
<p>8.PTA Issues: This standing item would be reflected by a corresponding standing item on the PTA Committee agendas.</p>	<p>LD would convey this to PTA Secretary.</p>
<p>9.Programme of Activity: It was agreed that all members should give this some thought and bring their ideas to the next meeting. This would be the main item of business on the next agenda. The main challenge would be to involve more parents and ensure more effective communication.</p>	<p>All Council members. BW to put this on next agenda.</p>
<p>10.Pattern of future meetings: The next meeting was set for 7.00pm Tuesday 18 March in the boardroom at which a series of meeting dates would be determined.</p>	
<p>11.AOCB</p> <p>i) Publicity: BW will see Anne Bonsall about combining Parent Council publicity material with the Health Survey she is planning to issue at the forthcoming S2 Parents' Evening.</p> <p>ii) SPTC Insurance: BW will complete and return the required pro-forma.</p> <p>iii) Harlaw Academy Parent Council: BW will write to Harlaw to inform them of our existence and to find out how they are moving forward.</p>	<p>BW to see AB re Health Survey prior to 26 February.</p> <p>BW to complete SPTC pro-forma. BW to write to Harlaw.</p>