

NOTE OF ANNUAL GENERAL MEETING

MEETING OF: Portobello High School Parent Council

HELD AT: Portobello High School – Library

DATE: 14 September 2015

TIME: 7:00 pm

PRESENT: Tom Ballantine (Chair), Alison Fotheringham (AHT), Lynn Myles, Mhairi Hume, Sue Davidson, Jacquie Robertson, Michael McTernan, Donald McGregor, Jacquie Robertson, Hazel Bett, Diane Drummond, Alison Anderson
Apologies: Maureen Child, Christine Swinney, Louise Kelly, Emma Wood

1. **Welcome and Introduction**
TB and AF welcomed those present. TB explained that the Parent Forum, which consists of every parent in the school, engages through the Parent Council which continually seeks to become more effective at representing pupils and parents.
2. **Minutes of last AGM**
Minutes of AGM of 1 September 2014 approved as correct.
3. **Report on the work of the Council**
TB presented annual report on behalf of the Parent Council for the year 2014-2015. TB also noted the sad loss of Lynne Kerr, admin assistant, during the school year. Thanks were recorded, on behalf of Parent Forum and Parent Council, to Peigi MacArthur and Allyson Dobson for their enormous contributions to Portobello High School, and to Christine Swinney for her kind contribution as Treasurer of the Parent Council for a number of years.
4. **Report from Acting Head Teacher**
AF presented Acting Head Teacher's annual report for the year 2014-2015.
5. **Selection of new Council members/Office bearers**
 - The following office bearers were nominated and seconded:-
Chair of Parent Council – Tom Ballantine
Vice Chair – Donald McGregor
Treasurer – Jacquie Robertson
 - Sue Davidson indicated she is willing to continue as clerk.
6. **Approval of accounts and auditing for the next year**
Financial Report 2014-2015 was presented and approved.
Current total balance of funds : £4,385.88
Accounts to be added to PC portal on school website
7. **Discussion of updating of constitution**
There were no issues with the updated constitution, which had been agreed upon at the meeting of 18 November 2013.
8. **AOB**
None noted.

NOTE OF PARENT COUNCIL MEETING

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Apologies: Maureen Child, Christine Swinney, Louise Kelly, Emma Wood

Action:

1. **Minutes of last meeting**
Minutes of meeting held on 11 May 2015 were approved as correct.
2. **Developments since last meeting**
 - AF reported careful analysis of the 2015 exam results is being conducted and outcomes will be reported at future meeting.
 - Luke McAlister has been appointed Head of Learning Support.
 - Education Scotland visited PHS to meet parents in the school catchment regarding the proposed boundary changes to Towerbank Primary School. PHS will continue to support the cluster schools through this process.
 - Recent S5 parent information meeting and UCAS meetings went well.
3. **Update on appointment process for new Head Teacher**
Shortlist interviews are to take place on Tuesday 15 September.
4. **Progress on new school building**
 - All proceeding well. AF had recently visited the site. AF to ask Gillian Kennedy, new school project manager, to attend October's PC meeting to provide a fuller update. AF
 - A time capsule is to be laid in the foundations at the front of the school. AA / DM
 - AA queried whether there were any plans for bus route changes to accommodate those travelling by bus to school. AA to raise the issue with Lothian Buses and DM to discuss with Sustrans.
5. **Fundraising for 2015/2016**
 - Fundraising meeting needed to look at ideas and opportunities for next school year and plans for changing the school lottery. EW
 - DM to ask Nicola Todd to send out a reminder email regarding Easy Fundraising. DM
 - Thanks were noted to SD for donating clerk fees to PC funds.
6. **School lottery**
To be discussed at further meeting.

- 7. Plans to mark moving to new building**
Margaret Williamson (DHT) is heading a group to look at plans to mark the move. The school are currently pulling together memorabilia from the old school building and looking to put a call out to ex-pupils for such materials for an exhibition. TB noted that Donna Ballantine would be happy to bring together a group to organise a celebration of the old school and move to the new. It was agreed this was a good idea. Linda Bradley is heading a working group of staff and pupils to look at changes to the school uniform.
- 8. Finances**
Current total balance of funds : £4,385.88. AF to request wishlist from departments. AF
TB to check that PC are insured for all activities. TB
Need to check that £108.61 has been paid into the PC account by Easy Fundraising. JR
- 9. Parent Council plans for the next year**
Topics: Restorative practice, celebration of old school/move to new, analysis of exam results and future planning.
- 10. Possible Housekeeping topics**
Website refresh – MM agreed to investigate. MM
Duke of Edinburgh awards
- 11. Date of Next Meetings**
Monday 26 October and Monday 30 November at 7pm. AF to organise a school email notifying the change of dates. AF
- 12. AOB**
- Applicants are invited to the Scottish Schools Piping Championships in March 2016.
 - Recent reports of pupil antisocial behaviour have been dealt with and are continually being assessed.
 - School are looking at setting up a Duke of Edinburgh award programme – to be discussed at next meeting.
 - Thanks recorded to Ann O'Hagan for her input to past Parent Council meetings.