

NOTE OF ANNUAL GENERAL MEETING

MEETING OF: Portobello High School Parent Council

HELD AT: Portobello High School – Library

DATE: 2 September 2013

TIME: 7:00 pm

PRESENT: Tom Ballantine (Vice Chair), Peigi Macarthur (HT), Verity Sinclair, Ann O'Hagan, Margaret Williamson, Sue Davidson, Emma Wood, Carole Tracey, Alison Holligan, Christine Swinney, Morag Grant, Linsey Denham, Liz Meikle, Sheila Elliot, Patricia Dunn, Gillian Dunn, Gica Loening, Michael McTernan, Sean Watters, Brock Lueck, Donald McGregor, David Cooper, Elizabeth Bremner, Jacquie Robertson, Hazel Bett, Diane Drummond
Apologies: Kenny Macaskill, Mike Bridgman, Mike Bracewell, Stefan Tymkewycz, Joan Griffiths, David Seaton, Juliet MacArthur, Sarah Morton, Keith Lynch

1. **Welcome and Introduction**
TB and PM 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**
No record of last year's AGM minutes.
3. **Report on the work of the Council**
TB presented annual report on behalf of the Parent Council for the year 2012-2013.
4. **Report from Head Teacher**
PM presented Head Teacher's annual report for the year 2012-2013.
5. **Selection of new Council members/Office bearers**
 - All present (excluding staff members) agreed to be members of Parent Council for 2013/2014 session.
 - The following office bearers were nominated and seconded:-
Chair of Parent Council – Tom Ballantine (proposed by SD, seconded by CT)
Vice Chair – Donald McGregor (proposed by SD, seconded by CT)
Treasurer – Christine Swinney (proposed by SE, seconded by LM)
 - Sue Davidson indicated she is willing to continue as clerk.
 - Emma Wood indicated she is willing to continue as fundraising co-ordinator.
6. **Approval of accounts and auditing for the next year**
CS presented Financial Report 2012-2013
Total balance of funds : £2,281.18 to date
Accounts to be added to PC portal on school website
7. **Discussion of updating of constitution**
TB presented suggested amendments to constitution which had not been updated for some years. It was proposed and agreed by all present that this be discussed and ratified at an Extra General Meeting on 30 September 2013.

Those members who did not wish to stay on to the Parent Council meeting left at this point.

NOTE OF PARENT COUNCIL MEETING

MEETING OF: Portobello High School Parent Council

HELD AT: Portobello High School – Library

DATE: 2 September 2013

TIME: 7:00 pm

PRESENT: Tom Ballantine (Chair), Peigi Macarthur (HT), Verity Sinclair, Ann O’Hagan, Margaret Williamson, Sue Davidson, Emma Wood, Carole Tracey, Alison Holligan, Christine Swinney, Morag Grant, Linsey Denham, Liz Meikle, Sheila Elliot, Patricia Dunn, Gillian Dunn, Gica Loening, Michael McTernan, Sean Watters, Brock Lueck, Donald McGregor, David Cooper, Elizabeth Bremner, Jacquie Robertson, Hazel Bett, Diane Drummond

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- | | Action: |
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| <p>1. Minutes of last meeting
Minutes of meeting held on 13 May 2013 were approved as correct.</p> | |
| <p>2. Update on developments since last meeting</p> <ul style="list-style-type: none">• Sports clubs: Information letter about sports clubs to be sent out next week and reiterated in pupil notices. When all clubs are set up, information will be posted on website.• School trips: Information table to be published on website, with indication of whether each trip has spaces/is full. It was noted that it would be helpful also to publish a deadline for applications. | PM |
| <p>3. Progress on new school building
Private Bill currently proceeding through Scottish Parliament.</p> | |
| <p>4. Fundraising for 2013-2014
EW appealed for individuals/small groups to organise fundraising events, in addition to the established larger annual events. EW to co-ordinate those interested in assisting with fundraising.
Dates for diary: annual Cabaret Night Friday 7 February 2014 and annual Fashion Show Thursday 6 March 2014. It would be helpful for individuals to commit to buying tables in advance for the cabaret night.</p> | All |
| <p>5. School Lottery
Currently 126 shares are in issue, a very low number for a school of this size. It was agreed to continue to include the share application form in the S1 information booklet. CT and SD to discuss further ways to increase membership and report back to future meeting.</p> | CT/SD |
| <p>6. Finances
As outlined at AGM.</p> | |

7. Feedback re East Neighbourhood Group & Consultative Committee with Parents
PM outlined the structure and remit of the East Neighbourhood Group and CCwP.

8. The 6th year experience
MW reported on organisation and plans for this year's 6th year.

9. Future discussion

Topics suggested:

- How might the parent council assist in rolling out the iPad initiative for the whole school
- How we best use technology to reach parents
- How do we maximise input from the wider parent group's wealth of experience/talents
- Exam results
- Improvement planning

10. AOB

PM reported:

- August exam results: Very good, with results in most categories exceeding the previous few years.
- Building. Some repair/upgrade work is being undertaken to swimming pool and PE changing rooms, flooring and toilets. Also work to ensure the roofs and windows are wind and watertight.
- After much preparation, the new system of key adult has been introduced and is working well so far.
- Appointments for new teaching staff in music, geography, modern studies and maths are imminent.
- 3rd year student's trial of iPads is delayed to end of October in order to dovetail with the IT infrastructure update. CEC have funded half the purchase costs; the remainder to come from school funds.

11. Date of Next Meeting

Monday 30 September at 7pm.