



Kinross High School Parent Council
 Kinross High School
 Loch Leven Community Campus
 Muirs
 Kinross
 KY13 8FQ

Kinross High School Parent Council Extraordinary Meeting
Monday 9th December 2024
7.30pm-9.00pm

Record of Meeting

Attendees: Katherine Wallace (Acting Chair), Esther Blackburn, Val Lockhart, Fiona Eastop, Cllr D Cuthbert, Nicola Carmichael, Kirsten Kinninmonth, Christine Simmons, Niall MacDonald, Lisa MacDonald, Jonathan Bryson

Apologies: Laura Reid, [REDACTED]

	Item	Outcome
1	Welcome/ Introductions /Apologies	KW welcomed all those attending, especially those who had not been to recent meetings
2	Rationale for meeting	KW gave brief summary of background for rationale for meeting: <ul style="list-style-type: none"> • Previous office bearers resigned at AGM in October, and no-one stood for these posts at that time. • Few remaining members had informally met to organise this EGM. • Decision this evening whether to continue or not but would require office bearers, if to continue.
3	Purpose of PC	FE gave a brief summary of purpose and roles of a parent council based on the constitution: <ul style="list-style-type: none"> • representing the views of all parents • involvement (and encouraging parents to be involved) in the development of the School Improvement Plan and Standards & Quality Reports • Involvement in the appointment of Senior staff • Involvement in school inspections • Promoting close co-operation and effective communication between KHS parents and KHS.
4	Discussion	A lengthy discussion considered: <ul style="list-style-type: none"> • the above benefits of retaining a Parent Council at Kinross High School • the challenges faced by the last two iterations of the parent council, with concerns around meaningful engagement from KHS and constructive opportunities for the Parent Council to be consulted, eg on the School Improvement Plan/ Self Evaluation. Discussion was that if no progress

		<p>could be made, then the PC would minute lack of opportunity to fulfil this duty.</p> <ul style="list-style-type: none"> the desire to move forward to build positive relationships & have meaningful discussions with KHS Minute of thanks to outgoing Office Bearers for their hard work and commitment <p>Suggestions:</p> <ul style="list-style-type: none"> Less frequent meetings initially to give time to build trust and confidence Request for sufficient notice and flexibility to meet with school, e.g. ideally not always limited to school hours as many of the parent council work. Copies of minutes of meetings sent to PKC officers, e.g. Karen Robertson, to keep them up-to-date as PKC have repeatedly stated they are keen to support a parent council. Likewise copy of minutes to local councillors. <p>Conclusion:</p> <ul style="list-style-type: none"> All present agreed that the parent council should remain for the benefit of the young people of Kinross High School and would seek a fresh start with new office bearers.
5	<p>Confirmation of members and appointment of office bearers</p>	<p>Those present were asked if they were willing to be ordinary members of the parent council. All agreed except NC, who was thanked for her contribution as ordinary member. Those who had expressed apologies for the meeting, had expressed their willingness to be ordinary members. Dave Cuthbert was a co-opted member, but requested that he be excused from this role, as officers at PKC had indicated that this position could be considered a conflict of interest. This was agreed, but as local councillor, he will be invited to every meeting, as will be the other local councillors.</p> <p>Therefore, the ordinary members of Kinross High School Parent Council are: Esther Blackburn, Jonathan Bryson, Fiona Eastop, Kirsten Kinninmonth, Val Lockhart, Lisa MacDonald, Niall MacDonald, [REDACTED] Laura Reid, [REDACTED] Christine Simmons, Katherine Wallace, [REDACTED].</p> <p>The following people volunteered as office bearers and were appropriately seconded by other members:</p> <p>Chairperson: [REDACTED] (seconded KW, EB) Vice-chairs: Jonathan Bryson (seconded VL, NMc) Katherine Wallace (seconded FE, VL) Secretaries: Lisa MacDonald, Niall MacDonald (seconded EB) Note additional admin support offered by FE (e.g. minute taking, Facebook page) Treasurer: Laura Reid (note proposed by email) (seconded CS, KW)</p> <p>CS thanked KW for undertaking role of acting chairperson</p>
6	<p>Frequency of meetings</p>	<p>Reflecting on previous iterations of the PC and the frequency, it was proposed the new PC meets every 6-8 weeks, depending on the term times.</p> <p>Proposed date of next meeting: Wednesday 21st January 2025 at 7.30pm. However, this will be confirmed once the chairperson has discussed with Mrs Brown.</p> <p>At this meeting the minutes of the AGM will be approved.</p>

7	Previous Treasurer's update	<p>Key points:</p> <ul style="list-style-type: none"> • Fundraising Account: £1,359 (an increase of £11 from the balance at 30 June of £1,348 following the application of credit bank interest) • Admin Account: £786 (an increase of £12 from the balance at 30 June of £774 following the application of credit bank interest) • Parent Council made 12 awards to various projects and initiatives proposed by teachers, pupils and other stakeholders amounting to £10,111 in aggregate. At the date of this report, it is not yet clear that funds, for some initiatives £2,300 (PE equipment) and £1,240 (netball equipment) have been used in line with the successful proposal. It is recommended that the Parent Council investigates this further with the school office. If it transpires that funds have not yet been used, it would be appropriate for the Parent Council to require that the funds are spent immediately in line with the successful proposal or for the funds to be released by the Parent Council for other purposes.
8	Close	The previous office bearers will be contacted to ensure transition to the new office bearers, e.g. handover of role, transfer of signatories, Connect log-ons, email account details.
		Post Meeting Note: Names of individuals that withdrew from the Parent Council or withdrew as office bearers prior to the publication of these minutes have been redacted.