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|   | <p>Kinross High School Parent Council<br/>         Kinross High School<br/>         Loch Leven Community Campus<br/>         Muirs<br/>         Kinross<br/>         KY13 8FQ</p> |
| <p><b>Kinross High School Parent Council<br/>         Tuesday 27th August 2019</b></p>   |   |
| <p><b>Attendance</b></p>   | <p><b>Apologies</b></p>   |
| <p>Sarah Brown<br/>         Fiona Graham<br/>         Lynn Caldwell<br/>         George Ponton<br/>         Kath Davis<br/>         Richard Pinn<br/>         Laura Alexander<br/>         Gemma Toon<br/>         Catriona Culley<br/>         Christina Smith<br/>         Nicola Hearnden<br/>         Karin Taylor<br/>         Stephanie Chadwick<br/>         Kate Bayne<br/>         Petra Carlisle<br/>         Rosemary Cameron</p> | <p>Rachel Kuijpers-Shepherd<br/>         Susan Pirie<br/>         Laura Smith<br/>         Heather Wilkins<br/>         Fraz Fahim-Ansari</p>                                     |

### Minutes

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| <p><b>1. Welcome, introductions and apologies</b></p>           | <p>New parents were welcomed by Laura Alexander. Apologies are as listed above.</p>  |
| <p><b>2. Review of previous minutes and actions arising</b></p> | <p>The AGM minutes were reviewed. One correction - add Richard Pinn to apologies. Action Rosemary Cameron<br/>         The minutes were proposed by Gemma Toon and seconded by Catriona Culley.<br/>         Actions arising:<br/>         1. Invite Head Boy and Girl and Pupils contacting PC - continuing. Will happen in September meeting.<br/>         2. Send rep from PC to school - continuing. Laura will go.<br/>         3. Liaise with pupil committees on fundraising - continuing.<br/>         4. Discuss S6 getting S1 involved with EC Activities - continuing. Will happen in September meeting.<br/>         5. Circulate Parental Communication policy - continuing.<br/>         6. 10k run - continuing.<br/>         7. Transfer money from school fundraising accounts - continuing. Action Catriona Culley to speak to Lynne Prentice.<br/>         8. Invite Lauren Byrne - complete - she will attend the 5th November meeting.<br/>         9. Update May minutes and put on website - complete.<br/>         10. Check re-use of graphic novel before approving funds - the books will be reused. Action Catriona Culley to transfer funds.<br/>         11. Book rooms for meetings for next year - complete. Action Rosemary Cameron to try and get a bigger room.</p> |

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|                                 | 12. Request help for awards evening on Facebook - complete.  |
| <b>3. Head Teacher's Report</b> | <p>Over the summer there were groups of pupils in Africa and China. All trips were very successful.</p> <p>There are a number of new staff-</p> <p>Bob Peek, Biology</p> <p>Caitlin McGee, Business Support</p> <p>Jason Sneddon, Business Support</p> <p>Catherine Milne, Drama</p> <p>Murray Robb, Biology probationer</p> <p>Ryan Garvie, Maths probationer</p> <p>Sasha Brown, PE probationer</p> <p>Kirsteen Bromley, Reception</p> <p>Lauren McMinn is now Communications Assistant</p> <p>Kirsty Foote and Amy Duffus are leaving</p> <p>Still recruiting for Music.</p> <p>There is a new Vision, Values and Aims video which will go on the school website.</p> <p>10 teachers are going to do the OSIRIS program to develop teaching practice.</p> <p>A group of teachers are working on empowerment with a focus on improvement, curriculum, staffing and funding.</p> <p>Staff going on school trips are going to receive further training.</p> <p>The SQA results review will come out in September. Early indications are that KHS has performed above the PKC average. There have been some very good achievements at Nat 5, Higher and Advanced Higher level. In response to questions, Sarah stated that there are no plans to put up the names of pupils who obtain straight As in exams and there is no way of assessing the impact of private tuition on the exam results.</p> |
| <b>4. School Website Update</b> | The new school website should be live before the October holidays. Sarah Brown to investigate how the PC can have a look at the website before it goes live.   |
| <b>5. Communication</b>         | <p>Lauren McMinn will be looking at developing communications policy, having a single "voice", looking at digital communications, updating documents and making them easy to find, launching an app.</p> <p>The school is looking to move from snail mail to email for communicating with parents. A question was raised about sending emails direct to pupils via the Glow system. Sarah Brown to discuss this with Lynne Prentice and Lauren McMinn and feed back the result to the PC.</p>  |
| <b>6. Fundraising Update</b>    | We are looking for someone to lead the PC fundraising efforts. How can we make it easier for parents to donate to the school?  |
| <b>7. Blazer Sales Update</b>   | The August sale went well. A total of 84 blazers have been sold between the June and August sales which is slightly up on last year. A container order will be placed in November for delivery next May. We may be able to drop the blazer price to £35 if the manufacturer maintains their price. At the moment blazer storage is OK and storage units do not need to be purchased.   |
| <b>8. Finance Update</b>        | <p>General account closing balance to 28th June 2019 - £1790.98</p> <p>Blazer Account closing balance to 28th June 2019 - £9011.02,</p> <p>outstanding payment of £250 for graphic novels</p> <p>There has been a request for 50% of the subscription for 60</p>   |

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|  | <p>Solid Works software licences - £365. Catriona Culley to check is this a one-off or ongoing request.</p> <p>The meeting decided that since curriculum funding is now the priority, no new departmental requests for funding would be accepted, these should go to the school curriculum fund. Laura Alexander to draft a communication on this.</p> <p>At the moment the Parent Council can pledge £4k from funds towards the curriculum costs which were previously covered by payments from parents.</p>  |
| <b>9. AOB</b>  | <p>We have received thank yous from the Music and Biology Depts for funds donated to them.</p> <p>The Parent Council constitution should go on the school website. Action Rosemary Cameron</p> <p>Rosemary Cameron to provide a link to the presentations on pupil support from last year.</p>   |
| <b>10. Planning and working session for the Parent Council</b> | <p>Lauren Byrne will be attending the 5th November meeting.</p> <p>Laura Alexander to email Lauren re subjects to be covered.</p> <p>Ideas for items for future PC meetings -</p> <p>Extra Curricular activities - to be covered at visit of Head Boy and Girl on 30th September.</p> <p>Science - talk about the drop-in sessions.</p> <p>Communications - revisit in January?</p> <p>P&amp;K Councillors</p> <p>School Improvement Plan - March meeting.</p> <p>Info on awards - May meeting.</p> <p>Languages - September meeting?</p> <p>Sarah Brown to provide a list of faculties to the PC to feed into the rolling plan.</p> |

Date of next meeting: **Monday 30th September 2019**

| <b>No</b> | <b>Action</b>  | <b>Actionee</b>                 | <b>Timescale</b> |
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| 1         | Invite the Head Boy and Girl to the PC earlier in the academic year and inform them how pupils can contact the PC. | Laura Alexander                 | 30/09/19         |
| 2         | Send a representative from the PC to school assemblies early next academic year.                                   | Laura Alexander/<br>Sarah Brown | 30/09/19         |
| 3         | Liaise with Pupil Committees regarding fundraising.  | Fundraising subgroup            | 30/09/19         |
| 4         | Discuss S6 helping to get S1 involved in EC activities when Head Boy and Girl attend PC.                           | Laura Alexander                 | 30/09/19         |
| 5         | Send Parental Communication Policy to the PC Clerk for circulation   | Sarah Brown                     | 30/09/19         |
| 6         | Planning for a 10k run   | John McTaggart                  | 30/09/19         |
| 7         | Transfer money from school fundraising accounts  | Catriona Culley                 | 30/09/19         |
| 8         | Transfer funds to English Dept for graphic novel.  | Catriona Culley                 | 01/09/19         |
| 9         | Correct AGM Minutes and put on website   | Rosemary Cameron                | 30/09/19         |
| 10        | Try and get a bigger room for meetings   | Rosemary Cameron                | 30/09/19         |
| 11        | Discuss using Glow for direct communication with pupils rather than going via parents.                             | Sarah Brown                     | 30/09/19         |

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| 12 | See how PC can comment on new website                                  | Sarah Brown      | 30/09/19 |
| 13 | Check status of request for funding for Solid Works software licences. | Catriona Culley  | 30/09/19 |
| 14 | Draft a communication regarding dept requests for funds.               | Laura Alexander  | 30/09/19 |
| 15 | Put PC constitution on the website                                     | Rosemary Cameron | 30/09/19 |
| 16 | Email Lauren Byrne re subjects to be covered on 5th November           | Laura Alexander  | 30/09/19 |
| 17 | Provide a list of school faculties to the PC                           | Sarah Brown      | 30/09/19 |
| 18 | Email out a link to the presentations on pupil support.                | Rosemary Cameron | 30/09/19 |