

## Minutes of Broughton High School Parent Council AGM

14<sup>th</sup> September 2010

Present: See Appendix 1.

Item		Action																				
1)	<b>Welcome and introductions.</b>																					
	Arthur McIvor welcomed everyone to the meeting.																					
2)	<b>Apologies for absence.</b>																					
	Apologies were received from, Kim Mitchelhill, Samantha Hand and Sharon Cetrangolo, and Councillors Iain Whyte, Lesley Hinds and Tim McKay.																					
3)	<b>Minutes of previous meeting (AGM 15th September 2009).</b>																					
	The Minutes, distributed on the 2/Sep/10 with the 2 minor amendments requested following the 22/Sep/09 distribution, were accepted by this meeting. (Proposed by Graeme Robertson and seconded by Stephen Brown.)																					
4)	<b>Parent Council Chair's report.</b>																					
	Arthur McIvor stated that this was the 3 <sup>rd</sup> BHS PC AGM, and while the detail would be presented, through the reports in the following Agenda items, there were a number of areas that he wished to highlight. Firstly the contributors throughout the year; Lesley Johnston and her team within the school; Graeme Robertson tackling Budgets issues; David Martin fund raising; Tom and Hugh on Communications; Iain on support and Naomi on the numbers. Looking forward there will be more work to be done on Budgets and also further work is required in Communications, building on the 'website' work done by Tom and the email contact work done by Hugh. Finally we need to promote all of the many positive aspects of the school, e.g. academic achievement, the Music aspect, the building and the Football Academy to make it the 'school of choice'.																					
5)	<b>Appointment of office-bearers</b>																					
	Arthur McIvor, Alison Bourne and Naomi Crowley hold the offices, as detailed following:																					
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Broughton High School</u></th> <th colspan="3" style="text-align: center;"><u>BHS PC AGM</u></th> </tr> <tr> <th style="text-align: left;"><u>Parent Council Office Bearer</u></th> <th style="text-align: center;"><u>Office</u></th> <th style="text-align: center;"><u>Proposer</u></th> <th style="text-align: center;"><u>Seconded</u></th> </tr> </thead> <tbody> <tr> <td>Arthur McIvor</td> <td style="text-align: center;">BHS PC Chair</td> <td>Hugh Duffy</td> <td>Naomi Crowley</td> </tr> <tr> <td>Alison Bourne</td> <td style="text-align: center;">BHS PC deputy Chair</td> <td>Andy Wightman</td> <td>Stephen Brown</td> </tr> <tr> <td>Naomi Crowley</td> <td style="text-align: center;">BHS PC Treasurer</td> <td>Graeme Robertson</td> <td>Sharee Mackerron</td> </tr> </tbody> </table>	<u>Broughton High School</u>	<u>BHS PC AGM</u>			<u>Parent Council Office Bearer</u>	<u>Office</u>	<u>Proposer</u>	<u>Seconded</u>	Arthur McIvor	BHS PC Chair	Hugh Duffy	Naomi Crowley	Alison Bourne	BHS PC deputy Chair	Andy Wightman	Stephen Brown	Naomi Crowley	BHS PC Treasurer	Graeme Robertson	Sharee Mackerron	
<u>Broughton High School</u>	<u>BHS PC AGM</u>																					
<u>Parent Council Office Bearer</u>	<u>Office</u>	<u>Proposer</u>	<u>Seconded</u>																			
Arthur McIvor	BHS PC Chair	Hugh Duffy	Naomi Crowley																			
Alison Bourne	BHS PC deputy Chair	Andy Wightman	Stephen Brown																			
Naomi Crowley	BHS PC Treasurer	Graeme Robertson	Sharee Mackerron																			
	<p>Graeme Robertson and David Martin will continue as Chair of the Management Support and the Broughton Association sub Groups respectively.</p> <p>It was agreed that Communications would remain as part of the Management Support sub group, at present.</p>																					

6)	<b>Treasurer's report.</b>	
	<p>Naomi Crowley gave an overview of her 'Treasurers Report AGM 2010'. See Appendix 2.</p> <p>As part of the follow up discussion David Martin stressed that the good work done in order to retain 'charitable status', to the satisfaction of the Office of the Scottish Charity Regulator (OSCR), would make it much easier for organisations to support us from now on.</p>	
7)	<b>200 Club</b>	
	<p>Graeme Robertson gave an overview of his '200 Club Annual Report September 2010'. See Appendix 3.</p> <p>He informed the meeting of his progress in encouraging the 'Primaries' to join in the system and the mutual benefits. Graeme then distributed his promotional cards for the 200 Club.</p>	
8)	<b>Appointment of auditors.</b>	
	<p>The services of the current auditors will be retained – Douglas Brotherton and Karen Cain, for the BA and the 200 Club respectively.</p> <p>The completion of the audit activity is expected fairly imminently.</p>	NC / GR
9)	<b>Reports by chairs of Reports by chairs of the Management Support Group and Broughton Association sub-groups</b>	
	<p>Graeme Robertson gave an overview of his 'MSG Annual Report Sept 2010'. See Appendix 4</p> <p>Following this, David Martin's BA summary prompted much discussion on how to make best use of the reasonable amount of funds now available from the BA and the 200 Club accounts. Further consideration is required, but it was stated that there is a 'robust process', in place, for the teaching staff to firstly request and present; and then for the BA to consider and approve expenditure. A list of the past year's items is contained in Naomi's 'Income and Expenditure' account in Appendix 2. Alternatively/ or additionally some of the funds could be used to promote BHS as the 'school of choice' through advertising or videos on the website. It would be desirable to get the views of a greater number of parents on this subject. To that end Hugh Duffy handed out leaflets for distribution to get people to 'sign up' to the proposed email communication system.</p>	
10)	<b>Head Teachers report.</b>	
	Lesley's presentation included:	
	<ul style="list-style-type: none"> <li>• A brief on last year's S4 academic performance and Rachel Small being one of only 19 from across Scotland to achieve the languages baccalaureate. Also the positive QA report that was distributed.</li> </ul>	
	<ul style="list-style-type: none"> <li>• This year's S1 are settling down well with an opportunity for a Caribbean CBB programme for some. However there are only 167 pupils in P 7 this year!</li> </ul>	

	<ul style="list-style-type: none"> <li>This year's new staff is excellent. The school is practicing distributed leadership - out of the 72.5 teaching staff approximately a third are taking on a lead role of one kind or another! Also at the pupil level there is 'buddying' and the Pupil Council. Both the head boy and head girl are in attendance here this evening!</li> </ul>	
	<ul style="list-style-type: none"> <li>The school has established good contacts with 'Business partners' e.g. State Street Bank and Town House Group. Additionally there has been recent feedback from the 'on site' policeman; that the local traders are happier with the pupils' behaviour in general – an area for improvement being litter and educating pupils to use the large street bins.</li> </ul>	
	<ul style="list-style-type: none"> <li>Curriculum for Excellence, It is the target to get the S1 Homework onto 'Glow' (the new national schools intranet (or Facebook for Education)).</li> </ul>	
	<ul style="list-style-type: none"> <li>Attendance as an issue. A significant number of parents have had requests, to take children on holiday during the term, turned down, as this results in pupils missing out on their education; and the problem is reflected in a poorer percentage attendance figure. 5<sup>th</sup> and 6<sup>th</sup> years will be encouraged to sign up for Duke of Edinburgh scheme, as they cover a great deal of it anyway.</li> </ul>	
	<ul style="list-style-type: none"> <li>Thank you to the members of the Parent Council for making it 'fun' and for their hard work in supporting the Budget debate. The CCWP is being reorganised and there will be a cluster representative, so it could become a good platform for us.</li> </ul>	
11)	<b>Question time.</b>	
	The questions were taken and answered throughout the meeting.	
12)	<b>Getting involved.</b>	
	The forms produced by Graeme Robertson 'PC Roles 100912' (see Appendix 5) were available in 'hard copy' for completion by those in attendance.	
13)	<b>Date of next AGM.</b>	
	The agreed date for the next AGM is Tuesday 13 <sup>th</sup> September 2011. For the first 2010 / 11 Parent Council meeting Wednesday 13 <sup>th</sup> October 2010 has been suggested. Once agreement is reached the decision will be promulgated.	AM

Appendix 1 (Minutes of Broughton High School Parent Council 3rd AGM 14th September 2010)

Those Present and 'signed in'

Alison Bourne	√		Lesley Johnston	√
Andy Wightman	√		Linda Stewart	√
Arthur McIvor	√		Morag Riley	√
Carole Melee	√		Naomi Crowley	√
Corinne Wilson	√		Nicola Djeala	√
David Martin	√		Pauline Cumming	√
Graeme Robertson	√		Rachael Leslie	√
Harold Tobermann	√		Richard Bourne	√
Hugh Duffy	√		Ruby Zajac	√
Iain Macdonald	√		Sharee Mackerron	√
Jack McLuckie	√		Stephen Brown	√
Jill Franklin	√		Tom Christie	√
			Virginia Radcliffe	√

Appendix 2 (Minutes of BHS PC 3<sup>rd</sup> AGM 'Treasurers Report AGM 2010')



Treasurers Report  
AGM 2010.doc

Appendix 3 (Minutes of BHS PC 3<sup>rd</sup> AGM '200 Club Annual Report September 2010')



200 Club Annual  
Report September 20

Appendix 4 (Minutes of BHS PC 3<sup>rd</sup> AGM 'MSG Annual Report Sept 2010')



MSG Annual Report  
Sept 2010.pdf

Appendix 5 (Minutes of BHS PC 3<sup>rd</sup> AGM 'PC Roles 100912' )



PC Roles 100912.doc