

Minutes of Broughton High School Parent Council AGM

13th September 2011

Present:		See Appendix 1.																					
Item			Action																				
1)	Welcome and introductions																						
	Arthur Mclvor welcomed everyone to the meeting.																						
2)	Apologies for absence																						
	Apologies were received from, David Martin, Nigel Bagshaw and Naomi Crowley, and Councillors Stuart Mclvor and Tim McKay.																						
3)	Minutes of previous meeting (AGM 14th September 2010)																						
	The Minutes, distributed on the 21/Sep/10 were accepted by this meeting. (Proposed by Graeme Robertson and seconded by Alison Bourne.)																						
4)	Parent Council Chair's report																						
	Arthur Mclvor announced that he was stepping down from the post of Chair. Over his tenure the significant event was the move to the new school, and also of note was the equipping of the Music School and the securing of the Football Academy. It had been a pleasure to work with, the now recently retired, Headteacher Lesley Johnston, and he congratulated the whole staff on the positive report resulting from the June 2011 HM Inspectorate of Education visit. He requested that his thanks be recorded to those who had helped the Parent Council; with the BA and the Management Support (encompassing Communications) Sub-Groups, work well and he made a special mention of Graeme Robertson's capability and contribution.																						
5)	Appointment of office-bearers																						
	Arthur Mclvor stated that Harald Tobermann was willing to accept the role of the BHS PC Chair. Alison Bourne and Naomi Crowley (via Hugh Duffy) confirmed that they were willing to remain in post. As there were no other candidates, or objections, the meeting agreement is reflected 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: right;"><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>Secunder</u></th> </tr> </thead> <tbody> <tr> <td>Harald Tobermann</td> <td style="text-align: center;">BHS PC Chair</td> <td>Hugh Duffy</td> <td>Tom Christie</td> </tr> <tr> <td>Alison Bourne</td> <td style="text-align: center;">BHS PC Vice Chair</td> <td colspan="2">n/a – continuing in office</td> </tr> <tr> <td>Naomi Crowley</td> <td style="text-align: center;">BHS PC Treasurer</td> <td colspan="2">n/a – continuing in office</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>Secunder</u>	Harald Tobermann	BHS PC Chair	Hugh Duffy	Tom Christie	Alison Bourne	BHS PC Vice Chair	n/a – continuing in office		Naomi Crowley	BHS PC Treasurer	n/a – continuing in office		
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Sub-Groups	<p>Hugh Duffy stated his willingness to take over the role of Chair of the Management Support Sub-Group, as Graeme Robertson was stepping down. This appointment was agreed, as was the fact that Communications would remain as part of the Management Support Sub-Group, at present. Graeme will continue to provide support and Tom Christie will look after the website, but someone will now be required to take over Comms lead.</p> <p>As there was no indication to the contrary, it was assumed that David Martin will continue as Chair of the Broughton Association.</p>		HD																				
6)	Treasurer's report																						
	As Naomi Crowley was unable to attend, Hugh Duffy gave an overview of her 'Treasurer's Report' (Appendix 2).																						

7)	200 Club	
	Graeme Robertson gave an overview of his '200 Club' report (Appendix 3).and emphasised the fact that it was a very labour efficient fund raising process, which continues to provide a healthy income. In recognition of her work on the '200 club' it was agreed that Corinne Wilson should be registered as a signatory and be adopted into the Management Support Sub-Group.	GR
8)	Appointment of auditors	
	The services of the current auditors will be retained – Douglas Brotherton and Karen Cain, for the BA and the 200 Club respectively. The target for completion of the audit activity is November 2011, for the former, and the latter one is complete.	NC
9)	Reports by chairs of Reports by chairs of the Management Support Group and Broughton Association sub-groups	
	Graeme Robertson gave an overview of his 'MSG Annual Report' (Appendix 4) and recorded his thanks to Lesley, Sharee and Morag.	
	As David Martin was unable to attend, Sharee MacKerron presented his emailed submission – See appendix 5.	
10)	Headteacher's report	
	The Acting Headteacher, Sharee MacKerron's presentation included:	
	<ul style="list-style-type: none"> • There is reasonably positive news on roles, in that there are 182 in S1 and 908 in total. Also, exclusions are down. • Last year's S4 academic performance was mixed. However, there was some notable success particularly in Physics and English PE and History. For S5 and 6 there was some improvement at Higher, where the subjects of note were Art & Design, Computing, Drama and Geography. • There is a full complement of staff, but with no reserve. David Cockburn is making his mark in Rugby Coaching and Linda Stewart and Pauline Cumming (DHTs) have both successfully completed Scottish Qualification for Headship.. The 8 new staff are settling in well. The proposed changes to the Management Structure, resulting from the 'Financial reviews' are complete and the implementation for PTs and DHTs is expected to be completed by Jan 2013. The impact has a 3 year buffer. Areas of concern include Senior Staff, Guidance and Business Support. • The appointment of the Head Boy and Girl is complete. • The Learning and Teaching Groups is one of the 'key strengths' reported in the HMle report. At the next BHS PC meeting Pamela Tosh will give a presentation on the involvement of Edinburgh University and the GTCS supporting the Learning and Teaching Groups. • The new 32-period timetable is working well in terms of the efficient use of teachers' time supports the continued introduction Curriculum for Excellence. • Other notable items, in general, are the S5 S6 Network links with 6 different local businesses; the 'Cook with Kids' event; Poetry entries; the Film Festival entry. • Finally, due to ongoing finance constraints, the expectation is for a better uptake, in the coming year of the funds that the PC has done so well in raising, 	

11)	Representation at associated meetings e.g. CCWP	
	Jill Franklin will be the BHS PC representative, and in recognition of the high number of meetings scheduled, Alison Bourne agreed to be the backup. This information has to be conveyed to Wendy Gray.	IGM
12)	Question time	
	The questions were taken and answered throughout the meeting.	
13)	Getting involved	
	The PC Roles forms were available in 'hard copy' for completion at the meeting, by those in attendance.	
14)	Date of next AGM	
	The agreed date for the next AGM is Tuesday 18 th September 2012. Once the Parent Council and Sub Group meeting dates have been discussed and agreed they will be promulgated.	HT
15)	Headteacher Appointment	
	Harald Tobermann, as the Chair of the temporary working group established to manage the Headteacher recruitment and selection process, briefed the meeting, after the acting Headteacher left the meeting. <ul style="list-style-type: none"> • Two members, from the working group, himself and Samantha Hand, will participate in the interview process along with 2 members of the Education Committee and 2 from the Edinburgh Council. • The timeline is as follows: 9th September Advert live; 23rd Closing date; 5th October Long lead selection; 13th Short lead; 14/15th Appointment; then after 3 months the selected candidate will start, or shorter if an internal candidate is selected. 	

Appendix 1 (Minutes of Broughton High School Parent Council 4th AGM 13th September 2011)

Those Present and 'signed in'					
Alison Bourne	√		Iain Macdonald	√	
Anna Webster	√		Jackie Collins	√	
Arthur Mclvor	√		Jill Franklin	√	
Carole Melee	√		Louise Ross	√	
Corinne Wilson	√		Richard Bourne	√	
Gavin Gray	√		Ruth Gray	√	
Graeme Robertson	√		Samantha Hand	√	
Harald Tobermann	√		Sharee Mackerron	√	
Heather Mansfield	√		Sharon Harvey	√	
Hugh Duffy	√		Tom Christie	√	

Appendix 2 (Minutes of BHS PC 4th AGM - 'Treasurers Report AGM 2010')



Treasurers Report
AGM 2011.doc

Appendix 3 (Minutes of BHS PC 4th AGM - '200 Club Annual Report')



2010-11
Accounts.pdf

Appendix 4 (Minutes of BHS PC 4th AGM - 'MSG Annual Report Sept 2010')



MSG Annual Report
Sept 2011.doc

Appendix 5 (Minutes of BHS PC 4th AGM - BA email report extract)

Key things to note:

- Finances as per Naomi's accounts (including 200 Club).
- "In-bound" v. good. Race Night, Music Quiz, 200 Club all generating good revenue but still bundles of capacity to bring in more.
- "Out-bound", again good but could be better. We've supported lots of great things - a wide range of in-school and extra-curricular activities. Process is established, there are many more things we could usefully support - just need to keep reminding teachers and parents that the funding is there if you've a good proposal.
- Café was great success.
- Septemberfest looks like it will be too.

Loads of thanks all round. not sure Naomi would appreciate being called out for special mention but deserves it. Notable others... Sharee M, Gillian Burnett, Don Paul, Graeme R, Hugh D, and an army of student volunteers.

Appendix 6 (Minutes of BHS PC 4th AGM 'Acronym table')

<u>Acronym</u>	<u>Full</u>	<u>Comment</u>
AGM	Annual General Meeting	-
AOCB	Any Other Competent Business	-
BA	Broughton Association	BHS PC 'Fund Raising' Group
BHS	Broughton High School	-
CCWP	Consultative Committee with Parents	City of Edinburgh's close partnerships with parents
CfE	Curriculum for Excellence	
EPCN	Edinburgh Parent Councils Network	
GLOW	Glow is the new name for the Scottish Schools Digital Network.	It is a national schools intranet, digitally linking Scotland's 800,000 educators and pupils
OSCR	Office of the Scottish Charity Regulator	
OU	Open University	-
PC	Parent Council	-
SPTC	Scottish Parent Teacher Council	-
YASS	Young Applicants in Schools Scheme	OU involvement courses equivalent to the 1 st year of university level study