



Meeting – Tue 8 June

Minutes

- Present :
Morag Riley, Sharon Cetrangolo, David Martin, Arthur McIvor, Lesley Johnston, Graeme Robertson
- Apologies :
Tom Christie, Sami Hand, Hugh Duffy
- AGM agenda was reviewed; changes suggested
 - ACTION** : Arthur to circulate revised agenda for approval, then submit to Iain for circulation
 - ACTION** : Arthur to check last year's minutes for outstanding actions / updates required
 - ACTION** : David to arrange refreshments
 - ACTION** : Lesley / Graeme to draft volunteering lists
- AGM communication plan agreed
 - ACTION** : Graeme to prepare flyer (including 200 Club promotion)
 - ACTION** : Lesley to arrange for distribution of flyer via pupils
 - ACTION** : Tom to publicise meeting details, agenda, flyer and last year's minutes through PC website
 - ACTION** : Hugh to promote meeting details, agenda and flyer via email distribution list
- All office bearers and staff reps believed to be willing to remain in office, subject to requesting volunteers at AGM
 - ACTION** : Arthur to confirm Ian's and Naomi's intent
 - ACTION** : Lesley to confirm willingness of auditor to continue
- Need annual reports in advance of AGM :
 - ACTION** : Arthur to prepare overall PC report
 - ACTION** : David to prepare BA report
 - ACTION** : Naomi to prepare financial report (and accounts)
 - ACTION** : Graeme to prepare 200 Club report
- Emerging need for succession planning over coming year
 - ACTION** : Morag to recruit additional / replacement staff rep
 - ACTION** : Graeme to seek replacement for MSG chair during course of year
- Lesley provided brief report on current status / issues :
 - staff changes
 - in service days
 - school roll
 - academic results
 - course choices
 - building lets
 - curriculum development
 - timetable review
- proposal to extend 200 Club to cluster schools is gathering momentum at Flora's and Stockbridge
 - ACTION** : Graeme to continue to liaise with Flora's and Stockbridge
 - ACTION** : Graeme to raise at AGM
 - ACTION** : Lesley to explore appetite with Granton and Ferryhill

Notes

- Future dates :
 - to be agreed once membership of group confirmed after AGM