Dingwall Academy Parent Council

Minute of Meeting held 8th May 2017

Present

Helen Cameron	Samantha Blyth	Stephen MacKenzie
Eileen Bice	Laura Ross	Emma Whitham
Karen Cormack	Graham Mackenzie	Alan Stewart

Apologies

Alister Mackinnon, Arlene Petrie, Jason Hasson, Lindsay Ramsay, Angela Maclean

1. **Approval of Minutes of meeting on 27th February 2017**

    The minutes were proposed by Eileen Bice and seconded by Laura Ross.

2. **Actions from last meeting**

    Helen Cameron has written to the Highland requesting copy of original specification for school building and details of any amendments to the heating and cooling system. She is awaiting a reply.

    All other actions completed and closed.

3. **Pupil Equity Funding**

    Karen Cormack has received confirmation that payment will go into school budget in one payment and not in instalments.

    The payment will be received one the School Improvement Plan has been approved. There is no concern over the plan being improved.

    All of the money allocated to Dingwall Academy will be spent on staffing. Recruitment has already started.

4. **Spring Fair**

    The Spring Fair was a success, with some areas identified for improvement for next year. A total of £8,000 was raised. The raffle raised £3701, which is less than expected, so more effort will be put into this next year. There is also scope to involve more pupils in helping out on the day, for example, some of the sport teams.

5. **Race Night**

    This fundraiser is scheduled for the 2nd June. The main push is on advertising and getting folk to the event. All of the parent council have agreed to try to publicise the event through social media and talking to their friends. Samantha Blyth encouraged everyone to try to sell tables in advance so the room could be set out accordingly.

    Action 1 - Stephen Mackenzie has agreed to source 12 bottles of spirits to sponsor the races.
    Action 2 - Karen Cormack to confirm what time we need the school need to close after event.

6. **School 10th Anniversary**

Karen Cormack advised that June 2018 will be the 10 year anniversary of the new school and requested this to be an agenda item at next meeting. Thought needs to be given to how we can celebrate this and ideas are welcome.

Action 3 - Emma to include item on next agenda

7. **School Improvement Plan**

The school improvement plan is something that is completed each year and this year it references how the school equity funding will be spent, builds on school self evaluation and details how it will engage parents through informing.

The cafe plans are progressing and work is expected to start in term 1 and be operational by January 2018. Karen Cormack and the SMT have sourced kitchen units and appliances from Portree High School to be used in new school cafe, the reducing the costs significantly.

8. **Treasurers Report**

Money paid in since last meeting totals £4850.30 and total expenses £1206.95, thus giving us a balance of £6509.96 and £78.3 in savings account.

The Parent Council agreed to fund the prize giving book tokens.

The Parent Council has agreed to financially support the new cafe venture and the exact sum will be agreed at next meeting once the total raised at Race Night is known.

9. **Staffing**

Changes to staffing include;
   • Jack Lloyd has moved to Inverness High to a promoted post.
   • Beth Kendel has retired.
   • Steve Gaffney is retiring in November 2017.

All posts will be replaced, details yet to be concluded. In addition to this, four members of staff will be on maternity leave next academic year, all these posts will also be covered.

10. **Christmas Fair**

The date for the Christmas Fair is Friday 1st December. Samantha Bylth is going to start taking table booking in June. Early bird tables will be advertised for £10.

Action 4 - Sam Christmas Fair table booking

The date of next meeting is September 4th 2017 at 7pm

Tasks Requiring Action

Action	Task	Who
1	12 bottles of spirits for Race Night	Stephen Mackenzie
2	Confirm school close time for Race Night	Karen Cormack
3	School 10 yr anniversary agenda item	Emma Whitham
4	Table booking Christmas Fair	Samantha Blyth