

KELSO HIGH SCHOOL PARENT COUNCIL

MEETING held on Tuesday 27th November 2007 in Kelso High School.

Minutes

PRESENT: Vanessa Henderson (Chair), Ian Fingland (Vice Chair), Lynn Forsyth (Treasurer), Georgina Dune (KCT), Alistair Hutton (SBC) June Norman, Andrew Ramsay, Jessica Osbourne, Colin Stockdale, Nettle Bruce, Mavis Whittle, Emma Forbes, Judith Penman, Alma Elliot (Clerk).

APOLOGIES: Charlie Robertson (Rector), Jacqueline Bates, Karen Grey, Craig Tostevin, Jane Hall and Jill Freshwater.

WELCOME: Vanessa welcomed everyone present, particularly Georgina Dune representing the Chamber of Trade and Alastair Hutton representing Scottish Borders Council.

1. MINUTES: The minutes of the October meeting were approved.
2. OUTSTANDING ACTION POINTS from 23/10/07:
 - ? The S4 Parents' Evening went ahead but other than those parents of S4 pupils, we did not have formal representation.
 - ? S1 Parents Info Evening - The evening went very well and the feedback from parents was positive. Vanessa gave a welcome speech on behalf of the Parent Council. Interested parents were asked to leave their details. In addition to the school related aspects of the evening, Liz Brown gave a fascinating talk about young people and their use of Drugs and Alcohol.
 - ? Kelso Community Council - have been invited to nominate a representative. The merits of councillors supporting the Parent Council were emphasised.
 - ? Kelso Churches Together- have been invited but they will not be meeting until January.
 - ? Kelso Chamber of Trade - Plans in hand to have Carol Singing and Celtic Music by pupils from KHS at the late night opening for Christmas.
 - ? Kelso Industrial Employers – We intend to write to employers to encourage them to be involved in the affairs of the Parent Council.
 - ? Co-Opted Members - still awaiting two staff members to come on board. Vanessa will contact former friends of PTA to ask them if they are willing to remain as friends of the PC
 - ? The Parent Council will offer help with any future extra-curricular or fund raising events.
 - ? Vanessa to write and thank Liane Tostevin for her input as Temporary Clerk to the Parent Council.

3. **TREASURER'S REPORT:** Lynn explained that the monies left in the PTA account had been passed over to the Parent Council account but there was £200 earmarked for a commemorative bench or the like. Vanessa advised the meeting that the school were unlikely to pursue that option so the monies would remain in funds. There had been a small profit of £32 from the wine sold at the School Show in October. Refreshments have already been bought for the Christmas Concert in the Tait Hall. The remaining balance in account is £160.00

Parent Council finances: Vanessa reported that SBC has allocated £25.00 per month to the PC for administration costs. She explained that arrangements have been made with the school office to use the franking machine. This would reduce the cost of a second-class posting to 22p. All expenses incurred by the school on our behalf will be reimbursed from the administration allowance.

4. **SCHOOL NEWS:** In Mr Robertson's absence Vanessa reported that the new entrance at back of the building will going ahead as per plans presented at the last meeting. Judith noted that the plans were already too well established by the time the came before us to give us any realistic option of making changes.
5. **AOCB:???**

Communications from SBC

- ? A questionnaire re Parental Involvement Strategy has been sent to the Parent Council. Ian Fingland will take it forward with the parental involvement group.
- ? Parent Council Registration. Do members wish to be on the SBC mailing list individually or have all information passed to the Chairperson? Please let Vanessa know.
- ? Recruitment of Headteachers and Deputes. Training has been offered for Parent Council members. Drew Ramsay and Jane Norman will consider the available dates. Vanessa will provide a copy of the SBC recruitment policy.

Carol Concert in the Tait Hall Tuesday 18th December 7.30pm. Nettle, Jacqueline, Lynn, Emma and Vanessa will be organising refreshments and a raffle. Any one else who would like to help to contact Vanessa. All Parent Council members and friends will be asked to donate mince pies or shortbread. (To be handed into the school office). Raffle prizes are also required. Catherine Thomson will ensure that the performers bring their own water for the interval.

Health promoting committee Judith Penman explained that she had represented the School Board and asked if the PC would like to maintain a representation. She explained the nature of the committee and advised that there are ongoing issues with the canteen. She agreed to continue her involvement temporarily.

Parental involvement Vanessa explained that Colin Stockdale had expressed an interest to share his professional skills with the school. (Newton Don Gardens/Nursery). He will join Ian on the Parental involvement group.

Date of next meeting – Tuesday 22nd January 2008 at 6.30 p.m.

SUMMARY OF ACTION POINTS
KHS PARENT COUNCIL MEETING 27/11/07

Person	Action required
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All	To provide a raffle prize and mince pies or shortbread for the Concert on 18th Dec. Please hand in donations to the school Office
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Agenda items for next meeting to Alma by 15th Jan 2008

Vanessa	<ul style="list-style-type: none"> ? Draft letter to local employers as potential PC members. ? Contact ex friends of PTA to ask them to support PC ? Write to Liane to thank her for her contribution ? Post minutes on website and notice board; and send a copy to all current members and a copy to HQ ? Draw up a full list of contact details and distribute to all current members. Copy to Mary Bell at HQ
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Rector	<ul style="list-style-type: none"> ? Draft a letter for Vanessa to issue to all industrial employers inviting their participation in the Parent Council include invite to next meeting stress potential voice in education of future employees etc ? Identify staff members for Parent Council and invite them to the next meeting as co-opted members ? Identify any future curricular or fundraising events that the Parent Council can support (i.e. the 3 sub groups need jobs!!)
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Drew and Jane	To consider PC involvement in Recruitment of Head teachers and Deputes
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Ian	Respond to Parental Involvement Strategy Questionnaire with Parental Involvement Group.
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