

**Grove Parent Council meeting minutes**  
Grove Academy Staffroom, 7pm, 23 May 2017

**Attendance**

- |                                |                     |
|--------------------------------|---------------------|
| 1. Dawn Archibald, chairperson | 6. Duncan McIntosh  |
| 2. Ewen Jenkins                | 7. Graham Hutton    |
| 3. Stephen Bain                | 8. Deepa Narayanan  |
| 4. Clare Leslie                | 9. Doreen Phillips  |
| 5. Andy Creamer                | 10. Marcelle Harper |

**Item 1 Welcome and introductions**

Dawn Archibald, the chair of the Grove Parent Council, welcomed everyone to the meeting. This was followed by a round of introductions.

**Item 2 Apologies**

1. Clare Jefferson
2. Michael Charlton
3. Susan Kidd

**Item 3 Approval of the previous minutes**

There were no changes made to the minutes from the previous meeting on 14 March 2017. The minutes were adopted. Proposed: Stephen Bain. Seconded: Ewen Jenkins.

**Item 4 Matters arising from previous minutes**

There were no matters arising from the previous minutes.

**Item 5 Correspondence/meetings attended**

*Meetings attended*

- a. Doreen Philips attended the meeting of the City Wide Parent Forum on 25 March. The majority of the discussions were centred on primary school issues. There was a discussion about the school parking which is a recurring issue in all schools in Dundee. There were suggestions of using barriers to restrict vehicles which were not considered feasible due to the high costs.
- b. Apologies were sent for the meeting with the Executive Director of Children and Family Services on 25 April. Dawn has the minutes of this meeting.

*Upcoming meetings*

- a. 20 Sep 2017 – City Wide Parent Meeting
- b. 03 Oct 2017 – Meeting with Paul Clancy and Management Team
- c. 27 Mar 2018 – City Wide Parent Meeting
- d. 26 Apr 2018 – Meeting with Paul Clancy and Management Team

**Item 6 Rector's Report, Graham Hutton**

**6.1 Staffing and vacancies:** Mr Hutton updated the meeting on the current staffing levels at Grove Academy.

- Lesley Elder has taken up her position as the Rector of Braeview Academy.
- Fiona McIntosh – part time then retirement

- Acting DHT posts – Mharaid Berry and Ruth Jack
- Acting PT, Music and Drama - Sarah Crabb
- Retiring staff – PT A&D and PE
- K Fox – appointed to post of Drama Teacher
- Business Studies post to be interviewed for
- 3 NQTs – Computing, Maths, D&T

**6.2 Achievements and events:** Mr Hutton highlighted some of the recent achievements by pupils and staff at Grove Academy.

- School Concert and two Concerts at Caird Hall – huge number of Grove Academy pupils involved in these events.
- Program for International Student Assessments (PISA) Field Trial – literacy – S4 pupils involved.
- S6 Leaving Ceremony – The ceremony was as successful as the previous year.
- Two new prizes were awarded – Katie Rourke prize for Art and Design and Morven McKenzie prize for Advanced Geography.
- SQA Exams on at the moment
- S3 Work Experience
- Under 18 Indoor and Outdoor Hockey Champs – Fergus Rice and Hamish Rice
- S1/S2 – won a Basketball Tournament
- Dundee Young Instrumentalist 2017 prize was won by Harry Thomson
- Larbert Visitors – D&T, Maths, PE and CS
- Walkthroughs – Self-evaluation of English and History – Both departments demonstrated a consistency in teaching and learning.

### **6.3 Future events**

- Creative Spaces
- Inset Day – SDS; Visible Learning, DIPs
- Attainment Review – June 2 (with partner school Braeview)
- McManus Awards – Two nominees from Grove Academy
- Prize Giving – S1 to S5 prize giving to be held on June 27

### **6.4 Update on the Pupil Equity Fund, Graham Hutton**

A discussion took place on the proposed plans for using the Pupil Equity Fund awarded to the school. Mr Hutton identified the key proposed areas where the fund will be used.

#### **Item 7 Discussion with Michael Charlton, Librarian**

Since Michael Charlton was not at the meeting, this item has been postponed to a future meeting. Michael was unwell and unable to attend.

#### **Item 8 Discussion on the options when selecting Highers**

Mr Hutton and Mr Creamer reiterated the fact in S5 pupils in a majority of cases take up five subjects. On the very rare occasions some pupils do more than 5 Highers in S5.

#### **Item 9 Mission**

The mission statement that was agreed at the last meeting which will be circulated as part of the minutes. The Grove Parent Council mission is as follows:

Our mission is to support Grove Academy through active partnership. The Parent Council will represent all parents, carers, learners and the wider community to ensure that everyone's views are voiced. We would welcome everyone to become involved.

**Item 10 Flow chart on where to direct queries**

Dawn circulated the flow chart. After a brief discussion, a decision was made to spend some additional time on revising it and then bringing it to a future meeting to be approved by the Parent Council.

**Item 11 Communication**

A discussion was held on communication within the school. It was felt that the flow of information is improving year upon year.

**Item 12 Any other current business**

None

**Item 13 Dates of next meeting**

The date of the next meeting is September 2017 (first meeting for the 2017/2018 session).