

## Grove Parent Council meeting minutes

Grove Academy Staffroom, 7:30pm, Monday 27 Nov 2017

### Attendance

- |                           |                      |
|---------------------------|----------------------|
| 1. Dawn Archibald, Chair  | 8. Ewen L Jenkin     |
| 2. Stephen Bain           | 9. Carole Jenkins    |
| 3. Jim Cochrane           | 10. Julie Lynch      |
| 4. Morag Cole             | 11. Tara Malik       |
| 5. Andy Creamer           | 12. Fiona McLaughlin |
| 6. Graham Hutton          | 13. Doreen Phillips  |
| 7. Clare Jefferson, Clerk | 14. Jaqui Spence     |

### Item 1 Welcome

Dawn Archibald, the chair of the Grove Parent Council, welcomed everyone to the meeting. All attendees took it in turns to introduce themselves. Dawn noted that prior to this evening meeting we had a presentation on the *Show My Homework* App by Jack O'Leary, Satchel.

### Item 2 Apologies

- |                     |                    |
|---------------------|--------------------|
| 1. Michael Charlton | 5. Duncan McIntosh |
| 2. Kevin Cordell    | 6. Deepa Narayanan |
| 3. Craig Duncan     | 7. Derek Scott     |
| 4. Suzy Isles       | 8. Phillip Scott   |

### Item 3 Approval of the previous minutes

Dawn guided the meeting through the minutes from the previous meeting (26 Sep 2017). There were no changes made to the previous meetings minutes. The minutes were adopted (proposed: Doreen Phillips; seconded: Jim Cochrane).

### Item 4 Matters arising from previous minutes

The following issues as they arose from the previous minutes:

1. Communications flow chart. The discussion on the communications flow chart will be carried over to the next meeting.
2. The parent council will issue another invitation to Michael Charlton to attend the next PC meeting. His invite was retracted for this meeting due to the fact that agenda was condensed to allow for the presentation on the *Show My Homework* App.
3. No one from the Grove Academy Parent Council attended the last city-wide meeting with Paul Clancy, Executive Director of Children and Families Service, and Management Team (3 October 2017).
4. *Show My Homework* App. It was noted that the school has decided to purchase this communication tool.
5. Homework query. It was mentioned that a parent raised concerns that insufficient homework is being issued. It was felt that in light of the *Show My Homework* App this issue was resolved.
6. Feedback on the holiday consultation. This issue was dealt with in the previous meeting.

## Item 5 Correspondence/meetings attended

### 5.1 Correspondence

a. **Scottish Parent Teacher Council:** The Scottish Parent Teacher Council (SPTC) contacted Grove Academy to ensure that there was a nominated representative to receive communication from the Scottish Parent Teaching Council. The Clerk to the Grove Parent Council was nominated to fulfil this function. Clare Jefferson will email the SPTC to update their records.

b. **Parent Council's database:** A general discussion was held about the Grove Academy Parent Council's database. Currently there are 556 parents/carers, staff and community representatives on the database. The database is regularly updated. However, it has been over a year since there was a drive to gather names of new parents/carers. Suggestions were made on how additional names could be collected. These included request forms at parent contact evenings (such as the S4 parent contact evening in December 2017), sending a message via the Grove App and a Facebook post on the Grove Parent Council Facebook page. Clare to follow-up on the Grove App and FB post.

c. **Grove App.** It was felt that the Grove App sometimes does not update. A parent advised this was an issue with the IOS software which requires users to use the latest version of the app for better functionality.

d. **Friends of Grove.** Julie Lynch, Chair of Friends of Grove (FoG), provided an update on their activities as follows:

- **Christmas Concert** on Wednesday 13th December from 7pm: FoG will be serving refreshments so any volunteers to help out please get in touch with Julie Lynch by email at [julieannelynch@gmail.com](mailto:julieannelynch@gmail.com). Carole Jenkins volunteered to help out at this event. Clare to get Julie's contact details to Carole.
- **Doors Open Day and War Memorials:** The memorials are already damaged and deteriorating in the open. It would be good to have them repositioned in time for next year's armistice marking the centenary of the end of the First World War. Work is in progress researching details of those named on the memorials and to check on others missing. It has been agreed to use the Doors Open Day in September 2018 (probably 15th) to focus on the memorials. Any interested people are invited to come and join our meetings to help move plans forward. Next meeting is Tuesday 23rd January at 6.30 p.m. Carole Jenkins made a number of suggestions on organisations that could support this preservation endeavour. These included: Broughty Ferry Planning Partnership; Friends of Broughty Ferry Library; Dundee Historic Environments Trust.

### 5.2 Meetings attended

It was noted that no one from the Grove Academy Parent Council attended the last city-wide meeting with Paul Clancy, Executive Director of Children and Families Service, and Management Team (3 October 2017). Dawn explained that this was due to unavoidable circumstances. Going forward, Doreen Phillips was nominated to attend future city-wide parent forum meetings and meetings with the Executive Director of Children and Families Services. The meeting include the City Wide Meeting (27 Mar 2018 7pm) and with Paul Clancy (26 Apr 2018 7pm).

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

### **6.1 Achievements**

Grove Academy pupils have performed well in recent sports events. Special mention was made about the achievements of the following: the S1 Rugby team which won a Dundee Schools Rugby Tournament; the swimming team which won numerous medals; the S1-S4 Waterpolo team and the Hockey team. Special mention was made about Keir Robb who was selected for the U16 Scotland Hockey Squad.

Other recent events included:

- A talk to the S1 pupils about online safety
- The fund-raising of £831 at the Macmillian Coffee Morning
- The regular House Games (Wednesday lunch time)
- Trip to Edinburgh Zoo
- Summerlee Centre Trip
- The production of a Midsummer Night's Dream
- Iceland trip
- Halloween Disco
- S5 Safe Drive, Stay Alive Talk at the Caird Hall
- Maths Challenge
- Remembrance Assembly
- Anti-Bullying Week, including LGBT Rainbow Day, non-uniform for pupils
- Blythswood Shoebox Appeal 2017
- Grove Academy's Christmas Fayre 2017 (18 Nov)
- And finally, the Maggie's (Dundee) was chosen as the school charity for 2017/18 session.

Andy Creamer mentioned that a new Mobile Device Management Solution is about to be introduced by Children and Families Services. The licence has been purchased.

### **6.2 Future events**

There are a number of events to look forward to. These include the following:

- Berlin Trip
- Christmas Music concert (13 December)
- Christmas Hamper Appeal, in support of The Dundee Foodbank

Grove Academy will try to schedule events such as trips to the months May to December, to ensure maximum staffing in school from January to April.

### **6.3 Management**

There are a number of key documents on the school website which are of interest to parents as they deal with the performance and management of Grove Academy. These include the following:

- School Improvement Plan 2017/18
- Standards and Quality Report 2015/16 and 2016/17)
- School Self-evaluation 2016/17

Full text is available at the following link:

<http://grove.ea.dundee.sch.uk/our-school/documents/school-improvement>

#### **6.4 Staffing**

There have been a number of staff appointments at Grove Academy since the last parent council meeting. Some of the posts filled included biology, geography, home economics, PE and guidance. There are still some vacant posts in business studies and guidance. The Grove Parent Council were pleased to have our Treasurer Stephen Bain as a member of the interview panel for the appointment of two new Depute Heads. The deputy head appointments are Mharaid Berry and Carla Barbour.

#### **6.5 Show My Homework App**

Grove Academy has purchased a three year licence for the *Show My Homework* App. Grove will pay for the App. Dawn said that the Parent Council would be prepared to support fund-raising towards the cost of the App. The App allows for a teacher to issue homework via the app, and both pupils and parents/carers are able to view this homework. The App allows the school to target and track pupils' progress. Mr Hutton felt that staff were also positive about the App.

#### **Item 7 Any other current business**

None.

#### **Item 8 Dates of next meeting**

The date of the next meeting is Tuesday 30 January 2018. Other meetings for the 2017/18 session are Tuesday 13 March and Tuesday 15 May.