

**Grove Parent Council**  
**Annual General Meeting minutes**  
26 September 2017, 19:00-19:30

**Attendance**

- |                           |                     |
|---------------------------|---------------------|
| 1. Dawn Archibald, Chair  | 8. Elaine King      |
| 2. Stephen Bain           | 9. Clare Leslie     |
| 3. Jim Cochrane           | 10. Duncan McIntosh |
| 4. Andy Creamer           | 11. Tara Malik      |
| 5. Graham Hutton          | 12. Deepa Narayanan |
| 6. Suzy Isles             | 13. Doreen Phillips |
| 7. Clare Jefferson, Clerk |                     |

**1 Welcome and introductions**

Dawn Archibald welcomed everyone to the meeting. This was followed by a round of introductions.

**2 Apologies**

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|----------------|----------------|
| 1. Ewen Jenkin | 2. Julie Lynch |
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**3 Approval of minutes of previous AGM**

There were no changes to the minutes from the previous AGM held on 13 September 2016. The minutes from the previous AGM were adopted.

Proposed: Stephen Bain

Seconded: Dawn Archibald

**4 Matters arising from previous minutes**

There were no matters arising from the previous AGM.

**5 Report of the Chairperson**

Dawn Archibald, chair of the Grove Parent Council for 2016/2017, gave a report on the Parent Council. In the 2016/17 session, the Parent council created a mission statement. This vision was shared with the new S1 parents at the transition meeting. We also worked on improving the flow of communication between the parent council, Grove Academy and the Parent Forum. Special thanks was extended to Michael Charlton, Grove Academy librarian, for this role in improving communication. There was positive parental feedback on the Grove App. Dawn thanked the school for the Grove App. Dawn also thanked Clare for undertaking the role of clerk, and Deepa for stepping in to assist Clare.

The Parent Council try to support Grove Academy in enhancing learning and teaching, and for the development of opportunities for all pupils. Special recognition was given to the senior course choice evening and the parental contact evenings. Both of which were helpful in informing both pupils and parent/carers.

Dawn attended and adjudicated the first annual Youth Philanthropy Initiative (YPI) at Grove Academy which was held on 21 December 2016. This event showcased the skills of the pupils and the vast array of local charities in our area. Special thanks was extended to Ms Dow for arranging this event.

Dawn also promoted the Parent Council at the incoming-S1 cohort meeting in June 2017. Dawn also was a contributor at the S1 evaluation group led by Lesley Elder, and feedback of this group was taken on board for the planning and format of the 2017/18 S1 cohort meeting.

Under Dawn's leadership, there has been a change in the structure of the actual parent council meeting to a more streamlined, time-aware format. Furthermore, the meetings are now preceded by tea and coffee.

Looking ahead, the parent council could benefit from a broader parental involvement. We look forward to continued support of Grove Academy, and the building of the parent council and linkages to the Parent Forum.

## **6 Report of the Rector**

Graham Hutton, rector of Grove Academy gave a report. The 2017/18 session had been a good year for Grove Academy. The opportunities provided for pupils are extremely wide, and as often mentioned by pupils in the five-a-day sessions, what is on offer to pupils is much greater than just the teaching and learning requirements of the curriculum.

Grove Academy appreciates the support of the Parent Council. Staff are positive and are continually developing methods to challenge the traditional ways of teaching. The staff body are continually looking for more innovative ways of learning, they have good relationships with the young people at Grove Academy and hold a real passion to teach and learn.

## **7 Report of the Treasure**

Stephen Bain has served as treasurer for the Grove Parent Council for 2016/2017. During that time, the Parent Council has received no money nor spent any money. The Dundee City Council (DCC) provides an annual stipend of £100 to the Grove Parent Council for discretionary use. These funds were donated to Grove Academy as a contribution towards the operating costs of the Parent Council especially for the photocopying of the agenda and minutes. The funds were transferred directly from DCC to Grove Academy in March 2017.

## **8 Elections**

There were no changes to the office bearers for the 2017/18 session. Each of the current office bearers were confirmed as follows:

Chairperson: Dawn Archibald  
Proposed by Doreen Phillips and seconded by Duncan McIntosh

Vice-chairperson: Doreen Phillips  
Proposed by Clare Jefferson and seconded by Dawn Archibald

Treasurer: Stephen Bain  
Proposed by Deepa Narayanan and seconded by Clare Jefferson

Clare Jefferson will remain on as clerk to the Parent Council.

The other attendees at the meeting are appointed as ordinary members. All office bearers and ordinary members are able to represent the Parent Council.

## **9 Any Other Current Business**

None.

## **10 Date of next AGM**

The date of the next AGM is Tuesday 11 September 2018.