

Title of Meeting: Comely Park Parent Council Meeting
Venue of meeting: Staff Room, Comely Park School
Date of meeting: 12 September 2007
Attendees: Mrs Collins, Mel Brookes, Douglas Kennedy, Colin Gordon, Barry Smart, Nicola Morton, Rochelle Black, Lorraine Johnston, Margaret Marshall, Sheila Ferguson, Arlian Mallis, David Henderson, Stuart Duncan
Apologies: Brian Cassidy, other names TBC by Mrs Collins

No	Action/Discussion Point
1	<p>Appointment of named post holders</p> <p>Mrs Collins suggested approaching Lorraine Kennedy (who was temporary School Secretary) to ask if she would be happy to act as Clerk for Parent Council meetings. There were no objections to this from meeting attendees, so Mrs Collins will contact Lorraine to gauge her interest.</p> <p>Colin Gordon came forward to fill the post of Treasurer, which everyone agreed with, so Colin is now Treasurer for the Parent Council.</p> <p>Douglas Kennedy volunteered as Chair and Mel Brookes volunteered as Vice-Chair. As there were no other volunteers/nominations and no objections, Douglas and Mel are now Chair and Vice-Chair respectively.</p>
2	<p>Appointment of other members</p> <p>Brian Cassidy (who was a School Board member) was unable to attend the meeting, but would still like to be involved with the Parent Council. Can Brian be our co-opted member from the former School Board? There were no objections to this.</p> <p>Should we have a member of staff as a co-opted member? Would they have a vote? (There was always a teacher representative on the School Board.) Our constitution is unclear on this, but all meeting attendees seem happy with the concept of this. Mrs Collins will ask members of staff to see who is interested and will then feed back to the Parent Council.</p> <p>What about other co-opted members, such as someone from Falkirk Council? As part of our constitution (and all Parent Council constitutions), we must invite local Councillors to attend meetings.</p> <p>Comely Park School does not have any links with local businesses – who could we ask to join the Parent Council to help remedy this? (Links with local business is one of the only areas where the school is not strong, according to Mrs Collins.)</p> <p>Is it one of the functions of the Parent Council to approach local businesses? As Head of the school, Mrs Collins cannot approach a business herself, so the Parent Council could do this instead. One of the many benefits of improving links with local businesses would be for P7s to hear about the many opportunities that are out there for them.</p> <p>(Mrs Collins talked about the annual Business Partnership Awards from Forth Valley Enterprise, where Comely Park School has nominated the Fire Service for the last 3 years.)</p>

3	<p>Future meeting topics</p> <p>Before the next meeting, it might be helpful to develop a “shopping list” of items for discussion e.g. school accommodation, playground equipment etc. Parent Council members can e-mail Mrs Collins/Douglas Kennedy with any items prior to the next meeting. Mrs Collins thinks the issue of accommodation is a good one for the next meeting – we could invite the Forward Planning Officer from the Council, to hear what he has to say on the topic. Douglas suggested that whoever suggests the topic could present it to the meeting.</p> <p>At the next meeting, each member of the Parent Council will have their photograph taken, so please be suitably dressed! These photos will go to McLaren House.</p> <p>Douglas will run the agenda for the next meeting past Mrs Collins, in case anything else needs to be added.</p> <p>Mrs Collins will inform the school in the next Newsletter as to who the Parent Council members are. Our photos will also go up on the board in the school entrance foyer. Parents will then be able to approach us, if required, in the playground with any issues they wish to raise. If we are approached by another parent with an issue, we should always ask first if the parent has raised the issue with the school directly.</p>
4	<p>Future meeting dates</p> <p>Dates are as follows: -</p> <p>Wednesday 24 October 2007 (to review proposed meeting topics and decide on first topic to be discussed at next meeting) Wednesday 28 November 2007 Wednesday 6 February 2008 Wednesday 23 April 2008 (Parent Council AGM) Wednesday 28 May 2008</p> <p>All meetings will take place at 7.30pm in the school Staff Room.</p>
5	<p>Parent Council e-mail group</p> <p>Barry Smart said he would set up a Parent Council e-mail group on Google, to make it easier for us to communicate and so that we can all see all e-mails/replies going between members.</p>
6	<p>Training for new Parent Council members</p> <p>This will be held in the Haypark Training Suite in Polmont (same site as McLaren House) on Saturday 6 and 27 October and will run from 10.00am-12.30pm, with lunch and a crèche being provided. Mrs Collins suggested that all post holders should attend, plus any other parents wishing to receive this training. Mel Brookes will liaise with Diane Cherry at Falkirk Council to confirm that Mel, Douglas Kennedy, Colin Gordon and Sheila Ferguson wish to attend the training, ideally on 27 October date (assuming you only need to attend one session).</p>
7	<p>“Parents as Partners” newsletter</p> <p>This aims to share good practice in parental involvement among schools, Parent Councils and PTAs. The first issue should go out at the end of September – we can contribute to this and should send any items for inclusion to anne.stewart@falkirk.gov.uk or call 01324 503810.</p>
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