**KING’S PARK SECONDARY SCHOOL**

**PARENT PARTNERSHIP**

**MINUTES OF IN PERSON MEETING: 7th June 2022**

**Present: Apologies:**

Elspeth Gardner Rubina Khan Karen Hamilton

Elaine Harvey Kate Hollands All staff

Marjory Martin Rachel Callaghan **Unable to join:**

Chubado Hamman Lorna Bamford

Karen Ross

**Welcome and Apologies.**

Elspeth Gardner welcomed everyone.

**Minutes of previous meeting and matters arising.**

Previous minutes proposed by Lorna Bamford, seconded by Marjory Martin.

**Correspondence.**

As shared by Elspeth with the PP and the wider parent forum regarding training opportunities and parent forums, etc.

Mrs Thyne: climate mentors

**Treasurer’s report and funding bids.**

Current balance: £1778.89.

£400 received from GCC

No funding bids.

Parents still waiting for £25 refund for yearbook.

**Discussion points**.

1. **Review constitution.**

It was agreed that the constitution should be updated and then reviewed every 2 years. It was agreed that the KPSS website should have a page for the PP which would reference the constitution and policies of the Partnership and invite enquiries for further detail via email. It should have a link to the minutes of meetings. The constitution should detail how many members attend meetings, number of parents, number of staff. Should we consider additional attendees as observers. Consider hybrid meetings if technology allows. Consider co-opting members as appropriate from the parent forum and wider community e.g., volunteers/faith representatives. The constitution should also detail selection of office bearers and perhaps consider limiting time in office.

1. **Adoption of Policies.**

It was agreed to use the templates available as a base to construct policies for our PP with some changes in the wording to make them relevant.

* Data Protection: What data is held and where is it stored. Out-of-date email addresses to be checked, updated, deleted. The data stored and how it is used should be detailed on the PP page of the school website.
* Code of Conduct: This details the expected behaviour of parents on the PP and the wider Forum with regard to respect, confidentiality, etc.
* Social and digital media policy: List platforms used, e.g., Twitter, email. Could we tweet requests for agenda items, meeting reminders, prompts to check emails. The current operator of the PP twitter account will not have a young person at KPSS next academic year. Karen Ross offered to take this on for a year. It was decided not to start a Facebook page. It was considered to run a WhatsApp group (possibly set up as admins only to comment) in partnership with the Twitter account.
* Complaints Policy: This would refer to complaints regarding and within the PP and Parent forum, not complaints about the school.

1. **Next year’s goals.**

Recommend set 3 goals at the beginning of each academic year. Consider tidy admin and policies as first goal for next session. Kate Hollands offered to contact school regarding updating the website and to proofread updated policies. Should we consider having a PP tablet?

1. **Recruit S1 parents.**

Elaine went to P7 parents’ evening to introduce and talk about PP and invite prospective parents to be involved.

**AOCB.**

Karen McConnell to be contacted for the login and password for the PP Twitter account.

Mrs Ayed has responded to parents concerned about discussions on Facebook regarding KPSS young people seen committing vandalism in the community. The school are unable to act without evidence. Elspeth thanked everyone for their time, effort and commitment over the last academic year and wished all an enjoyable summer.

**Next meeting, Tuesday 6th September 2022 at 1830**