

# Agenda supporting items

2<sup>nd</sup> October 2007

## Headmaster's report

Alex Wallace

I will focus on 3 areas in my verbal report:

1. School Improvement Plan
2. School Review in November
3. Budget

## Financial report

Nick Hughes

As agreed at the last meeting a bank account is being opened with four signatories (2 co-Treasurers, Chair and Vice Chair) and all security clearances required by the bank are currently being sought for the transfer of all funds from the PTA account. I will be in touch with David Anderson, JGHS Business Manager, with regard to the collection of funds that should be held by the school on behalf of the School Council. I hope to have a declarable balance for the Oct. 2<sup>nd</sup> meeting and the ability to co-sign cheques soon after. Carol Farrell and others have been most patient in waiting for monies to be paid back to them for events undertaken in this interim period and I understand the sports event evening bar made over £100 clear of costs. Congratulations. I would appreciate seasoned advice as to requirements (well in advance) towards the Festive Fun event etc as it looms in the near distance.

## Buildings sub-group report

Nigel Goddard (for Richard Dietrich)

- We have received the City Council report on the state of JGHS buildings. It is currently being looked at by Malcolm Fraser for evaluation for us.
- Richard has obtained a meeting with the Minister for Education, Fiona Hyslop, with parent representatives from the other four "third-wave" schools (Portobello and Boroughmuir are the other high schools). Date still to be agreed.

## Events sub-group report

Mies Knottenbelt

Mies has called for a first meeting of anyone interested in joining the Events Planning Group on Tuesday 25 September during which we hope to confirm a rough plan for the year and possibly form subgroups to organise and run events. Already, meantime we have run a bar at Sports Celebration night, during which a significant amount of drinks and refreshments were sold, and initial planning is taking place for further events. More news

will be passed on after a rough plan for the year has been agreed in our first meeting on tuesday.

## Communications sub-group report

Ann Henderson

A number of ideas have come forward about developing communications between us all as JGHS Council members, and between families and the School itself. From our first meeting we wish to make the following proposals:

1. Every effort is made to encourage parents to sign up to the JGHS Council distribution list. **Carina Hibberd** has volunteered to establish the **database**. This will include looking at what we want to use a database for, and establishing what parents are signing up to, both electronic and hard copy. We felt it important to not only rely on email, and to undertake to post out hard copy to all who needed it. The database will also assist development of Year Group networks. Noted that **S1 parents** are arranging to meet (contact Tom MacIntyre) and **S2 parents** (contact Sheena Purdom)
2. A **JGHS Council newsletter** be produced on a regular basis. In the first instance we wish to produce a newsletter by Wednesday 10th October. **Vivienne Swan** will co-ordinate receiving copy and submitting to school for printing. Ann Henderson to liaise with the school over printing and distribution, including cost. Articles for edition 1 to Vivienne by **Friday 5th October**.

### Other ideas:

- development of S1 introductory materials for parents and carers, preparing for start of term (James Carter)
- non-resident parents and contacts (John Forsyth )
- A5 introductory leaflet for school events (Vivienne Swan)
- Questionnaire to whole parent body in James Gillespie's to establish preferred means of communication. This could possibly be linked to the School's work on achieving the next stage in Health Promoting School status. (Ann Henderson ; John Forsyth )
- Copies of all papers to be lodged in the School Office and School Library. (Ann Henderson)
- Contact with feeder primaries: Norman Brown (Sciennes Primary) volunteered. Also we will try to find other volunteers from other feeder primaries to do this work too. (Ann Henderson)
- Use electronic diary or calendar, to avoid bookings clashing.. (further discussion on website maintenance needed)

Lots more to do - if you have ideas, or want to get involved, please get in touch via the School Council website (<http://council.jghs.org.uk>) - or via the School office.

### PROPOSED REMIT:

***To work with the Communications Officer to develop good communications between all School Council members, the school and the wider school community, and all those with an interest in its work..***

# James Gillespie's Trust Report

## **Achievements and Performance**

Over the last 2 years the James Gillespie's Trust has made significant progress in a number of key areas. The business plan was completed by independent consultants and has established the future goals and direction of the Trust.

A development office was established in the school in January 2006. This is staffed by a part-time volunteer development officer (Frances Benton) and has several part-time volunteers. The Trust has an excellent website that is maintained by Frances Benton ([www.jamesgillespiestrust.com](http://www.jamesgillespiestrust.com)).

## **Oral History project**

The Trust successfully applied for funding (£50,000) from the Heritage Lottery Fund for an Oral History project ('Living Stories'). This project will run until Nov 2008 and captures and archives the memories and stories from the alumni and community regarding the school.

## **Library Feasibility project**

An application to Awards for All (£5000) for the library feasibility study was successful and George Carlaw Associates was commissioned to undertake this work. This is ongoing and the focus of the Trust may change in view of recent refurbishment of the library.

## **Small Grant Scheme**

The Trust has a small grants scheme that supports projects generated by both students and staff (e.g. entry to maths competitions, the 'Eco-bike' project, recording of CDs by highly successful JGHS rock bands). The Trust also provided the school with a computer and associated software to assist maintenance of the school website.

## **Alumni and recent Social Evening**

The Trust has developed a relationship with both alumni and various literary associations linked to the school such as the Muriel Spark Society. The Living Stories project has resulted in numerous contacts being made with former pupils and a database is ever-increasing (currently >500 alumni).

We recently held our first social evening (Sept 18th) for former pupils. This was very successful with approximately 130 former pupils attending who were highly appreciative and keen to see more events in the future. The Trust will continue to further develop a relationship with the alumni and also act as a link between the alumni and the current school/pupils.

## **New Trustees & next meeting**

Some new trustees have recently joined the Trust and we will be having a briefing meeting for them next month, prior to the next formal Trust meeting on October 23rd – so we will report any new developments at the Council AGM.

## **Room booking**

The school has requested that bookings be submitted **in writing** on the relevant form, of which Ann now have copies - separate phone calls and emails is not working very well. For now, it is best if sub-group convenors or anyone wishing to book a room, gets a form from Ann, although they should check both the School calendar and our School Council diary first. Each specific booking will then be finalised with the person whose name is on the form. Eventually we will get this form onto the web.

## School Council diary

The school council diary is kept on the web. Anyone wanting to select a date for an event, meeting, etc, should consult both the School Calendar and the School Council diary to avoid clashes. Also be mindful that more than one activity aimed at the same parents in a week is likely to cause lower turnout at each.

## AGM planning

The AGM is set for Tuesday 27th Nov School Library 7pm

This means mail going out 28 days beforehand i.e. in the post by Monday 29th October. School office to post out, but parents to put into envelopes, therefore : stuffing envelopes weekend 27/28 October (Ann will arrange).

**Proposal:** that the Officers meet between now and 23<sup>rd</sup> October to plan the AGM (agenda, selection of officers, refreshments, talk, constitutional amendments, ...). Any documents other than constitutional amendments to be circulated prior to the AGM must be submitted to the Secretary in electronic form by Friday 12<sup>th</sup> October (e.g., group reports). Constitutional amendments to be submitted to the chair, preferably in electronic form (with an explanatory note if that is helpful), by Tuesday 23<sup>rd</sup> October. These dates set to allow time for planning and photocopying prior to envelope stuffing.

## Communications received

1. First newsletter of the Parental Involvement Unit - [http://egfl.net/parents/Parental\\_Involvement/parental-involvement-newsletter-1.pdf](http://egfl.net/parents/Parental_Involvement/parental-involvement-newsletter-1.pdf)
2. A short life working group is currently being formed by the City Council to establish a citywide policy to establish contact with all parents, in particular, looking at non-resident parents. This policy is a requirement of the Scottish Schools (Parental Involvement Act) 2006. Marie Chetty is participating for JGHS
3. School budget carry forward from 2006/07 statement.
4. Draft of the City Council's Parental Involvement Strategy <http://www.jghs.org.uk/twiki/pub/Council/SC2007-09-04/ParentalInvolvementStrategyConsultation.pdf>
5. Related to Parental Involvement: the HMIE document on *The Journey to Excellence*, which has a specific section directed at parental involvement. The link is: <http://www.journeytoexcellence.org.uk/> with 'movies' and supporting documents through the link 'Works together with parents to improve teaching'