

Minutes of Conference Planning Meeting No.3

Friday 6th October 2017, 10am, Café So CoCo, Inverness

Attendees:	From:	Apologies:
Liz Green	Culloden Academy	Sam Blythe Dingwall Academy
Fergus Weir	Kirkhill Primary	Kate MacDonald Inverness Royal Academy
Jon Greenhowe	North Kessock Primary	
Mark Gunn	Nairn Academy	
Kate Morris	Charleston Academy	
Su Christie	Inverness High School	

1. Updates. Fergus chaired the meeting.

1.1 Letter announcing the conference was sent to all PC Chairs in June via the googlemail system and via Head Teachers for forwarding. An updated/ redrafted letter was sent to all Head Teachers for forwarding in September and to PCs via the googlemail system.

1.2 Press Release went out last week announcing conference, John Swinney and charitable status for HPCP. Media staff at the Council will help to push out our publicity and so will Drew Hendry.

1.3 Eventbrite the online booking system is up and running via <http://bit.ly/2xGbe4T> . Bookings are disappointingly low so far with only 20 people booked on to attend the conference. Despite this low number we already have 14 questions for John Swinney.

2. Increasing Bookings for Conference. The conference is still 6 weeks away, but we do need to ensure that somehow the 29 ASGs are represented at the conference and that sufficient numbers turn up.

2.1 Mileage allowance for those travelling from distance is to be sought from the Council.
ACTION Fergus to ask council for mileage allowance this week.

2.2 Telephoning PC Chairs and/or HTs targeting ASGs that are not represented will happen following a planning meeting in late October 10am Wed 25 Oct or Fri 27 Oct with Ros.
ACTION Liz to arrange meeting with Ros and inform planning team.

2.3 Eventbrite format poster on the HPCP website with conference details will be done.
ACTION Mark/ Fergus to put Eventbrite conference poster on HPCP website.
ACTION Fergus to set up conference email address for Mark to use.

3. Official invites to be sent to the following people:

MSPs and Councillors John Finlayson and Kate Steven. **ACTION Fergus**
National Parent Forum Scotland. **ACTION Fergus**
DYW, Chamber of Commerce. **ACTION Kate**
Scottish Parent Teacher Council. **ACTION Kate**
TESCO and ASDA community ambassadors. **ACTION Jon**

4. Top Ten Questions for John Swinney to be sent to his office on Fri 13th October. Therefore any questions must be sent in by then.

ACTION Fergus.

5. Afternoon Workshop Sessions Structure of Questions to be drafted addressing top 3 areas of concern, areas of success and key priorities for change.

ACTION Sam.

6. Case Studies Examples form Parent Councils will be sought.

ACTION Kate.

7. Handouts will be prepared on the following items to hand to delegates on arrival.

7.1 What Does, Could or Should a Parent Council Do?

ACTION Jon.

7.2 Proposed Improvements and Management Structure for HPCP with a tick box return slip that will be counted up, reported upon and ratified during the closing summing up session.

ACTION Mark/ Fergus to draft proposal of New HPCP structure as handout.

8. Videoing the conference , or at least the Intro, John Swinney and Summary, using local contacts at 'Hello Digital' will be looked into.

ACTION Jon to contact 'Hello Digital' about videoing conference.

9. Parent Council Grants from Highland Council to be raised at the conference as an area where HPCP will seek a mandate from delegates to be an area that HPCP seek to coordinate. Positive outcomes arising from the PC grants may in the long term permit higher allocations to be made, as per other local authorities currently do.

ACTION Fergus to include in conference speaking.

10. Conference posters and/or handouts needed on:

1. Summary of formal review of Parent Council role;
2. Map (from Jim's room) and list of schools by region with pupil roll;
3. Copy of any existing social media policy for schools and Parent Councils;
4. Copy of any existing guidance on when parent volunteers need to have PVG checks;
5. The Highland Council schedule for the roll out of chrome books;
6. The Highland Council schedule for the Management of Schools reorganisation.
7. Guidance on Zurich insurance for Parent Councils.

ACTION Liz and Ros to sort out during and after next planning meeting

11. Our next HPCP Conference Planning Meeting will be Wed 25th or Fri 27th Oct. 2017

Liz Green 05/09/17