

## **Agenda for HPCP Annual General Meeting – at HPCP Conference, 17 November 2018**

- 1. Apologies and Quorum.**
- 2. Approval of the Minutes of the last AGM** (contained within 2017 Annual Conference Report and AGM Minutes, published on 6 Dec 17 at <http://www.highlandpcp.org.uk/hpcp-conference-2017-minutes-final/>).
- 3. Summary of Key HPCP activities since last AGM.**
  - Participation in Highland Council Care, Learning and Housing Committee.
  - Participation in Steering Group for Sustainable Education in Highland Communities Programme.
  - Submission to Scottish Government Education Bill Consultation, January 2018.
- 4. Trustees Annual Report (TAR) to the Office of the Scottish Charities Regulator (OSCR).**
  - See extract below.
- 5. Election of HPCP Executive and Representatives:**
  - Election of Chair (currently vacant position).
  - Election of Representative to the National Parent Forum of Scotland (NPFS).
  - Confirmation on HPCP Representative (non-voting) on the Highland Council Care, Learning and Housing Committee.
  - Election/Confirmation of HPCP Regional Representatives (North, Mid, West and South, to align with Highland Council Area Education Offices).
- 6. Proposed Amendment to HPCP Constitution.**
  - Clause 4.3 currently states that “The Highland Parent Council Partnership and Executive must not be Party Political”. It is neither appropriate nor legal to try to bar any individual from holding any HPCP role (Executive or otherwise) on the basis of membership of any legitimate political party. Therefore it is proposed that Clause 4.3 is amended to read: “The Highland Parent Council Partnership is not a Party Political organisation”.
  - The other changes proposed to the HPCP Constitution are either minor textual standardisations (eg use of abbreviations) or reflect the granting of Charitable status and the resulting legal obligations of the HPCP Executives as Trustees of the Charity.
- 7. Any Other Competent Business.**
- 8. Date of Next HPCP AGM** – to be aligned to the 2019 HPCP Conference, 16 November 2019.

Note on Financial Position:

The HPCP is a Registered Scottish Charity but currently holds no funds and has no Treasurer.

Should this position change then a Treasurer would need to be appointed in accordance with the HPCP Constitution. However, there are no plans at present for the HPCP to become a fund-holding charity.

## **Supporting Information: Extract from the draft 2018 TAR to OSCR.**

In the period from 27 July 2017, when the HPCP was first registered as a Scottish Charity, it has continued to undertake a range of activities in its core functional roles of supporting communication between Parent Councils, and communication between Parent Councils and other key stakeholders in education, including the Highland Council and the Scottish Government. The HPCP routinely participates in the Highland Council's Care, Learning and Housing committee, where it has become a respected voice of Parents across Highland. In the past year it has been invited by the Highland Council to sit on the Steering Group of the Sustainable Education in Highland Communities (SEiHC) programme, where it has already achieved wide recognition of the value the HPCP adds to the improvement of governance and management. The HPCP has also contributed to the Highland Council Steering Group on ICT in Learning, and responded in detail on the Scottish Government consultation regarding the proposed Education (Scotland) Bill.

Trying to establish a broadly representative view across the 200+ Parent Councils in Highland is a demanding and difficult task, and the HPCP accepts that it cannot simultaneously represent all and every view, perspective or opinion. The HPCP is therefore clear with all the stakeholders it engages with that it is a collective voice of Highland parents, and not the collective voice. The HPCP thus continues to encourage every Parent Council in Highland to engage directly with stakeholders. Those stakeholders range from Community Councillors, Ward Councillors, Highland Council officials, MSPs, MPs and Scottish Government Ministers, but also other third sector bodies, sources of grants and funds, and entities such as the SQA and Trade Unions.

Routine communications and advice to Parent Councils offered by the HPCP have included basic advice on how to start or reinvigorate a Parent Council, detailed information on matters like GDPR compliance, and suggestions about responding to Scottish Government consultations. The HPCP has sought parental views on matters such as the Highland Council's Management of Schools Programme (now the SEiHC Programme), Social Media policies, and the use of portable ICT (such as Chromebooks) in schools, and has consulted with a variety of bodies on matters like GDPR compliance. Throughout the last year the HPCP has continued to routinely post advice and information links on its website at [www.highlandpcp.org.uk](http://www.highlandpcp.org.uk) to help parents and Parent Councils find the information they need.

At its annual Conference in November 2017 the keynote speaker was Mr John Swinney, Deputy First Minister and Cabinet Secretary for Education and Skills. Ahead of the Conference the HPCP gathered a long list of questions for Mr Swinney from Parent Councils across Scotland, and then published the answers following the Conference. That Conference also addressed a wide range of issues and concerns affecting pupils and parents in Highland, and offered ideas for best practice in dealing with fundraising, school clustering, and organising careers events, amongst other topics.

The HPCP has no funds or tangible assets and operates purely on the basis of the efforts of unpaid volunteers drawn from the parents and guardians of the 30000 or so pupils in Highland schools. It has no plans to raise funds for its own use, and routinely asks the Highland Council for the provision of meeting rooms, videoconferencing facilities and a venue for the annual Conference at no cost. The HPCP welcomes the close cooperation of the Highland Council and its non-financial practical support, but remains wholly independent of the Highland Council, and is unafraid to robustly point out failings to Highland Council and other stakeholders in the pursuit of continuous improvement and the betterment of education for all pupils in Highland. Feedback from the Highland Council and other stakeholders has demonstrated that what the HPCP does is considered useful and valuable, and has in part enabled Highland to achieve what we understand is a much higher level of cross-community Parental engagement in education than most (perhaps all) other Local Authorities in Scotland.

The HPCP faces many challenges coordinating parental input across the largest Local Authority area in Scotland, with over 200 schools and one third of the landmass of Scotland to cover. It is however successful and has no plans to change its current methodology or operating processes.