



## Minutes of Annual Meeting

**TITLE** : THE NICOLSON INSTITUTE PARENT COUNCIL  
**DATE** : Tuesday 30 September 2014 **TIME** : 5.30 pm  
**VENUE** : Staff Room, The Nicolson Institute

**DISTRIBUTION** : Parent Council Members, Frances Murray for NI  
 website and Parent Forum, Cllr Angus Campbell,  
 Cllr Charlie Nicolson

- Present:** D.R. Macdonald (Chair)(Parent Member); Mairi Macsween (Treasurer)(Parent Member); Calum Morrison (Parent Member); Rev. Graeme Craig (Parent Member); David Hanlon (Parent Member); Mairi Mackinnon (Parent Member); Hamish Budge (Parent Member), Fiona Cunningham (Acting Rector), Cllr Charlie Nicolson  
 Carol Somerville (Clerk).
- New Members:** Ellis Campbell (Parent Member), Callum Macleod (Parent Member)  
 Fiona Miller expressed an interest in attending and will be contacted by the Chairperson.
- Apologies:** Iain N. Morrison (Parent Member), Anna Macphail (Parent Member), Frances Murray (Rector), Cllr Angus Campbell.
- Resignations:** None. Agreed

Item	Summary and Action	Who/What?	When?
1	<p><b>Membership/Welcome</b></p> <p>Noted that notification of this meeting had been displayed on the NI website and also for the last two weeks in the new Nicolson Institute column in the Stornoway Gazette.            D.R. Macdonald welcomed everyone to the meeting, especially new members Ellis Campbell and Callum Macleod and also Fiona Cunningham, as Acting Rector.            Cllr Charlie Nicolson opened the meeting with prayer.            Noted Fiona Miller expressed an interest in assisting with or attending the meetings and will be contacted by the Chairperson.            Noted that Alayne Barton had not attended any meetings in the previous year. The Clerk to contact Alayne on behalf of the Chairperson asking her to contact the Chairperson if she wished to remain on the NIPC.</p>	<p>Note email contact addresses for new members.</p> <p>Chairperson to contact Fiona Miller and obtain email address.</p> <p>Clerk to contact Alayne Barton.</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
2	<p><b>Approval of Previous Minute</b></p> <p>The minutes of the meeting dated 29 April 2014 were approved by David Hanlon and seconded by Mairi Mackinnon.</p>		

Item	Summary and Action	Who/What?	When?
3	<p><b>Matters Arising</b></p> <p><b>Road Crossings/Drop Off Area</b>  D.R. Macdonald reported that he had received a response from Malcolm Burr, Chief Executive, CNES, dated 21 May 2014 and read the letter to the NIPC. Mr. Burr stated that Council Officers were in the process of gathering information and would be developing a plan for an improved layout and would submit a draft copy to the NIPC.  D.R. Macdonald stated that there had been some improvements to the car park area/bus park with the implementation of signage, but to date no further response had been received from Mr. Burr. D.R. Macdonald asked Cllr Nicolson if he was aware of any new developments.  Cllr Nicolson stated that he had a draft plan which had been submitted to the Goathill and Springfield Residents Association the previous night and he had received their permission to submit this to the NIPC.  Noted from the plan that there was a proposal to install 2 x 'red tar' crossings, one at the bottom of Smith Avenue at the junction to Springfield Road and one further down on Smith Avenue prior to turning into the new bus park.  Cllr Nicolson stated that the proposal was still under discussion. Cllr Nicolson also feels that the junction from Goathill Crescent on to Smith Avenue should also include a 'red tar' crossing.  After discussion agreed that Fiona Cunningham would circulate the draft plan round NIPC members. This would enable NIPC members to submit individual comments to CNES if they wished.</p> <p style="text-align: center;">HAMISH BUDGE ENTERED THE MEETING DURING DISCUSSION OF ABOVE</p> <p><b>Asymmetric Week</b>  Fiona Cunningham gave a brief overview of how the Asymmetric Week is working. Noted the school have not been informed of any issues with pupils finishing earlier on a Friday. Noted some activities were available in the school on a Friday afternoon.</p> <p><b>Cllr Nicolson – All Weather Playing Field</b>  Noted this was submitted to the previous meeting, but was received too late to be included. After discussion with the Acting Rector, it was noted that since pupils returned to school in August the situation has changed and there is a multi-use games area and the rugby/football pitch area is also available for pupils to use during intervals and lunch time break.</p> <p><b>Recruitment Training</b>  Noted that Mairi Macsween and Hamish Budge had attended the recruitment training in May 2014.  Noted that Malcolm Macleod was appointed as Deputy Rector.</p> <p><b>NI Website</b></p>	<p>Fiona Cunningham to circulate draft plan to NIPC members.  Members to submit individual comments to CNES.</p>	<p>ASAP</p>

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	Fiona Cunningham stated that the NIPC minutes of meetings had not been put on the website as requested and would ensure this was carried out.	Fiona Cunningham to put NIPC minutes on to NI website.	ASAP
4	<p><b>GBB Parent Council Meeting 14 May 2014</b></p> <p>Papers relative to the GBB Parent Council meeting had been circulated to all members. Noted Mairi Macsween had attended the meeting and raised the issue of signage at the bus park and had also informed the GBB Parent Council that the NIPC would be looking for a new Chairman, Vice Chairman and Clerk.</p> <p>Mairi Macsween also reported that David Morrison had attended the SPTC Conference which was very good.</p>		
5	<p><b>Documents circulated by email since previous meeting</b></p> <p>Noted the following documents had been circulated by email for information since the previous meeting:</p> <ul style="list-style-type: none"> <li>• Scottish Parent Teacher Council – to note link to Annual Reports circulated by Peter Carpenter, Director of Education, CNES</li> <li>• Additional Inset Day information – to note information circulated</li> <li>• CNES Circular No. 2014/09: Parent Council Meetings</li> <li>• VSCS: The National Parent Forum of Scotland</li> <li>• NPFS – New Higher Nutshells</li> <li>• Consultation on the Proposed Discontinuation of S1/S2 Provision at Lionel School.</li> </ul>		
6	<p><b>Annual Report on the Work of the Parent Council and its Committee 2013/2014</b></p> <p>Submitted Annual Report for 2013/2014.</p> <p>The Annual Report was approved by Mairi Macsween and seconded by Calum Morrison and therefore adopted by the NIPC members.</p> <p>Agreed a copy of the Annual Report be displayed on the NI website.</p>	Fiona Cunningham to put Annual Report on to NI website	ASAP
7	<p><b>Finance Report and Approval of Accounts</b></p> <p>Mairi Macsween submitted an Income and Expenditure Account, which showed a balance of £4,306.56. Noted the end of year for the accounts had been amended from 31 March to 30 June 2014 to coincide with the end of the school year. D.R. Macdonald thanked Mairi Macsween for her work as Treasurer.</p> <p>Noted that the school had received a donation of a defibrillator from the 'Lucky To Be Here' charity, who would welcome a donation. Fiona Cunningham reported that the school intended to hold a non-uniform day to raise funds for the charity.</p> <p>After discussion the NIPC agreed to donate £250 to the 'Lucky To Be Here' charity and also continue to support the work of CRY, with a donation of £250.</p>	Mairi Macsween to contact Murdo Macleod with donation.	ASAP

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	<p>Mairi Macsween to arrange payment.</p> <p>Mairi Macsween reported that she had received a thank you letter from Andrew Hay, Dux of the school last year, thanking the NIPC for his award, he stated it was unexpected and much appreciated.</p>		
8	<p><b>Chairperson's Notes</b></p> <p>D.R. Macdonald reported that flowers had been sent to Dr. Frances Murray and a thank you card had been received from her thanking the NIPC for the flowers and also for their continued support. Fiona Cunningham reported that Dr. Murray had attended a meeting at the school today and hoped to commence a phased return to work on 22 November 2014.</p> <p>D.R. Macdonald also informed the NIPC that flowers had been sent to Iain Gillies and his family on their recent sad bereavement. Fiona Cunningham reported that Iain Gillies had asked that his sincere thanks be passed to the NIPC for their gift.</p> <p>D.R. Macdonald thanked the NIPC for their support during his time as Chairperson and also the staff of the Nicolson Institute, he stated he had enjoyed his involvement with the NIPC over the years.</p>		
9	<p><b>Rector's Report</b></p> <p>Agreed this item be taken prior to the Selection of the New Parent Council and Office Bearers.</p> <p>Fiona Cunningham reported on the following issues:</p> <ul style="list-style-type: none"> <li>• Two S6 pupils represented the school at the Re-Cheile speaking event. Noted Peigi A. Scott was awarded best overall speaker and Isabelle Bain was awarded best Scottish speaker.</li> <li>• Senior Boys Football Team won 3-2 against Inverness High School in the Scottish Cup.</li> <li>• The School has 15 budding pipers working with the piping instructors and they hope to form a small school band.</li> <li>• The School wished the pupils well for the forthcoming National Mod to be held in Inverness.</li> <li>• S4 and S6 pupils received a talk from Commonwealth Cyclist Kerry MacPhee.</li> <li>• S6 had a presentation from the RAF and received good advice regarding interview techniques.</li> <li>• S6 pupils also had a visit from Sally Nicolson, Strathclyde University's Liaison Officer who discussed personal statements with them. Noted she was very impressed with the calibre of students at the NI.</li> <li>• As parents had requested better communication, the school now has a weekly column in the Stornoway Gazette and the same news is placed on the school website. Noted the daily announcement sheet is also placed on the school website.</li> </ul>		

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	<p>CALLUM MACLEOD MADE HIS APOLOGIES AND LEFT THE MEETING AT 6.30PM</p> <ul style="list-style-type: none"> <li>• Noted the school is taking a more strategic approach to the BGE (Broader General Education). In departments, staff are working through Education Scotland's BGE toolkit which assists schools in reviewing the strengths of the BGE curriculum. This process began at the recent staff meeting and will continue during the forthcoming INSET day.</li> <li>• S1 pupils undergoing CAT tests on Thursday and later on will be undertaking S1 PiM (Maths) and PiE (English) tests the following Wednesday.</li> <li>• S2 electives are up and running and all 12 on offer this term are working with partner agencies. Examples are: the Museum, Volunteer Centre, Small boat handling, Photography, Fiolm G, Sports Leader, Harris Tweed, Auto Engineering, LCC taster sessions, School Radio.</li> <li>• The Harris Tweed course has commenced in S3 for the first time. The course is offered at Level 5 and is equivalent to National 5.</li> <li>• In S4, some pupils have elected to study Aquaculture – NP award – equivalent to National 4.</li> <li>• S5 and S6 pupils doing new Higher courses this session.</li> <li>• Fiona Cunningham currently meeting with all PTs and link DHTs to review the SQA results. Any action points arising from the meetings will be incorporated in the Department Improvement Plans.</li> <li>• In S4 positive results achieved in Art and Design, Administration, Chemistry, HFT, Music and Latin.</li> <li>• In S5/S6 positive results achieved in Tech Studies, HFT, Latin, Gaelic and Gaidhlig, Computing, Product Design, History and Music.</li> <li>• Noted that for the first time pupils have been awarded SQA qualifications in Gaelic-medium subjects. In Nuadh-Eolas (Modern Studies), 8 pupils gained National 4 or 5 and in Eachdraidh (History), 7 pupils passed National 4 or 5.</li> <li>• Noted Mrs. Anne Morrison, Business Manager, is leaving today to undergo treatment for cancer and will be off for some time.</li> <li>• The school currently has 3 vacancies – teacher of Physics, Chemistry and Maths.</li> <li>• Noted Mr. J. Bain appointed acting DHT to cover Fiona Cunningham until 19 December. Interviews for Mr. Bain's post will be held next week.</li> <li>• The school has a new MIS system called SEEMiS. Noted Groupcall will still be in operation with this system.</li> <li>• A consultation meeting is taking place in Lionel School tonight. Noted Mr. Angus MacIennan and the Director of Education will be in attendance at this meeting to answer any questions. Noted the current school role is approximately 1,061, but the school was built to accommodate 1,200 pupils.</li> </ul> <p>D.R. Macdonald thanked Fiona Cunningham for her detailed report.</p>		

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10	<b>Issues that members of the Parent Forum may wish to raise</b>	Any issues have been raised under other headings during the meeting.		
11	<b>Selection of the New Parent Council and Office Bearers</b>	<p>Noted Mr. D.R. Macdonald was resigning as Chairperson and was also resigning from the NIPC. Noted the position of Vice Chairperson was currently vacant due to the resignation of Catriona Mackenzie. Noted the Clerk had also resigned from the NIPC.</p> <p>It was proposed and seconded that Mairi Macsween take the position of Chairperson. Mairi Macsween agreed to take this position.</p> <p>It was proposed and seconded that Hamish Budge take the position of Vice Chairperson. Hamish Budge agreed to take this position.</p> <p>It was proposed and seconded that Mairi Mackinnon take the position of Treasurer. Mairi Mackinnon agreed to take this position.</p> <p>The position of Clerk is still vacant.</p> <p>All current members present agreed to remain as members of the Parent Council, with the inclusion of new members, Ellis Campbell and Callum Macleod.</p> <p>Noted Anna Macphail and Iain Norman Morrison had been unable to attend the meeting but wished to remain as members.</p> <p>Agreed the list of current NIPC members be put on the NI website in order that parents could access people from their own area if required.</p>	List of current NIPC members be displayed on NI Website – Fiona Cunningham	ASAP
12	<b>AOCB</b>	<p><b>Transport in Laxdale Area</b> Graeme Craig raised the issue of transport in the Laxdale area. Noted secondary pupils have to walk to the main road to access school transport, but the transport for primary pupils had been reinstated.</p> <p><b>Education Department</b> Reminder to Clerk to inform the Education Department of the change in Office Bearers to Donna Smith – dsmith@cne-siar.gov.uk</p>	Clerk to email Ed. Dept. with change of Office Bearers	ASAP
13	<b>Date of Next Meeting</b>	<p>The meeting closed at 7.10pm.</p> <p>The next meeting to be held on Tuesday 18 November 2014 at 5.30pm in the Staff Room of the New School. Noted it was necessary for the Clerk to book the Staff Room through Linda Macmillan in the School Office.</p>	Clerk to book Staff Room for next meeting.	Staff room booked.