



**TITLE** : THE NICOLSON INSTITUTE PARENT COUNCIL  
**DATE** : Tuesday 26 April 2011 **TIME** : 5.30 pm  
**VENUE** : Library, The Nicolson Institute  
**DISTRIBUTION** : Parent Council Members, Parent Forum via noticeboards and NI website, Cllr Angus Campbell

## Minutes of Meeting

**Present:** Iain N. Morrison (Chair)(Parent Member); D.R. Macdonald (Vice Chair)(Parent Member); Mairi Macsween (Treasurer)(Parent Member); Calum Morrison (Parent Member); Catriona Mackenzie (Parent Member); Graeme Craig (Parent Member); David Hanlon (Parent Member); Jane Gray (Community Member); Frances Murray (Rector)  
 Carol Somerville (Clerk).

**Apologies:** Scott Connor (Parent Member); Marina Macsween (Parent Member); Heather Martin (Parent Member); Cllr Angus Campbell; Cllr Charlie Nicolson;

Item	Summary and Action	Who?	When?
1	<b>Welcome to Members/ Apologies, etc.</b> I.N. Morrison welcomed everyone to the meeting and welcomed new Rector, Frances Murray and new Community Member Jane Gray to their first meeting. Rev. Graeme Craig opened the meeting with prayer.		
2	<b>Approval of Previous Minute</b> The minutes of the last meeting, dated 11 January 2011, were approved by Mrs. Mairi Macsween and seconded by Mr. Calum Morrison, subject to the following amendment:  Page 3, under <b>Community Member</b> , amend 'An application to be a Community Member of the Parent Council had been received by Jane Gray' to 'A nomination to be a Community Member of the Parent Council had been received in favour of Jane Gray'.		
3	<b>Matters Arising</b> <b>Item 3: Litter Campaign</b> Mrs. Frances Murray updated the Committee in relation to the Litter Campaign. Noted it would be the responsibility of the Director of Education and Developmental Services to take any action against those in breach of litter protocol and not the school.  Mr. D.R. Macdonald asked what the situation was in relation to the Science Departments. Mrs. Murray informed the Parent Council members that they have recently appointed two Chemistry teachers and one Biology teacher and now have their full complement of teachers in the Science Department. Mrs. Murray reported that they had held extra lessons in Chemistry and Maths during the first week of the Easter holidays and they had been well attended and enjoyed by the		

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	<p>pupils. It was hoped to continue this with more subjects next year.</p> <p>Mr. D.R. Macdonald stated that the School and Staff should be complimented for holding these classes. Mrs. Murray will pass this on to the staff involved.</p>		
4	<p><b>Review of the Constitution</b></p> <p>Discussed amendments in relation to the Constitution. The Clerk to redraft the Constitution and circulate for comments. The amended Constitution will be put on the Parent Council Facebook page and Mrs. Murray will ensure this is documented in the School Newsletter.</p>	Carol Somerville redraft and circulate to all Parent Council Members	ASAP
5	<p><b>Broadbay Area Parent Council</b></p> <p>Mrs. Murray reported on the first Broadbay area Parent Council meeting held on 07 February 2011. An invitation had been extended to all Parent Councils in the Broadbay area and eight out of the ten Parent Councils were represented at the meeting. The agenda reflected items that would affect schools in the near future such as 'Exclusion' legislation in schools and Cyber Bullying. The next meeting was due to be held on Monday 23 May 2011.</p>	Iain N. Morrison/ Marina Macsween	Attend Broadbay Area PC meeting 23 May 2011.
6	<p><b>Fifth Year Subject Selection</b></p> <p>Mr. Iain N. Morrison reported that Marina Macsween had requested this item be put on the agenda. As she was unable to be present at the meeting due to illness, Catriona Mackenzie will inform Marina to contact Mrs. Frances Murray direct with any queries she had.</p>	Marina Macsween contact Frances Murray	ASAP
7	<p><b>School/Parent Council Website</b></p> <p>Mr. Iain N. Morrison stated that although the Parent Council had their own Facebook page, the preferred communication route would be to have a page on the Nicolson Institute website. Mrs. Murray reported that she had recently set up Working Groups, one of which is the ICT Group, led by Mr. Tuffery, and this Group would be responsible for updating the Nicolson Institute website.</p>	Mr. Tuffery/ ICT Working Group	ASAP
8	<p><b>Treasurer's Report</b></p> <p>Mrs. Mairi Macsween reported that funds currently stood at £1,500.</p>		
9	<p><b>Rector's Report</b></p> <ul style="list-style-type: none"> <li>• Mrs. Frances Murray submitted the CNES Education and Children's Services Business Plan Summary for 2011-2012.</li> <li>• Mrs. Murray reported that artist Donald Urquhart, Lecturer at the College of Art in Edinburgh, had been commissioned to provide a piece of art for the atrium of the new school. Noted Mrs, Murray met with him and had stated that it would be good to involve the current school symbol of 'Sequamur' and the five torches.</li> <li>• Mrs. Murray informed the Parent Council that she was currently working on the School Improvement Plan, which was to be submitted at the end of May.</li> </ul>		

Item		Summary and Action	Who?	When?
		<ul style="list-style-type: none"> <li>• Noted that an in-house wedding between a Gaelic teacher and a Maths teacher had taken place recently.</li> <li>• Mrs. Murray stated that they have been using the local media to support the positive outcomes from the school, i.e. burying of a time capsule at the site of the new school, success of school football teams, etc. Mrs. Murray also informed the Council that she was hoping to recommence The Nicolson Notes in the local paper.</li> <li>• Noted that Mrs. Murray had commenced issuing a weekly bulletin to staff, informing them of what was going on and when, including her attendance at this meeting.</li> <li>• Noted there was a current drive on latecomers and the wearing of school uniform.</li> <li>• Mrs. Murray spoke about using 'House' colours more, such as pupils in sixth year, who were not prefects, using the braid of their 'House' colour on their blazers.</li> <li>• Noted the School continue to celebrate their successes, noted 3 pupils had received an art prize after their wind farm exhibition and a 2<sup>nd</sup> year debating team had won a prize to the Eden Project.</li> <li>• Mrs. Murray informed the Parent Council that at present there was no Dux trophy, the winners received a medal. The Parent Council agreed to fund a trophy to be awarded to the Dux of the Nicolson Institute.</li> <li>• Mr. D.R. Macdonald suggested that the Bethesda Hospice would supply a Bethesda Cup which could be given to a pupil undertaking voluntary work. This was gratefully accepted by Mrs. Murray.</li> <li>• Agreed the Parent Council fund the Citizenship Award again this year – 2 X £10 awards for the most improved pupils.</li> </ul>		
7	<b>Any Other Competent Business</b>	<p>7.1 <u>Funding</u></p> <p>Mrs. Jane Gray asked what funds the Parent Council received.</p> <p>Mrs. Mairi Macsween informed her that it was through a Parent Involvement Grant from CNES.</p>		
8	<b>Date of Next Meeting</b>	Tuesday 27 September 2011 at 5.30pm in the Library, Nicolson Institute.		