

Milnes High School Parent Council Term 1 2025

Monday 6 October 2025, 6.30pm

Location: Milnes High School

Name	Initials	Attended?
Head teacher	AM	Yes
Tracey MacPherson	TM	Yes
Alison Smith	AS	Yes
Chris Campbell	CC	Yes
Clare Jackson	CJ	Yes
Becky Haley	BH	Yes
Steph Gilchrist	SG	Yes
Gemma Ramshaw	GR	No, apologies
Estelle Pearce	EP	No, apologies
Neil Holden	NH	No
Shona Morrison – elected member	SM	Yes

Review of Action Points carried over from last meeting

Agenda Item	Action	Who	Done?	Carry over?
Constitution	Discuss Constitution at Moray Parent Forum	TM	Yes	No, to be reviewed at next AGM.
PVG	Discuss PVG requirements at Moray Parent Forum	TM	Yes	No, PVG not required for our group at this time.
Accounts	Liaise with independent examiner	BH	Yes	No, BH awaiting return of audited accounts.
Bank signatories	Bank needs further details	CC & AS	Yes	No further action.
Website	Consider what we would like on there	All	No	Yes, action point on TM to liaise with Stephen Perrie.
Facebook	Volunteer to take over posting	All	No	Yes.

Welcome

TM welcomed all attendees and introductions were made. Apologies noted from GR and EP.

Final version adopted 17 November 2025

Minutes of last meeting

Minutes from AGM Monday 1st September 2025 agreed. No matters arising. CC proposed, SG seconded.

HT update

AM gave an update on the location of the 4 x 6 person benches to be located around the school. These include 1 x disabled access bench to be located near the ASN corridor. These were joint funded by the Pupil Parliament and the Parent Council.

Staffing was discussed with new staff in PT ASN, Literacy/Numeracy, English, Home School Link Workers (HSLW) temporary and permanent and HT Natalie Munro taking up post in November 2025. Two staff members have been successful in acting DHT and acting PT of PE.

The timetable of upcoming school events over Term 2 was shared and opportunities for Parent Council to attend and highlight our work to the wider Parent Forum. AM agreed we could have a table at the upcoming S3 parents evening on Thursday 27 November 2025 and the Senior Phase parents evening on Thursday 11 December 2025 in order to highlight our work to the wider Parent Forum.

Staffing for Tanzania in June 2026 has been finalised with 3 members of staff supporting the students on the trip.

TM discussed subjects no longer being offered and asked re the impact on certificated courses and pupils changing courses part way into the term. AM advised the school are doing all they can to ensure a broad curriculum is provided and a decision has yet to be made as to whether the vacant posts are to be re-advertised.

Treasurer update

BH advised we currently have £2171.15 in the bank account, that was recently bolstered with money from the Local Authority to help run parent councils. The year-end financial accounts are with an independent examiner and once audited will be shared with Moray Council.

TM asked the group if they thought investing in a table banner to raise awareness was something that could be considered and could it be bought from our funds? CJ to investigate how much this might cost.

Fundraising

The group are in agreement that we should fundraise with a specific purpose. AM suggested liaison with the pupil forum as to what they might want could be arranged and all agreed as a productive way forward.

Discussion took place re events that have taken place previously and whether to replicate them going forward or something new. Ideas such as lucky squares, raffles, buttery or coffee morning, rag bag collection and a 100 club. TM to pass to AS details already held about how to run a 100 club.

Final version adopted 17 November 2025

Discussion around our attendance at Fochabers Christmas Lights Switch On. In order to attend, we need to find our gazebo then we can commit to the event. AM to find out more on where it might be. CS advised it would be good for MHS parent council to link in with Milnes Primary School parent council and would pass on details to TM to make contact.

SM advised of a Murder Mystery night taking place on 29 November 2025, with money being split into the Vine Trust Tanzania big pot as well as Speyfest.

CJ advised it may be worthwhile considering holding a sub group for fundraising going forward and this was agreed.

Moray Parent Forum

TM updated the group on the Moray Parent Forum meeting held in Elgin High School on Wednesday 10 September 2025 at 6pm. The main take aways points included an informative talk from Connect on how the organisation supports parent councils. Vivienne Cross, Head of Education spoke on parent council involvement in senior leadership interviews, how to chair parent council meetings and gave an update on ICT issues.

As regards ICT and MHS, our migration to the SWAN2 network, which it is hoped will help resolve connectivity issues currently being experienced, has been delayed due to cabling issues. SM has said she will follow up on this on our behalf.

The date of the next Moray Parent Forum is Wednesday 19 November at 6pm in Elgin High School and any member of the MHS parent council is welcome to attend.

There is a Literacy Strategy meeting which is being run online for the Moray Parent Forum on Wednesday 5 November at 6pm. Any interested member to let TM know they would like to attend and she can share the details.

Connect Membership

TM attended an online session on the Role of Chair, Treasurer and Secretary for Parent Groups which was very interesting and covered topics such as constitution, PVG, engaging with parents.

Moray Council pays for our membership and that includes liability insurance as well as access to policy documents on social media, complaints, code of conduct, data protection, PVG & child protection, equality & fairness.

Various online sessions on all manner of parent council related subjects take place regularly and TM will share this with the parent council as they come up.

Constitution

EP had shared a copy of a constitution from her last school to compare with our own constitution dated 2014.

The group reviewed our constitution and identified minor amendments that can be added at our next AGM. At this time, all agreed the 2014 constitution still fits our aims and objectives.

Final version adopted 17 November 2025

PVG

TM had asked the direct question to Connect re our need for a PVG, based on the priorities and roles undertaken by our group.

The answer came back that MHS parent council does not require a PVG at this time but should our priorities and roles change in the future, this can be reconsidered.

Facebook

TM didn't have access to the MHS parent council Facebook page. AM was able to sort this out after the meeting ended. As it requires an access code to post, it may not be feasible for TM to take ownership of the page due to working commitments during the day. The current set up needs the person who posts to be able to contact the school office in working hours in order to retrieve the access code. Action point going forward for the group to decide how this could work.

Website Presence

All agreed website needs updating. TM to liaise with Stephen Perrie to get this updated.

Halloween Stories

Parent Council has been invited to attend the judging of the BGE Halloween Stories competition. This will take place on Thursday 9 October 2025 and TM will attend.

Parent Council Admin

This is the local authority function that liaises with Moray Council Head of Education and all parent councils.

They require dates of all planned meetings as well as contact details for parent council office bearers and a set of our audited accounts.

MHS parent council have decided not to hold our meetings on specific days or at specific times in order to accommodate as many parents as possible. TM to inform Parent Council Admin as and when our meetings are arranged.

TM, AS & BH completed the office bearer form and TM will return to Parent Council Admin.

BH will provide audited accounts when they are returned.

Any Other Business

Discussion around who makes the decisions as to who can have a stall at the Fochabers Christmas Lights Switch On. All agreed this was a Fochabers Village Association event at which in previous years, we have served hot drinks, homebakes and last year sold raffle tickets.

Final version adopted 17 November 2025

TM asked if all members would be willing to take a turn at taking the minutes, using the Connect template for guidance. General agreement given. TM happy to write up the minutes and distribute thereafter.

Date Next Meeting

Monday 17 November 2025 at MHS, 6.45pm. It was agreed to try a poll of the parent council members to see what days, dates and times are best going forward. New members could be encouraged if we shared the poll with the wider MHS parent forum.

Action Points carried over to our next meeting:

Agenda Item	Action	Who	Further info	Completed
Website	Liaise with Stephen Perrie to update our page	TM		
Facebook	Understand how best to access our page	TM		
Audited accounts	To be shared with LA Parent Council Admin once ready	BH		
Table top banner	Investigate costs	CJ	First quote circa £100.00	
Pupil input re financial support from parent council	Involve the voice of the pupil forum	AM		
100 club	Pass details to AS and AS to research	TM & AS	Email forwarded to AS	Yes
Gazebo	Find it	AM & TM	Room 20	Yes
Milnes Primary parent council	Provide contact details and make a link	CS & TM		Yes
Fundraising subgroup	To be established	All		
Wifi	To understand timesframes for MHS re SWAN migration	SM		
Moray Parent Forum	Who can attend the next meeting 19 November 2025	All	TM is currently available	
Literacy Strategy online session	Who can attend on 5 November 2025	All	TM is not available	

Connect online sessions & drop ins	Share details of upcoming sessions	TM	Will share by email	
Halloween Story competition	Judging to take place 9 October 2025	TM	Winners chosen & house points to be awarded	Yes
Local Authority Parent Council Admin	Provide office bearers details, audited accounts & dates of meetings	TM & BH	Accounts not yet ready, DNM and office bearers details sent in	Yes
Fochabers Christmas Lights Switch on	Ascertain details of the event	TM	Email sent to Fochabers Village Association	
Minutes	Share responsibility for minute taking	All		