

MINUTES

Milne's High School Parent Council

Date | time 17th November 2025 - 1830 | *Meeting called to order by* Tracey MacPherson

In Attendance

Natalie Munro (HT)	Head Teacher
Tracey MacPherson (TM)	Chair
Alison Smith (AS)	Vice-Chair
Chris Campbell (CC)	
Clare Jackson (CJ)	
Becky Haley (BH)	Treasurer
Steph Gilchrist (SG)	Apologies
Gemma Ramshaw (GR)	Apologies
Estelle Pearce (EP)	
Neil Houlden (NH)	Minutes Taker
Cllr Marc MacRae (MM)	
Cllr Shona Morrison (SM)	
Cllr Ben Williams (BW)	Not available
Ethan Lambourne	Pupil Forum Representative
Erin Shand	Pupil Forum Representative

Approval of minutes

The October meeting minutes were examined and given approval. Proposed by CC, seconded by AS.

Chairs Welcome

TM started the meeting by welcoming Pupil Representatives Ethan and Erin to the PC. The objective is to build a better understanding of the needs of the pupil body. As the PC also engages in fundraising it would be good to better target PC efforts to benefit the pupils' requirements. With no meetings until January this can allow representatives to collect information.

The PC then welcomed Natalie Munro as the new Head Teacher. It was appreciated that she attended the meeting having only been in the post for a brief time we look forward to developing the relationship together.

TM asked if PC members who are not able to attend, give notice in advance of any planned meetings.

Pupil Representatives Report

They informed the PC that they have been in the post since June. Currently working towards Christmas initiatives with ambassadors and house captains. The PC praised them for their contributions to Spooky Stories and ideas to include sports, literacy & numeracy.

The Pupil Parliament provided a general recap of last year which included putting pupil representative biographies on the noticeboard in the hallway. They also use this space to include a 'You said – We did' section.

TM asked how they are going to get their ideas from the pupils? Being visible in assemblies and corridors. Possibly a suggestion box. Hopefully the biographies of those in the pupil parliament will help pupils identify their representative to talk with.

The outdoor benches was an example of funding going towards the pupils. HT said that the groundwork has been completed but the benches are not supplied yet, which might need to be checked.

AS highlighted that if parents know where the money is going then they are more will to participate.

TM thanked Ethan and Erin for attending after school and welcomed them to attend future meetings.

Head Teachers Report

Having only been in the role a brief time HT has already been very busy engaging with a number of events within the school. This included a staff meeting on Neurodiversity, a careers fair that was very well received, and in-service days that included reviewing school data and discussions on the impact of social media.

Job adverts have been posted for positions in Business & Computing, a maternity cover in Maths, and a home-schooling role.

The suggestion was made to distribute a school newsletter every two weeks. Aimed to be a 'one-stop shop' update of things within the school, and dates for your diary. Hopefully this will reduce the number of emails sent out to parents from the school. The PC has this as an action item, so the initiative is gladly supported. The suggestion to include PC material in the newsletter was discussed and approved.

Treasurers Report

- The current bank balance as of the 15/11/25 stands at £5601.45.
- This currently consists of the windfarm grant which totals £3438.80 and our own general pot of £2162.65.
- The accounts were audited on 16/11/25 and subsequently submitted to Moray Council, as required.
- Membership with Connect includes insurance coverage.
- Active Schools has sent their first invoice for trampoline equipment.

Committee Reports

Website - TM

- Updated to include the Constitution, AGM Minutes of Meeting and Office Bearers.

Facebook – TM

- To post on the PC Facebook page, the process is to phone the school during office hours as they are sent a code to be input to allow access.
- The school office is the admin for the page.
- There is extremely low engagement from the wider parent forum on our page, as compared to the school's website page.

- It was noted that the wider parent forum can make comments on the PC page but not the school's own page.
- TM proposes to close the PC Facebook page. – Agreed

Tabletop Banner - CJ

- CJ showed the finished pull up tabletop banner for events.
- HT will keep it in the office.
- Reimbursement required.

100 Club – AS

- How do we take payment? Currently the PC does not have a Paypal account.
- HT will check how we can advertise i.e. using school Facebook page.
- Discussion around the draw and price process:
 - Proposed draw once a month
 - 50% as the prize fund
 - Ticket price
 - CC informs PC that there is a gambling licence.
- TM suggests conducting additional research before proceeding to the next step.

Fundraising Subgroup - TM

- No more fundraising events before end of the year.
- Can we join with Milne's in future events?
 - This is an ongoing discussion. Contact has been made with Milne's Primary PC with regards to the Fochabers Village Association Lights Switch on – TM
- Can we work with other primaries in the ASG? CJ
 - TM is to reach out to all feeder schools parent councils to enable joint working, support and raising awareness.
- Agreed not to start a sub-group specifically for fundraising.
- Easy fundraising scheme could be set up for the school. It could be combined with pupil-led activities during supermarket shopping.
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WiFi – Cllr SM

- 74% now successfully completed migration to SWAN.
- 3/10/25 migration completed for Milne's
- Feedback was that the WiFi appears worse and twice in the last week there was no internet.
- Mobile phone ban has not helped with the bandwidth.
- Cllr SM will bring up this issue at next week's Education Committee meeting.

Moray Parent Forum – TM

- TM to attend next meeting.

Literacy Strategy - TM

- TM attended online meeting and noted poor attendance of three people from the whole of Moray.
- Objectives:
 - To increase engagement with the parent body for literacy. Numeracy strategy to follow.
 - There is a bank of resources available for teachers.
 - Will take three years to embed into Moray.
 - Evaluate and determine which students require instruction tailored to their individual learning speed.

Connect – TM

- TM to attend a session designed to improve communicating with the community.

- Numerous resources are available for all PC members.
- Ideas therein for fundraising.

Fochabers Christmas Lights Switch on– TM

- Milne's High School PC will not be participating at this year's event, but open to being involved in future years.

Milne's High Parent News / Termly Report

- See Headteachers Report - Agreed to include PC news and information.

Email - TM

- TM has access. Work has been done to file into appropriate folders. Lots of historic information/emails have been kept. A
- Question over who else has access. Password can be changed if necessary.

Attendance at School Events

- S3 Parents Evening 27/11/25 4.30pm to 8.00pm - CJ and TM will attend
- Senior Phase 09/12/25 6.30pm to 8.0pm
- TM shared a raising awareness and parent feedback survey that could be distributed at the school events to help engagement with the wider parent forum.
 - Group discussion felt that it was too long to ask to complete the survey
 - EP proposed creating a Google Forms version with a QR code to scan - Agreed
 - NH suggested post-it notes to brainstorm ideas parents view of PC
 - CJ suggested finding a brochure
- School Dance 11/12/25
- Fochabers Christmas Fayre – we will not be attending this year
 - Proposal to join with pupil parliament stall if we think of a suitable stall.

Any Other Business

TM raised that a parent had enquired about a BSL interpreter being available for meetings. This is the first time the PC has come across this and thus we had no prior experience to arrange at short notice. North East Sensory Services (NESS) may be able to provide an interpreter for £150-200 for 2 hours, as per their website. The PC felt it was important in the way of inclusivity to investigate what methods are available to achieve this while not having a heavy financial impact. The parent was notified that this could not be provided in time for tonight's meeting, with an offer to share the minutes thereafter, as well as being available online and to take forward any points they have may in the meantime. Cllr SM has offered to research, and TM suggested that Connect, and the Moray Parent Forum may have some advice.

Next Meeting

Next meeting was proposed by TM to take place on Monday, 26th January at 6.30pm. This was unanimously accepted.

Agenda Item	Action Item	Who	Status	Comments	Completed
Fundraising	100 Club	AS	Ongoing	Further Investigation	
Engagement	Moray Parent Forum	TM	Ongoing		
Engagement	Facebook	TM	Ongoing	Close PC Page	
Fundraising	Fochabers Village Association	TM	No further action		Yes

	Christmas Lights Switch On				
Fundraising	ASG Primary Schools	TM	Ongoing	Further investigation	
Fundraising	Supply of benches	HT	Ongoing	Determine current whereabouts	
Learning	Literacy Strategy	TM	No further action		Yes
Learning	Connect Online	TM	Ongoing		
Engagement	Table Top Banner	BH	Ongoing	Reimburse CJ	
Facilities	WiFi	SM	Ongoing	Raise at Education Committee	
Engagement	Online Survey	TM	Open	EP to create online survey	
Engagement	BSL Interpreter	TM	Open	TM & SM to investigate further	