

Minute of Meeting  
Wednesday 27<sup>th</sup> March 2013  
Westhill Library Meeting Room

Attendance: Dorothy Petrie, Uschi Mitchell, Dinka Rees, Karen Macdonald, Carol Cocker, Marjorie Temperley  
Apologies: Maureen Stansfield, Karen Macdonald, Scott Strachan, Lynn Murphy, Sarah Leahy, Fiona Alderson, Karenann Scott

**1 Minute of previous meeting**

N/A A stand alone meeting to review the strategy

**2 Introductions**

**3 Aberdeenshire Education Leisure and Learning Parental Involvement Strategy**

- √<sup>1</sup> Marjorie gave background to strategy review and advised that this document had been renamed as above as it was not a strategy but a policy. An action plan is still to be agreed to be considered alongside the policy.
- √<sup>1</sup> Marjorie explained that an Equalities Impact Assessment (EIA) would also be required for this and all future policies. The EIA will be signed off and then be on the website for information purposes. EIAs will be required for all policies after 1<sup>st</sup> April 2013
- √<sup>1</sup> Plain English approach has been adopted to reduce jargon but title needs to be written in full rather than as EL&L
- √<sup>1</sup> Notes sent by Fiona Alderson included in the discussions
- √<sup>1</sup> 1st paragraph discussed and agreed
- √<sup>1</sup> Under the section "What is the purpose etc" it was suggested that it should state developing and gaining the skills rather than just developing
- √<sup>1</sup> In the same section there was discussion as to transitions being supported from pre-birth rather than just birth onwards
- √<sup>1</sup> In the section "How Can Parents be involved etc" the sentence under the bullet points should be amended to say 'young people' instead of the second 'they'
- √<sup>1</sup> In section "How will we support Parental Involvement etc" it was agreed that there should be a link for online version and a statement in the written form to refer to the Action Plan for further detail. It was suggested that the need to refer to the action plan should be stated at the beginning of the policy.
- √<sup>1</sup> In the final section "Sources of Information etc" it was suggested that a brief explanation of the website would make it easier for parents to know which one may be relevant to their query.
- √<sup>1</sup> Discussion on how parents would know what was happening in each section concluded that appendices, or an action plan, would need to be looked at in conjunction with the policy.

√<sup>1</sup> Strategy group to meet again in Woodhill House with Marjorie feeding back the points raised in the meeting.

#### 4 **Parent Event/s**

√<sup>1</sup> Disappointment expressed that some parents were never informed re the event despite repeated emails sent to schools and parent councils.

√<sup>1</sup> Fraserburgh Event rescheduled for Thursday 9<sup>th</sup> May at Fraserburgh Community and Sport Centre from 6 to 9pm. Schools have been emailed and parent councils to be emailed by end of this week.

#### 5 **Communication**

√<sup>1</sup> Discussion around the difficulties of information reaching the correct people and the balance between too much information bombarding people and not enough – topic to be considered at a future meeting.

√<sup>1</sup> SPTC training being re-arranged for Huntly cluster – date to follow

#### 6 **Next Meeting**

To be advised after strategy group have met