

Madras College Parents' Council

DRAFT Minutes of Meeting of Policy & Communications Sub-Group 12 May 2008

Present:- Adam Alexander, Ian Jones, Alex Slawin, Heather Marriage, Henry Paul, Alistair Black, Eric Bowman and Geraldine Wooley

Apologies:- Phill Williams, Iain Collie, Cllr Ron Caird, Marjory Finlay, Emilia Ferraro, Katy Pitman and Roger Coultard.

1. Welcome

Adam welcomed all those attending and noted that the aim of the evening was to decide on the content of the newsletter and questionnaire.

2. Newsletter

Geraldine had prepared a draft newsletter and, after discussion, it was decided that the format would be on double-sided A4 with the questionnaire on the final side. The second draft of the newsletter would be circulated tomorrow and the final version would go to the school on Thursday 15 May. An e-copy (pdf file) would be sent out by Parent Mail on Friday 16 May and a black and white paper copy would also be sent out as a back-up.

3. Questionnaire

A wide ranging discussion was had about whether the questionnaire should also include detailed questions on the school's bullying policy. The Rector pointed out that he was in the process of re-organizing the guidance structure within the school and he thought that a questionnaire, specifically about bullying, would be more appropriate in the next session (September to December 2008). The meeting decided on the format of the current questionnaire, which will consist of 10 points with parents being asked to select the 4 most important to them. The answers would be collated by Henry and analyzed by Eric. This processed data would then be used to help the PC decide which issues to tackle first. The final copy of the questionnaire is attached to these minutes.

4. DONM

The next meeting will be held on 23 June 2008 at 7:00 pm in the Kilrymont building.