

**AGM**

**June 6th**

**Marriott Hotel, Glasgow**

1. **Present**

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| Tony Rafferty | Aberdeen City |
| Bob Jones | Aberdeenshire |
| John Lamont | Clackmannanshire |
| Jill Sloan | Dumfries and Galloway |
| Mary O’Connor | Dundee City |
| Douglas Chappelle | East Dunbartonshire |
| Tina Woolnough | Edinburgh |
| Margaret Leitch | Falkirk |
| Joanna Murphy (Vice Chair) | Glasgow |
| Richard Porter (Deputy) | Glasgow |
| Fergus Weir | Highland |
| Roslyn Oliver | Inverclyde |
| Billy Gibson | North Ayrshire |
| Charlotte Harrison | Orkney |
| Debbie Newlands | Renfrewshire |
| Fiona Nicholson | Shetland |
| Morag Leslie Smith  | South Ayrshire |
| Cheryl Burnett | South Lanarkshire |
| Julie Wild | Stirling |
| Iain Ellis (Chair) | West Dunbartonshire |

**Apologies**

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| Kirsty Stevens | Angus |
| David Fraser | East Ayrshire |
| Carol Snow | East Lothian |
| Joe McLachlan | East Renfrewshire |
| Eleanor Symmon | Moray |
| Aileen Sutherland (Deputy) | Moray |
| Barrie Sheppard | North Lanarkshire |
| Jason O’Flynn | Perth and Kinross |
| Martyn Parsons | Scottish Borders |
| John Rice (co-opted) | South Lanarkshire |
| Eric Lumsden | West Lothian |

**Vacancies**

|  |  |
| --- | --- |
|  | Argyll and Bute |
|  | Comhairle nan Eilean Siar |
|  | Fife |
|  | Midlothian |

**Also in attendance**

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| Barbara Schuler | NPFS Policy Manager |
| Clair Halliday (Minutes) | NPFS Admin and Info Assistant |
| Anthony O’Reilly | SCQF |

**2.Minutes**

* 1. Previous Minutes proposed by Tony Rafferty and Seconded by Mary O’Connor.

2.2 No matters arising

**3.Chairs Report**

3.1 Iain advised the forum that the annual report that went to Education Scotland (already circulated round the forum) contains a full summary of the work of NPFS over the last year.

3.2 Iain confirmed for the forum that the current Scottish Government team is Craig Flunkert and Rachel Barrie, and that the change in team has not resulted in the forum being any less influential.

3.3 Iain updated the forum on a recent meeting with the OECD

3.4 Iain thanked the NPFS staff Barbara Schuler and Clair Halliday for their work since joining NPFS in July last year.

**4. Budget**

4.1 The annual financial statement was circulated. Iain advised that going forward the statement will be further broken down to allow closer analysis of some of the figures.

4.2 The forum agreed on the new Travel and Expenses Policy so these guidelines will be used going forward.

**5. Constitution**

5.1 The current constitution was circulated and representatives confirmed that it is valid.

5.2 Going forward the forum would like consideration given to point 7, whether the two-year term should be altered, and clarification of the mentions of the ‘leadership team’ and whom this consists of. These changes can then be voted on within an EGM at the next Glasgow meeting.

**6. Elections**

6.1 There was one nomination for the Chair position, for Iain Ellis so Iain was reappointed as Chair. Iain stated this will be the last year he will stand as Chair. Nominated by Charlotte Harrison and Seconded by Douglas Chappelle.

6.2 There was one nomination for the Vice Chair position, for Joanna Murphy, so Joanna was re-appointed as Vice Chair. Nominated by Charlotte Harrison and Seconded by Mary O’Connor.

6.3 The forum agreed that it would be helpful to have a second Vice Chair for succession planning and that the constitution allows for this. Fiona Nicholson was elected for this post. Nominated by Billy Gibson and Seconded by Charlotte Harrison.

**7. The Year Ahead**

7.1 Iain drew the reps attention to the Action Plan, which has been signed off by Education Scotland as per the grant requirements.

7.2 A working group on Attainment is being formed, led by Barrie Sheppard. It will meet between now and December 2015 and will report in January 2016. Cheryl Burnett and Charlotte Harrison expressed interest in attending this group.

7.3 A new policy group will be formed as per the group guidelines drawn up by Barbara. Billy Gibson, Cheryl Burnett, Julie Wild, Morag Leslie-Smith, and Fiona Nicholson all expressed an interest in being part of this group.

**8. AOB**

8.1 Tina Woolnough is standing down as Edinburgh representative.

8.2 David Fraser is standing down as East Ayrshire representative.

8.3 Iain thanked them for all of their hard work.