

# Milne's High School Parent Council

## Meeting Minutes

19 June 2017

### In attendance:

Rhonda Geddes-Stewart – RGS - Chair person

Gillian Thomson

Clare Brownlie

Gillian Nicol

Marisa Landon

Cheryl Wall

Karen Wiles

Marc Macrae, Councillor

Shona Morrison, Councillor

David Bremner, Councillor

Shirley Laurie - Teacher Representative

Patricia Cameron – HT

1.	<b>Welcome</b> Welcome to all with special mention to the newly elected members. No apologies received and minutes from the last meeting agreed.	
2.	<b>Head Teachers Report</b> <b>Staffing</b> Ms Alena Gardiner is now full time Principal Teacher of Guidance as Mrs Vicki Jolly has a secondment in another school. There is a 0.4 vacancy in the Additional Support Needs (ASN) department which is being covered internally by the team. With respect to the Pupil Equity Fund, the decision has been made to spend our share on an Inclusion Worker which is currently advertised. The deadline for this post is 27/06/17.	

**HMIE Inspection Report**

All will have seen the HMIE report and there is a slight caveat in the data in the report, to say that it was based on a small sample of people. The actual letter to accompany the report and the Summary of Inspection Findings were very detailed. All of this has been shared with the relevant groups and into the action plan for next year. The Parent Council expressed their thanks and well done to the leadership team for their part in the inspection.

**School Improvement Plan (SIP)**

Mrs Cameron handed out copies of the SIP and advised that the whole SIP had been put together and colour coordinated into 4 areas relating to Moray Council's 3 year strategic plan. Our 3 year action plan started in August 2015. It concentrates on What are working on? Why? What do we want it to look like for our young people? Red are areas identified by staff, parental surveys, letters, student voice ambassadors, focus groups and partners as well as learning visits. Blue equates to the HMIE visit. Green is the culture of aspiration. The Parent Council were given time to study the document. Staff have agreed with it and pupils have seen pieces relevant to them.

The Parent Council feedback that the SIP is a very detailed document. Exclusions were discussed and Mrs Cameron confirmed that at one point, exclusions at Milne's were 3 x the national average. Exclusions have never been taken lightly at school and there can be a spike when a new HT is in post. The HMIE report recognised that and hence the need for an Inclusion Worker. Mrs Cameron stated that this year some exclusions were a repeating process for the same pupil and there had been cognisance of that. HT accepts the SIP is ambitious. This time next session, a group of pupils and parents will look at the school's Vision, Value and Aims (rather than SIP). RGS confirmed the ambitious nature of the SIP but that is what we are trying to inspire in our pupils – ambition.

**Senior Phase Reporting**

Questions ensued around the Working Time Agreement (WTA) all tied in with the Senior Phase, detailed in the SIP. Mrs Cameron clarified the WTA is where teachers work 35 hours a week, totalling 195 hours across the year for collegiate time. The WTA is all tied in with the SIP, with so many hours to do reports, reports for Senior Phase and monthly tracking reports. It has been decided that a monthly tracking report will be produced for parents, available at the end of each month based on effort, behaviour and home work. It would highlight if a pupil was off

	<p>track with intervention from the department or guidance. Mrs Cameron asked for feedback on the SIP. Concerns were raised over impact on Parents Evening and the opportunity for parental feedback. Mrs Cameron confirmed Parents Evenings would not be affected and there would always be opportunities for parental feedback. The monthly tracking reports would identify pupils who were off track and allow Guidance to invite them in. Questions were asked around how easy it would be to speak to the subject teacher and HT advised it would always be Guidance in the first instance.</p> <p><b>Parents Said – We Did</b> HMIE correctly identified that the school did lots of good work on evaluation of processes and gathering opinions but not so good at sharing the outcomes with parents. HT proposes that in the next newsletter there will be table which will exactly define You Said We Did and will be on the school’s website too.</p> <p><b>Joint Parent Council Fete/Sports Day</b> HT referred to a previous meeting where the ASG primary Parent Councils had got together and met with Milne’s High School Parent Council and identified a possible need to revamp the Fete and Sports Day, potentially working together to best effect. RGS will contact the other Parent Councils to set up a working party to look into this.</p> <p><b>33 Period Week Consultation</b> This consultation has been back out to staff and the consultation extended to 18 August 2017. It will then go back to Committee with hopefully a decision in September and implementation in 2018.</p>	RGS
3.	<p><b>Treasurer’s Report</b> The bank balance currently stands at £1723.88. £1168.00 was paid in respect of Show My Homework and money yet to be paid out in clerk fees.</p>	
4.	<p><b>Chair Person Report</b> RGS confirmed this was her 2<sup>nd</sup> year as Chair and wanted to reflect on what the Parent Council had achieved. It had been difficult to engage with all parents and expressed her gratitude for the support of all members at this meeting and all previous meetings. In September, there had been the Parent Council AGM and quiz</p>	

	<p>which had been poorly attended but greatly helped by the Scouts, which had led the Parent Council to be able to pay half the cost of Show My Homework (SMH), which all agreed is an invaluable tool. RGS asked if the Parent Council were happy to pay half the cost again over session 18/19. HT and Shirley Laurie were asked what staff thought of SMH. HT advised staff needed a bit more training but it is regarded as easy to use. If Parent Council did not fund part of the cost of SMH, the school would have to pay. HT advised school diaries (which SMH has effectively replaced) would cost approx. £1300 and the school would be tied into lengthy contracts. The parental feedback on SMH has been overwhelmingly positive. All staff are committed to using it. Training on how to use SMH had been built into the Parents Evening last year in September. A letter with logins will be issued to the new S1 coming up. HT will check the new statistics of usage for next meeting. A show of hands agreed that the Parent Council would contribute half the cost of SMH in 18/19. The ASN consultation was still out for comments on the Moray Council website.</p> <p>The Parent Council Raffle was held in December 2016 and the response for donations was down on previous years. This was thought to be the result of coinciding with the S6 committee's request for donations for Milnescroft Christmas hampers. As our biggest fundraiser, we will ensure we don't clash this year with any events.</p> <p>The Parent Council had expressed their views on the Parental Engagement Strategy and the Rezoning Consultation</p> <p>In February 2017, the ASG Parent Council partners got together with very positive feedback. The primary school members were pleasantly surprised to learn that high school Parent Council work was not fundraising and baking. A keen ½ dozen parents have expressed an interest in joining and it was noted we needed to approach them rather than wait for them to come to us.</p> <p>In March, the dyslexia pen was bought. Mrs Laurie has identified a little snag in that the pen is good for a couple of sentences but it doesn't work for close reading of larger passages, where IVONA would be better. With more testing, it will be possible to decide whether a second pen should be bought.</p> <p>The Parent Council have been involved and given their views in the 33 period week consultation.</p> <p>The coffee morning in April was a great success with everyone stepping up on the day. Local businesses input was much appreciated with little financial outlay from the Parent Council.</p> <p>In March, we appointed a clerk which took away a lot of stress and work from the Chair.</p>	HT
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	<p>Funded prizes in respect of Munro and Sivewright, giving parity with the Mackintosh Dux medal was the brainchild of the Parent Council. Engraved boards, which had been a topic of discussion in previous meetings, seemed to be a cost which should not be inflicted onto future Parent Councils. This was agreed, with prizes to be bought for endeavour and effort rather than academic attainment, with a cup for the year and a medal to keep. This would be looked at again with earnest in September. Proposed and seconded.</p> <p>HMIE report was very positive with areas identified for improvement and that the inspectors were pleased that those same areas had already been identified and measures in place by the Senior Management Team. Parent Council input and accountability had been recognised in the report. Under the threat of closure, the school had lost teachers, momentum and identity. The school had come a long way in the HT's tenure through the hard work of parents, teachers and the Senior Management Team.</p> <p>RGS stated there could be improvements to the current workings of the Parent Council in respect of social media presence. There had been challenges to be the Chair but also welcome pleasures and although others may be standing down RGS was prepared to stay another year and this was welcomed by all. RGS gave her thanks to everyone, the support of the clerk and all parent members.</p>	
5.	<p><b>AOCB</b>  The AGM will be advertised in the school's newsletter and Facebook. Karen Wiles will tweet and investigate a social media policy. There are 398 followers on the school's Twitter account. Grace Whelan is the new Head Student with a team of deputes. HT thanked the Parent Council for all their support, not just through the HMIE inspection but with all their parental engagement, having been incredibly supportive of HT and the school and she is very appreciative of all that has been achieved.</p>	KW
6.	<p><b>Date Next Meeting</b>  Monday 11 September 2017 – 7pm start</p>	