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# **PENICUIK HIGH SCHOOL PARENTS’ ASSOCIATION MEETING**

## **WEDNESDAY 1 MAY 2019**

## **AT 7 PM IN PENICUIK HIGH SCHOOL**

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| **Present** | | | | | **Apologies** | | | |
| Susan Allen (Parent)  Helen Armstrong (Parent, Chair)  Julie Begbie (Parent)  Amanda Crawshaw (Parent)  Craig Biddick (Interim Acting Head Teacher)  Catherine Boal (Parent)  Sharon Bravey (Parent)  Petya Furnadzhieva (Parent)  Lorna Glasgow (Parent)  Sharon Leitch (Parent)  Susan Mills (Parent)  Pauline Pender (Parent, Treasurer)  Rowena Robbie (Parent)  Gillian Shepherd (Parent, 50/50 Club)  Alasdair Sprott (Parent)  Lynsey Weir (Minute Clerk)  Jim Young (Business Link) | | | | | Lyn Bertram (Parent)  Alison McKenzie (Parent)  Jenny Sprott (Parent, Vice Chair)  Sandra Vick (Parent) | | | |
|  | |  | | | | | **ACTION** | |
| **1.0** | | **WELCOME AND APOLOGIES** | | | | |  |  | |
|  | | 1.1) Welcome, Apologies  HA opened the meeting by welcoming all, great to see so many faces. Apologies were noted. | | | | |  |  | |
| **2.0** | | **APPROVAL OF PREVIOUS MINUTE 260319**   1. Craig Biddick updated on the Chromebooks, still ongoing. 2. Helen Armstrong to ask Keith Murphy for an update on the Malawi event and if/how the Parents Association can assist. | | | | | CB  HA | |
| **3.0** | | **TREASURERS REPORT**   1. Pauline Pender advised that the bank balance as at the start of April is £3,546.52. 2. £235 has been taken in 50/50 Club earnings. £117.50 has been set aside for prize money. 3. We have £134.25 sitting in uncashed cheques which we will keep for one year before returning to the pot. | | | | |  |  | |
| **4.0** | | **50/50 CLUB**   1. Gillian Shepherd advised that the draws have been completed up until April. 2. Winners will be announced on the Facebook page. 3. 1,000 leaflets have been produced and will be used at Parent events to promote the Parents Association and the 50/50 club. A copy of the leaflet was shown to all. The cost of £79.94 will be refunded from Midlothian Council. | | | | |  | |
| **5.0** | | **HEAD TEACHER’S REPORT**   1. Advanced Highers – Ross Jamieson has been working on these and the number we will be able to offer at PHS with current staffing levels. This will be shared in due course. 2. School review – This will take place on the 30 May and will focus on Teaching & learning; Wellbeing and inclusion. Including students with questions and a focus time with parents. Volunteers requested to attend, please let CB know. 3. Communication – website to be reviewed including general information on the school and how it works; parents survey; Whats App group; timing of reports and parents meetings; regular reporting of student progress; ‘On the Button’ App; text deadline reminders; more information on study leave and what is available. A sub group consisting of Sharon Leitch, Julie Begbie, Sharon Bravey and Pauline Pender will meet with Craig Biddick to discuss further. Meeting date to be arranged. 4. A Learning Assistant funded by the Pupil Equity Fund is to be recruited for reaching out to pupils with additional support needs. 5. Student Leadership – Formation of a Student Council and Student Leaders rather than traditional Head Boy/Girl. 6. Other issues reported on are included in the Head Teacher’s report (Annex 1 below). | | | | | ALL  CB | |
| **6.0** | | **MIDLOTHIAN COUNCIL QUESTIONAIRE**   1. Helen Armstrong circulated the questionnaire which has been sent out from Midlothian Council for parents to complete with views on how money can be saved. Discussion took place. It was agreed to form a sub group to take forward consisting of Pauline Pender, Sharon Bravey, Alasdair Sprott, Rowena Robbie and Susan Mills. The group agreed to meet with Craig Biddick at 5pm on Wednesday 8 May 2019. Pauline Pender advised that Cornbank have sent out to parents via a Survey Monkey to gain parent views. Pauline Pender to share with the school office for sharing with PHS Parents. | | | | | PP | |
| **7.0** | | **CONNECT INFORMATION & TRAINING SESSION**   1. Helen Armstrong reminded all of the Connect event on ‘Helping to Support your school’ which has been organised for 7 pm on 22 May 2019 to be held within PHS. Midlothian Council has agreed to pass on the information to all Chairs of the cluster Primary schools Parent Councils. Places need to be booked via EventBrite. HA asked everyone to send her any contact details they have for committee members of other Parent Councils in Midlothian so that she can send out reminders to them about the event. | | | | | ALL | |
| **8.0** | | | **AOB**   1. Helen Armstrong reminded all that our AGM will take place in October and asked all to think about standing for a position within our Parents Association. 2. Julie Begbie asked for any volunteers to join the committee for the interview panel for the new Head Teacher – Jenny Sprott, Julie Begbie, Pauline Pender agreed to assist with Sharon Leitch available for back up. The interview day is 5 June 2019. 3. The date of our next meeting is TBC 2019 at 6.45pm, held within Penicuik High School. Future meeting dates are TBC, these dates will be confirmed within the school calendar. Lynsey Weir to schedule suggested dates and circulate for approval. | | | | ALL  LW | |
|  | **Name of Chairperson:** | | |  | |  | | |
|  | **Signature of Chairperson:** | | |  | |  | | |
|  | **Date Minutes Approved:** | | |  | |  | | |

Annex 1.

**Head Teachers Report**

**Penicuik High School – Parent Association 1 May 2019**

I am pleased to report on the following matters:

1. **Staffing**

The school is not currently fully staffed due to staff absences in Biology.

Our Staffing is confirmed at 44.93 FTE for Teaching staff.

We are currently working on the June 3 timetable (session 2019-20 timetable) and solving issues relating to staff availability and student numbers. The current Advanced Higher situation is attached and will be discussed.

We are interviewing for a Biology post on Friday 3 April 2019. We had a very good number of applicants (27) and are interviewing up to 7.

1. **Budget**

This year’s budget is not yet final and it will be reported on during the course of the session. I have a slight surplus in staffing which will allow some accrued saving but that will be needed to offset costs in the revenue budget e.g. SQA Music fees

1. **Behaviour**

The SLWG Behaviour group is set to approve a new out of class protocol and DB will work with a group of Principal Teachers to formulate a Duty Head roster. This will be activated at start of the new timetable

We have tightened up on passes for being in corridors – out of class slip/ detained slips should now be used.

We held assemblies recently to reinforce rules during exams for S1-3 and at start of new timetable we will outline the new disciple processes/ Duty Heads/ detention system etc... and reinforce rules for all students.

I will also be signalling a tightening of uniform rules for August. I will write home to parents about new processes and uniform in June

In August I will be seeking feedback and suggestions for change via student voice and new vehicles for student leadership

1. **Communication** – I would like the PA to consider a set of questions to allow us to survey all parents about communication between them and the school and how that could be improved in the future**.**
2. **Planning and Reporting** – The new SQIP (Standards and Quality / School Improvement Plan) format is now available to plan toward next session. Principal teachers and their department members will be asked to start the pre-planning/ consultation exercise. I will also share this document with the PA at the next meeting and discuss areas we will look to focus on. I would also propose a quick overview of our overall attainment across the four key benchmarks over a five year period at this meeting to stimulate discussion.

Moving forward – and if here longer, I would be seeking to set up a School Improvement Oversight Board with membership made up of parents, school staff, students and partners. This Board would need to formulate terms of reference and the parent reps would need to report back to the PA to seek input and feedback. The main aim of this is to make the development of the school a collaborative undertaking that does not pay lip service to authentic debate and involvement of stakeholders.

1. **Exams –** Exams have now started and at this stage there have been no issues. Around 75% of our S4 have taken leave which was more than we expected. We will review this aspect of exam arrangements for next session. We had a record number of students with alternative assessment arrangements this year and the staff involved in organising this - Tracey Edge- Loake, John Chisholm, Diane Razavi and Ross Jamieson did an excellent job.
2. **Activity Week** – Uptake and numbers are low across the activities and we are following up with students at each year level. I will also write to parents to ask them for support. In the past students, some with parental support have been truant in the last week of term which affects our overall attendance figures.
3. **PEF Consultation** **and follow up** – from the last consultation we put in place Youth Workers to support a wider range of students. Due to funding we have now had to cut back to one fulltime Youth Worker but will also recruit a Learning Assistant. The focus will be on supporting a wider range of students who are disengaged due to emotional, social and behavioural issues and who need to improve self regulation as well as literacy, numeracy and their level of attainment across the curriculum. I will be seeking to look at impact for ten identified students (based on free school meal entitlement) and there will be further consultation in 2020-21 based on further funding. Some of this could also occur through the proposed Improvement board.
4. Student leadership – I will be proposing a new system of nominating, selecting and voting for senior leaders for next session. Titles need to be non-gender based in keeping with good practice There will also be other leadership roles at S6 that will be developed as well in the junior school in the future. There needs to be a newly invigorated Student Council or Forum representative of all stages.

**Diary – Upcoming Events**

**May**

7 May – S1 HPV vaccines

10 May – S1 reports home

15 May – S1 Parent evening

18-19 May- D of E Practice Expedition

28 May – S3 reports to parents

30 May – S2 Parents Evening

**June**

1-11 June – Malawi Trip

3 June – New timetable begins

5 June – Acting HT post interview day

11 June – Annual Prizegiving

19-20 – Summer Concert (TBC)

28 June – last day of term

Craig Biddick

Interim Acting Head Teacher

1-5-19