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

## **THURSDAY 5 SEPTEMBER 2019**

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

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| **Present** | **Apologies** |
| Helen Armstrong (Parent, Chair)Julie Begbie (Parent)Amanda Crawshaw (Parent)Craig Biddick (Acting Head Teacher)Sharon Bravey (Parent)Colena Cotter (Parent)Wendy Johnson (Parent)Hilary Larkins (Parent)Sharon Leitch (Parent)Rowena Robbie (Parent)Gillian Shepherd (Parent, 50/50 Club)Alasdair Sprott (Parent)Jenny Sprott (Parent, Vice Chair)Nicola Traynor (Parent)Lynsey Weir (Minute Clerk) | Susan Allen (Parent)Lyn Bertram (Parent)Petya Furnadzhieva (Parent)Lorna Glasgow (Parent)Alison McKenzie (Parent)Pauline Pender (Parent, Treasurer)Jim Young (Business Link) |
|  |  | **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 010519**1. Craig Biddick updated on the Chromebooks, still ongoing, it looks unlikely that any purchased externally will be able to connect to existing inhouse IT systems. Ongoing, CB to feedback.
2. Craig Biddick confirmed that there is no update on the Malawi event. Helen Armstrong advised our offer of help still stands for the future.
3. Craig Biddick gave an update on how the Midlothian budget cuts will affect the school and how changes can be made to assist.
 | CB |
| **3.0** | **TREASURERS REPORT**1. Pauline Pender not present at the meeting. Update to follow.
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| **4.0** | **50/50 CLUB**1. Gillian Shepherd advised that the winners of the draws will be announced on the Facebook page.
2. Promotional leaflets went home to parents and we have had 3 new sign ups so far.
3. Gillian advised that she will be stepping down from this role at our AGM and explained what the role involves for anyone wishing to take over.
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| **5.0** | **HEAD TEACHER’S REPORT**1. **Property Work** - There has been quite a bit of maintenance in the school over the last few months. All the windows in the tower block facing Bellman’s Rd have been replaced which will enhance the classroom environment. The main entrance foyer at the front of the school and stairwell along with parts of the upper and lower corridors have been painted and a large new welcome sign featuring the school crest is now in place above the stairwell landing. Further reviews of signage will take place in coming months but external signage will be replaced shortly and ensure it is easier to access the building.

The review of the school mentioned the poor state of some of our furniture which had already been highlighted in my walk rounds. I have begun the process of replacing furniture in some key areas and the school environment will continue to be improved.There has also been some refurbishment of Dave Connolly’s room (R 32) with new carpet. The IT refresh has also taken place with an upgrade of some hardware and software replacement on laptops (Window 10 upgrade.1. **Staffing – The indicative staffing figure for the financial year is 47.46 FTE including the SfL teacher allowance.**

We are starting the session with almost all staff in place but have a current short term vacancy in Modern Languages to cover the maternity vacancy and we will interview for that post as soon as possible. We also need to recruit for a Learning Assistant to work within Support for Learning and for the new PEF post.We are welcoming three NQT this session – two in Art, Zoe Stratham and Catriona Simpson.Two other full-time staff members we are welcoming this session are Jessica Burrows (Biology) and Yasamin Tavakoli (Geography). From late August we have also picked up some additional staffing in English and Social Studies and welcome Suzanne Blake and experienced teacher into these areas for three days a week.1. **Budget** – Below is details of our total devolved budget for 2019-20

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| --- | --- | --- |
|   |   | **School Budget 2019-20** |
|   |  |   |
| **Staffing** |  |   |
| Teacher Staffing |  | 2,596,536 |
| Support Staff |  | 193,632 |
| ASN Allocation |  | 222,703 |
|   |  | **3,012,871** |
|   |  |   |
| **Premises** |  |   |
| Repairs Tenant |  | 14,931 |
| Cleaning Materials |  | 1,508 |
| Pool Chemicals |  | 0 |
|   |  | **1,508** |
|   |  |  |
| **Transport** |  |   |
| School Minibus |  | 402 |
| Excursion Allowance |  | 1,100 |
|   |  | **1,502** |
|   |  |  |
| **Supplies** |  |   |
| Educational Supplies |  | 37,396 |
| TV Licence |  | 147 |
| Other Supplies |  | 4,902 |
|   |  | **42,445** |
|   |  |  |
| **Other Costs** |  |   |
| Copyright Licence |  | 867 |
| Staff Development |  | 6,241 |
|   |  | **7,108** |
|   |  |  |
|   |  |  |
| **Gross Devolved Budget** |  | **3,065,435** |

Per capita budgets for Department will go out next week and will be around the same level as last year. Actual cut will now be 15% with most into contingency. 1. **Exam Results** – initial analysis – see attached results summary. This covers both Authority and school information but is very much an initial broad stroke analysis.
2. **Working Groups** – There will be three main working groups this session and staff need to be involved in one. Some WG have other sub groups attached e.g. Malawi Group. The three main groups are;

 Learning, Teaching and Assessment Wellbeing, Equity and Inclusion Wider Achievement and Employability1. **Draft SIP AND Action Plan template** – The Standards and Quality Report for 2018-19 is ready to go on the website later this month. The Report incorporates a high level School improvement Plan (SIP) that all three Working groups will need to use to develop an initial Action plan to take forward and this will be discussed with HT/SMT by appointed Chairs. *See other handouts.*
2. **Draft Working Time Agreement (WTA) with Unions.** I have recently had a productive meetingwith the School Negotiating Group (SNG) made up of representatives of the three Unions in school and an independent member. The WTA has a new comprehensive format and is more transparent, containing full details of the working categories and timings and a calendar that fits within the overall school calendar. It is written in line with the revised MNCT 35 hour working week and WTA guidelines. This is a key agreement to moving things forward and ensuring shared, equitable and consistent workloads that are detailed and negotiated. *See handout of key Calendar dates*
3. **Learning and Teaching** – a deliberate focus on the first Inset day was learning and teaching with two sessions held to look at our new working project that I have decided to call the ***Big 5 Project.*** It is based on Dylan Wiliam’s book – **Embedded Formative Assessment** and represents the best possible practice to improve teaching for better learning. This CLPL is closely tied with practitioner enquiry which we also will develop over the next three years. I have included a briefing note for parents to give an overview of the Big 5 push. The key to making progress with this work is empowering staff to develop the collegial work and make it something they own. The work will be led by me along with A T Lawrie (Authority Quality Improvement Officer, Ross Jamieson and Working Group staff members. In coming weeks we will need to develop on a draft Learning and Teaching policy framework linked to this work to be considered by the LTA – Working Group.
4. **Ethos – Part 1**. Our Values. I employed Alan Wait of #Hashtag Learning to help run several sessions at the 16 August Inset day, in particular around the *Why* aspect of our Ethos. Alan was a formerly a very successful Senior Education Manager for Midlothian Council and is known for his innovative and creative approaches to Education and is a charismatic and skilled presenter who knows Penicuik High School well in his role as its former School Manager. Alan led two sessions to unpick the question of what values we feel are important to Penicuik High School. Alan will now start to organise to consult with the student and parent body as we work to refresh our ethos – whilst we maintain the current focus on our PRIDE values that are relatively well embedded.
5. **Impact – Self Evaluation tool.** Alan Wait also ran a session on the upgraded Impact self-evaluation tool that will be integral to our Self Evaluation work led by Ross Jamieson. This is a web based database. Alan reminded staff how the tool works as well as introducing its new features. I am also looking at several other web based tools that Alan is developing and which will assist the school e.g. Achieve – a tool that students can use to track their own learning and a leadership evaluation tool. More information will follow in due course.
6. **Curriculum** – As you know at the start of session we will need to do a Curriculum review and this will involve an initial external review followed by the development of a proposed model to go forward for consultation. I am not at this stage proposing a working group but will look to identify several staff to assist as needed and I am negotiating some further support from the LA over a staffing resource to support this and key policy development work.
7. The **final Inset day programme** is included with this information and the day was really focussed on four areas; Department time, Learning and teaching, Wellbeing, Equity and Inclusion and our Ethos
8. **Key policy work will be needed to link policy to the work flagged in the SIP, and our ethos and will relate to the following areas**:

 Teaching, Learning and Assessment (further review of current document)Dignity at Work PolicyBehaviour Policy linked to PRIDE values and restorative practiceLiteracy and Numeracy development policiesCurriculum Rationale **Other current areas needing review are:** Exclusion documentation and processAttendance and lateness – to be finalisedSchool trips rationale and process1. **A group of staff attended an On the Button (OTB) demonstration** late last term and initial comments were favourable. It has a variety of modules and we saw a lot of its functionality but two key areas it could help us with, which feed into the review recommendations are; tracking and monitoring within BGE in terms of a whole school overview and a referral system for behaviour which would help close the loop better on actions and communication. It does offer a very easy way to give progress reports by email to parents and would change the burden of longer written reports that have a time lag built in to the process.

However, after formal feedback from the group we decided that we needed to wait before considering adopting this database as we needed to work on 1. Behavioural systems and approaches and 2. Our assessment currency and practice. We will consider where we are at toward the end of this new session and look at future workload implications and streamlining processes. There will be interim developments relating to a whole school tracking system for the BGE that staff will need to be involved in from Term 1 of this session but it will be based on a spreadsheet system with levels and on/ off track highlighting. I have already met with the Performance and improvement Officer from Midlothian Council – Matt Dunn to construct the template .The OTB system can be developed over time if we decide to adopt it and staff training would be put in place with the tool switched on at some stage within a session. 1. **New Website** - We will be starting to develop a new Website from the beginning of session through Pigeon Penguin who developed Lasswade High Schools website. Departments will at some stage be asked to complete information templates to help populate the pages. This work will take place over several months. I will ask Phil Bowen the proprietor to come to a future PA meeting to demonstrate the look of the future site.
2. **School Captains and student leadership** – there have been interviews last week for our School leadership roles- School Leaders and Deputies and four candidates will go forward for a student vote on Thursday morning. These Leaders will help set up the Senior and Junior Student Councils and portfolios across S6.Development of student voice remains crucial in terms of our ethos and the RRSA work.
3. **Some student’s behaviour is very likely to remain challenging** and we will continue to do a weekly update report to communicate issues and our actions from the start of session. I note that this is mainly a handful of students who fall through a crack in the system and need other supports. We have made considerable ground with the out of class system and Duty Head roster and I am continuing to push a new approach to behaviour through the Paul Dix 5 Pillar approach that focuses on nurture and restorative practice. The key message is be visibly consistent and visibly kind. There is now also a Friday detention system for out of class, lateness/truancy and other matters

The start of the session has gone quite smoothly and there appears to be less disruptive and disrespectful behaviour overall. Registration Teachers went through the key rules and these were reinforced later at Year level assemblies. I have also spoken to all students about things we are doing in the school to improve it and that they will need to have an active voice and involvement in these things.The uniform standards are much improved and I will be looking at introducing senior leader blazers after a consultation with these students and S6. This will hopefully be in place by Christmas and we will then consider whole school for session 2020-21.Finally, I would like to say how much I am looking forward to working with you all this session and am always there to listen and support parents. Please feel free at any time to make an appointment to come and see me about any matter whether it be a problem or something positive. |  |
| **6.0** | **COMMUNICATION WITH PARENTS**1. Helen Armstrong invited all to join this group to take ideas forward. A meeting date will be set and communicated by Sharon Leitch. A focus on ‘Parents Evenings’ was suggested.
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| **7.0** | **MIDLOTHIAN COUNCIL EDUCATION DEPARTMENT FINANCIAL STRATEGY**1. The sub group met and discussed. A Council update is available on the Midlothian Council website. Craig Biddick suggested waiting for the next round of budget announcements before progressing.
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| **8.0** | **PARENTS ASSOCIATION LEAFLETS**1. Helen Armstrong advised that these new leaflets were sent home at the start of term. We have a supply for use at Parents Evenings and events.
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| **9.0** | **CONNECT INFORMATION & TRAINING SESSION**1. Helen Armstrong, Sharon Leitch and Jenny Sprott attended an event on the 22 May. The take home message was ‘Can parents be engaged in working with the school and their children to achieve one thing in the school improvement plan?’. Our question is, “Can parents be involved in the ‘Big Day’?”. Also suggested was the possibility of parents coming in to school and experiencing subjects. To be discussed further.
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| **10.0** | **FUNDING REQUESTS**1. Outdoor furniture for Quad – Lots of work is required in this area first, request to be put on hold until next year.
2. Swimming caps – Colena Cotter to obtain update.
 | **CC** |
| **11.0** | **DATABASE OF PARNT/CARER SKILLS**1. The Comms sub group are to take this forward for further discussion on – how to obtain information; parent/carer hidden talents; parent/carer careers advice.
 | **Comms Group** |
| **12.0** | **MAINTAINING THE FABRIC OF THE BUILDING**1. As advised in the Head Teacher report a review of the building and maintenance issues are already underway. Rowena Robbie suggested using the support of the Community Payback team.
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| **13.0** | **SCHOOL UNIFORM EXCHANGE**1. Helen Armstrong suggested an in-house school uniform recycling scheme. After discussion it was decided that this would work for ties and blazers better rather than shirts and bottoms. School Eco team to take forward.
 | **CB** |
| **14.0** | **INFORMATION EVENING**1. Helen Armstrong suggested a parent’s information evening on ‘Bullying’. It was agreed that the Comms Group would take this forward for further action.
 | **Comms Group** |
| **15.0** | **AOB**1. Helen Armstrong asked all to consider taking on a role within the Parents Association when we will elect office bearers at our AGM.
2. The date of our next meeting is Tuesday 1 October (AGM) 2019 at 6.45pm, held within Penicuik High School. Future meeting dates are set as Thursday 28 November 2019; Wednesday 29 January 2020; Wednesday 25 March 2020 and Thursday 7 May 2020.
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|  | **Name of Chairperson:** |  |  |
|  | **Signature of Chairperson:** |  |  |
|  | **Date Minutes Approved:** |  |  |