

COMHAIRLE NAN EILEAN SIAR Department of Education & Children's Services Minute/Note of Meeting		TITLE	Parent Council Meeting		
		DATE	Monday 3rd December 2018	TIME	6.30pm
		VENUE	Sir E Scott School		
		DISTRIBUTION	All Members & MC Ferguson, SEO.		
Present:	Alison Macdonald, Mairi Macleod, Lucy Toor, Pauline Macleod, Aileen MacSween, Donella Barker, Donna Stoddart, Rebecca Passmore, Rebekah Globe, Rhoda Campbell,				
Apologies:	Cllr Finlay Cunningham, Cllr J Mitchell, Cllr Paul Finnegan, Katie Ann Mackinnon, Kathryn Campbell, Fiona Porteous, Andrew Coghill, Kirsty Donnelly.				
Absent:	Tim Langley.				
Agenda Item			Action	Who?	When?
1	Welcome	A Macdonald welcomed everyone to the meeting.			
2	Apologies	As noted above.			
3	Minute of 29th October 2018	The minute of the meeting held on Monday 29 th October was agreed to be an accurate record – proposed: L Toor seconded: M Macleod	Email to MC Ferguson, SEO	MCM	ASAP
4	Matters Arising	Canteen AMS passed Mr Andrew Walker, Scottish Water's contact details onto Mr R Miller who is leading the Sustainability group. She will ask Mr Miller to contact him. PML stated there is an improvement in the sale of water bottles in the Primary Department. This is being monitored by staff, pupils are being encouraged to bring in their own water bottles and fill them in preparation for lunch. This is with a view to removing water bottles for sale to primary pupils. PML stated a trolley has not been provided in the canteen with jugs and cups as a water station. AMS mentioned D Smith, Catering Manager at a recent meeting stated she could not discontinue the sale of water bottles in the school. AMS will contact Larbert High School to see what impact Scottish Water have had there. AMD suggested Scottish Water could possibly purchase water bottles for pupils. There was no update from D Smith regarding the tendering process. To encourage pupils to eat healthy meals vegetables are being put onto their plates. Leaflets providing information on healthy packed lunches have also been issued to pupils. All present agreed that RC would write a letter thanking D Smith for her input at the recent meeting and requesting an update on matters that had been raised.	Ask R Miller to contact Mr A Walker, Scottish Water. Check with canteen staff regarding water station.	AMS AMS	ASAP ASAP
			Contact Larbert High School with regards to Scottish Water.	AMS	ASAP
			Write to D Smith requesting an update.	RC	ASAP
	Prom AMS has booked the Harris Hotel for the Secondary Prom on Friday 31 st May 2019.				
	Skills Development Scotland AMD shared with member's leaflets from Iain MacLennan, Skills Development Scotland. AMS mentioned he was looking for feedback from his presentation at the last meeting. AMD will send this to him.	Send feedback to Mr Iain MacLennan, SDS.	AMD	ASAP	

4	Matters Arisingcontinued	Dileab Concert AMS thanked parents for assisting with refreshments during the recent Dileab concert. The invoice for refreshments was paid by AC..			
		Armchair Athletics PML is still to purchase the items for Armchair Athletics.	Pass receipt to Parent Council to claim cost.	PML	ASAP
		Parent Volunteers Following a recent request for parent volunteers to assist with various school events, MM stated approximately 5 parents responded. Members agreed that all parent's names should be on a list and chosen at random when required. Parents will be required to ask for their names to be removed from the list. RC will compose a letter to send to parents.	Send a letter to parents regarding volunteering for school events.	RC	ASAP
		School Improvement Plan AMS said all Working Groups are up and running and focusing on the relevant targets. She mentioned a number of Parent volunteers will be attending the Developing the Young Workforce event in the school on Friday 14 th December. S1 Parents Evening was extremely well attended by parents. AMS also received positive feedback from parents.			
5.	Treasurer's Update	There was no update of accounts. AMD received an email from S5 & S6 pupils requesting funds to assist with costs for the Secondary Christmas Dance. AMS explained the school fund covers most of this cost, although pupils had raised money from the Halloween Disco. She mentioned pupils are provided with a buffet, transport and the hire of the Community Centre which can be very costly. BP suggested other venues in Harris as possibilities, AMS will look at the costings for the Community Centre. All present agreed to pay £300 towards the cost.	Get a quote for the hire of the Community Centre.	AMS	ASAP
			Pay £300 to Secondary School Funds for the Christmas Dance.	AC	ASAP
6	Burns Supper	AMS stated there has been a decline in people attending the Burns Supper over the last couple of years. Alternative suggestions were discussed at length, as this is the main Parent Council fundraising event of the year. BP provided details of a recent fundraising event for Harris Guides in Leverburgh which was very successful. All present agreed to take a year off from the Burns Supper and arrange a Quiz night on Friday 1 st March. It was agreed to ask D Smith to arrange the quiz, refreshments will also be available on the evening.	Inform Bill Scott there is no Burns Supper.	AMS	ASAP
			Ask D Smith is he is available for quiz.	AMS	ASAP
			Inform parents of change of events.	RC	ASAP
7	Power Outage	AMD mentioned a parent had raised concerns regarding toilet facilities, water and lunch provision during the power outage on Monday 12 th November. AMS responded by providing details of the day's events. The power went off at 9am and it became apparent this was affecting the whole of the Western Isles. She received a Groupcall message from the Education Department after 10am stating power would be restored by 11am and pupils were not to be sent home. She made arrangements with canteen staff to provide food for the children. SSE continued to provide updates saying power would be restored at 1pm, then at 2pm. At 1.15pm she contacted the Education Department and spoke to admin staff to inform them that we were in this situation and asked them to investigate the matter with SSE and provide advice regarding school closure. At 2pm SSE admitted the timescale for power to be returned was unknown due to other issues they were experiencing in the Tarbert area.			

7	Power Outage... ...continued	<p>Mr Chisholm informed her at 2pm it was too late to make arrangements to close the school, as this is a lengthy process. Since then AMS has requested protocol be put in place to avoid a situation like this in the future.</p> <p>AMS stated it is unfortunate the water supply to the school is dependent on an electric pump. Due to the school building, there does not seem to be a remedy for this. PML mentioned hand sanitisers were provided to pupils. MM queried as to whether pupils were to be charged for their lunch. AMS stated pupils should not have been charged for full lunch provision. Canteen staff are to check pupils were not charged.</p>	Check with canteen staff pupils were not charged for lunch.	AMS	ASAP
8	Learning & Teaching	<p>AMS stated over the last few weeks there have been good examples of partnership working taking place. Jenna Morrison, part time CNAG worker, has provided a number of opportunities for children in the Gaelic Medium. La na Gaidhlig was very successful and well attended. Gaelic Medium and Gaelic Learners in the primary showcased their learning at this event. For the first time primary pupils are participating in the Film G competition.</p> <p>She said across primary and secondary there has been more of a focus on drama this term. The Dileab concert was a good example of this. She is hopeful similar events to this will take place in the future.</p> <p>She provided details of the recent IT upgrade. All S4-S6 & P7 pupils have been provided with Surface Go devices. She explained this is a pilot scheme to see how effective they are in learning and teaching. New Laptops have been issued to be shared between Primary pupils and S1 – S3 classes.</p> <p>S2 GM pupils have been issued with laptops and S1 GM pupils are due to receive laptops this term. MM mentioned the lack of provision for Gaelic learner pupils in S1 and S2. AMS stated this is funded by the government. She also explained with this additional provision in place for GM pupils, the school is in a better position now than in previous years with regards to ICT provision. PML mentioned staff will receive training on the devices to ensure pupils get the most out of learning and teaching. The bandwidth has also been improved.</p> <p>AMS is very thankful for the ICT provision the school has been provided with.</p>			
9	Head Teacher's Information	<p>AMS provided a brief update on staffing. Ms C Hurley is on extended leave until January 2019. Mrs R Maclean is also off on sick leave. Mr J Masterson is covering both Music classes and Higher English classes.</p> <p>Mr I MacIver has recently resigned as conductor of the school choir. AMS acknowledged his commitment and dedication to this role over many years.</p> <p>Mrs E Ashley, SFL Assistant will be leaving on Friday 14th December as her family are moving to the mainland. AMS has been informed this post will be advertised.</p> <p>Dr K McKellar, Leader of the Scripture Union will be finished on Monday 10th December. As she has been the lead of this group for approximately 16 years, AMS would like to acknowledge this in some way. LT will take over as leader of this group.</p> <p>The school handbook is currently being updated. AMS would like to share this document with members and would appreciate any suggestions or amendments.</p> <p>The newsletters have recently been uploaded onto the website, and the primary blogs are being updated weekly.</p>	Email School Handbook to members. Send any suggested amendments to AMS.	AMS Parent Members	ASAP ASAP

9	Head Teacher's Information.....continued	AMS mentioned when the Senior Education Officer visits the school in future, a representative from the Parent Council is invited to attend the meeting. AMD agreed if possible to attend future meetings. New guidelines have been issued on the recording and monitoring of bullying incidents in schools, stating it is now essential that all incidences reported are recorded on SEEMIS, even though eventually following enquiries it may not be a bullying incident. This has been implemented by the Scottish Government and will assist future Freedom of Information requests. AMS mentioned the capacity issues in the Sgoil Àraich as there are 6 children enrolling in January 2019 and the current roll is 23. The Education Department have acknowledged all new schools have capacity issues. She met recently with Mrs Becky Maclean, Early Years and Mr William Macdonald, Head of Service to address this issue and find a solution. They have a proposal in place and she will meet with pre-school parents soon.	If possible, attend future meetings with the SEO.	AMD	ASAP
10	AOCB	There was no AOCB.			
11	Date of Next meeting	A Macdonald thanked everyone for attending and the meeting closed at 7.45pm. The next meeting of the Parent Council will take place on Monday 14th January 2018 at 6.30pm.			