

<b>COMHAIRLE NAN EILEAN SIAR</b> Department of Education & Children's Services <b>Minute/Note of Meeting</b>		<b>TITLE</b>	<b>Parent Council Meeting</b>		
		<b>DATE</b>	<b>Monday 2<sup>nd</sup> September 2019</b>	<b>TIME</b>	<b>6.55pm</b>
		<b>VENUE</b>	<b>Sir E Scott School</b>		
		<b>DISTRIBUTION</b>	<b>All Members &amp; MC Ferguson, SEO.</b>		
<b>Present:</b>	Alison Macdonald, Rhoda Campbell, Mairi Macleod, Lucy Toor, Donna Macleod, Bruce Jardine, Aileen MacSween (HT), Kirsty Donnelly (DHT), Pauline Macleod (DHT), Cllr John Mitchell.				
<b>Apologies:</b>	Andrew Coghill, Rebecca Passmore, Donella Barker, Cllr Paul Finnegan, Cllr Finlay Cunningham.				
<b>Agenda Item</b>		<b>Action</b>	<b>Who?</b>	<b>When?</b>	
<b>1 Welcome</b>	B Jardine welcomed everyone to the meeting and thanked the previous chairpersons.				
<b>2 Apologies</b>	As noted above.				
<b>3 Minute of 27<sup>th</sup> May 2019</b>	The minute of the meeting held on Monday 27 <sup>th</sup> May was agreed to be an accurate record – proposed: A Macdonald, seconded: M Macleod.	Email to MC Ferguson Upload on website.	MCM	ASAP	
<b>4 Matters Arising</b>	<b>Water Bottles</b> AMS mentioned R Miller was having difficulty contacting Mr A Walker, Scottish Water. He suggested the Parent Council make a decision regarding the purchase of water bottles. This was discussed at length. All present agreed the Parent Council will send an email to parents to ascertain how many pupils currently have their own water bottles and how many do not. Thereafter the Parent Council will send an email to parents indicating a date when water bottles will no longer be sold in the school canteen and encourage pupils to bring their own bottles to school.	Email parents regarding the withdrawal of plastic water bottles for sale in the school canteen.	BJ	ASAP	
	<b>Funding</b> AMS was in touch with Mr Tom Nicolson, owner of the Shiants 3 years ago and provided details of the school fund account. She emailed him again today and will await his reply. She explained the Nicolson family who own the Shiants, previously gave regular donations to Scalpay School fund when the Hebridean Princess would visit Harris. With the closure of Scalpay School in 2012, it was agreed this donation would be passed onto Sir E Scott School.	Inform PC Members of response from Mr Tom Nicolson.	AMS	Next Meeting	
	<b>PSE Programme</b> Following the last meeting, AMS spoke to William Macdonald who stated the letters had been sent to church representatives, who would then share this with Presbyteries. BJ met with Chris Robinson and provided details of this meeting. He mentioned a Parent Survey that was issued to parents in June, which was emailed to the school for distribution. Staff were not aware of this email, AMS will raise this at the Head Teachers Meeting. The PSE programme was discussed at length. BJ will share a copy of the report from the Working Group when it becomes available. JGM reiterated his offer for Harris Councillors to come into the school and speak to pupils during PSE classes.	Check details of the email regarding the Parent Survey at the Head Teachers Meeting. Share Working Group Report with members.	AMS  BJ	03.09.19  When Available	

4	<b>Matters Arising...cont'd</b>	<p><b>Parent Helpers for School Events</b> Parents have been selected at random for helping at school events. This has been very successful. Parents who are unable to help, have contacted the school and alternative arrangements have been put in place. AMS thanked all parents who helped out during recent school events.</p>			
		<p><b>Microsoft Training/Surface Go Devices</b> AMS provided details of the Microsoft Education Training provided at the end of last session for some members of teaching staff. Following this training an IT Leaders Group has been set up to arrange and take forward Digital projects within the school. Surface Go provision for pupils was discussed. Currently all S1 and S4 –S6 pupils have been allocated devices as well as Gaelic Medium pupils in S2 –S3. However, there is a small cohort in S2 and S3 that do not have access to devices. MM highlighted an issue with homework, stating home PC's are not always compatible with what is required of pupils. AMS was not aware of issues regarding pupils unable to access homework. She will write to S2 and S3 parents regarding this matter. She will also raise this with the local Education Department. She reiterated overall pupils have an excellent provision with regards to IT equipment in the school. There are 15 laptops available for pupils and two IT suites in Secondary. AMS suggested any S2 or S3 pupils who have difficulty with homework should be allocated these laptops to solve this issue. This would have to be authorised by the Education Department. P7 pupils have not been allocated Surface Go devices this session, primary staff will have to make a case for this with the Education Department. Although there are 25 laptops available for pupils in the Primary.</p>	Write to S2 & S3 parents regarding pupils accessing homework online.	AMS	ASAP
		<p><b>School Improvement Planning</b> This template was issued to members at the previous meeting. AMS has not received any feedback from members regarding this document.</p>			
5	<b>Treasurer Report</b>	<p>PML had a request from the P1-3EM class who have been doing The Highway Rat by Julia Donaldson as their topic. They have asked the Parent Council to purchase a copy of the Highway Rat Activity Book at £7.99 for each pupil, there are 17 pupils in the class. The cost would be £135.83. Members agreed to this request</p>	Pay £135.83 to Primary School Fund to purchase books	AC/DC	ASAP
6	<b>Head Teacher's Information</b>	<p><b>Staffing</b> AMS provided a brief update on staffing within each department.</p> <p><i>Sgoil Àraich</i> D Macleod is currently off due to family illness. Sgoil Àraich staff have coped remarkably well in her absence, although they are being supported by school staff and the Early Years Office.</p> <p><i>Primary</i> Miss Donna Maclean has been appointed the P5-7GM post and will start on Tuesday 24<sup>th</sup> September. AMS thanked Mrs J Macdonald and Mrs KA Macleod who have provided supply cover over the past couple of weeks.</p>			

6	<b>Head Teacher's Information.....</b> ..... cont'd	<i>Secondary</i> Mr C Macleod has handed in his notice as a supply teacher for Maths. This is a huge loss to the school, however AMS respects his decision. Miss S Macleod, probationer will take responsibility for Higher, National 5 and S3 classes. Ms Goodfellow will cover the remainder of the classes. Miss Macleod will be supported by a mentor in the Nicolson Institute as well as Mrs L Rogers, Principal Teacher. MM expressed concerns regarding the long term plan with regards to staffing in the Maths department, especially as it is a core subject. AMS has already and will continue to raise these concerns with the Education Department. Staffing in the secondary for next session was discussed. BJ will write a letter to Louise Smith, Education Department highlighting concerns raised by the Parent Council.	Write to Louise Smith, Education Department.	BJ	ASAP
	<b>School Year Planner</b> This has been issued to all parents. School events will be entered on the website. AMS highlighted the following events. Secondary Prizegiving on Thursday 3 <sup>rd</sup> October 2019. The senior pupils have invited Mrs Donald Mackinnon, Director BBC Scotland who is from Harris to speak at the ceremony. The Careers Convention on Wednesday 20 <sup>th</sup> November, there will be the usual format in the afternoon. This will be followed by a presentation for parents between 4pm – 5.30pm focussing on pupils learning journey, subject choices, national qualifications etc. All present stated this was a good idea. Open Mornings in the Secondary department was discussed briefly. AMS would like to have an opportunity to showcase pupils work, involving S1 –S3 pupils. AMD suggested filming pupils for parents, as it is not always easy for parents to get off work. AMS will speak to pupils and staff to gauge their ideas.	Seek staff and pupils views on Open Mornings in the Secondary.	AMS	ASAP	
	<b>Attainment</b> AMS will provide details of the CFE attainment levels, for Primary – S3 at the next meeting. KD provided details of the 2019SQA attainment results in comparison to the local and national average. Results for Sir E Scott School were above the local and national average. There has been an increase in higher passes in comparison to previous years. BJ requested a copy of previous results. AMS was extremely pleased with pupil's SQA achievements. AMD congratulated staff on the excellent results and the support pupils received in order to achieve this.	Provide BJ with previous years SQA results.	KD	Next PC Meeting	
	<b>School's Improvement Agenda for Session 2019-20</b> AMS explained this document has been sent to Mary Clare Ferguson, SEO for feedback. This was compiled by Senior Management Team using information gathered from staff, pupils and parent council members. She gave details of the two main projects for next session, which focus on core business: 1. Learning and Teaching – Broad General Education, Sgoil Àraich – S3, using data analysis as a focus for improvement, raising attainment and closing gaps. Monitoring and Tracking pupils' progress more robustly. Children and young people more involved and leading their own learning.	A summary of the School Improvement Plan will be shared with all parents	Senior Management Team	ASAP	

6	Head Teacher's Information..... .... cont'd	<b>School's Improvement Agenda for Session 2019-20.....cont'd</b> 2. Curriculum – looking at progression frameworks, ensuring that everyone has a shared understanding of what achievement of a level is. Embedding Developing the Young Workforce and Careers Education Standard into Daily Practice.			
		<b>Parental Involvement and Engagement</b> AMS provided details of a recent in-service training session she attended which was led by staff from Education Scotland. Encouraging parental involvement was discussed at length. The role of the Parent Council, format of meeting and documents issued was also discussed. Parents who are not members are able to attend PC meetings, however they cannot participate in any discussion. They also have the option to raise any concerns with members. RC suggested an informal meeting with parents in the school, giving them an opportunity to meet the Parent members. Wednesday 25 <sup>th</sup> September from 4pm-5pm was agreed. This will be in the staffroom and refreshments will be provided.	Share relevant PPP slides with PC.  Informal session with Parents.  Inform Parents of this event	AMS  RC, LT, MM & DM  BJ	Next PC Meeting  25.09.19  ASAP
		<b>E-Safety/Twitter</b> AMS is looking for parent members to join the school's E-Safety Group. The school has a Twitter Account, which is available for parents. This can be linked to the school Face Book page which is still being used.			
		<b>MVP Training</b> MVP Training was recently completed by all S5 pupils. This was very successful and all pupils are happy to deliver this to S1 –S4 pupils commencing on Friday 5 <sup>th</sup> September. Staff will be available for support should this be required.			
7	AOCB	<b>Learning Support Provision</b> DM queried the Learning Support Provision in the Primary Department. AMS provided a brief update on the LS provision for Learning Support Staff. Primary - 1 Day, Secondary - 2 Days. The primary has been reduced by half a day. There has been no reduction in the Support for Learning Auxiliary provision across the school. PML explained Support for Learning Assistants are allocated across the school, based on the ASN needs of pupils.	Discuss Learning Support provision at the next meeting.	All Members	28.10.19
		<b>PEF</b> DM queried how the PEF money was spent in the school. Due to time constraints it was agreed this would be discussed further at the next meeting. AMS has a PEF information sheet which she will issue to parents.	Issue Information Sheet to parents. Discuss at next meeting.	AMS  All Members	ASAP  28.10.19
8	Date of Next meeting	BJ thanked everyone for attending and the meeting closed at 8.25pm. The next meeting of the Parent Council will take place on Monday 28 <sup>th</sup> October 2019 at 6.30pm.			