

COMHAIRLE NAN EILEAN SIAR Department of Education & Children's Services Minute/Note of Meeting		TITLE	Parent Council Meeting		
		DATE	Monday 4th November 2019	TIME	6.30pm
		VENUE	Sir E Scott School		
		DISTRIBUTION	All Members & MC Ferguson, SEO.		
Present:	Rhoda Campbell, Donella Barker, Kirsty Donnelly (DHT), Donna Macleod, Bruce Jardine, Aileen MacSween (HT), Pauline Macleod (DHT), Lucy Toor, Cllr Finlay Cunningham, Mairi Macleod, Diane Campbell (CNES),				
Apologies:	Andrew Coghill, Cllr Paul Finnegan, Cllr John Mitchell, Alison Macdonald, Rebecca Passmore.				
Agenda Item			Action	Who?	When?
1	Welcome	B Jardine welcomed everyone to the meeting.			
2	Apologies	As noted above.			
3	Minute of 2nd September 2019	The minute of the meeting held on Monday 2 nd September 2019 was agreed to be an accurate record – proposed: R Campbell , seconded: D Macleod.	Email to MC Ferguson Upload on website.	MCM	ASAP
4	Water Bottles	<p>BJ welcomed Mrs Diane Campbell, Catering Manager to the meeting. She has agreed to remove non-reusable plastic water bottles in the canteen for a trial period. She is satisfied there are sufficient water fountains throughout the school and water jugs are provided on tables for pupils. However, she would like to ensure all pupils have their own personal water bottles. Pupils should not be encouraged to drink from plastic cups for health reasons as this can also cause a constant interruption to catering staff while serving. All present agreed Parent Council will look at purchasing spare water bottles to have in school, should they be required. A local contact for Scottish Water was suggested as they are currently working in Harris.</p> <p>AMS mentioned Mr R Miller has been working with the Sustainability Group and S1 pupils. They have prepared a campaign and produced a video to address this issue. AMS suggested once the campaign is launched, pupils will be given a slip to indicated whether or not they require a water bottle. AMS will confirm the date with D Campbell and she will arrange to remove the sale of plastic water bottles from the canteen. All present agreed this would be a trial for the remainder of this session. D Campbell will require feedback from catering staff, pupils and staff following this trial.</p>	<p>Contact local Scottish Water Representative with regards to supplying water bottles for pupils.</p> <p>Aim to remove the sale of plastic water bottles in the canteen. Confirm date with D Campbell. Provide Feedback to D Campbell</p>	<p>BJ</p> <p>AMS/DC</p> <p>AMS</p> <p>End of Session</p>	<p>ASAP</p> <p>By 21.11.19</p> <p>ASAP</p> <p>Next Session</p>
	Canteen Menu	<p>Diane Campbell confirmed they are currently making changes to the school menu. She provided details of the new menu which will be available for parents online, also providing nutritional information for each meal. Monday's will be meat free as this will be more convenient for catering staff following the weekend. Healthier snacks will also be available especially with new guidelines being issued in session 2020-2021. The sale of bacon rolls was discussed, parents concerned regarding the health implications for children. AMS stated this should be addressed in school via PSE lessons. BJ thanked D Campbell for attending the meeting and her support on these matters. D Campbell left the meeting at this point.</p>	<p>Include Healthy Eating on PSE Programme for pupils</p>	<p>AMS/KD</p>	<p>ASAP</p>

5	Learning Support Provision	<p>AMS provided details of the current Learning Support provision. This is based on the annual ASN audit which is submitted by the school. Provision is determined on the level of varying needs from Stage 2 intervention level through to Stage 4 where the highest level of support is required. The current LS teaching provision is 0.2 in the Primary and 0.4 in the Secondary. 145.5 hours for Support for Learning Assistants have been allocated to the school for this session. She explained it is a complicated process drawing up the SFLA timetable, ensuring the varying needs of pupils are being met. The starting point for allocation of SFLA hours in a department/classroom is currently determined by the number pupils at SI levels 3 and 4. Regular Learning Support meetings with staff take place as well as monthly Pupil Support Team meetings to monitor pupils learning needs. AMS has requested an overview of Learning Support allocation for Sgoil Àraich, Primary and Secondary from A Mackay, PTLS for this session.</p> <p>Non-teaching staffing provision was discussed in the lower primary. The role of classroom assistants was also mentioned and the criteria required was discussed. Parents with concerns are encouraged to speak to AMS or PML.</p>	Look into the criteria required for a classroom assistant.	BJ	ASAP
6	Maths Vacancy	<p>Following the previous meeting BJ wrote to Mrs L Smith, Principal Officer Admin and Staffing highlighting concerns raised. BJ circulated her response to all members. He mentioned concerns from parents. AMS said all teaching staff are continually supported in various ways; classroom observations, quality assurance, monitoring and tracking. KD encouraged pupils and parents to speak to staff if they have any concerns. MM mentioned stability for pupils as they have had 5 Maths teachers in the last couple of years. AMS has raised with L Smith that consistency and continuity is a priority moving forward at the school for any secondary subject. for pupils especially in a key subject. BJ to reiterate this in his response to L Smith. VER is also an issue for staffing as this can also be very late in the session before being confirmed.</p>	Respond to L Smith's letter mentioning the points raised.	BJ	ASAP
7	SQA and CFE Attainment	Due to time constraints, this will be discussed at the next meeting.	Agenda Item	BJ	09.12.19
8	Surface Go Devices - Update	<p>AMS wrote to all S2 and S3 parents regarding pupils accessing homework online at home. She received 5 responses in total from parents, 2 in S3 and 3 in S2. It was agreed to issue laptops to pupils who do not have Surface Go devices. Contracts have been issued to pupils, awaiting 3 contracts to be signed and returned. Once this has been completed, technicians will issue laptops to pupils.</p>	Remind pupils to return contracts. Arrange for technicians to issue laptops.	Office AMS	ASAP ASAP
9	Relationships. Sexual Health and Parenthood (RSHP) Education (PSE)	<p>AMS confirmed the recent National Parent Survey was sent to parents via Groupcall by MIS Services (CNES) with some returns submitted. The survey was in relation to the Parental Involvement and Engagement Review which included additional PSE questions added by the local authority. Parents expressed concerns as the importance of this survey had not been highlighted. BJ stated he is still waiting for the report from the Education Department's Working Group. He has a simplified version of the PSE document which can be shared with members if requested.</p>			

9	Relationships. Sexual Health and Parenthood (RSHP) Educ. (PSE)..... continued	He expressed concern that this will become mandatory in schools, being embedded across the curriculum as part of the Health and Wellbeing Programme.	Alert parents to the website, seeking their views.	BJ	ASAP
		This was discussed at length. LT would like to ensure parents views on the teaching content of this matter is taken into consideration. Information is available on the website https://rshp.scot/ It was agreed to inform parents of the website, seeking their views before the next meeting. BJ to write to the Education Department regarding concerns raised by Parents.	Write to the Educ. Department raising members concerns.	BJ	ASAP
10	School Improvement Plan Summary	AMS has issued this document to all members in summary format. This will also be put onto the school website. BJ mentioned feedback from the recent parents drop in sessions is that parents would like more summaries of documents. AMS will be prioritising what will be shared with parents.			
11	Parental Involvement and Engagement	An informal Parent Drop-in Session was held on 25.09.19. A report with comments and suggestions was issued to all members. MM left the meeting at this point.	Speak to staff who are parents	AMS	ASAP
		BJ shared a breakdown of areas to be addressed by School and Parent Council. It was suggested putting the PC Agenda onto the school website a week before the meetings. AMS to speak to members of staff who are also parents to reassure them, they can raise any issues or concerns they may have. Overall the Parental Drop-in session was very successful, it was suggested to have these twice a year. BJ will look at the list and try and incorporate these into future meetings.	Look at the list of suggestions, try to incorporate into future meetings. Confirm date of next Drop in session with BJ.	BJ RC	ASAP ASAP
12	Upcoming Events	AMS listed Upcoming events over the next few weeks. A letter was issued to parents today, highlighting these events. She mentioned the Careers Convention which will be held in the school on Wednesday 20 th November and encouraged as many parents as possible to attend. Presentations on Senior Phase, Skills Development Scotland and Foundation Apprenticeships will be available for pupils and parents. Latha na Gaidhlig will take place on Thursday 21 st November with a focus on Careers. She provided details of a Curriculum Review which will be undertaken by the local authority on Tuesday 19 th and Wednesday 20 th November, which will focus on Maths and Numeracy. This thematic review is taking place in a few schools throughout the authority.			
13	Pupil Equity Fund	AMS issued a PEF information leaflet to all parents. The PEF working group includes AMS, PML, Mr Adam Johnson and Mrs Mairi MacIver. PEF is for pupils in P1 – S3. The 5 PEF measures are; Attainment, Attendance, Inclusion, Engagement and Participation. Schools are accountable as to how the money is spent, an annual report is submitted to the authority. For example, nurture rooms in both Primary and Secondary have been set up and available for pupils.			
14	School Uniform	Formal school uniform for Secondary pupils was discussed. All agreed this was a good idea as there are issues with the current school uniform, especially the hooded tops. AMS will get pupils views. BJ will seek parents views for the next meeting.	Seek pupil views Seek parent views	AMS BJ	ASAP ASAP
15	Head Teachers Report & Discussion	Due to time constraints this was not discussed.			
16	AOCB	There was no items for discussion.			

17	Date of Next Meeting	<p>BJ thanked everyone for attending and the meeting closed at 8.00pm. Agenda items for future meetings will be agreed one week prior to the next meeting and posted on the school website. The next meeting of the Parent Council will take place on Monday 9th December 2019 at 6.30pm.</p>	<p>Items for the agenda on to be passed to BJ. Agenda posted on website</p>	<p>Members MCM</p>	<p>02.12.19 03.09.19</p>
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