

<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 9<sup>th</sup> December 2019</b>	<b>TIME</b>	<b>6.30pm</b>
		<b>VENUE</b>	<b>Sir E Scott School</b>		
		<b>DISTRIBUTION</b>	<b>All Members &amp; MC Ferguson, SEO.</b>		
<b>Present:</b>	Bruce Jardine, Aileen MacSween (HT), Kirsty Donnelly (DHT), Pauline Macleod (DHT), Cllr Paul Finnegan, Cllr John Mitchell, Donna Macleod, Mairi Macleod, Rhoda Campbell, Andrew Coghill, Rebecca Passmore, Lucy Toor, Alison Macdonald.				
<b>Apologies:</b>	Donella Barker, Cllr Finlay Cunningham.				
<b>Agenda Item</b>			<b>Action</b>	<b>Who?</b>	<b>When?</b>
<b>1</b>	<b>Welcome</b>	B Jardine welcomed everyone to the meeting.			
<b>2</b>	<b>Apologies</b>	As noted above. BJ mentioned Mr Finlay Macleod & Mrs Hazel Macleod have expressed an interest in joining the Parent Council.			
<b>3</b>	<b>Minute of 4<sup>th</sup> November 2019</b>	The minute of the meeting held on Monday 4 <sup>th</sup> November 2019 was agreed to be an accurate record – proposed: RC, seconded: LT.	Email to MC Ferguson Upload on website.	MCM	ASAP
<b>4</b>	<b>SQA &amp; CFE Attainment Presentation</b>	AMS shared with members the CNES National Improvement Framework, Annual Report and Improvement Plan for 2019-2020. The document includes statistical data on pupils' academic achievement. She suggested adopting appendix 2 on attainment data to provide a clearer overview of the school's SQA results and Curriculum for Excellence Broad General Education attainment, which will be shared with members at the next meeting. AMS will make a request to the Education Department for this document to be used as a template for the School Improvement Plan. She explained the current School Improvement Plan is produced in May, and exam data is not available until August. A request will be made to either delay the report or add and appendix. AMS will send this document to BJ.	Make a request to Educ. Dept. for this template to be used for SIP. Send Document to BJ. Provide similar SES school attainment overview to Appendix 2.	AMS  AMS  SMT	Next HT Meeting  ASAP  Next PC Meeting
<b>5</b>	<b>Water Bottles Update</b>	BJ contacted Scottish Water, they were unable to supply water bottles. A local business has agreed to purchase water bottles for the school, although they wish to remain anonymous. AMS mentioned bottles have been selected on <a href="http://www.schoolbottle.co.uk">www.schoolbottle.co.uk</a> by S3 pupils. Standard size was agreed. AMS will send the exact specifications and number required to BJ for ordering. Once water bottles arrive, the plastic bottles will no longer be available for sale in the canteen.	Send information for water bottles to BJ.  Remove plastic water bottles for sale in the canteen.	AMS  AMS	ASAP  When bottles are issued.
<b>6</b>	<b>Canteen Menu Update</b>	The canteen menu has been altered and bagels and wraps are now available for Secondary pupils at morning break. Senior pupils are very happy with the choice.			
<b>7</b>	<b>Learning Support Provision Update</b>	Advice from Mr W Macdonald, Head of Service and Education Scotland, was to make a formal request to the Head Teacher in writing. The majority of parent's in the P1-3EM class have signed a letter requesting a Classroom Assistant. Letter was copied to W MacDonald, Head of Service & MC Ferguson, Senior Education Officer. AMS has acknowledge receipt of the letter and passed it onto the Education Department. She explained, Classroom Assistants are assigned to schools, not individual classrooms.	Inform members of response from Education Department.	BJ	ASAP

8	<b>Maths Vacancy Update</b>	BJ replied to L Smith's letter, still waiting for a reply.	Inform members of response to letter.	BJ	ASAP
9	<b>Relationships. Sexual Health and Parenthood (RSHP) Education (PSE)</b>	BJ wrote to parents seeking their views on the website. To date has received no response from parents. AMS mentioned this will be discussed at the next Head Teacher's Conference in February 2020. Staff at SES have not received any recent training and further discussion with parents regarding implementation will have to take place. This was discussed at length, concerns expressed as this is going to be imbedded throughout the curriculum. At the moment it is voluntary, but this may become compulsory for schools. This will be discussed at the main Education Meeting in February 2020, when the formal report becomes available. Once BJ receives parent's views on this matter, he will write to Mr B Chisolm, highlighting concerns.	Write to Mr B Chisolm, highlighting concerns raised.	BJ	ASAP
10	<b>School Improvement Plan Summary</b>	<p>BJ provided the following feedback on the School Improvement Plan Summary.</p> <ul style="list-style-type: none"> <li>• Parent Council to be more involved in sponsoring Literacy and Numeracy achievements in school.</li> <li>• Special fundraising days to be limited to once a month to address the Poverty Attainment Gap.</li> <li>• Family Learning, working alongside pupils and families participating in the learning of the children.</li> <li>• Updates provided for any inspections that are undertaken. The most recent being the Care Inspectorate visit to the Sgoil Àraich. Staffing was highlighted, this has now been addressed.</li> <li>• Senior pupils taking Prelim exams in October was discussed. AMS said a prelim in October would be difficult as pupils haven't covered much of the course by then. KD mentioned continual assessment is done throughout the term, which is more accurate than the prelim marks. Continuity is very important, have to be careful not to have too much focus on assessment, that can impact on the learning and teaching.</li> </ul> <p>AMS thanked BJ for taking the time to read through the Standards &amp; Quality Report and the School Improvement Plan and for points raised.</p>			
11	<b>School Uniform Update</b>	BJ received no feedback from parents regarding formal school uniform. AMS discussed this with S6 pupils who were keen on the idea. They agreed a formal school uniform looks better and also improves the attitude of pupils. However, they are keen to keep the braided blazers, as they are easily identified in school. Senior pupils will discuss this further with the Pupil Council. Quality of the current uniform was discussed. Formal uniform is also a cheaper option for parents. V-neck jumpers were mentioned and school badges could be provided for blazers. The view was for all pupils in Primary and Secondary to wear formal school uniform, if parents agreed. AMS will seek Pupil Council views.	Seek Pupil Council views on School Uniform.	AMS	ASAP
12	<b>Parental Involvement &amp; Engagement</b>	Parents as Partners Information leaflet was issued to members, AMS said this provides a good overview of the Parent Forum. This leaflet has been issued to all parents and it will be displayed on the school notice board. RC suggested taking this leaflet to the next informal drop in session. Informal Drop in sessions were discussed at length. Some parents would like to join a Fundraising Committee rather than the Parent Council.	<p>Display on school notice board.</p> <p>Write to parents regarding Fundraising Committee.</p>	<p>MCM</p> <p>RC</p>	<p>ASAP</p> <p>ASAP</p>

12	<b>Parental Involvement &amp; Engagement...</b> ....continued	<p>BJ read out the Fundraising Constitution, stating how a committee is formed. RC will write to parents regarding this. A more informal AGM in the staffroom was suggested. Keeping accurate minutes is crucial. RC confirmed the date of the next parent drop in session. AMS stated parents can join the PC anytime, Mr F and Mrs H Macleod have mentioned they would like to join the Parent Council. Mr P Bertin was suggested as a co-opted member, BP will speak to him.</p> <p>BJ mentioned the Parental Engagement Toolkit documents. There are a number of sections to this document. BJ will compile a power point presentation on each section, with a view to covering one section per night, over future Parent Council Meetings.</p>	<p>PC Parents Drop In Session</p> <p>Speak to P Bertin regarding the PC.</p> <p>Compile Power Points for future PC Meetings</p>	<p>RC/LT</p> <p>BP</p> <p>BJ</p>	<p>30.01.20</p> <p>ASAP</p> <p>As Required</p>
13	<b>Upcoming Events</b>	<p>AMS mentioned letters have been issued to parents recently listing the upcoming events for the remainder of this term. Next term the main events will be Prelims for Senior pupils, and also pupils participating in Celtic Connections in Glasgow from 15<sup>th</sup> – 18<sup>th</sup> January. The prelims will therefore take place over 2 weeks due to pupils being away at this event.</p>			
14	<b>Head Teachers Report &amp; Discussion</b>	<p>The school now has a Twitter account, #SirEScottSchool which is proving very popular. This is the preferred method by the Education Department as it is a more professional way of engaging with parents.</p> <p>AMS provided an update on recent events and activities taking place in the school this term; Faclan Og Events, Community Armistice Day, Remembrance Assembly and S1 Parent Evening, Sgoil Àraich Parent Information Evening, BAM Nuttall Pupil Presentation and Film G entries. Primary pupils are participating in Golden Skills activities on Friday's with volunteers from the community.</p> <p>Làtha Na Gaidhlig and the Careers Convention were recently held in the school. Visiting delegates spoke very highly of the school and pupils' engagement at these events. Feedback from pupils was also very positive. Very few parents attended these particular events, despite sufficient notice being given to parents beforehand to encourage them to attend. AMS said this was very disappointing for the school, the organisers and delegates who made such an effort to engage with pupils. She would like to ensure this does not happen again.</p> <p>Pupils enjoyed participating at the recent National Mod in Glasgow and were once again successful in their competitions. They also participated in the recent Dileab Concert in Stornoway. She congratulated Hamish Scott (S5) and Rachel Campbell (S6) who got through to the final of the National Gaelic Debating Competition in the Scottish Parliament. They narrowly missed out to Sgoil Lionacleit. Rachel won the overall speaker award. AMS thanked Mr Murray for supporting the pupils with this. Quality Assurance continues to be undertaken regularly in the school through learning walks and peer observations. A Thematic Review was recently undertaken by Mr Donald Macleod and Mrs Mary C Ferguson, Senior Education Officers, focussing on Numeracy and Mathematics. Staff received positive feedback following this review. Duke of Edinburgh was discussed briefly. Parents are unsure who is responsible for overseeing this. PF mentioned pupils are responsible for ensuring they complete their skills to receive their rewards. They are also responsible for completing relevant paperwork. AMS suggested asking M MacIver, CLD to discuss this with pupils.</p>	<p>Arrange for M MacIver, CLD to speak to pupils regarding Duke of Edinburgh.</p>	<p>AMS</p>	<p>ASAP</p>

14	<b>Head Teachers Report &amp; Discussion..... ...continued</b>	Mr C MacRae, FES janitor is finishing at the end of this term, having worked in the school for 20 years. The post has been advertised, awaiting a date for interviews. Primary and Secondary Pupil Councils have requested an informal meeting in school with representatives from the Parent Council.	Arrange meeting with Pupil Council and Parent Council Representatives.	AMS	ASAP
15	<b>AOCB</b>	<p><b>Treasurers' Report</b> AC provided an update of accounts. The current balance is £2228.52.</p> <p>The following funding requests were made:</p> <p>Sir E Scott Secondary pupils requested £300 to cover the cost of a band for the Christmas Dance. This was approved.</p> <p>Secondary pupils participating in First Lego League Competition have requested funding £250 for ferry costs and £435 for accommodation. This will be required should they be successful at the local competition and are able to attend the national competition in Perth. All present agreed to pay £250 towards the ferry costs.</p> <p>PML requested the Parent Council to purchase Fluorescent Arm Bands for pupils, especially with the dark mornings and evenings just now. It was suggested to contact C Morrison at the local Sports Centre as they have annual campaigns offering free bands to the public.</p>	<p>Cheque payable to Sir E Scott School Fund for £300.00</p> <p>Inform AC if pupils are successful. Cheque payable to Sir E Scott School Fund for £250.00 Check with C Morrison regarding bands</p>	<p>AC</p> <p>AMS</p> <p>AC</p> <p>MCM</p>	<p>ASAP</p> <p>Jan 2020</p> <p>Jan 2020</p> <p>ASAP</p>
16	<b>Date of Next Meeting</b>	BJ thanked everyone for attending and the meeting closed at 8.20pm. The next meeting of the Parent Council will take place on Monday 17 <sup>th</sup> February 2020 at 6.30pm.	Items for the agenda on to be passed onto BJ.	All Members	12.02.20