

COMHAIRLE NAN EILEAN SIAR Department of Education & Children's Services Minute/Note of Meeting		TITLE	Parent Council Meeting		
		DATE	Monday 7th December 2020	TIME	6.30pm
		VENUE	Gym Hall Sir E Scott School		
		DISTRIBUTION	All Members & MC Ferguson, SEO.		
Present:	Aileen MacSween (HT), Andrew Coghill, Lucy Toor, Gordon Macleod, Ruth Miller, Cllr John Mitchell, Finlay Macleod, Alison Macdonald.				
Apologies:	Cllr Paul Finnegan, Cllr Grant Fulton, Rhoda Campbell, Anna Morrison, Donna Macleod, Pauline Macleod (DHT), Kirsty Donnelly (DHT), Donella Barker, Rebecca Passmore.				
Agenda Item			Action	Who?	When?
1	Welcome	A Coghill welcomed everyone to the meeting.			
2	Apologies	As noted above.			
3	Minute of 26th October 2020.	The minute was agreed to be an accurate record – proposed: L Toor seconded: F Macleod.	Email to MC Ferguson Upload on website.	MCM	ASAP
4	Matters Arising	(a) Resignation of Previous Chair <i>(i) Letter sent to BJ 27.10.20</i> <i>(ii) Statement to De Tha Dol 27.10.20</i> AC sent a letter of thanks to BJ on behalf of the Parent Council. He also submitted a statement to the De tha Dol which is still to be published. AC is unsure as to why this is the case, but will contact Effie Macleod regarding this. AMS said she was disappointed as photos of the recent Prizegiving Ceremony were not published either in the De tha Dol. JGM will raise this issue at the Harris Voluntary Committee.	Contact Effie Macleod regarding publication of the Statement. Raise publication of school events with Harris Voluntary Committee.	AC	ASAP
		(b) Connect Information Sessions: De-Briefings <i>(i) Social & Fundraising Events: DB – 03.11.20</i> Not present to provide a briefing. <i>(ii) PC's What's Our Role Now: GM – 05.11.20</i> GM was unable to log onto event, unaware that registration had to be completed beforehand. Emailed all members to highlight this issue. <i>(i) Reaching Out to All Families: RC, DM, LT – 10.11.20</i> LT unable attend meeting but provided a brief overview from RC and DM. Most Parent Councils are finding it challenging reaching out to families. Useful suggestions for ways to improve links between parents and schools, improving communication, avoiding the use of Education terminology. Devising a Communication Plan. AM is compiling a Myth-busters Leaflet for parents. This will be perfect for issuing prior to the next Annual General Meeting in September. Overall very useful and positive course. Request was made for notes to be shared with members.		Share notes of course with all members.	LT

4	Matters Arising. ...continued	<p>(ii) <i>Role of PC/PTA Chair: AC – 12.11.20</i> AC was very impressed with the online course. Very informative and a variety of people from across the country attended. The issue of engaging with parents was raised. Parents should be encouraged to come along to meetings, sit and observe although they cannot vote. If Chairpersons are unclear about any aspect of their role, they should refer to the Constitution. A copy of this will be sent to AC. AC has notes if anyone is interested on further information. AC confirmed, Parent Council have all been signed up as Connect members. This was arranged by the local authority.</p> <p>(iii) <i>Connect Annual Lecture (Mental Health): RM – 18.11.20</i> RM said this event was postponed due to a bereavement. She is waiting for confirmation of another date.</p> <p>AMS thanked all members for attending these various courses. AC reassured members who were anxious or hesitant about online courses. Only the speaker was visible on the screen and there was a chat facility at the side if you wanted to ask a question. AC happy to participate in any future events.</p>	Email a copy of the Constitution to AC.	MCM	ASAP
5	Correspondence	<p>Executive Head Post JGM provided a council update on the current position regarding the Executive Head Post. He is waiting for a response regarding a full council meeting to discuss this matter further. JGM will inform members of the outcome of the full Council Meeting. BJ has forwarded all correspondence to AC and there are no specific answers to the questions that have been raised. AMS told members she had been informed at the Area Head Teachers' Meeting last week that the Executive Head posts are currently on hold. Mr William Macdonald is currently Interim Director until Mr B Chisholm officially retires on 17th January 2021. She is waiting for confirmation regarding her position from Mr W Macdonald, she has formally offered to remain in post for as long as required. All present agreed AC to write to Mr W Macdonald seeking clarity on Executive Head post and Mrs MacSween's professional situation in Sir E Scott School.</p>	<p>Inform members of the outcome of the full Council Meeting.</p> <p>Write to Mr W Macdonald regarding Executive Head post and Mrs MacSween.</p>	JGM AC	ASAP ASAP
6	SQA Update	AMS provided an update on the SQA situation with regards to National 5 assessments. Schools are still waiting for confirmation from the Depute First Minister John Swinney as to whether Higher and Advanced Higher exams will go ahead next year. She is hopeful a decision will be made before the end of this term. If there are no exams next year, all 4 presenting centres in the Western Isles will be working together to moderate evidence for provisional awards for pupils at Higher and Advanced Higher as is the current case for National 5. This process involves a substantial amount of work. Staff will compile a portfolio of evidence for each pupil, they will also discuss targets and assessments with pupils, trying to ensure assessments for different subjects do not take place on the same day. Evidence will be discussed and moderated at school and local authority level. Prelims will go ahead as planned, as some pupils have not experienced exam conditions. There may be further prelims in April for some subjects, once pupils come towards completion of their coursework.			

6	SQA Update.....continued	Attendance in schools is a factor which will be taken into consideration when making the decision regarding exams for next year. The Scottish Government are currently monitoring weekly attendance in schools. Although attendance at Sir E Scott School overall has been very good. AMS is conscious more information has to be provided to pupils and parents. Local Education Authority will be compiling a letter for issuing to parents. The Rector from the Nicolson Institute has compiled a leaflet for pupils, which we will adapt. AMS feels pupils are on target and working hard..			
7	School Improvement Planning	AMS has not shared this document with members. Mrs MC Ferguson, Senior Education Officer visited the school on Thursday provided feedback on this document. This will be discussed with Senior Management on Wednesday and will then be shared with members and the Parent Forum. A summary document has also been compiled for sharing with parents. Mrs Ferguson was pleased with the projects that have been selected for this session. She also commented the termly school newsletter is a good example of good practice, providing an overview of events across the school. AMS also mentioned Mr Donald Macleod, Senior Education Officer, writes the Covid19 briefings for staff and parents. AC acknowledged the additional workload Covid19 has placed on Education staff.			
8	Head Teacher's Report	AMS provided a brief update on recent events in the school. Overall attendance has been very good across the school and pupils continue to do well in the current situation. There have been 4 PGDE Students in the school recently undertaking their placements, three from UHI and one from Aberdeen University. AMS feels the placements have gone well and they will be returning in January 2021. They have been focussing on S1-S3 Broad General Education and have also been observing staff teaching at the senior phase. The Premises Risk Assessment has been updated accordingly. Heating and ventilation plan is also in place, this will be shared with members. AMS explained the Ventilation Plan allows for doors and windows to be closed if it is really cold. The majority of rooms have temperature gauges. Temperature in classrooms should be approximately 18°C, not below 17°C. AMS liaised with FES with regards to this plan. <i>JGM left the meeting at this point – 7.20pm.</i> AMS provided feedback on the recent Parent Meetings that have taken place via telephone calls, which overall was very positive. S1 Meet the Teacher session was on Vscene, staff found this very difficult and on reflection this would have been better via telephone. The 10-minute video clip was very informative. AMS gave details of Latha Na Gaidhlig which had a different format this year due to Covid19. There is a noticeboard in the corridor, which has a focus on the school's Gaelic ethos. Mr Norman Macleod, STV provided the school with an excellent video which will be shared with parents.			

9	End of Term Events	A letter will be issued to parents tomorrow providing information about Christmas events which will have a different format this year. Staff will still ensure it is an enjoyable experience for the pupils. AMS provided details of the different activities, which will include a virtual end of term assembly by Rev IM Macdonald, School Chaplain. Gifts have been purchased for Sgoil Àraich and Primary pupils. Main focus next term will be subject choices and timetabling in the secondary department along with reporting to parents.			
10	AOCB	<p>Treasurer's Report AC provided an update of accounts. The current balance is £973.52.</p> <p>End of Session Events End of session events for senior pupils was discussed briefly. The possibility of a Marquee on the football pitch was mentioned. Current S6 pupils should be able to mark the end of their time in school, also bearing in mind last year's leavers were unable to have a leavers event. At this stage it is unclear what the situation will be in June 2021.</p> <p>School Photographs AMS provided an update on school photographs. She has spoken to Mr Malcolm Macleod who is happy to come into school anytime between now and May 2021 to take photos if required. There will be no increase in costs, even if the photos were taken over two days. AMS will seek pupil's opinions.</p>	Seek pupils opinions with regards to school photographs.	AMS	ASAP
10	Date of Next Meeting	The next meeting of the Parent Council will be Monday 25th January 2021 at 6.30pm. AC thanked to everyone for attending and the meeting closed at 7.40pm.			