

<b>COMHAIRLE NAN EILEAN SIAR</b> Department of Education & Children's Services <b>Note of Meeting</b>	<b>TITLE</b>	<b>Informal Meeting of Parent Council Representatives</b>		
	<b>DATE</b>	<b>Monday 14<sup>th</sup> March 2022</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, Head of Education.</b>		
<b>Present:</b>	Andrew Coghill (Chairperson), Kirsty Donnelly (Acting Head Teacher), Pauline Macleod (DHT), Adam Johnson (Acting Depute Head Teacher) Rhoda Campbell, Kathleen Duce, Ian Murdo Macdonald, Cllr John Mitchell, Donna Macleod.			
<b>Apologies:</b>	Donella Barker, Gordon Macleod, Rachel MacDonald, Alison Macdonald, Anna Morrison, Cllr Grant Fulton, Catherine Macleod, Ruth Miller, Finlay Macleod, Cllr Paul Finnegan.			

Agenda Item			Action	Who?	When?
1	<b>Welcome</b>	AC welcomed everyone to the meeting. Due to the lack of parent members attending, AC stated this would be an informal meeting of Parent Council Representatives, therefore no formal decisions would be made until the next meeting.			
2	<b>Apologies</b>	As noted above.			
3	<b>Minute of 24<sup>th</sup> January 2022</b>	The minutes will be approved at the next formal meeting of the Parent Council.			
4	<b>Matters Arising</b>	<b>Head Teachers Post</b> KD provided details as to why Mary Clare Ferguson, Head of Education was not able to respond to some of the queries from parents. A request was made to see the job specification for the Head Teacher post. AC deemed this was not appropriate due to an Acting Head Teacher being in post and there may be conflict of interest. This may also put some candidates in an advantage over others.			
		<b>Careers Events/Work Placements</b> KD explained that due to Covid19 year groups are currently unable to participate in work experience as in previous years. Ross Miller, Developing the Young Workforce Co-ordinator has offered to come to the next Parent Council Meeting to provide more information on individual. Careers Advisors will hopefully be permitted into schools when restrictions are lifted after Monday 21 <sup>st</sup> March.			
		<b>Break Times</b> KD explained that football is no longer permitted in the gym hall at morning break as a result of damaged being caused to school equipment. The gym floor is also being damaged as pupils are not wearing appropriate footwear. KD is looking at reinstating common rooms. Pupils are supervised in the gym hall at lunchtime for activities. PML mentioned that there are 3 Support for Learning Assistants on duty to cover break times if pupils wish to play indoors in the primary.			

4	<b>Matters Arising ...continued</b>	<p><b>Promotional Video</b>          KD provided details of a promotional video. Following discussions with Mr Iain MacIver it was suggested that former pupils, Hamish Scott and Rowan Chaffer who completed the Digital Media Course last session be asked to assist with this. This was informally agreed by all present. An honorarium was mentioned for their skills.</p>	<ul style="list-style-type: none"> <li>• Contact H Scott and R Chaffer regarding promotional video</li> </ul>	KD	ASAP
5	<b>Chair's Report on 'Harmonisation' Meeting 31.01.22</b>	<p>AC provided details of a recent meeting he attended along with representatives from the 4 presenting centres and Mr W MacDonald, Director of Education regarding Harmonisation. He explained this is to widen the timetable options available to all pupils across the Western Isles, while also making the best use of staff resources available in all 4 schools. E-sgoil is being utilised successfully across the country and is receiving huge plaudits. Sir E Scott School are in a fortunate position as this facility is freely available to us.</p>			
6	<b>Chair's Report on PC Chairs Meeting 03.03.22</b>	<p>AC provided an update of this meeting, which he attended on behalf of the Parent Council. All Parent Council Chairs across the Western Isles were present. He gave details of some of the points that were raised.</p> <p><b>HT Post:</b> AC provided details of an online meeting with Mr W MacDonald, regarding the Head Teacher's post and challenges that may lie ahead, including other vacancies in the Education sector in the Western Isles at senior management level. If there is no successful applicant following this next recruitment process there will be a possibility that the subject of having an Executive Head to cover Sir E Scott School may again be raised by the Education Department.</p> <p>The leeting process was discussed briefly. JGM mentioned elected members will be entering into purdah, therefore they will not be able to participate in the leeting process until mid-May 2022.</p> <p><b>Pupil Counselling Sessions:</b> JGM queried whether funding was available to schools for counselling sessions to address Mental Health Issues for young people as a result of Covid19. KD confirmed Ms Leslie Mackenzie is available at Sir E Scott School every Thursday.</p> <p><i>JGM left the meeting at this point 7.15pm.</i></p>			
7	<b>Head Teacher's Report</b>	<p><b>(i) SQA Update</b>          KD confirmed that exam dates have been published. Information regarding Study Leave and options for pupils who will not be sitting exams will be issued to parents very soon. KD reiterated the importance of pupils not attending a place of work during the school day while on Study Leave, this does not apply to evenings and weekends.</p> <p><b>(ii) Staffing Update (incl. SFLA's)</b>          KD provided an overview of staffing challenges over the past couple of months. Due to staff absences and vacant posts, senior management are undertaking additional duties as well fulfilling teaching commitments. She expressed her gratitude to all staff who have been doing a tremendous amount of work during a very challenging period. HE and Technical posts are being re-advertised, they are also looking at probationer teachers. KD also gave details on the Support for Learning Assistants who are working in very difficult conditions, going above and beyond their pay grades, with very little training and on short term contracts. KD has written to Nicola Sturgeon, First Minister raising this issue. This is also having an impact on recruitment. It was informally agreed this should be a matter for local elected members to address.</p>	<ul style="list-style-type: none"> <li>• Issue letter to parents about Study Leave</li> <li>• Raise the issue of SFLA's with elected members.</li> </ul>	KD	ASAP

7	Head Teacher's Report..... ....	<p><b>(iii) School Uniform</b> RC showed parents samples of uniform which had been received from Schoolwear Made Easy. KD also shared the website <a href="http://www.schoolwearmadeeasy.com">www.schoolwearmadeeasy.com</a> where options and prices are available and online orders can be placed any time. All present were impressed with the quality and prices. Shirt and ties will still be required for formal events. KD will query the availability of navy polo shirts for Secondary pupils. A letter will be issued to parents as soon as possible. This will also be shared on the school Facebook page.</p>	<ul style="list-style-type: none"> <li>Query the availability of navy polo shirts for Secondary pupils.</li> <li>Issue letter to parents regarding uniform.</li> </ul>	KD	ASP
		<p><b>(iv) Primary Projects</b> PML provided details of projects and events the Primary pupils will be involved in over the next few weeks. Once again pupils will be taking part in the Lego League Challenge and P7 pupils will be participating in the Dandelion School Growing Project, which is part of Keep Scotland Beautiful initiative. Primary Sports Day is on Friday 13<sup>th</sup> May.</p>			
8	Parental Involvement	<p>RC provided an update on the Parental Engagement Event for parents. Parent members DM (parent member) and KDU (co-opted member) have kindly volunteered to assist with this. KDU produced a Myths Buster Poster, parent members names will be added to the poster.</p> <p>The library is the preferred venue. KD provided details of the Balcony area being refurbished to accommodate Senior Students, this was discussed as an alternative venue. She is completing a funding application with Mr Ross Miller for the purchase of a Barista coffee machine, which will enable pupils to qualify for a Barista Skills SQA qualification. It was agreed, pending notification from the Education Department regarding Covid19 restrictions in school, this event will take place on Thursday 21<sup>st</sup> April at 4pm.</p>	<ul style="list-style-type: none"> <li>Confirm availability of the Library for this event.</li> <li>Issue a Groupcall to parents regarding this event</li> </ul>	KD	ASAP
				School Office	ASAP
9	Communication	<p>The school website was discussed as it urgently needs updating. It was suggested Hamish Scott and Rowan Chaffer be approached for advice. KD will contact Mr Robert Gillies for information on Sgoil Lionacleit's website.</p> <p>The Parent Council Facebook page was also discussed. It was informally agreed to start a new page for the current members to access.</p>	<ul style="list-style-type: none"> <li>Contact R Gillies, H Scott and R Chaffer regarding school website.</li> <li>Look at FB page</li> </ul>	KD	ASAP
				RC/DM	ASAP
10	Financial Update & Fundraising (Uniforms Proms etc.)	<p>AC provided an update of accounts. The current balance on 14.03.22 is £1680.52. The following points were made with regards to finance.</p> <ul style="list-style-type: none"> <li>Hire of the Community Centre for the Secondary Prom on Friday 17<sup>th</sup> June will be £150.00. The Primary Prom will take place in the school on Thursday 25<sup>th</sup> June</li> <li>AJ stated Activities Week will be the last week of term and is a major cost to the Secondary Department.</li> <li>It was suggested AC issue a letter to all local business asking for financial contribution towards upcoming school activities. KD will send a list of local businesses to AC.</li> </ul>	<ul style="list-style-type: none"> <li>Send a list of activities to AC</li> <li>Send a list of local business to AC</li> <li>Send a letter to local businesses</li> </ul>	KD/PML/ AJ KD	ASAP ASAP ASAP
				AC	ASAP
11	AOCB	There was no other AOCB.			
12	Date of Next Meeting	The next meeting will take place on Monday 25 <sup>th</sup> April 2022 at 6.30pm. School Captains and Mr Ross Miller will be invited to attend. AC thanked everyone for attending and the meeting closed at 8.25pm.	<ul style="list-style-type: none"> <li>Invite School Captains and Mr R Miller to next meeting</li> </ul>	AC	ASAP