

<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 14<sup>th</sup> January 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>	Alison Macdonald, Rhoda Campbell, Katie Ann Mackinnon, Kathryn Campbell, Kirsty Donnelly. Aileen MacSween, Andrew Coghill, Rebekah Globe, Pauline Macleod.				
<b>Apologies:</b>	Cllr J Mitchell, Cllr Finlay Cunningham, Mairi Macleod, Fiona Porteous, Donella Barker, Rebecca Passmore, Lucy Toor.				
<b>Absent:</b>	Donna Stoddart, Cllr Paul Finnegan, Tim Langley.				
<b>Agenda Item</b>			<b>Action</b>	<b>Who?</b>	<b>When?</b>
<b>1</b>	<b>Welcome</b>	A Macdonald welcomed everyone to the meeting.			
<b>2</b>	<b>Apologies</b>	As noted above.			
<b>3</b>	<b>Minute of 3<sup>rd</sup> December 2018</b>	The minute of the meeting held on Monday 3 <sup>rd</sup> December was agreed to be an accurate record – proposed: R Campbell seconded: R Globe	Email to MC Ferguson SEO. Upload onto website	MCM	ASAP
<b>4</b>	<b>Matters Arising</b>	<b>Canteen</b> RC wrote to D Smith, Catering Manager for an update on the matters that had been raised with her. RC stated D Smith's response provided no further information as to what had been previously discussed. AMS said primary pupils are using the water station and continue to use their own water bottles. AMS mentioned Mr Ruairi Miller will contact Mr A Walker, Scottish Water regarding water bottles for pupils. She has not contacted Larbert High School as she wanted to see what the response from Scottish Water will be. She stated Castlebay School Parent Council have recently purchased water bottles with a view to encouraging pupils to use them and therefore stop the use of plastic bottles in the school. AMS suggested if Scottish Water do not provide water bottles for pupils, the Parent Council consider purchasing them for pupils. RC raised concerns regarding the recent publicity about the high level of nitrates in bacon as there are a number of pupils who have bacon rolls daily in the school canteen. Alternative suggestions were discussed. RC had raised this matter with D Smith, Catering and had not received a response from her. AMS will check with A Macdonald, Canteen Cook regarding menu options for pupils at breaktime.	Provide PC with an update following R Miller's discussion with A Walker, Scottish Water.	AMS	11.03.19
			Check with Canteen Cook regarding menu options at morning break for pupils.	AMS	ASAP
		<b>Skills Development Scotland</b> AMD sent feedback to Mr Iain Maclellan, SDS following his recent presentation to the Parent Council.			
		<b>Parent Volunteers</b> RC recently sent a letter to all parents from the Parent Council regarding parent volunteers. AMD read out a response from one parent. This was discussed briefly and all present agreed RC would respond to this query and clarify the situation.	Respond to the parent regarding this matter.	RC	ASAP

4	Matters Arising .....continued	<b>Fundraising Quiz</b> AMD mentioned a couple of people had been approached and they were not able to help out at the Quiz. This was discussed at length and suggestions were made as to possible Quiz Masters. There are other Quiz Nights that have been organised in the community that may have an impact on the school event. The following points were agreed: <ul style="list-style-type: none"> <li>• All present agreed it would be a family fundraising event on Friday 22<sup>nd</sup> March.</li> <li>• Parent Council Members will compile the questions for the Quiz, Quiz Master will then read them out.</li> <li>• AMD to approach Mr Murdo Mackinnon and Mr Adam Johnson to see if they are available.</li> <li>• Each team will have a maximum no of 6 persons, £10 a team to enter.</li> <li>• Tea/coffee and home baking will also be available.</li> <li>• AMD to approach Bill Scott to seek advice regarding pizzas and an idea of costs. Inform Parent members of Bill's recommendations.</li> <li>• RC to write a letter to parents informing them of the date of this event, parents would be encouraged to book their team 2 weeks before the event.</li> <li>• Once parent responses have been compiled a sub-committee of the Parent Council will possibly be set up to organise this event.</li> </ul>	Approach Mr M Mackinnon and Mr A Johnson.  Speak to Mr Bill Scott regarding Pizzas.	AMD  AMD	ASAP  ASAP
5.	<b>Treasurer's Update</b>	AC provided an update of accounts. The current balance on 14.01.19 was £1520.73. £300 for the Secondary School Dance has been paid to the Secondary School Fund account. PML is still to order the Armchair Athletics. AMD mentioned the Leavers Prizes for Secondary pupils. There are currently 10 leavers 8 in S6 and 2 in S5.			
6	<b>Parental Engagement</b>	AMS shared these documents with members explaining they were focussing on Sections 1 and 2. She explained these are toolkits that have been produced by Education Scotland to help encourage schools engage with parents. The three main areas are: Learning at Home, Home School Partnership and Parental Representation. She shared an example of a survey which could be adapted to suit a 3-18 school. Developing the Young Workforce Day which was held in the school on Friday 14 <sup>th</sup> December is a good example of Parental Representation. This event was very successful and will be repeated in May, taking into consideration pupils' feedback from the previous event. Members were encouraged to read these documents and provide her with any feedback.	Send feedback on these documents to AMS.  Survey to be sent using Glow forms.	Members  AMD/PML	11.03.19  ASAP
7	<b>Learning &amp; Teaching</b>	AMS explained the new term has already been very busy. Senior Pupils are preparing for their exams in May and the Prelims are taking place this week. The S3 reports have been brought forward in order to prepare for Subject Choices in the Senior Phase. Hope to have all Subject Choices completed by the end of February to allow sufficient time for the timetable to be compiled, initially for the Senior Phase. The Film G entries this year have been excellent, two of the entries have been shortlisted for the final in their categories. This has been a good example of Partnership working with Jenna Morrison, CNAG and Ricky Hannaway, MG Alba. The final will take place in February in Glasgow and AMS would if possible like to see pupils attend this event.			

7	<b>Learning &amp; Teaching..... ...continued</b>	<p>AMS provided details of transition work between Primary and Sgoil Àraich. The local authority has been looking at ways of accommodating an additional 6 new entrants in the Sgoil Àraich this term. Currently the only provision is in the afternoons. They are looking at a more structured and frequent transition timetable which will address this issue. She provided details on how this would work and explained it is still to be finalised. This has to be well planned, ensuring sufficient support is in place so as not to have an impact on the other year groups. Letters will be issued to parents, once this has been finalised.</p> <p>The Foundation Apprenticeship Roadshow will take place in the school on Tuesday 29<sup>th</sup> January. There are a total of 60 places on offer in session 2019-20 across the Local Authority in the following areas: Business Skills, Creative and Digital Media, Engineering, Food and Drink Technologies, Social Services – Healthcare and Social Services - Children and Young People. This is currently a two year offer for S5 pupils although she would like to see this being offered as a one year course to S6 pupils over 2 columns. AMS encouraged all parents to attend this event.</p>	Issue letters to parent regarding Sgoil Àraich transition.	AMS	When Plan has been finalised
8	<b>Head Teacher's Information</b>	<p>AMS provided an update on the current staffing situation. Ms C Hurley has returned after a period of absence. Ms L Laing will be providing cover for classes in Sgoil Lionacleit for 4 days a week, Mrs C Maclean will cover supply in her absence.</p> <p>The SFLA Post (8 hours) has been advertised and is currently being covered by relief staff. Mrs Jayne Macdonald is our new Conductor for the Junior and Senior Choirs. She has the knowledge and experience to fulfil this post and will be supported by Mr Iain MacIver.</p> <p>VER letters have been issued to all staff and today was the deadline for responses. Sir E Scott School are currently overstaffed by 3.46 FTE. This is according to the staffing formula used by the Education Department. Sir E Scott school will have to reduce by 1.39 FTE. Suggestions for these reductions will have to be presented to the Vacancy Panel for approval. E-Sgoil will be used even more to ensure staffing across all 4 secondary schools in the Western Isles is used efficiently. Probationer Posts were discussed. Gaelic Medium provision in the Secondary Department will also need to be addressed.</p>			
9	<b>AOCB</b>	<p><b>EIS Members</b></p> <p>AMD mentioned the possibility of strike action by EIS members. She expressed concerns regarding the effect on pupils with regards to exams. KD stated the situation remains uncertain. AMD would like the authority to make provision to ensure pupils coursework will be completed should strike action take place. .</p>			
10	<b>Date of Next meeting</b>	<p>A Macdonald thanked everyone for attending and the meeting closed at 7.45pm. The next meeting of the Parent Council will take place on <b>Monday 11<sup>th</sup> March 2018</b> at 6.30pm.</p>			