**Bell Baxter High School Parent Council**

**Minute of Meeting held on Tuesday, 29th October 2019 2019 at 7.00 p.m.**

**Conference Room, Bell Baxter High School**

**Present:** Karen Brown (Chair), Carol Ann Penrose (Headteacher), Julie Goad, Cllr Tony Miklinski, Sarah Cutler, Jennifer Macfarlane, Chantelle Kidd, Shona Rust, Crispin Hayes, Andrew Wallace

**Apologies:** Stephen Gethins MP, Willie Rennie MSP, Cllr Karen Marjoram, Elaine Blake, Holly Clark, Lindsay Alexander, Jonathan Staal, Anita Petrie, Nicky Joy (Treasurer)

1. **Welcome and Apologies**
2. Karen Brown welcomed everyone to the meeting and introduced Martin Gibbons – Deputy Rector.
3. **Previous Minutes**

Approved

1. **Rectors Report**

None Available

1. **Chairperson’s Update**

There was no formal presentation as time utilized for Martin Gibbons presentation – Raising Attainment but see attached update & response to queries re absence system

1. **Treasurers Update**

None Available

1. **Raising attainment – Presented by Martin Gibbons**

An informative presentation including the reporting process and comparator schools. Discussion amongst group on focus for raising attainment and how following a school improvement plan which focused on math’s with last year’s 4th Years, this has paid dividends in the last exam diet with an improvement in National 5 results within the school.

Discussion also involved continuing that improvement including stretching the most able pupils.

Attainment down in S5 - Highers and discussion as to why numbers down on those S5’s not choosing to do 5 highers.

1. **AOCB**

Absence when on school trips, parents’ evenings registration & fees re courses (See attached responses from Karen Brown and Carol Ann Penrose)

1. **Date of Next Meeting**

Wednesday 4th December 2019.

**Calendar of future meetings 2019-20**

Thursday 23rd January 2020, Wednesday 18th March 2020, Tuesday 28th April 2020, Thursday 11th June 2020, Thursday 11th June 2020, Wednesday 30th September 2020 (AGM)

**Chair Update**

As the discussion on Raising Attainment took up the whole meeting, I would like to give you my Chairpersons Update now.

Dear all,

**Meeting – Tuesday 29th October 2019, 7pm**

As the discussion on Raising Attainment took up the whole meeting, I would like to give you my Chairpersons Update now.

**Parent Evening Raffle** – I have spoken with the Polar Academy and suggested they run the raffle at Parents Evenings to raise funds.  This means we do not need volunteers or raffle donations.  We will show the Parent Council presentation I prepared as a slide show instead.  I will be at the S4 Parent Evening next week with my daughter so will be able to monitor this.

**Message from Linda Jeffrey** - Hi Karen, I just thought I would give you a wee update on our dog project. To date we have raised about £2680!! (I don’t think we ever got the money from the parent coucil... was it paid into the account directly?) We are currently trying to get therapets into school regularly so we can test policies and procedures etc. Also we have identified some senior peer supporters to help with the therapy room and are trying to push forward with that idea from the Pupil led enquiry. Last week we presented our ideas to an audience of over 200 at the Fife well-being collaborative. This was an Intimidating experience for the pupils and me!!! But they did brilliantly. So I wanted to let you know that things are still happening In the background just so you are kept up to date a little bit. Thank you again for your support. Kind regards Linda.

Regarding the donation we promised, we are still trying to get bank signatories sorted out but when we do we will get a cheque organised for them. I would also like to get a donation organised for the eco committee from the blazer scheme.

**Fife Herald** – Thanks go to the Eco team for helping us organise a piece in the Fife Herald about the second-hand blazer scheme.  They have agreed to help promote this at the end of the academic year which is excellent as this is when we want blazers donated and also when people will be starting to think about buying.

If you have any queries please email me here, and as Carol Ann pointed out last night anything that comes up in between meetings can be flagged up here so they can be dealt with.

Emails have been sent this morning to school office and business manager regarding absences due to school trips, Home Economics fees and bookings for parents evenings not going live over weekends.

Many thanks,

Karen Brown

Chairperson

https://www.google.com/s2/u/1/photos/public/AIbEiAIAAABECOTCtpWrzPzB7wEiC3ZjYXJkX3Bob3RvKig3ZWI0ZTY3YjJjMTUxMDNmYTJmZjMyMDQxYWFmZDc1NzE0ZjdkZDU1MAFQbNGPRp3Y-SCzS7BK2L4w667pWw?sz=40

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I have the following reply from Ms Penrose on the queries raised.

Karen

**From:** Carolann Penrose

**Sent:** Wednesday, October 30, 2019 10:09 AM

**To:** Bell Baxter Parent Council ; BBX-SLT ; David Lowrie ; Evelyn Nelson-Bx

**Subject:** Re: Chairpersons Update

Thanks for this Karen and for last night's discussion around attainment.

* I have spoken to our Admin Coordinator this morning and she is taking forward the issue with the trips and absence - she has assigned this task to one member of the office now who will monitor.  Teachers send out staff email to inform teachers of who is attending a trip and this will be picked up by the office and their attendance changed accordingly so that this is not recorded as an absence.
* Admin Coordinator has shared with the office that from now parents' evening will go 'live' on the Monday morning rather than at the weekend to allow any technical difficulties for individuals to be resolved
* We have carried out an audit of all fees across the school and have compared this to the other schools in Fife.  Other than the hospitality course which is £75, we are in line with what we charge for HE.  We have decided to reduce the hospitality fees to £50 to bring us closer to other schools' charges.  Other costs will remain.  Having spoken with the PT HWB he assures me that young people are cooking regularly, if not every week, and that the costs reflect the resources we need to purchase in order to make this experience valuable.

Hope this helps.

SLT/ David Lowrie/Evelyn Nelson copied in for info.

Carol Ann

**Carol Ann Penrose**

**Rector**