**Hillhead High School Parent Council Meeting Minutes** – **Monday, 14th September 2020, 19:00**

* **Parent Council Members:** PC members: Catriona Futter (Chair), Chirsty Hamilton (Treasurer), Jerome Boué (Secretary), Karen Leeson, Andrea Fisher, Ali Downes, Tariq Ishaq, Bernie Mitchell, Kate Temple, Annabel Wright
* **School Staff:** Mrs Karen McAlaney (HT); Mr Steven Neil (DHT), Ms Nicola Higgins (DHT)
* **Members of the Parent Forum**

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| **Topic**  | **To do**  |
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| **Welcomed to PC meeting by PC Chair and Introductions of the PC and School Staff present at Meeting*** 38 participants at the start of this meeting (44 members from the Parent Forum registered to join)
* Usually five PC meetings per year, AGM in February
* Role of PC is to act as representatives of Parents/Carers Forum and work in partnership with school, work closely with Senior Leadership Team
* Important to sign up to GroupCallXpresssions app (link available off school website) to receive school communications + school has website + Twitter.
* The PC also has a Facebook page + Twitter account

**PC Members*** Ali – children in S2 and S5, on PC for 1-2 years, deal with technical aspects
* Tariq – children in S4, S6, on PC past 8 years
* Chirsty – children in S3, S4, S6, treasurer
* Jerome – child in S2, secretary of PC
* Bernie – co-optee; associated with school for decades, assist SLT in matters to do with sporting provisions, has links to Hughenden sports facilities which are used by the school
* Anabel – child in S4, on PC for a year, involved on PACE
* Andrea –children in S3, S5, work in Children Woods and support John Muir + PACE group
* Karen – children S6, S3 and S1, attended PC for past 6 years, member for 2 years
* Kate –child in S2, on PC over a year
* Catriona – child in S4, another daughter just finished S6

**Staff*** Mrs McAlaney – HT for 3 years, DHT in school before then, English Teacher.
* Ms Higgins – Maths Teacher, Pastoral Care Teacher for 5 yrs, currently Acting DHT for (S4)
* Mr Stephen Neil - DHT for S5-6 for 5yrs, before that Faculty Head of PE
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| **School health and safety/risk assessment** **Headteacher** * Really key to encourage PC Forum to ensure children follow rules/guidelines/guidance.
* Lot of work done so far to ensure compliance with all guidance sent to schools, they continue to change.
* Currently on 4th risk assessments from Glasgow City Council (GCC), there have been updates for PE, ICT, Tech, Science
* Trying to make it as straight forward as possible for children/staff (e.g. movement around school, posters around school), we completed a survey with senior pupils, result will be presented in PSE classes
* Wearing masks in corridors has now been the national advice for 2 weeks- masks given to pupils without one until families can source them; Parent Council helping source reusable masks
* Parent –friendly version of Risk Assessment sent out and also on the website
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| **School recovery plan (including homework, iPads etc)****Headteacher** * Catching up is a balancing act so that pupils do not worry about falling behind
* Safety and well-being for pupils is of primary importance
* Curriculum Principal Teachers have been meeting weekly since April
* Teachers are connecting with pupils to check where they are
* **iPads** - huge amount of work being done over the summer, will be fully rolled out in 4 weeks - roll out starts tomorrow for S6
* Families without Wi-fi access are asked to contact the school for support
* All S1 pupils issued with a pack of resources
* Next week, the school newsletter will provide a summary about what's happened since June
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| **Wellbeing****DHT Ms Higgins** * Pastoral Care activity continued over lockdown – regular contact with families needing extra support
* Initial steps in August, 1-2-1 meetings over first couple weeks with pupils to ensure they felt supported and knew they could contact their Pastoral Care or Depute Head Teacher
* Counsellors still linking in with pupils via phone over lockdown, now managed to get counsellors in and seeing pupils in specific ventilated rooms; taken on new referrals and continuing with existing pupils
* Pastoral Care working closely with Support for Learning, in the initial weeks, monitoring how S1s are settling in, visiting/observing classes, respecting social distancing
* Recovery lessons taking place and led by Miss Black (e.g. Glasgow Wellbeing resources, her work around nurture, educational psychologists), resilience, getting back to school, what people are worried about
* Usual initiatives happening in background (eg pupil equity, clothes donations, masks donations, period equity) - still keeping that in focus
* Weekly meetings of Pupil Support Team

**Chair Comment**: as a parent group, we are grateful of the level of support and work, huge thank you for time involved |  |
| **SQA Exams update/plans for curriculum****Headteacher** * Currently, the assumption is that SQA exams will be going ahead in 2021
* SQA consultation in August, not yet heard the outcome, expected before end September
* May be changes to the assessments that take place
* Ongoing assessment and evidence gathering of work is always an important part of school life, not relying on prelims or exams only
* Whilst awaiting further information from the SQA on curriculum and exams, plans are being made for assessments and evidence gathering, working with Support for Learning to provide pupils requiring extra support

**Chair Comments*** Such a complex situation, and very much a work in progress, grateful that teachers are keeping track of this
* As Parents/Carers, it is our responsibility to ensure pupils are keeping up to date with all their work, and know what they’re doing/supposed to do
* If specific questions/concerns about children, get in touch with PC or with school
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| **PE****DHT Mr Neil** * Difficult in general, driven by national guidelines which have been updated several times.
* Trickier in HHS as limited grounds
* Indoor activities: will be a review early Oct., up until then, have to work with what we have:
	+ Accessing back playground for fitness activities
	+ Community safety walks (combines physical + visiting local outlets/partners, to reinforce rules that shops have implemented)
	+ Games hall, Gym 1 and Gym 2 - risk assessed area and activities (marked out/ready for badminton + table tennis + fitness) once restrictions on using these are lifted
* Mr Gemmill keen to use Hughenden sports facilities, class walked, had activity outdoors, then walked back to school, worked out well in physical exercise and timing-wise)
* With current weather, contingency plans in place - difficult to maintain quality within provision (Mr Gemmill has a timetable for bad weather); spoke to PE department about content of classroom-based education, to ensure PE-related and valuable

**Chair Comment**: grateful for logistics, aware of extra time put in by staff.**PC Member Bernie Comment**: Noticed year groups at Hughenden, very active out and about during community walks.**DHT Mr Neil comment**: Thank you to Bernie for his on-going support over the years.**Question from Parent Forum:** Is the School area busier with University opening?**HT Answer**: Currently quieter as Glasgow University not yet re-open; importance of masks, hand washing; Campus police officer and SLT out in local area at lunch times. |  |
| **Lunch Times****DHT Mr Neil*** Must respect the Health & Safety rules, really critical

**Headteacher*** Currently reviewing plans, limited space is challenging
* PowerPoint presentation to go out to all PSE classes, met with S6 leaders groups to discuss risk assessments, etc.; will meet with S1/2/3 this week
* Tannoy announcement on bad weather days to announce what's open in terms of areas to use inside
* Work in Progress - if PE had moved, would have been able to use back playground but PE guidance changed last week

**Question from Parent Forum:** Would a staggered lunch break be an option?**HT answer:** Movement and breaks are already staggered throughout the day and we continue to review our practice in light of advice but not separate times as this would mean overhauling timetables completely, which would be very disruptive. **Question from Parent** **Forum**: Are packed lunches encouraged?**Answer from HT:** Children being encouraged to bring packed lunches in; we have room for that |  |
| **Climate emergency subgroup – P.A.C.E. report****PC Member Annabel*** Covid-19 occupying attention currently, however climate crisis still happening just now
* In May 2019, GCC declared a climate emergency: schools should connect with pupils on this
* Aim of PACE: help school become more sustainable, support families, requests for education in classes, actions at home/school, recycling, reducing school carbon footprint, etc.
* Subset of PC, best place to start change is in local communities
* Stall at Xmas Fayre
* Planned to follow up with a meeting in April, put on hold
* Important to communicate about climate change and that there are parents involved
* If you'd like to get involved, get in touch with PC, don't have to commit to anything, don't have to be expert
* Online presence started recently
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| **Communications with Parents, Parents Evening, Tracking, Reports****Headteacher Update*** **Parents Nights**, not happening at moment, same across GCC, HT meeting with other schools’ HTs, to consider what is put in place
* **Tracking**: moving to new tracking system as planned and discussed over the past two years; new models coming out in September/October but the current priority is the iPads rollout
* Tracking reports will look different from previous

**Chair Comment**: Grateful thanks expressed to Mr Brown for the huge amount of work done in updating the tracking system |  |
| **Litter around school, cars dropping pupils off in morning****Headteacher** * Litter: bought 10 new outdoor bins, some in back playground, in garden area and in school; getting more
* Pushing communications on not throwing away disposable masks
* Cars around school - worse at the end of the day; lot of pupils walk up to school in morning
* Some cars speeding up the hill, some cars pulling up on double yellows, not new
* Litter picking - looking at it as part of wider achievement

**DHT Mr Neil** * S6 committees, Eco committee: remit for environment
* 35 pupils involved, meet with Captains and vice captains (weekly) so far focus has been: assist with new rules around one-way system, hand hygiene, masks
* Mr Neil will give an update from committees to pupils next week
* Scope to bring this in line with committees we have to align with PACE
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| **Treasurer Report****PC Member Chirsty*** £1840 in bank, £620 due to parents for outstanding PC costs, £1040 in our restricted bank account.
* Still working with Bank of Scotland on accessing bank account (historical problem with access due to changes in signatories)
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| **Extra-Curricular Activities****Headteacher** * After school is not running currently until risk assessed
* Physical activities restricted as per most recent guidance
* Fitness, Badminton, table tennis - when move back indoor per guidance, likely to be in line with those
* Choir, wind instruments also unable to happen at present
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| **Miscellaneous*** **Question from Parent Forum:** Any requirement for isolation?
* **Headteacher answer**: communications come out of NHS Health, Education works closely with Public Health on a case by case basis. The school has no control over these decisions. Advice changes regularly.
* **Question from Parent Forum:** Violin lessons not yet started?
* **Headteacher answer:** challenge w/ space/instructors
* **Question from Parent Forum**: Car idling around school entrance?
* **Headteacher Answer:** If parents interested, get in touch and involved with PACE;
* **Parent Council Answer:** Glasgow-wide law not to idle around cars but requires manpower to enforce; community police can attend if particular problem
 | HT to check and update Parent Council |
| **Final Comments****Headteacher:** If anything useful to share/feedback, please contact the school.**DHT Mr Neil:** We’ll always listen / try our best.**DHT Ms Higgins*** Any offer to bring home made masks, very appreciated, should be brought into school
* Trying to encourage reusable masks
* Hardship fund - last year donations of jackets, clothes - much appreciated – should be handed in a janitor's office

**Chair*** Thank you all so much, great to get questions from Parent forum before and during the meeting
* Massive thank you to staff, lot of work being put in
* Next meetings dates TBC
 | Chair/HT to agree meeting dates for rest of school year |