**Hillhead High School Parent Council Meeting Minutes** – **Monday, 26th October 2020, 19:00**

* **Parent Council Member:** PC members: Catriona Futter (Chair), Jerome Boué (Secretary), Karen Leeson, Andrea Fisher, Ali Downes, Tariq Ishaq, Bernie Mitchell, Kate Temple, Annabel Wright. Apologies, Christy Hamilton.
* **School Staff:** Mrs Karen McAlaney (HT); Mr Steven Neil (DHT), Ms Nicola Higgins (DHT), Mr Stuart Brown (DHT), Mr Jack Richardson (Principal Teacher of Skills and Development)

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| **Topic** | **To do** |
| |  | | --- | | **Welcome to PC meeting by PC Chair and Introductions of the PC and School Staff present at Meeting**  **Agenda for today’s meeting:**  1. iPads - roll out, issues, how they are being used  2. Tracking reports and communication with parents  3. Staff changes  4. Supported study  5. Duke of Edinburgh | |  |
| **iPads - roll out, issues, how they are being used**  **S4 DHT Mr Brown**   * iPads coming into all Glasgow schools as part of Connected Learning programme, not Covid-related * Original plan was to have iPads rolled out to staff at Hillhead in Jan 2021, then pupils in May 2021 * Roll out accelerated due to Covid * Ambitious project to start with, to have all iPads in May 2021, real challenge to have them all deployed by end Oct 2020 * Tech partner is CGI, they provide all tech infrastructure, wifi + support * Some issues with wifi arose before October break with wifi beneath surface, some iPads didn't work during deployment sessions; CGI have been very helpful, deployed senior people to the school to fix issues; problems resolved by CGI and school staff * 950 iPads distributed to pupils to date, expect all pupils to have an iPad by end of this week – about equality and access to high quality ICT device and access to information * Recommend for parents to see iPad like digital schoolbag – parents should look at iPad * Examples of what iPads are being used for available on school Twitter account * Potential is huge, first couple of weeks have been great   **Question** – PC Member Ali: is there a provision for wifi access for people without (if so, does it impact on school budget?)?  **Answer** – Mr Brown: Currently being addressed at school.  No impact on school budget, (vast majority of classrooms, fitted with Apple TVs + widescreens)  **Comment** from PC member Kate: enthusiasm from pupils and staff, great to hear roll out to be completed by end of week  **Question** – PC chair Catriona: What about pupils w/ additional needs?  **Answer** – Mr Brown: suite of apps to make learning accessible to all pupils; school YouTube channel has many videos to support  **Question** – PC Member Karen: is there any formal way to keep a track of HW via iPads now?  **Answer** – Mr Brown: Team investigating possibility of summary page for parents on homework/due dates, etc.  MS Teams: there is a feed for each class, with homework, content of what's covered in class - still very early stage, some teachers have been leaders of that.  Recommendation is for Parents to check iPad, go through MS Teams, see what's on there; HHS YouTube video with instructions available. Parents can also have access on a personal device too on MS Teams. | * HT to add instructions for parents in next newsletter. |
| **Tracking Reports**  **DHT Mr Brown**   * Had same tracking report since 2014 * Interface for entering data for staff changed in 2014 * From parental reporting, not very flexible * Huge cost in terms of time spent, didn't deliver back, gains, flaws in reports in previous system * feedback from staff and parents for preference for more regular tracking reports instead * Knew had to change * New tracking reports looking at timeline from S1 to S6 for progression * Good to have consistency from S1 to S6 * Much faster and convenient for staff and for parents to to identify who they should reach out to * Some ongoing discussions re. frequency, cycle, etc. * Fantastic piece of work * More user friendly + all staff now have iPads to access it, all confirmed know how to use, will continue evolving over time, in light of feedback received * Information sessions will start on 9-Nov for S5/6, session parents can join, when can ask Qs (information will be sent ahead of it) + different year groups in subsequent weeks (plan to have all these complete by Xmas)   **Tracking Report Breakdown**   * personal letter from head of year * Will include attendance summary, period by period basis. * Within next 4 -6 weeks, will have output tracking info for each year group * Staff can select at which level pupil is working (eg Nat 4, Nat 5, etc.) * Then staff have to select rating for Behaviour, Participation & Class Engagement, Home Learning & Preparation * Then information on pupil progress with ratings for each subject   **Comment** from PC Members: report much clearer, looks good in terms of consistency, lay out, benchmarking, nice to recognise pupil engagement.  **Question** – PC Member Kate: For areas of concerns in tracking report, what is the best way for parents to engage w/ school (in particular with no parents' evening taking place)?  **Answer** - HT: currently via Head of Year or Pastoral Care.  **Question** - PC Member Andrea: How to get in touch with teachers? All via mail? How can pupils ask Qs off teachers?  **Answer** – HT: Pupils can leave a Q on class thread or individual message, all open channels of comms. Parents should contact Principal Teachers or Pastoral Care teachers. School looking at how teachers could deal with Qs, in meantime should contact PT/Head of Year (open invitation to contact PT).  **Comment** from PC Member Bernie: would like to compliment tracking report output, however concerns about depth of input, when 1,100 entries have to be created, w/ separate folders being updated by multiple staff – can this process be repeated 2-3 times per session (lot of work)? | * PC Member Ali to talk to HT about IT side of things for these sessions (Zoom meeting rooms set up) |
| **Staff Changes, Supported study**  **HT – Staff Changes**   * Head of Science post to be advertised   **HT – Supported study**   * HT in HT meeting last week – there will be online material, should be avail this/next week as well as some classes in school starting in November * Telling pupils that supported study is important but if not keeping up with the work, support study is not the answer to everything |  |
| **Duke of Edinburgh**  **Staff - Mr Richardson**   * Enormous amount of work completed by staff * DoE places allocation: so few places available, despite the selection process (based on motivation and statements of support); process didn't single people out as standard of writing so high across the board (staff worked really hard not to have a lottery but too many applicants for the number of spaces); with best intentions, all very similar, all very high standards, became difficult, had to look at 2nd choice * Recognise need to manage expectations and that not everyone who wants to do D of E will be able to do so; promote other aspects of Wider achievement too; school is not the only means to do DoE, there are other avenues * Number of 56 places is set for a reason, as can only be max groups of 7, so that groups can be assessed (even if one more pupil, have to run 2-day cycle, etc.) * Getting award under current circumstances is an amazing achievement * Have to take into account formal assessments schedule too   **Question** – PC Member Bernie: unsatisfied demand, have to look at it carefully – possible to raise the selection process bar a bit more? Possible for PC to help fundraise?  **Answer** – Staff Jack Richardson: not just about funding but also staffing also room; disappointing for pupils who don’t get a place but important to recognise how many D of E places HHS does offer, compared to other schools  **Question** – PC Member Bernie: equipment repair/renewal situation – consideration to be given soon? **Answer** – Staff Jack Richardson: Part of DoE programme is pupils’ responsibility to keep gear in very good condition + already bought replacement kits. In very good position, there are no other school in Glasgow that offers free kit.  **Comment** from PC Members Andrea/Annabel: happy to volunteer to maintain DoE gear, help with cleaning/drying/etc kit and provide extra manpower in the future if this becomes possible.  **Question** – PC Member Andrea: What about S4s who missed out on DoE due to lock down (started silver last yr)? **Answer** – Staff Jack Richardson: still going ahead, no overnight aspect allowed just now, they would leave from school, set up tent in schools, eat outside and sleep at home.  **Comment** from PC Member Bernie: SQA doesn't seem to recognise the DOE – would be nice to see this change.  Date and Time of Next Meeting: Tuesday 24 November Main PC meeting open to whole Parent Forum |  |