

Hillhead High School Parent Council AGM Minutes – Monday, 15th February 2021, 19:00

Parent Council: Catriona Futter (PC Chair), Jerome Boué (PC 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)

Parent forum: 22 members of the parent forum

Apologies: PC treasurer Chirsty Hamilton

Topic	To do
Welcome / Introduction <ul style="list-style-type: none">Chair welcomed all to AGM changed and PC meeting; thanked Ali for organising from a technical point of view and HT/DHTs for attendingDecided 2 years ago that we needed to look at the constitution and update it (available on school website) and schedule AGMs in February, to give parents of new S1/pupils time to get a better idea of PC/know the school before joiningImplemented 3-yr fixed term for PC members (after 2 terms, have to stand down for at least 1 term – minimum PC members = 5, maximum = 10)Additional parents/carers can help PC/school via sub-committees or with specific events, without needing to be a member of the PC	
Chair's Report <ul style="list-style-type: none">What became quickly apparent was the criticality of communication b/w parents/carers and school SLT (SLT = Senior Leadership Team)The PC recognises feedback from Parent Forum, can pass it on to schoolSome of us have attended Connect PC group + GCC PC Forum eventsFirst term, no meeting, finding our feet; Zoom PC meetings held in Aug/Sep, Nov, March, next later in school year (would be good to get feedback on Zoom PC meetings)Initial role of PC was to look at how to help improve the school but soon became about school closure, home learning (huge thanks to Tech staff team for amount of work), impact on SQA exams, accessing face masks, involved on tracking reports (work actually pre-dated Covid)At Xmas time, supported S6s with "Operation Donation" to help wider community, used some of our funds to give gift of food + individual Xmas cards to staffDoE awards reviewed as part of wider achievementPrivilege to play role to help school - lot of positives have come out, in terms of structure, commsListed in Chair's report are goals and aims of PC, plus issues to potentially be revisited in the longer term:<ul style="list-style-type: none">Comms around pathways S1 to S6, decision making communicatedSchool improvement planWhat's been learned during home learning1 year ago, great session with campus police officer with parents' info evening planned but shelved due to Covid – will be revisited	

<ul style="list-style-type: none"> ○ Rationale behind school trips ○ Languages taught within HH ○ Quality and diversity, PC not fully representative of community <ul style="list-style-type: none"> ● Huge thank you to PC members for work done in past year <p>If not on PC mailing list, mail hillheadhighparentcouncil@gmail.com and will add you</p>	
<p>Treasurer's Report</p> <ul style="list-style-type: none"> ● Currently over £1000 sitting in older PC bank account – access issue on-going, due to previous signatories moving on - Chirsty dealing with this ● Every year PC receives £400 from GCC - this year, donation made to DHT Nicola Higgins to help pupils in need at Xmas + thank you for staff; not received 2021 grant yet (pending, now resolved) ● Child Exploitation and Online Protection Command provide resources for parents these could be linked to <p>Question from Parent Forum: How does PC raise money?</p> <p>Answer from Chair: £400 from GCC yearly, we had talked about applying for various grants, using Tesco blue button scheme, however not much happening currently, fundraising ideas welcome</p>	

Hillhead High School - Annual AGM Statement, Monday 15 Feb 2021

					Awaiting Transfer
2018 - 2019					£ 1,014.27
	24/09/2019	Bank of Scotland a\c - Balance carried fwd			
		New Clydesdale Bank Account - opened		£ -	
2019 - 2020	01/11/2019	Glasgow City Council PC Grant Sept 2019	credit	£ 400.00	
2020 - 2021	07/12/2020	Thank you gifts - Staff	debit	£ 20.00	
	07/12/2020	School Donation - Pupil Xmas Appeal	debit	£ 150.00	
	17/12/2020	School Donation - Baking	debit	£ 100.00	
		Glasgow City Council PC Grant Sept 2020 (PC is still waiting on this bank transfer)	credit		£ 400.00
<i>Awaiting Funds to be transferred - Balance</i>					<u>£ 1,414.27</u>
<i>Current Available Funds</i>					<u>£ 130.00</u>

PC Election

- Vote: agreed that PC members had a mandate, vote is a way of confirming that; in addition, if someone really unsuitable, could opt them out
- Zoom poll live during meeting
- PC member Tariq stepping down due to other commitments so open spot will be filled today via Zoom election
- The Chair, school staff and PC member thanked Tariq for all the work and support he'd provided as part of PC over the years
- Vote for open PC position: Astrid, mum of pupils in S1 and S3; was part of PC in Primary school, helpful/useful as not kept up to date by children, really enjoyed it, would like to continue that, important to participate
- Chair grateful for Astrid volunteering
- Co-opted PC member Bernie Mitchell since 1985: was asked by HT in 1992 if wanted to sit on library committees, 29 years on, still on PC; asked by DHT

to help with extra-curricular activities, involved in HH rugby club, school magazine comity, assisting with fund raising, promotion of school, attending school concerts, supporting senior leadership team, wants to continue helping school to prosper (*co-opted members are allowed by the HH PC constitution; co-opted members do not count against overall PC number = therefore spaces for 2 additional PC members*)

PC Election Result

- Unanimous votes from parent forum members present and PC members Tariq, Karen, Ruth, Jerome, Catriona, Ali on proposed PC election of Astrid as new PC member and Bernie as co-opted member
- Mr Neil and Ms Higgins co-opted members of staff (*no election required*)
- Want to have different backgrounds, different voices
- No vice-chair required at present

AGM Closed

Hillhead High School Parent Council Meeting Minutes – Monday, 15th February 2021, 19:00

Parent Council Member: Catriona Futter (PC Chair), Jerome Boué (PC Secretary), Karen Leeson, Andrea Fisher, Ali Downes, Tariq Ishaq, Bernie Mitchell, Kate Temple, Annabel Wright

School Staff: Mrs Karen McAlaney (HT), Mr Stephen Neil (DHT), Ms Nicola Higgins (DHT)

Parent forum: 22 members of the parent forum

Apologies: PC treasurer Chirsty Hamilton

Topic	To do
<p>Welcomed to PC meeting, welcome to member Parent Forum by PC Chair</p> <ul style="list-style-type: none">• All approved minutes from last meetings• 1 question tonight about "tracking" – parents want to know how well their children are doing, SQAs status; how are children keeping up with curriculum; workload. Less of a formal agenda for meeting, more a chance to hear updates from school and ask questions.	
<p>Update by HT Karen McAlaney</p> <ul style="list-style-type: none">• First 3 weeks of school, review with all staff of any barriers/issues with learning, ICT Stuart Brown helped 184 pupils/families; DHT Nicola Higgins made system to help contacting priority families (352 calls were made to families) = 500+ families/pupils spoken to• Completed a Parental Survey - answers on website, used answers to produce updated guidelines• Once tech/support in place, then asked staff to highlight any S5/6s not engaging (170 calls made to families)• Also completed a pupil survey, with 503 pupils completing it, to see what they thought, answers shared with PTs, some pupils focus groups organised• Looks like a lot of barriers have been removed – they need work more broken up, couldn't easily access YouTube, all fed back to pupils (staff took an "here's what you raised, here's what we did...." approach)• These changes will need in place first before could have tracking reports in place• SLT team to agree dates as to when report cards would be issued – plan is to have tracking reports posted or perhaps e-mailed home (this is being explored), within next few weeks.• Encouraging pupils who are not engaging, PT tracking to check how it's going – noticed patterns with certain subjects workload and addressing these• Virtual 1-2-1 office sessions with each year group DHT available to pupils• Target groups with different pupils with different needs	

- All work assignments now linked to calendar on iPads

Chair Comment: In terms of tracking, loss of parent/teacher evenings; tracking reports changed to fit current circumstances; will be a letter explaining tracking report, need to be clear and consistent, there will be information evenings (in March for S1s)

Question from Parent Forum: my son is in S1 and he said before Christmas there was some talk of mixing classes about in S2 and that this could be from May. Is this something that will happen, or is he getting confused with something else?

Answer from HT: In normal year, timetable would change in May, as gives time to do it, school quieter. hoping to do it in May or June but this may change as a result of changes to SQA assessment this year.

Question from Parent Forum: What is the percentage of kids engaging from 10 to 9am?

Answer from HT: Varies, trying to get them all to come on early – S5 75-80 pupils per day, S6 55-75 pupils. Some ping straight back, some find it difficult to log in early; Teachers can also check, it's not just about assignments; Year Team Page too.

Question from Parent Forum: Are there plans to follow up with pupils again about the revised workload. And if you do this would it be asking individual pupils or school wide?

Answer from HT: Survey was open for a week, will be follow ups.

Question from Parent Forum: Do S1 stay in the same class group for S2? Just want to establish that they'll be able to retain their new friendships as they move into S2?

Answer from HT: Mainly yes.

Question from Parent Forum: why there may be a change related to modern languages and what change it would be?

Answer from HT: Pupils choose language going into S1/2, option in S3 to choose another one, for senior phase modern languages are an option.

Question from Parent Forum: we've had a few hiccups where my son has asked a question and the teacher didn't respond. Could teachers please try to respond as it's sometimes a struggle for pupils?

Answer from HT: Teachers have published when they would be available in line with the timetable so pupils can get support during the lesson, we do ask pupils during assemblies to try and contact them during the day and not at night or at the weekends as it is important staff, pupils and families get a break from school work, if any issue can contact PT/pastoral care.

<p>SQA Update</p> <p>DHT Mr Neil</p> <ul style="list-style-type: none"> • regular assemblies to inform and support anxieties amongst pupils, at end of assemblies there opportunity to ask Qs • will be evidence, coming for teachers (that happens every year anyway). • Not clear as to when pupils will come back in fully – every piece of work has value • Main message from SQA: focus should be on learning and teaching, concentrate of work being done just now • In some subjects, course content already completed, revision work already started • Another message from SQA: quality over quantity – period of assessment, across subjects, assessing pupils within exam environment • Miss Black/Mr Neil: message when pupils return, will be formal assessment, no date yet, but will be as late as possible, giving pupils enough time to prep • Need to keep calm, need to ensure pupils engaged, over next 2-3 weeks, will be a lot of info coming pupils' way about SQA, via information evenings/assemblies • GCC has also been working on SQAs, will issue guidance <p>Chair comment: Tricky logistics, important for parents to understand complexity; Communication is so critical, important for Parent forum to raise any concerns or questions which can then be fed back to staff.</p>	
<p>School Reopening Update</p> <ul style="list-style-type: none"> • Government message – last Friday, document issued to school • Week of 22/02, will be start of transition back in, will be gradual, and will have impact on home learning • Nicola Sturgeon may make announcement on 16-Feb • S5-6 would be first, but not for all subjects, only those that require physical presence for practical activities • Timetables will be devised a week at a time at first <p>Covid Lateral flow Testing</p> <ul style="list-style-type: none"> • Documents published by government- working on it from 16-Feb. Complicated logistics in delivery • If pupil test is positive, then they book a test themselves, etc.; more guidance will be issued; available to all staff, for pupils coming in • Planning starting tomorrow - Government clear that it's 5-8% of pupils allowed in school, at a maximum <p>Question from Parent Forum: Does the 5%-8% cap have to include the hub pupils too?</p> <p>Answer from HT: Excludes them. Challenges around number in a class.</p> <p>Question from Parent Forum: what is happening to PE higher students and students having chosen certain wind instruments and singing?</p>	

<p>Answer from HT: more info to follow on PE and also music. All of these issues are being discussed at Glasgow and national levels and there should be a document coming out very soon with agreed procedures.</p>	
<p>PACE (Parent & Carers for Action on Climate Emergency)</p> <p>Introduction by Andrea</p> <ul style="list-style-type: none"> • On PC for past 2 years, started PACE – started in 2019, direct reaction to children taking part in climate strikes. • Started looking into sustainable living • Integration into Curriculum for Excellence • GCC recognised they must take action but can't do it alone, calling upon existing networks to help with them • Own school community good place to start <p>Latest activity update by Annabel</p> <ul style="list-style-type: none"> • Since last PC meeting, met with “Friends for Scotland” – encouraging our group about good place to start making changes to behaviours; will follow up and support us • Talked about eco bricks, way to audit amount of plastic we use/waste, keeps it out of environment • “Diverse Strathclyde” trying to influence GCC into not investing into fossil fuel companies • Linking with Glasgow City Parents Group - invited to make promo video about PACE work - will be made and shown to PCs; good to have support 	
<p>Health & Wellbeing</p> <p>Introduction by PC member Kate:</p> <ul style="list-style-type: none"> • Kate has dyslexic child in S2, so very interested in support for learning (SfL) – remote learning challenges, interesting around workloads/support available if not in school; very good YouTube videos on iPad accessibility <p>DHT Nicola Higgins</p> <ul style="list-style-type: none"> • In addition to SfL and Pastoral Care support, pupil support assistants can also support - involved in making up / distributing support packs • Ms McGuire off before Xmas but back and attending all dpt/PT meetings, sharing strategies on how to support pupils with ASN • Don't hesitate to reach out to school • If anything parents/carers have concerns, reach out to Pastoral Care or SfL • Parents/carers wellbeing sessions being run • Next steps: want to continue give as many opportunities to give support, virtual office being extended, all year heads doing that now 1- 	

<p>2-1, weekly (eg Ms Higgins had 10 pupils that came to speak to her virtually today)</p> <ul style="list-style-type: none"> • L Black/S McGuire also have that weekly • On Thursday evening, wellbeing information evening being run for parents/carers, same format as previous evenings, join via pupils' iPad, Ms Higgins + Leanne Black leading. Hope to cover importance of sleep. <p>Question from Parent Forum: Do you still want coats etc for the hardship fund? Anything in particular required as a priority?</p> <p>Answer from Ms Higgins: yes, we are very grateful for any donations; winter clothes always welcome. Ms Higgins would be the best person to contact about this directly to arrange meeting or hand it at front entrance to member of staff for attention of Ms Higgins.</p>	
<p>Additional Questions from Parent Forum + Answers from DHT</p> <ul style="list-style-type: none"> • Question: Can I ask please about HPV vaccines for first year. I received the letter to give consent some time ago and I believe it would ordinarily be administered in school. Do you have any information on this, should I just hold on to the letter until return? <p>Answer: We have been told they have been postponed to March.</p> <ul style="list-style-type: none"> • Question: Just checking Ms Maguire is still in Hillhead? Just In case we need to email about ASN issues. <p>Answer: Yes Ms McGuire is the Principal Teacher of Support for Learning, EAL and Nurture</p> <ul style="list-style-type: none"> • Question: is the transition week for primary 7s likely to go ahead? Answer: Currently it is hard to give a definite answer about the transition week but Mrs Campbell, Depute Head for S1 has been meeting with colleagues in the primary school and transition work has started. 	
<p>Comments from PC Co-optee Bernie</p> <ul style="list-style-type: none"> • Commending Karen McAlaney for the amount of work being done, tremendous work • Thank you to Tariq for opening lines of comms with local Mosque • Will correspond with SLT about prize giving ideas and acknowledging achievement for school year end 	<ul style="list-style-type: none"> • Bernie to liaise with DHT on prize-giving ideas for end of school year
<p>Next Meeting: Tuesday 23rd March</p>	
<p>PC Meeting End</p>	