

# Hillhead High School PARENT COUNCIL

## Hillhead High School Parent Council Annual General Meeting Minutes – Monday, 31<sup>st</sup> January 2022, 19:00

**Parent Council:** Catriona Futter (PC Chair), Ali Downes (PC Treasurer), Jerome Boué (PC Secretary), Karen Leeson, Andrea Fisher, Bernie Mitchell, Annabel Wright, Astrid Azurdia, Sandra Huettenbuegel

**School Staff:** Mrs Karen McAlaney (HT), Mr Jack Richardson (Acting DHT), Mr Tom Carson (Associate DHT), Miss Kirstin Campbell (PT of Pastoral Care)

**Parent forum:** 20 members of the Parent Forum

Topic	To do
<p><b>Welcome &amp; Introductions – PC Chair</b></p> <ul style="list-style-type: none"> <li>• Welcome to all</li> <li>• 9 in PC, all attending + 4 staff + 20 members of Parent Forum, thank you all for coming, busy time for all</li> <li>• PC intros:               <ul style="list-style-type: none"> <li>○ Catriona, daughter in S5 + 1 who just finished S6, chair for 2 years                   <ul style="list-style-type: none"> <li>▪ Chair for another year, a new chair will be needed after that</li> </ul> </li> <li>○ Jerome, son in S3, secretary for ~2 years, meetings minutes, Facebook, Twitter</li> <li>○ Astrid, children in S2, S4, involved in HH Primary PC past few years, joined HHS PC in 2021</li> <li>○ Karen, children in S2, S4 + a leaver, 7th yr on PC</li> <li>○ Ali, 2 boys S3, S6, on PC since 2017-18, taken over as Treasurer + running Zoom meetings</li> <li>○ Annabel, daughter in S4, PACE leader</li> </ul> </li> </ul>	



<ul style="list-style-type: none"> <li>○ Andrea, children in S1, S4, S6, member of PACE</li> <li>○ Sandra, child in S1, member of PACE</li> <li>● Tonight, AGM, which is part of the PC constitution, last updated Aug 2019</li> <li>● Changed AGM to Jan/Feb to allow parents/carers to get a “feel of the school” before attending the PC meeting</li> <li>● PC works closely with the school and trying to recreate a sense of community</li> <li>● We will hear from existing PC members and new members</li> <li>● Parents/carers encouraged to ask Qs in chat box, will be addressed during meeting</li> <li>● Any individual Qs or issues, please mail the PC e-mail address and the Chair will get back to you (and see if can be raised on next meeting)</li> </ul>	
<p><b>Chair’s Report</b></p> <ul style="list-style-type: none"> <li>● Report will be posted on school website, under PC sections, which includes reports from previous years</li> <li>● Key focus of the Chair: <ul style="list-style-type: none"> <li>○ Strengthen collaboration between school, PC and Parent Forum, communicating with staff; the Chair spends lots of time speaking with the HT, including recovery after covid, parents evening, S3/4 options, etc.</li> <li>○ Communication with parent Forum: if not on mail Distribution List, e-mail Chair and request it</li> <li>○ School activities - PC had stall at eco fair at community gardens</li> <li>○ Involved in school uniform recycling</li> </ul> </li> <li>● PC Subgroups set up, to get more parents involved</li> <li>● Fundraising activity has been low due to Covid, however, planning ahead</li> <li>● Interlock with Parent Forum Glasgow + Connect organisations, done lots on well-being</li> <li>● PACE has been very active, especially with COP 26, facilitating art workshops during Cop26</li> <li>● School staff are exhausted, brutal 2 years, got to be realistic as to what we want to do</li> <li>● Involved in discussions around school curriculum, and can take whatever the Parent Forum bring up to school</li> <li>● All details will be included in report</li> <li>● PC Members update: previous PC Treasurer Chirsty stepped down from PC, Ali took over as Treasurer; Sandra co-opted last summer (9 on PC)</li> <li>● No staff co-opted currently but working closely with them</li> </ul>	<ul style="list-style-type: none"> <li>● Chair to request for Chair’s report to be uploaded on school website:</li> </ul>
<p><b>New PC Members Election</b></p>	

- 5 spots available as another 2 PC leavers:
  - Annabel - head of PACE - joined autumn 2019/Feb 2020 - really strong group, able to make a difference; stepping down for personal reasons
  - Karen: on PC for at least 5-6 years, delighted to see new faces joining the PC, gives lots of representation to the community; Catriona is an amazing chair; stepping down but not away, will support PC as much as possible

Chair Comment: Massive thank you to Annabel for setting up and driving eco agenda in PACE, and Karen for her support over the years

- Democratic voting will come up automatically via Zoom: 5 questions, one for each of the 5 people standing for election
  - **Sandra:** children in S1 and S4, co-opted in Jun-21, involved in PACE, involved at primary school PC, took over 2nd hand uniforms at HH Primary school; good to drive eco agenda and 2nd hand uniform at HHS
  - **Sam:** child in S1, found school community to be brilliant, would like to make more contribution , give back to community, multicultural aspect, would love to help develop that, help facilitate, healthy communication
  - **Valentina:** from Russia, husband Albanian, son in S2, daughter about to start S1, moved from London in 2020, during lockdown, found community very helpful, very welcoming, wants to contribute and be useful, to be more part of the community
  - **Kiki:** child in S1, keen to be involved, was on PC in primary school, good way to know the culture, community, what could be different, better around school community; often curious of families who can't speak up or not as loud as others, etc; trying to understand needs that are not being met in the periphery of school community; promotes being curious about difference within the school; wants to be part of school community
  - **Ram:** from India, good to see multicultural environment, child in S2, son at St Patrick's primary, hoping to join HHS too; Ram is also part of PC in St Patrick and was also part of PC in India; consultant in Banking; outreach, always hands on, to see how students develop, not just his children; works remotely, does his own schedule, can work and help with PC; will be attending every PC, whether member or not
- Encouraging to see parents of S1s joining, very inspirational to hear new parents' reasons for wanting to join, new faces, welcome everyone
- Poll open: voting for 5 people for 5 spaces
- Poll closed: all 5 new members now elected with 100% of the votes
  
- Bernie Mitchell also voted in as renewed co-optee by majority of PC Members

**PC Treasurer's Report**

<ul style="list-style-type: none"> <li>• Due to bank account access problems, haven't been proper accounting completed in previous years as couldn't spend money</li> <li>• Ali will get them signed off against bank statements over the weekend</li> <li>• Financial year: 01-Aug to 31-Jul proposed by Ali – means completed accounts would be done in retrospect</li> <li>• Received 2 GCC grants of £400</li> <li>• Ali to get these properly signed off</li> <li>• Costs out of school year so far: <ul style="list-style-type: none"> <li>○ GC Energy Subscription, came from PACE, way to support green energy in schools</li> <li>○ Gifts for staff</li> <li>○ Xmas boxes for families in need</li> </ul> </li> <li>• Finally sorted out bank accounts access, online banking still in progress</li> <li>• Now in better position but still some work to be done</li> <li>• Current bank account balance: £2,531.87</li> </ul>	<ul style="list-style-type: none"> <li>• Ali to provide PDFs version of report(s) for inclusion on school website, PC section</li> <li>• Ali to correct heading of accounts in PDF to read 2020-21</li> </ul>
<p><b>HHSPC Social Media Policy – PC Secretary</b></p> <ul style="list-style-type: none"> <li>• Jerome presented the social media policy which was drafted using the template provided by Connect (previously SPTC)</li> <li>• Policy provides guidance for the PC around the use of Facebook and Twitter social media accounts</li> <li>• <b>Sam and Karen confirmed approval of the social media policy</b></li> </ul>	<ul style="list-style-type: none"> <li>• Social Media Policy:</li> </ul>  <p>HHSPC Social Media Policy Jan-22</p>
<p><b>PACE Report – Annabel</b></p> <ul style="list-style-type: none"> <li>• Felt important that what we as PC is sustainable, important that we're informing Parent Forum</li> <li>• No other school has this</li> <li>• PACE eco policy: full pledges will be posted on website (eg pledge to work with school eco group and support the school, many areas), addressing wide-reaching issues</li> </ul> <p>Multiple PC members and parent forum members approved adoption of Eco policy via Zoom show of hands</p> <ul style="list-style-type: none"> <li>• Comment from Chair: Please continue telling us what we can do for you as a PC; fantastic that this underpins all we do as a PC, thank you so much for your work, seconded by PC members Valentina and Kiki Parent Forum Stephanie Anthony</li> </ul>	<ul style="list-style-type: none"> <li>• PACE Eco Policy:</li> </ul>  <p>HHSPC Eco Policy Jan_22.docx</p>
<p><b>AGM End</b></p>	

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**School Staff:** Mrs Karen McAlaney (HT), Mr Jack Richardson (Associate DHT), Mr Tom Carson (Associate DHT), Miss Kirsten Campbell (PT of Pastoral Care)

**Parent forum:** 20 members of the Parent Forum

Topic	To do
<p><b>Welcome – PC Chair</b></p> <ul style="list-style-type: none"> <li>• Meeting will cover minutes from last meeting, subgroups, fundraising, parents evening</li> <li>• Update on student from last PC meeting Ahmed: will follow up in March meeting on progress - huge thank you for supporting him.</li> <li>• Fake social media accounts – social media awareness education session run by Glasgow City Parents group – recommendation: parents should ensure they know what their young person do (ie recognise, reject, report bullying)</li> <li>• Social Media Awareness webinar by GCPG for Police Scotland (within the notes under the webinar on YouTube is the link to the Police Scotland document for parents about social media which seems incredibly useful and comprehensive): <a href="#">link</a></li> <li>• School has mobile phone policy, pupils encouraged not to have phones out in class</li> <li>• Always mail the PC if any questions</li> </ul>	<ul style="list-style-type: none"> <li>• Chair to provide link to Social Media Awareness session replay for inclusion in the minutes</li> </ul>
<p><b>Minutes of last PC Meeting</b></p> <ul style="list-style-type: none"> <li>• Bernie and Sandra approved/seconded minutes</li> <li>• Minutes from previous PC meetings all available on <a href="#">PC tab of school website</a></li> </ul>	
<p><b>PACE Group Update</b></p> <ul style="list-style-type: none"> <li>• Andrea introduced PACE members: Sandra, Annabel, Andrea, Ruth, Vicki, Sam, Deirdre, Shirley, Thomas, Pat, Ully, Elena</li> <li>• Always looking for more members, hoping to meet in school, with school eco committee soon, get in touch, speak to us</li> <li>• Annabel explained that PACE is quite big group with lot of different skills, that school can pull on, whenever needed</li> <li>• If anyone has skills to offer, please contact us</li> <li>• Drafted eco policy</li> </ul>	

- Excited to have become shareholders of renewable energy group, which invests in communities; long term investment that we feel positive about – excited if HH can get solar panels in near future
- Regular monthly meetings with school, will help progress activities, encouraging use of 2nd hand clothing, working with S6 pupils to plan for sustainable prom clothes (which can still look fantastic)
- Will work with school to organise a fair in May, sustainable theme, spring/early summer - first big event we would have with school, if any idea and anyone interested, let us know
- Investigating crisp packet recycling
- Working on introducing “0 waste” policy for school dinner
- If want to know more, mail PC

#### **Staff Introductions and HT Update**

- Karen McAlaney HT for 5 years, at HHS for 8 years
- Kirsten Campbell, 3 years at HHS, Principal Teacher for Pastoral Care, in charge of school website and involved in PACE
- Jack Richardson, Associate DHT, 7th year at HHS, acting DHT S6 as well as SQA, child protection, previously PT for skills and achievement
- Tom Carson, Associate DHT and PT Maths for 2.5 years, currently acting DHT S4-5 for Mr Neil
  
- Thank you to PC for individual cards and chocolates to staff
- Staff Miss Cuthbertson and Miss Black both had a baby
- S1/2 DHT Mrs Campbell and S4/5 DHT Mr Neil currently off ill
- School improvement plan, 3 priorities:
  - Learning and teaching, digital learning, national priority
  - What pupils achieve in school and closing the attainment gap
  - Wellbeing, even more important given covid
- Before Xmas, all staff had training on cost of school day – analysis on cost of school day completed recently, will be in newsletter
- Free bus travel:
  - Available online ([link to a paper copy](#)), reminder that you need to get an updated Young Scots card
  - Help in libraries and in the school: Nicola McCaskill - Financial Inclusion Support officer for Hillhead High
  - Documentation coming out next week, will be coordinated by school
- Working on school wardrobe, hardship fund to help families in need,

- Exams going ahead, lots of supports in place
- Won centre of the year again for DoE programme, the need for a new minibus as current one “on its last legs”
- Spring fayre – Miss Jackson, Ms Campbell working on this along with members of parent council
- Continuing work on sharing school values
- Developing Young Workforce
- Options information sessions on-going
- working on Primary schools’ transition
- Still working on staff training - on target with everything we'd planned
- School uniform:
  - On-going reminders through tannoy, newsletter , etc., however school is supportive if pupils come in w/o uniform, depending on family circumstances
  - Shoes: black shoes are part of the school uniform – not as strict, not making a big deal for this year following lockdown, however will push for black shoes in new term/year
- Lot of people have signed up to Groupcall – very positive as helping communication to Parent Forum

#### **Phone Calls Parents Evenings – Mr Jack Richardson**

- S3, 5 and 6 happened so far, with S2 scheduled for tomorrow, S4 on 22-Feb, S1s on 01-Mar
- Well received, feedback pretty user friendly, easy for staff
- Process:
  - Letter sent out to Parents/carers, bookings system open for a week, either pick times or system assigns it
  - Teachers phone parents – 5mn slot
  - Interpreters can be booked, via Ms Gostanska, 3-way conf call (double slot appts for that)
- If anyone has any system issue, phone school office, they can override
- Parents/Carers can speak to each subject teacher
- Recommendation is to prioritise teachers of interest subjects if there are many teachers to see
- HT will gather feedback from PC, Parents and staff on this year’s system

#### HT Comments:

- Thank you Jack for the hard work setting these up

- 5 minute slots which are the same as in-person slots, helps meeting be focused, 28 appts per teacher (almost every pupil in a class of 30), if we were to increase slots, less parents/carers would get to speak to teachers
- All teachers have the same number of appts
- Get in touch with school if any issue
- Parents/Carers attendance better than F2F, broadly the same, more attendance in S3 due to options, S6 due to exams.
- When survey comes out, ensure to complete it.
- If any issue, contact PC teacher

Chair Comments:

- HT and I discuss issues raised
- Staff absence due to covid has had an impact

**Fundraising Sub=group – PC Member Bernie, Astrid and Sandra**

- Bernie and Astrid started work on quiz night for parents/carers + staff – plan so far:
  - On Friday 06-May
  - 19:15 – 22:30
  - At Hughenden (Bernie can get us the place for free)
  - 120 capacity, open to parents/staff who want to go
  - Small table size – prob 5
  - Cost: £8 / ticket for entrance (bar available)
  - Ticketless, maybe through FB/Twitter
  - Payment via money transfer, will advertise, so no money exchanging hands
- Could also have raffle
- Fundraiser to fund school minibus (unsure how much life left existing one has, which would take priority, needs to be on promotion)
- Long road ahead, as new minibus = £30k excl VAT (2<sup>nd</sup> hand £12-13k)
- Taking steps in right direction, taking direction from HT on school priorities, as other projects suggested: extension to bike shed; garden furniture to the left of the entrance of school, £1500-2000; so whole variety of options, however Minibus gives lot of options and DoE programme would suffer from lack of transport
- Need to keep going, if you know some generous benefactors, please reach out.



<ul style="list-style-type: none"> <li>• New PC Member Ram can help as has lot of experience of fundraising.</li> <li>• Easyfundraising already in place</li> <li>• GoFundMe could be an option in the future</li> <li>• Some other social events coming up</li> <li>• Bike shed similar to current one has been identified/sourced</li> <li>• Garden furniture – standard stock item , can be purchased from garden centre for small amount of money</li> </ul> <p>Chair Comments:</p> <ul style="list-style-type: none"> <li>• Thank you to Bernie, Astrid and Sandra, fundraising subgroup</li> <li>• In past, concerns raised about broken basketball hoops in back playground, garden furniture and bike shed</li> <li>• Next meeting will cover more about fundraising</li> <li>• Email any questions/comments send to PC</li> </ul>	
<p><b>Closing Comment from HT</b></p> <ul style="list-style-type: none"> <li>• Thank you to the PC and chair for an excellent job supporting the school!</li> </ul>	
<p><b>Closing Comments from Chair</b></p> <ul style="list-style-type: none"> <li>• Thank you everyone for coming</li> </ul>	
<p><b>Next Meeting: 15-Mar-22</b></p>	
<p><b>PC Meeting End</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>