



Calderhead High School Parent Council

Date: 6th March 2025

Time: 18:00

Venue: Calderhead High School Meeting Room

✓	Audra MacPhee (Chair)	✓	Jennifer Di Mambro (HT)		(Staff Rep)	A	Lynn Prentice (Secretary)
A	Kirsteen Boyd (KB)	✓	Gordon Muir (GM)	✓	Lisa McAllister (LMcA)	✓	Colin Shearer (CS)
	Kyrstie	✓	Edward Ford (EF)	✓	Rachel Duddy (PT PS)	✓	Vicky Madigan (CIIL)
✓	Cllr Margaret Hughes (MH)	A	Cllr Martin McCulloch (MMcC)	✓	Cllr Jonh Jo Leckie (JL)	A	Melanie Barr (MB)

	ITEM
1.	<p>Welcome; Apologies</p> <p>Meeting opened by Audra MacPhee, minutes from previous meeting reviewed. Minutes approved – Edward Ford Seconded – Lisa McAllister</p>
2.	<p>Attendance</p> <p>Presentation by Rachel Duddy (PTPS) and Vicki Madigan (CIIL) on attendance. Clear focus on improving attendance and increasing time young people are in school.</p> <ul style="list-style-type: none"> – Importance of attendance in relation to attainment: everyone's responsibility – Improved procedures for reporting absence – Expectations for teacher and pupil support involvement: registration, alert when pupil is absent, timely reporting. Text messages P1 and P5 – Monthly emails: gold, silver, bronze – Attendance letters: 3 versions of letter – Pupil support meeting every 6 weeks on attendance – Correct coding – FESA supporting 10 pupils at CHS – TAC (team around child) meetings – Part-time timetables – Home visits – 3 areas of focus: non-attenders, Future Friday related absence, pupils in school but not in class <p>AM to pin absence procedure to Parent FB page</p>