



## Calderhead High School Parent Council

**Date:** 6<sup>th</sup> 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><b>Welcome; Apologies</b></p> <p>Meeting opened by Audra MacPhee, minutes from previous meeting reviewed. Minutes approved – Edward Ford Seconded – Lisa McAllister</p>
2.	<p><b>Attendance</b></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"> <li>– Importance of attendance in relation to attainment: everyone’s responsibility</li> <li>– Improved procedures for reporting absence</li> <li>– Expectations for teacher and pupil support involvement: registration, alert when pupil is absent, timely reporting. Text messages P1 and P5</li> <li>– Monthly emails: gold, silver, bronze</li> <li>– Attendance letters: 3 versions of letter</li> <li>– Pupil support meeting every 6 weeks on attendance</li> <li>– Correct coding</li> <li>– FESA supporting 10 pupils at CHS</li> <li>– TAC (team around child) meetings</li> <li>– Part-time timetables</li> <li>– Home visits</li> <li>– 3 areas of focus: non-attenders, Future Friday related absence, pupils in school but not in class</li> </ul> <p>AM to pin absence procedure to Parent FB page</p>