



## Calderhead High School Parent Council

**Date: 6<sup>th</sup> March 2025**

**Time: 18:00**

**Venue: Calderhead High School Meeting Room**

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

|    | ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| 1. | <p><b>Welcome; Apologies</b></p> <p>Meeting opened by Audra MacPhee, minutes from previous meeting reviewed.<br/>Minutes approved – Edward Ford<br/>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> |



### 3. **HT Update**

#### **Staffing**

February 2025

Senior ICT Technician – Ian Hanley has started

Science Technician – now at interview stage

Carol Cowan, HE Teacher left on 28<sup>th</sup> Feb to work in East Lothian

March 2025

Home Economics teacher interviews will take place on 7<sup>th</sup> March

Louise Boyle, Art Teacher will finish at CHS on 7<sup>th</sup> March to go to OLHS

Proposed staffing meeting was on 13<sup>th</sup> February -there will be minimal changes to staffing. These will be shared when fully authorised.

NLC management restructure is still awaiting approval. Acting posts await completion of this.

#### **ICT Provision**

From October 2025, Microsoft will no longer support Windows 10. Therefore, all machines must be able to support Windows 11. John Hanley, Senior Technician is currently assessing all machines for compatibility. NLC to confirm possible support.

#### **School Building**

High winds on 23<sup>rd</sup> February resulted in part of the roof breaking off. A risk assessment was carried out to ensure the building was safe to open and we are currently waiting on this being fixed. Access is causing some issues.

#### **Curriculum**

Personalisation & Choice Event was on 27<sup>th</sup> February.

G Russell and M Barr presented at the event. It was attended by almost 90 pupils with parents/carers. Option choice booklets etc have been shared on TEAMS.

#### **SQA**

S4 Mentor Scheme has been launched to support pupils who are currently not on track in all subject areas. S Higgins is leading this.

Easter school will be offered this year. S Higgins is organising this and more details will be shared in the next few weeks.

#### **Visitor Procedures**

New security procedures have been introduced for visitors to the school.

The procedures have been displayed at front entrance for all staff and visitors to follow.



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|    | <p><b><u>Departmental Self Evaluation/AIP</u></b><br/> All staff completed a self-evaluation exercise during the Inset day using the QI machine. This was based around the audit tool HGIOS4 and the results will be used to collate the current Annual School Report for session 2024/25 and be used as foundation for the Annual Improvement Plan for 2025/26</p> <p><b><u>Pupil Voice</u></b><br/> We are introducing some new policies to the school and pupil voice is part of the consultation process. This week we worked with the S5/6 School Leaders on a Safe Space document. This will link to our new anti-bullying policy.</p> <p><b><u>Parental Engagement</u></b><br/> March Newsletter was issued on 3<sup>rd</sup> March</p> <p><b><u>Positive Destinations</u></b><br/> We are delighted to announce that our positive destinations for 2023/24 are 94.29% This is the highest figure in 5 years.<br/> We plan to continue with the strong processes in place and introduce further supports.</p> <p><b><u>Attendance</u></b><br/> PTPS: Rachel Duddy<br/> DHT: Melanie Barr<br/> CIIL: Vicky Madigan</p>                                                                                    |
| 4. | <p><b><u>Succession Planning</u></b><br/> We discussed current membership of CHS parent council. We have 7 parent members including office bearers. 3 members have pupils in S5 currently and so will demit office in the next 6-12 months. We are looking to attract more parents to attend our meetings, serve on the committee and start succession planning for office bearer roles which would hopefully include some time shadowing perhaps in vice roles whilst our current office bearers are still in post.<br/> Recruitment ideas:</p> <ul style="list-style-type: none"> <li>– Information on what parent council is all about, AM to draft and circulate to PC before next meeting</li> <li>– JD to speak to cluster HT's about CHS PC attending primary PC meetings to recruit</li> <li>– CHS cluster meeting, informal meeting for parents of pupils coming to CHS</li> <li>– PC members to try and identify active parents at primary school PCs who we may approach about joining and / or any other parents who could be encouraged to join</li> </ul> <p>AM offered to relay information teachers may want shared with parents using the Parent FB page. JD to communicate this to staff.</p> |



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| 5. | <b>Plan for the following year</b><br>To be discussed at future meeting. April meeting to continue with session on succession planning for CHS Parent Council.                                                                                                                                                                |
| 5. | <b>AOCB</b>                                                                                                                                                                                                                                                                                                                   |
| 6. | <b>Date of next meetings:</b> <ul style="list-style-type: none"><li>• 3<sup>rd</sup> April 2025</li><li>• 8<sup>th</sup> May 2025</li><li>• 5<sup>th</sup> June 2025</li><li>• 4<sup>th</sup> Sept 2025</li><li>• 2<sup>nd</sup> Oct 2025</li><li>• 6<sup>th</sup> Nov 2025</li><li>• 4<sup>th</sup> Dec 2025 (AGM)</li></ul> |