

Calderhead HS Parent Council

Minutes

Thursday 2nd October 2025



	Actioned By:
Present Audra MacPhee, Colin Shearer, Moira Williams, Cllr Leckie, Jemma Millar, Jennifer Di Mambro, Cristina Radulescu, Maxine Paterson, Kirsteen Boyd, Kimberley Hillan.	
Apologies Apologies received from Edward Ford, Cllr McCulloch, Gordon Muir, Cllr Hughes, Lisa McAllister.	
Welcome Audra MacPhee welcomed everyone. Minutes from last PC meeting circulated.	
HT Report <u>Staffing</u> Melanie Barr and Cameron MacKay were both appointed as Depute Head Teachers prior to summer. Melanie Barr DHT S1/2, will return to us after her maternity leave and Cameron MacKay DHT S3/4 joined us at the start of term. Rachel Duddy is now substantive PT Pupil Support for Burns House Andrew Kennedy is PT PEF Engagement Stephanie Martin PT PEF Attainment Audrey Crawford is PT DYW Katie Taylor PT Future Fridays. Suzanne Beacom has joined us in Home Economics Probationers: Music - Caoimhe Curran Technical - Sophie Graham English - Lauren Docherty Home Economics - Suzanne Mackie <u>I.T. Refresh</u> We have now completed our update to Windows 11. NLC supported this with an additional budget <u>Accommodation</u> Library - SfL & Nurture Base Atrium - Study space 2 break out rooms on ground floor 2 DHTs ground floor and 2 DHTs on 1 st floor 1 Drama room & 1 classroom – top floor 1 COSD storage room I.T technician's room & Learning Assistants room Possibly 1 I.T. room (long term) & Partner base CLD – awaiting move for Pupil Support	

S5/6

After a competitive application and interview process, we would like to congratulate our newly appointed officials,

School Captains: Myren MacPhee & Aaron Mackay

School Vice-Captains Tori Frew & Darcy Wilson

Fleming House Captain: Chloe Bonnes

Fleming House Vice-Captains: Amber Cefferty

Prefects: Katie Lee, Jessica Vance, Demi Fisher

Lochhead House Captain: Kaley Hill

Lochhead House Vice-Captain: Aidan Murray

Burns House Captain: Teegan McGrath

Burns House Vice-Captain: Callum McIntyre

Wallace House Captain: Kiera Hughes

Wallace House Vice-Captain: Layla Ralston

Prefects: Lucy McLuckie, Kieran Morrison

Senior Officials are leading House Identity/Competitions, school events such as Christmas Fayre and Snowball (Christmas Dance/Disco).

Based on response from the S5/6 induction block we plan to move forward with the following leadership opportunities:

Community Leadership -

MVP Leadership L5 award

Anti-Bullying Ambassadors

Fundraising Ambassadors/COSD

First Aid in the Workplace – 48 L6 in June + additional 48 in October

Sponsorship

We are looking for local sponsorship of events such as the Awards Ceremony, School Show, yearbook etc. Sponsors would be publicised through the newsletter, website etc.

Parental Engagement

The Newsletter was issued on 1st October.

The school website is in the process of being refreshed.

Attainment

JDM delivered a presentation on SQA results.

AIP/AIR

Both documents were submitted to NLC on Friday 29th August.

Summary attached of priorities for session 25-26



Calderhead High School Improvement Priorities 2025/26

Priority 1: Evidence consistent, good learning, teaching and assessment to support attainment

- Young people in the BGE and Senior Phase will be able to identify their working level.
- All faculties will have an assessment calendar, with varied, reliable assessment types.
- Young people will receive feedback with time to apply next steps after varied assessments.
- Learning Teaching & Assessment Improvement Group will agree and support all staff through career-long professional learning to implement Learning & Teaching methodology.
- Format for lesson observations, paperwork and feedback will be updated and introduced.
- Learning intentions and success criteria will be shared and reviewed in all classes.
- Pupil voice will be evident through learner groups & surveys/questionnaires (class & whole school)/pupil council.
- Learner progress will be tracked regularly to ensure responsive teaching.
- Moderation of planning of LTA will be evident across all faculties.
- House identity will be evident through an increase in House group activities for S1-6.
- All teaching staff will belong to a school improvement group.

Priority 2: Strengthen interventions to support health and wellbeing and attendance for all young people.

- Safeguarding policies and procedures will be enhanced and embedded into daily practice.
- Pupil data by year group will be shared with staff through CARES.
- Fire evacuation procedures/policy will be updated and implemented by all staff and young people.
- Bullying incidents will be recorded on SEEMIS and an Anti-Bullying/ Safe Space policy produced.
- Several new policies will be produced including Cost of the School Day & Pupil Support/Health & Wellbeing.
- Medicine procedures will be updated.
- School values and expectations will be embedded in most lessons and across the school community.
- A Promoting Positive Relationship policy will be produced.
- The Extended Leadership Team will be involved in whole-school improvement, ensuring strategic leadership drives positive change.
- Pupil leadership opportunities will increase (MVP/Fundraising/First Aid/Anti-bullying Ambassadors/Captains) and data collection and accreditation for pupil achievements enhanced.
- There will be a Developing the Young Workforce & Assembly calendar. Positive Destinations will improve to 95%
- Pupil attendance will increase to at least 85%, ensuring improved engagement and attainment.
- GIRFEC procedures will be strengthened to support young people.

Priority 3: Improve attainment for young people at all stages.

- Attainment in L4/5 literacy and numeracy will increase (reduce young people with no qualifications at point of exit).
- L3/4 ACEL results will align with S4 progression values
- Young people achieving at least one qualification @ L6 by point of exit will increase.
- Monitoring & tracking from p7 – S6 will improve to support attainment at all stages. This will be collated by DHTs and feed into new prelim times, tracking/reporting periods & mentoring.
- Young people achieving 5 qualifications @ L3 by point of exit will increase.
- All departments will participate in moderation activities for BGE achievement of a level through Small Schools Collaborative and departmental moderation activities.
- Option procedure will be reviewed to increase added value in S4-6.

School Funds

Jennifer Di Mambro raised concerns over school funds and asked if parent council could support the school with this. Given the sociodemographic of Calderhead's' catchment area fundraising within the school is not something we would focus on but instead identify sponsorship opportunities within our community and perhaps seek out grants or other opportunities. To be able to support with this we will look to revise areas of the constitution pertaining to office bearers specifically a treasurer and financial accounting etc. Upon adoption of these policies we would hope to recruit a member of the committee as Treasurer.

ALL

School Calendar

Kirsteen Boyd enquired about school calendar for 25/26. Jennifer Di Mambro to distribute.

JDM

PC Business 1. Policy Update • Constitution The current constitution and the CONNECT template constitution were reviewed to address any changes required. Proposed changes were agreed by committee. Draft of revised constitution to be drawn up and distributed to committee. • Code of Conduct The current code of conduct and the CONNNNECT template were reviewed to address any changes required. Proposed changes were agreed by committee. Draft of revised code of conduct to be drawn up and distributed to committee. Aim is to agree on draft policies and then adopt the revised policies at an EGM on our next scheduled meeting date TBC. 2. CONNECT Membership NLC has purchased membership for PC's across the authority. This gives us access to resources, training and advice. Information to be forwarded to committee. 3. PVG Latest changes regarding legal requirements for PVG were discussed. Based on the information that has been given to us as a secondary school parent council in relation to regulated roles it appears that our committee will not need to hold a PVG. Given some ambiguity around the legislation at various meetings within the authority and wider Audra MacPhee contacted Volunteer Scotland to take advice. Based on the activities we take part in and our role within parent council their advice was that we do not need to hold PVG's. There are still concerns over the legislation and the responsibility put upon our members and the cross-over between PC and school PVG's. Audra MacPhee will attend the PCG meeting 8th October where this has been put forward as an agenda item. Audra will report back at our next meeting. 4. PC Roles Given our current office bearers have less than a year left to serve Audra has offered to run informal sessions for anyone interested in learning more about the various roles within PC. If anyone is interested please contact Audra.	AM AM AM AM
AOB No other business. Committee members present signed our current code of conduct following our AGM last month. As soon as we adopt a revised code of conduct this will supersede any previous version and will require to be completed.	
Next Meeting Next meeting is Wednesday 5th November 2025 at 18:00, Calderhead HS – all parents / carers of pupils at CHS are invited to attend.	