Crieff High School Parent Staff Partnership

**Draft Minutes of Meeting held on 4 March 2019**

**Strathearn Community Campus at 7.00pm**

**Present: Lindsay Lennie (LL), John Donnelly, Campus Leader (JD), Betsy Vielhaber (BV), Billy Russell (BR), Emily James (EJ), Nick Kieller (NK), Morven Harrower (MH), Fiona Cannon (FC), Catriona Cunningham (CC), Gillian Rose (GR), Cathy Tilbrook (CT), Helen McRorie (HM), Calum Westbrook, Head Boy (CW – HB), Jennifer Thornton, Head Girl (JT – HG), Councillor Roz McCall**

**Apologies: Diane Porter (DP), Scott Jewell (SJ), Aileen Turkington (AT), Caroline Murphy (CM), Ms Couser**

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| **Item** | **Discussion** | **Points for Action** |
| **1.**  **Welcome** | LL, introduced herself, welcomed all to the meeting. |  |
| **2. Apologies** | As noted above |  |
| **3. Previous minutes** | The minutes from the meeting held on 29.10.18 were proposed by VP and seconded by Betsy Vielhaber |  |
| **4. Matters arising/Correspondence** | \* Reviewed that parents from PSP participated in ELAV process  \* Discussed that open meeting for parents will be scheduled to discuss S3 choice for future years  \* Noted that Parent Pay issues are still outstanding. JD will discuss with DP. | **JD/DP** |
| **5. Treasurer’s Report** | Treasurer was not present, but prepared report was reviewed. The current balance is £2,674.09. Noted that the account has a healthy balance and there are no plans for fundraising.  Annual payment from PKC of £710 has been received. |  |
| **6. Headteacher’s Report** | JD discussed the need to get broad parent input for increasing course selection for S3 students. Currently the majority of pupils take 6 Nat 5s but previously most took 7 subjects.  Set date for All Parent/carer meeting (mostly interesting for parents with children S1-S2 and P7) to discuss the options.  Proposed date: **Monday, May 20th**.  JD reviewed ELAV findings. ELAV (Extended Learning and Achievement Visit) from Perth Kinross Council. Visit dates: 30/1, 31/1, 06/03.  JD provided handout about ELAV report. He included information in his recent Head Teacher update to all parents and carers. He went through all the report points in detail with PSP in attendance.  Based on results from the ELAV review, the school has ideas of strengths and areas for improvement.  **Strengths** (summarized from report):  \* Positive ethos & learning environment  \* Mostly good learning and teaching  \* Developing Young workforce, vocational pathways robust tracking and monitoring and analysis  **Areas for development** (summarised from report):  \* Learning and teaching to be more differentiated to meet needs of all young people  \* Increased pace and challenge in BGE  \* Consistent approach to headphones, chewing gum, non-uniform jackets (on this point, parents confirmed that they feel uniform is not clear on web site and definitions are needed)  \* Need for collaborative approaches to self evaluation  ELAV process included focus groups with students, staff and parents. JD presented summary of this information.  Next visit is planned for March 6th.  End of term final report will be distributed.  **Self Evaluation forms**--JD confirmed that the school has appointed 3 Principal Teachers for 23 months to preform self evaluation and improvement priorities in area of:  \*Self evaluation for self-improvement (Lynsey Steele)  \*Learning, teaching and assessment (Lisa Russell)  \* Ensuring wellbeing, equality and inclusion (Rachel Stitt)  Funded through Pupil Equity Fund. (PEF)  **Bag Policy**: After the February break, new policy allowing students to carry bags into class was implemented. Students are now expected to keep mobile phones in bags unless instructed by teacher to use then in class. JD presented graph that showed how pupils felt overwhelmingly that this change will help their readiness for class. Pupils can still leave bags in their lockers if they choose as long as they are ready for class.  **SMT**: staff will be more visible in the school particularly before and after break and lunch. Time slots have been allocated and a log is being kept to monitor this.  **Curriculum choices**: JD presented graphs with data about student input regarding Curriculum subject choices.  **Timetabling**: JD said school is working on issues around start dates, period distribution. Impacts S4 to S6 returning from study leave at different times. CW\_HB said it can be difficult for pupils coming back when the full class has not yet returned. JD to look into this further. | **JD**  **JD** |
| **7. Staffing update (JD)** | Home Econ (temp)—Appointed Sarah McCully and she started end of Febuary.  Support for Pupils (temp)--Applicant found and offered post, but subsequently took post elsewhere. To be re-advertised after the summer.  Acting Depute Headteacher: Linda Birrell leaves after 19 years at Crieff HS for a permanent DHT post at Perth Academy. Her post will not be filled.  Acting Support for Pupils (Guidance): Clare Antill began maternity leave. Bonita Marchbank appointed as temporary replacement.  PT Maths--Next term Jenni Loudon joins school as Principal Teacher of Mathematics and Numeracy. Peter Mayne has been acting as Principal Teacher for almost 2 years during John Marshall's secondment to Blairgowrie HS. He elected to remain at Blairgowrie.  Staff budgeting has been finalised Friday, 22 Feb. |  |
| **8. Report from Active Schools** | LL introduced Nick Keiller (NK) to discuss Active Schools extra-curricular participation. He reviewed detail report just completed to show the current participation vs historical.  Crieff HS has more activities offered than most schools its size. However, there is no longer rugby and Mr Deans moving (who took football) has impacted on numbers.  Emphasised that 100% of activities are delivered by volunteers or the 31 young sports leaders.  Courses are offered during Spring Break.  Group discussed how to get more awareness of activities available and get pupils to try.  Parents said more communication on other methods than Twitter and Facebook might be helpful. Asked if could be included in the Show My Homework.  NK mentioned that they are always looking for parents and carers to help lead or support the activities. Particularly looking for help with football and basketball.  Cll McColl asked about inter-house competitions. CW said they have these although could be more competitive. |  |
| **9. PSP constitution** | Discussed changes proposed by LL.  Name change being considered to Parent Council or Parent Forum. This might help people understand current purpose of group.  Also discussed the language in Constitution about fund raising and internet banking. LL will look about how other constitutions handle.  In discussion, it was noted that many parents do not want to come to meeting feeling they will feel forced into tasks or fundraising. Need to try to spread word that this is not the case and meetings are an opportunity for discussion and input form parents.  Will make changes and bring revised version to next meeting. | **LL** |
| **10. Future diary dates** | May 27, 7:00  Scheduled to be right after curriculum event on May 20th.  Announcement will be made at that meeting about the PSP meetings and urging more people to attend. | **LL** |
| **11. AOCB** | Parents noted the following as questions/ideas:   * For parent evenings: 1. could Music and PE teachers be located more centrally? 2. Also could school provide better map of school? 3. Could teachers use watches or clocks to stay on schedule? JD said some changes were in hand and noted comments made. * For next meeting, could review phone policy again. JD to consider this.   LL asked if there would be CRY heart screening again this year. She felt it was a really good opportunity. JD said was planned to go ahead.  LL noted her thanks to both Head Boy and Head Girl, Callum and Jen who have diligently attended every PSP meeting. She wished them luck in the future and thanked them for their helpful comments and observations over the past year. |  |
| **12. Date of next meeting** | Monday 27 May 2019 at 7pm |  |

The meeting closed at 8.35pm.