



AHS Parent Council Meeting Minute & Action Tracker

**Tuesday 17 May 2022
6:00pm**

Present:	Valerie Nicolson (Head Teacher – AHS), Kenny Pottinger (Chair), Carrie McDonald, Dawn Ratter (Clerk), Hazel Shearer, Jerry Edwards, Gowri Saravanan, Jim Anderson, Amanda Hawick, Cllr John Fraser, Patrick Robertson (Depute Head)
Apologies:	Ayesha Huda, Anna Moar, Shona Manson, Edwin Irvine, Helen Kerr

Agenda No	Matters Arising	Information / Action	Person(s) Responsible
1	Welcome	The Chairperson welcomed everyone to the meeting.	
2	Minutes of 03 February 2022	The minutes of meeting 03 February were approved by JE and seconded by CM.	
3	Matters Arising	<p><u>Cashless Catering Update - Dawn Ratter</u></p> <ul style="list-style-type: none"> • The system has been purchased and the project team are working with VeriCool to arrange the installation and launch. • Network points have been installed in the canteen. • Information will be issued to all parents in the beginning of June. • The project team are working with Youth Services to ensure all pupils have the opportunity to apply for their Young Scot NEC before the launch. Youth Services are hoping to run drop in sessions during the summer to support young people make their applications. • Free School Meal applications for the new academic year will be processed during the summer. There will be a £30 debt limit applied to all pupil accounts to ensure pupils are not refused a meal at the school if there is no credit on their account, or their free school meal application has not been completed prior to the start of term. <p><u>Review of the Constitution</u> KP will arrange a meeting to discuss the constitution.</p> <p><u>Increased non-contact time for teachers</u></p>	K Pottinger

		<p>There is no set timescale nationally for increasing non-contact time for teachers. There are negotiations ongoing at a national level on the lead in time for the implementation but it is unlikely that any phased increase will be implemented nationally in August.</p>	
<p>4</p>	<p>Head Teachers Report</p>	<p><u><i>Covid-19 Update</i></u> The latest guidance for school can be found: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/</p> <ul style="list-style-type: none"> • One-way systems remain in place within the school. • Enhanced ventilation and CO2 monitoring is in place throughout the school. • Pupil and staff absences have decreased this term. • Following advice from SIC Health and Safety Officer, teachers can now begin to rearrange their classroom layout, away from rows of pupils, where ventilation and CO2 monitoring is in place. <p><u><i>Monitoring and Reporting Pupil Progress through Covid-19</i></u> The school continues with its calendar of reporting, as shared in August 2021 with all pupils, parents and carers. This term will see the return of face to face parents' evenings, starting with S1 on Wednesday 18th May, followed by S2 on Tuesday 24th May 2022. Appointments have been allocated for Maths, English and Pupil Support with all other classes operating a drop in model. An optional tour of the school will be available for S4 pupils moving into S5 on the evening of Tuesday 31st May 2022.</p> <p><u><i>Pupil Book Awards</i></u> In response to parental feedback from the Spring workshops two years ago and fully supported by the Student Representative Council, the school is going to pilot making awards to the highest attaining pupil in each Higher and Advanced Higher subject. Pupils will be awarded with a book from the subject departments. The school will review how this works and consider how to widen opportunities for recognising achievement.</p> <p><u><i>School Improvement Planning</i></u> Every year, the school publish a Standards and Quality Report and School Improvement Plan in August/September. Looking ahead to 2022/23, the following factors will help share the planning:</p> <ul style="list-style-type: none"> • The National Improvement Framework – raising attainment, narrowing the poverty related gap, attendance, etc; • Shetland Islands Council – Local authority priorities; 	

		<ul style="list-style-type: none"> • Parental comments e.g. online feedback throughout the year, Parent Council topics, Spring Workshops; • Pupil self-evaluation – throughout the year, in departments, through Student Representative Council; • Staff feedback – key themes are health and wellbeing of pupils/staff and recovery and attainment; • Pupil Equity Funding (PEF) 2022/23 (£39,200). VN will provide a report on the progress of the 2021/22 funding at the next meeting in September. Meantime, the school are considering the following areas for 2022/23: <ul style="list-style-type: none"> - Support for identified pupils to help complete SQA qualifications (through Mrs Phillips/Ms Grant/Mrs Harpe’s, Support for Learning teams) across all subject areas; - Support for Numeracy and Maths, in narrowing the attainment gap; - Support for reading and Literacy, in narrowing the attainment gap and reading age, and - Subject specific support to develop new courses to widen opportunities for young people to achieve. <p><u>Scottish Qualification Authority (SQA) News for S4, S5 and S6</u> The school are half way through the SQA examinations period managed by Mr Redman, Deputy Head, and Mr Palompo, Principal Invigilator. School-based study is available every day to those in S4, S5 and S6 wishing to attend school to revise. There is an increase in the number of young people choosing to study in school at this time. To date very few pupils have reported ill due to Covid-19, and where they do, Mr Redman follows the SQA Exceptional Circumstances procedures. This process is followed for all pupils who are unable to attend exams due to any illness.</p>	V Nicolson
5	Curriculum and Timetabling: Getting Ready for 2022-23 – Patrick Robertson, Depute Head	<u>Staffing up-date</u> <ul style="list-style-type: none"> • Teacher of History/Social Subjects – Mr Smith is in post. • Teacher of Geography/Social Subjects – Ms Shields is in post. • Teachers of Support for Learning – Ms Thomson and Mr Ferguson are now in post. • Principal Teacher of Business Education – Mrs Tulloch has been appointed to take up the post in August when Mr Smith retires. • Teacher of English (temporary) – preferred candidate has been notified. • Teacher of PE (new post) – recruitment process is proceeding. This post has been advertised due to concerns around class sizes in Clickimin. • Teacher of PE (maternity cover) – recruitment pending. • Teacher of CDT – currently re-advertised. 	

		<ul style="list-style-type: none"> Principal Teacher for Support for Learning – currently advertised, with Mrs Phillips leaving at the end of term. <p><u>Projected School Roll (in draft)</u> The projected school roll for August 2022 is 1009. This is the highest predicted roll since the oil era.</p> <p><u>Curriculum and timetabling 2022-23</u> Timetabling for the new academic year is complete and currently being entered onto Seemis by the school clerical staff. Course choice for S2, S3, S4 and S5 is now complete and timetables will be ready for pupils before they move up. The Skills for Work process is ongoing, and pupils are now finding out if they have been successful with placements. These continue to be very popular. The senior phase transition from Junior High Schools has been successful. College partnerships are timetabled and uptake has been quite varied. Engineering remains very popular and the childcare courses have a relatively small number but completion rates are high.</p> <p>Cllr Fraser asked if there is a deadline for placing requests during the academic year, and is there any circumstances where a request could be declined. There is an SIC Children's Services Admissions Policy and the local authority set a suggested date where placing request applications should be submitted but ultimately these can be submitted at any time during the year. VN noted there are conditions by law where you cannot refuse a placing request, however, this would be a local authority decision, and not at school level. The Admissions Policy is on the SIC website if anyone would like to review the document.</p> <p>JE asked if the school developed their timetables on the assumption of recruiting to the vacant posts, or what plans are in place if these posts are not filled. PR advised the timetabling process has been done on the assumption of the full FTE but they are working on contingencies. The local authority are also looking at wider opportunities for advertising these posts.</p> <p>AH asked, with the roll going up to 1009, what is the capacity of AHS? VN noted the building was designed for a maximum roll of 1180.</p>	
6	Review of Action Plan	Following a discussion the Parent Members present agreed to update the Action Plan. Updated version is attached.	
7	Parental Comments	<u>Road Safety</u>	

		<p>KP has received some concerns around road safety and pupils not using the designated crossings at break and lunch times. VN said the school also receives phone calls regarding pupils running out in front of cars on the road. VN does regular tannoy messages on road safety and the primary schools have an extensive road safety programme. VN asked for any suggestions from parent members.</p> <p>VN will speak to SIC Roads prior to the next meeting to notify them the issue has been raised at the Parent Council meeting and ask if they have any advice and if they can review the crossing provision in place and if they carry out any surveys of footfall.</p> <p>JA asked if the flashing 20mph lights are operational along Lochside. VN confirmed the lights are in place.</p> <p><u>S1 Parents Evening Appointments</u> AH conveyed her disappointment that core teachers are unavailable to have a meeting with all parents. VN is unaware of any issues with making appointments and asked AH to send an email with the pupil's name and she will look into this.</p>	<p>V Nicolson</p> <p>A Hawick/V Nicolson</p>
8	AOCB	None.	

DATE OF AGM AND NEXT MEETING: Tuesday 13th September 2022 at 6:00pm.