

Brae High School – Parent Council Meeting Minutes

Date and Time of Meeting	Wednesday 22 nd September 2021 6pm
Location	Vscene Virtual Meeting
Those Present	Louise Wood, Sarah Johnson, Vivian Anderson, Emma McDonald, Shona Thompson, Shona Carter, Logan Nicolson, Janis Nicolson, Emma Wilkinson, Kev Forth, Astrid Nicolson (Clerk)
Apologies From	Jackie Philips, Helen Robertson

Agenda Items No.		Person Responsible
1	<p>Welcome and Apologies noted as above</p> <ul style="list-style-type: none"> • Louise welcomed everyone to the meeting. • Apologies shared. 	
2	<p>Approval of Minutes</p> <ul style="list-style-type: none"> • Proposed by Vivian, seconded by Sarah 	
3	<p>Shona Thompson – New School Update</p> <ul style="list-style-type: none"> • Louise welcomed Shona to the meeting. • Shona gave an update. She said a lot had happened since the last meeting. The strategy had had to be approved by committee, then the strategic outline case for sustaining education in Brae was presented to the council and was agreed on the 8th of September. The process to outline the case for change was to establish the need for investment, appraise the main options for service delivery and arrive at a recommended way forward. It was the first in a series of business cases that needed to be developed and presented to committee. Done under the council agreed gateway process for management of capital projects. Next step is to develop an outline business case which includes other options like Status Quo, refurbishment, minimal works, creating a link between the two buildings and new build. A full business case is the 	

	<p>final stage. There is some technical support that is not available within the council so is having to be sourced out with leading to an uncertainty in the time scale for completion at the moment. Shona thanked the PC for the input and paper they created and hoped to use this within a future business case. The council is awaiting the letter of invitation to bid for funding from the Scottish government believed to be issued in November. No work has been carried out for investigating site selection, this is part of the next steps. In the meantime, work has been carried out to develop enhanced provision for Brae. Louise told Shona the PC are very willing to assist with anything. Logan thanked Shona and her team for the work they had done. Shona offered to come to meeting on a regular basis to provide updates which Louise welcomed. Shona also said that maintenance and remedial works would continue to the building. Louise thanked Shona who then left the meeting</p>	
4	<p>Chairs Report on Actions/Matters Arising</p> <p>Current Actions-</p> <ul style="list-style-type: none"> • Recycling opportunities- Logan spoke to Ryan Thompson before the last meeting but nothing has been heard back from him. Emma will speak to the person in charge of recycling to push it forward. • School gate – Still waiting on a quote from Possom Doors, Logan will ask DLO to install something else in the meantime. • School logo- ongoing, Communications dept shared designs with Logan and he had asked for feedback from staff which had proved not very positive. Logan going to feedback to the designer to alter slightly. Sarah asked if the design could be shared with the PC, Logan going to forward. • Primary concerts/Winter Ball – Logan said they would love to have them but with current covid restrictions it won't be possible. They did look at doing something online, but it was thought that the internet connections weren't quite good enough. The pupils have been asked if the winter ball could be changed to a spring/summer ball, so it didn't clash with learning for the exams. Sarah asked if the primary pupils could do something just in the school, but Logan said that wouldn't really be possible either as they currently weren't allowed to have assembly with different year groups together. Louise suggested they could do something pre-recorded? Logan said that musical pieces had d been done last year and had been put on the website for parents to view. 	<p>EM</p> <p>LN</p> <p>LN</p> <p>LN</p>
5	<p>Treasurers Report</p> <ul style="list-style-type: none"> • Balance £1765.29 on 18th August • £200 has been spent from Northmavine Community Council on games for the library. • Easy fundraising has raised £42.18. • £500 has been granted from the Delting Community Council to put life back into the poly tunnels • Some of the money in the bank is from Scottish Sea Farms which is to be spent in the ELC and lower primary areas. Items still to be sources where delivery charges are not as high as the items themselves. 	<p>PC</p>

6	<p>Pupil Council Reports</p> <ul style="list-style-type: none"> i. Primary – Meeting was held yesterday, with 2 members from each class, P1 had suggested a shelter for the new area, Logan going to look into this. ii. Secondary – Meeting to be held next week <p>Louise asked who was supporting the kid’s councils? Logan said it was youth worker and deputy head teacher for the secondary and Mr Forsyth in the primary, but Logan said they were very keen for the PC to be involved in some way, but it is still only essential visitors in the school, Louise suggested they could come up with something to assist. Vivian suggested some of the money in the bank could be used for balls and skipping ropes and things? Logan told the meeting they had bought equipment like that about 2 years ago and he would check that that had been put out for the pupils to use.</p>	<p>LN</p> <p>LN/PC</p> <p>LN</p>
7	<p>School Report from Logan</p> <ul style="list-style-type: none"> • Logan ran though the attached report. 	
8	<p>School Improvement Plan</p> <ul style="list-style-type: none"> • Logan ran through as above report. • Louise- Parents haven’t seen what’s been changing in the school- Vivian suggested a virtual tour and updating the newsletter. Logan to look into it. 	<p>LN</p>
9	<p>School Meal update</p> <ul style="list-style-type: none"> • Primary-there has been good feedback form the primary about being back in the canteen and being able to choose meals on the day. • Tuck shop- Logan said that there are new government dietary guidelines that have been issued and they are very restrictive. The breakfast club that was run before using the Coop Foodshare Scheme providing bread, cereals and things like that but most of these are no longer allowed as they don’t meet the guidelines. With covid the Foodshare Scheme wasn’t allowed to be used last year but there was a substantial donation from member of the community which was used to buy cereal bars as it gave the pupils something, these are no longer meeting the dietary guidelines. Logan had discussions with Shona Thompson and it was said that it was better to feed children slightly less healthy food rather than them going hungry, so the bars would be used, Shona is looking into the possibility of canteen serving breakfast, decision is still to be made. Louise suggested getting a list of foods that were acceptable and getting the pupil councils involved to see if there was anything in the list that pupils would buy. • Secondary - Logan feels that by these guidelines making the school meals/tuck shop extremely healthy it is pushing the pupils to go to the shop and takeaways too buy extremely unhealthy food was making the situation worse. They are looking into ways for pupils to opt in on the day for school lunches so there wouldn’t be unexpected bills for parents if they had given their child money for lunch, but they decide to keep the money and have a school lunch instead. Robin Calder looking into an app for this. Louise asked about the hot drink vending machines, but Logan said they were very expensive and thought things like hot chocolate wouldn’t be allowed anyway. 	<p>LN</p>

	<ul style="list-style-type: none"> • Vivian asked about the primary policy of healthy snacks at snack time? Logan said there are encouraging healthy snacks, but they need to be careful as parents in the past have challenged this saying it impinges on their children's rights of what to have for snack. He did say he could put out a letter encouraging healthy eating. • Something that was agreed before lockdown was that Health Promotion would come to the school to do a survey on the foods pupils were eating and feedback the health impacts these foods would have. Hopefully this might be able to happen shortly. 	LN
10	<p>School Grounds</p> <ul style="list-style-type: none"> • Louise asked if Logan could give clarity on who was responsible for the different areas of the grounds so's to make best use of parent help on offer and make it a more sustainable and ongoing instead of things being blitzed then slowly deteriorate again? • Logan said the kitchen garden at the rear of the secondary had been re-established but due to the location people weren't really able to see this had been done. The janitors have also been tasked with the moving around of the school to meet the Covid restriction that have been put in place, this in turn has led to them having less time to complete maintenance tasks around the school grounds. After the summer focus had been put onto maintenance so the appearance should improve, the external spaces outside the ELC dept has been requested to be made permanent, which would improve the look and also reopen the parking across from them again. Louise said there is a group of parents willing to assist in the maintenance, Logan said that a forum is part of the school improvement plan and Jane Gregory has expressed an interest in heading up a forum for this purpose. Logan, Jane and Vivian have already met with Transition Turrifield to get plans to maximize growing spaces and improve what the school has. Louise reminded the meeting there had been other external groups that had offered help in the past and this could be looked into again. • Louise asked if the school could keep the additional Janitorial support? Logan said he had asked but wasn't sure if the request would be allowed, Louise told him the PC could make the request also if that would help? He said that would be good. 	PC
11	<p>Outdoor Learning</p> <ul style="list-style-type: none"> • Louise asked if the school would take opportunities to learn outside? Logan responded saying yes when the weather allows, as much consideration had to be given to the outside learning as the inside learning. Louise said these small things can make a big difference in wellbeing. 	
12	<p>Parents Evening plans/communications</p> <ul style="list-style-type: none"> • Louise asked what the plans were for parents evening? Logan told the meeting that due to the current covid restrictions they weren't allowed to have any parent's evenings, but it is under constant review. • The ELC has a blog for parents to see and the school was looking onto blogs for the primary or a closed Facebook page so parents could see what's happening. 	

	<ul style="list-style-type: none"> • Shona asked what will be done instead, could there be zoom calls? Logan said with secondary it was more difficult, online calls are not allowed, teachers are not expected to do this and that forms part of the local agreement with Unions. Shona asked if the PC could challenge this? Logan said they could write to Robin Calder. Logan said settling in reports would be coming out shortly along with the normal report cards a time after. • Vivian asked if it would be possible to ask teachers if they wanted too, could they do a short video or something just so parents had some idea of who teachers are and what their children would be doing? Emma Wilkinson agreed with this from both a parent and teacher perspective, she would welcome meeting parents. Logan said he would approach Robin Calder with these parent concerns. 	<p>PC</p> <p>LN</p>
13	<p>AOB</p> <ul style="list-style-type: none"> • Shona asked about plans for exams this year. Logan says the SQA have told them to plan for exams going ahead but possibly keep assessment incase things need to change. Emma said the SQA have information in the public domain that parents can access, this is the same information the pupils have access to on teams. Logan will get Leahann to put out SQA update to parents. Logan has tried to encourage the S4, 5, 6 classes that things may change at very short notice so they would need to work consistently throughout the year. Logan told the meeting that the Shine survey had highlighted the impact of lockdown on the senior faze girl self-confidence, this had surprised the school and highlighted the need for a fine balance of pushing them to achieve but also not putting them under too much pressure. Shona said she was happy to hear that the pupils had had the opportunity to have find out about mental health through the school counselling scheme. • Emma shared she was happy to see the kid's council and thought it was a great idea. • Sarah had a concern from a parent about the lack of before and after school care available in Brae? Logan said that once the ELC decant was complete that the process of consultation would start as half of the old children's services building was to be utilized for wraparound care. Age will depend on what the community wants. • Received a request from the Ollie Leask Trust asking if anyone from the parent council would like to be a trustee. • Louise introduced Kev Forth as a parent of an S1 pupil, and a parent who is happy to help with anything. 	<p>LN</p>
14	<p>Date and time of next meeting</p> <ul style="list-style-type: none"> • AGM and normal meeting Wednesday 17th November 6pm 	

Action No.		Person Responsible	Update on Progress
	Logan and Ryan Thomson to look into the recycling opportunities and get update to the PC	LN/EM	Ongoing, Logan/Emma to progress
	School gate- Awaiting quote from Possum Doors. Logan to ask for another gate to be installed in the meantime.	LN	On going
	School Logo- Communication dept had come with sample, Logan to give them feedback and have it altered slightly	LN	On going
	PC to be involved in primary pupil council, PC to look into ways as currently not allowed to attend meetings in person	PC Office Bearers/LN	On going