

Brae High School – Parent Council Meeting Minutes

Date and Time of Meeting	Wednesday 26 th January 7pm
Location	Via Teams
Those Present	Sarah Johnson, Louise Wood, Vivian Anderson, Janis Nicolson, Shona Carter, Logan Nicolson, Emma Macdonald, Claire Robertson, Anne Bennett, Jenna Peterson, Leslie Peterson, Loren Manson, Shona Thompson, Hazel Ann Johnson, Kev Forth, Josh Thompson, Danny Parker, Janetta Williamson Astrid Nicolson (Clerk)
Apologies From	Jackie Philips

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 • Currently preparing the second of three business cases required. This explores all 5 shortlisted options. Also looking at 8 options for new build sites. • Due to the pending Council Elections as of a date in March no Committee Council Business can happen until after the election takes place, so they are currently looking at the August meetings before this business case can be presented. • Information on invitations to bid for funding is that the invite will go out in August for submission in October. 	

	<ul style="list-style-type: none"> • Claire asked how long it would take to find out if we had been successful in getting funding? Shona wasn't sure of the timeline on this. • Logan thanked Shona and her team for their hard work on the school project. • Logan asked Shona for an update on the Cashless Payments system for the school Canteen? Shona advised they were at the stage of ordering the system to buy for the Anderson, Brae and Sandwick High Schools, with installation in the Anderson first then Brae. The company has advised it will take approximately 6 weeks from ordering to them arriving for installation. The plan is just to use the pupils existing Young Scot card to eliminate stigma and the need to carry 2 cards. • Vivian thanked Shona, Helen Budge and Emma McDonald for pushing the issue of the shelter at the Voe Hall forward. • Louise thanked Shona before she left the meeting. 	
4	<p>Pupil Council Reports</p> <p>Secondary Pupil Council</p> <ul style="list-style-type: none"> • Louise welcomed Josh, Danny and Loren to the meeting • Josh gave an update for the Secondary Pupil Council • Recycling Bins – Plastic bottle Recycling bins are in the school just waiting on the bigger bins from the council. The external litter bins are being emptied more frequently so hopefully this should have an impact on the litter. • Tuck Shop – This is to reopen on Monday with new healthier options as per new Government guidelines • School Lunches – Pupils would like to have more options for lunches which has been communicated to the school • Study Space – The study spaces are good in theory but not in reality, they haven't been used that well, the grey area is underutilized due to the silent study restriction, so the red area is being overused making it overcrowded and unusable to some due to the noise. • Environment – Pupils have asked for the social spaces and atmosphere to change. Some teachers are looking into softer seating, plants and pool tables to improve the environment of the school. • Activities – Pupils are asking to have more activities at lunch times. The school is looking into more sports equipment. • Litter – People have complained about the litter. S5 have created a litter squad of 42 people. Logan is to ask for more litter bins to be put around the grounds. • Louise wanted to make sure the pupils knew that their concerns about the social spaces were being heard and asked Logan to have a look at these again, he told her that this was being looked at and 4 senior pupils had come forward to help him with this. • Logan said he had met with Danny Peterson and the Clubs would hopefully be restarting shortly. • Louise thanked Josh and Danny for attending the meeting. 	LN

	<p>Primary Pupil Council</p> <ul style="list-style-type: none"> • Logan told everyone there was a new format so there would be a focus on the pupil council every third week of the assemblies, with these being more pupil lead. P7 is to start on this with them making the Aims of the school document more child friendly as it seemed more aimed at adults at the moment. • Louise offered the help of the PC again to assist with the Pupil Councils. 	
5	<p>Chairs Report on Actions/Matters Arising</p> <p>Current Actions-</p> <ul style="list-style-type: none"> • Pupil Council – Youth worker assisting with the Primary the same as Secondary – Loren to see if this is possible • School logo- ongoing, initial feedback not good, a bigger survey is needed • VE Grant for new area – Ongoing, Logan not looked into this yet. • Surveying the pupils on how to spend donation for the new area – ongoing, Mr Forsyth has asked if there was funding to replenish the Fish tank in the Primary. • Feedback from Police Liaison Officer about vandalism and carpark being used as a racetrack – Logan met with her, patrols have been increased, lighting has been requested to be increased. 	<p>LM LN LN</p>
6	<p>Treasurers Report</p> <ul style="list-style-type: none"> • £802.51 in the bank • £436 ring fenced for the Gardening project • £365.65 available to spend • A grant was received from the Delting Community Council to put life back in the poly tunnels. The Secondary have spent some but there is about £250 still to spend in the primary one. Vivian said a local builder had offered to build a potting table but wasn't sure if this was a good idea. Logan and Claire thought this was a good idea as did Kev Forth. 	
7 & 8	<p>School Report & School Improvement Plan from Logan</p> <p>Key Events</p> <ul style="list-style-type: none"> • Prelims – Invigilator has been at the school to prepare for exams. • Online Parents Evenings • Options Booklets will be coming out shortly • Visitors – hopefully restrictions will be relaxed around visitors shortly • Staffing – significant challenges for staff due to absences, this leading to management team having to spend time in class covering. • New appointments – Mr Shepherd - Music teacher, Karis Morton – ELC Manager and a preferred candidate has been chosen for the Principal Teacher of Modern Languages and recruitment is underway for a Teacher in Expressive Arts. • Focus on Wellbeing 	

	<ul style="list-style-type: none"> • Survey of pupils resulted in the Tuck shop being reopened • 6th Year Room, unfortunately there isn't enough space to accommodate it at the moment. • Some teachers looking at using the Circle of Approach to Inclusion • There hasn't been much uptake in the offer of help from parents to help with outdoor learning. Logan thanked Kev Forth for his help with the Secondary outdoor learning • Cameron Murray attended maths training • Seeing a significant impact of Achieve 3000 • ELC refurbishment on track for completion in February • School Newsletter was shared • News updates on Teams in Primary is not in line with how Education Scotland want teams used. • Primary role is increasing so P1 and P2 are needed to be recomposited. • Study areas – Additional study books has been purchased and extra study prep being held in class. • Commissioner possible coming to visit • Purple Friday Event – LGBTQ History month held on last day of February • School Grounds – Looking for a permanent solution for the school gates. The chain fence around pitch is to be repaired and a fence to the Astroturf is to be installed. A quote has been requested for the permanent fence around the ELC to P1-P3 classes. • Improved exterior lighting is being looked at • Visitor Services Room is moving forward • School has been migrated onto the main Council Server • Claire asked if the Multicourt fence was being looked at as it is quite unsafe? Logan to chase up with Magnus Malcolmson. • Janis asked if parents evening is all happening this term? Logan said it was just P7, S2, S4 and S5 this term and all the rest would be next term. She also asked what the SQA's contingency plans were for pupils who had to miss exams due to isolation? Logan said the prelims can be rescheduled but the main exams would be treated the same as if they were unable to sit them for another reason, their other work would be used as evidence for it, but he would get Mrs Johnson to put out more information regarding this. • Louise thanked all the staff and was happy to hear wellbeing was a priority. 	LN
9	<p>School Meals</p> <ul style="list-style-type: none"> • Canteen is short staffed at the moment due to absences. • The “opt in on the day” choice really needed to be cashless so not to have parents ending up with bills on Parent Pay they were unaware of but with the update from Shona, this should not too long until it's implemented. • Vending machines are still being chased up with Neil Beattie 	

	<ul style="list-style-type: none"> Part of the survey done with the pupils included the canteen, Louise was keen that the PC would echo the survey to where needed Louise said the pupils have the perception that the Anderson seems to have/get everything? Logan said the Anderson had a lot of external entities that were discussing and assisting with things, like the Community council, which was why it may seem like this. Loren said that Brae had a Breakfast club which the Anderson didn't at the moment. 	
10	School Ground Action Plan <ul style="list-style-type: none"> The PC were wondering if the school was going to be able to get a Plan of Action in the spring again? Logan said that they can't plan it but keep on the agenda. Logan said there was a letter that went home to parents asking for assistance with outdoor learning, but they only had one reply. Logan wondered if a letter coming from the PC would have more effect. Anne brought up the litter around the Astroturf and wondered if she could approach the S5 Litter Squad to have a look around that area? Loren said to get in touch with the organizer. She also brought up that after Detling Football Matches there was a few beer tins left lying around. Logan said he would speak to Danny Peterson. Vivian asked if the bins could be changed to better ones? Logan said he would look into it. Claire asked the rule of only essential staff would apply at the weekend if you did have a day of action? Logan would ask for clarity of. Logan said he has asked building services to assist with some of the outside works of path clearing etc. Louise reminded the meeting that the RSPB were keen to help before Covid. 	PC LN LN LN
11	School Trips <ul style="list-style-type: none"> Louise asked if anything was possible this year? Logan told the meeting that his understanding they were only for essential learning at the moment but was going to double check. If this eases it would be within Shetland but will keep an eye on it. 	
12	AOB <ul style="list-style-type: none"> Loren raised the fact the works vehicles were going the wrong way around the one-way system. Logan said he would speak to the builders and the council. A parent asked if there was a possibility if getting different height technical benches? Logan said he would look into it. Louise reminded the meeting that they would like to encourage some more office bearers to join. 	LN LN
13	Date and time of next meeting <ul style="list-style-type: none"> Wednesday 11th May 18:45 	

Action No.		Person Responsible	Update on Progress
	School gate- Awaiting quote from Possum Doors.	LN	On going
	School Logo- Communication dept had come with sample, Logan to survey the pupils	LN	Bigger survey required
	PC to be involved in primary pupil council, PC to look into ways as currently not allowed to attend meetings in person- Youth worker to assist	PC Office Bearers/LN/LM	On going
	Logan to Look into funding possibly from Viking Energy Grants for possible covered area in the new area	LN	On going
	Survey pupils on what to spend existing donation for the new area	LN	On going
	Offers of help from parents for the outside area	LN	Letter from PC to go out