

Crieff High School Parent Staff Partnership

Draft Minutes of Annual General Meeting held on 16 September 2019

Strathearn Community Campus at 7.00pm

Present: Lindsay Lennie (LL), John Donnelly, Campus Leader (JD), Billy Russell (BR), Emily James (EJ), Aileen Turkington (AT), Morven Harrower (MH), Catriona Cunningham (CC), , Cathy Tilbrook (CT), Suzanne Harvey (SH), Rian Harvey (RH), Jessica Murphy (JM), Elinor Green (EG), Nina Stenhouse (NH)

Apologies: Diane Porter (DP), Caroline Murphy (CM), Betsy Vielhaber (BV), Fiona Cannon (FC), Gillian Rose (GR), Helen McRorie (HM), Cllr Donaldson

Item	Discussion	Points for Action
1. Welcome	LL, introduced herself, welcomed all to the meeting.	
2. Apologies	As noted above. LL confirmed that the meeting was quorate.	
3. Previous minutes	The minutes from the meeting held on 4.3.19 were proposed by CT and seconded by BR.	
4. Treasurer's Report	<p>Treasurer was not present, but had emailed the accounts and report below through in advance. The accounts have been independently verified.</p> <p>The Annual account for the PSP are for the period 1 April 2018 to 31 March 2019. The opening balance for the Treasurer's account was £5872.98</p> <p>Expenditure for the period was £3895.52 and this was made up primarily of donations to the school for various pupil activities including the S1 Learning About Scotland week in May 2018. Payment for the bands at both the junior and senior Christmas dances in 2017 and 2018. The annual promotion of the PSP through funding of S1 ties and catering at various events was also included expenditure.</p> <p>There were no fundraising events held and no income received other than PKC annual budget of £710 received in February 2019. Closing balance in bank £2687.46 and cash in hand £80.83 totalling £2768.29.</p> <p>BR read through the details of the accounts and it was discussed whether a bank account is required. Agreed that this is required for the funds from PKC.</p>	

<p>5. Chairperson's Report</p>	<p>Thank you for coming along to the meeting this evening.</p> <p>The aim of the Parent Staff Partnership is to give a voice to parents within the school and to give parents a chance to ask questions and actively contribute to decision-making in the school. We are also invited to be involved in the selection of senior staff.</p> <p>This year the PSP have met regularly every term and we have had a good attendance at all the meetings. The Head Boy and Head Girl, Callum and Jen were very diligent in attending and it was useful to have their input. Some schools give them a slot on the agenda and perhaps this is something we could think about for the coming school year.</p> <p>Our aims for the school year were:</p> <ul style="list-style-type: none"> • To review the constitution • To work with the new Headteacher in developing his vision for the school • To improve communication with parents <p>Reviewing Constitution</p> <p>We are going to discuss the constitution shortly.</p> <p>This had been reviewed previously but was still felt to be a bit cumbersome and it was not entirely clear how many people were on the committee.</p> <p>The aim was to make it simpler and more in line with other schools in Perth and Kinross. It has been discussed within the PSP meetings and has also been out for consultation to parents.</p> <p>Working with new HT</p> <p>We have worked closely with Mr Donnelly as he has settled quickly into the school. He has listened to concerns and suggestions and we have had good debates over the curriculum, mobile phones, school uniform and bags in lockers or not in lockers. We have been kept informed of staff changes and also learned about the mysteries of timetables. All in, our meetings have been very positive and constructive and I feel that parents have found the meetings very useful.</p> <p>We also supported events such as the Christmas concert and the Awards ceremony in June.</p> <p>It was agreed with Mr Donnelly that there would not be any fundraising this year. Previous committees had worked very hard to raise funds and the account was healthy as a result. There are opportunities for fundraising in the future to support the school but I personally feel that parents should be able to attend the meetings without feeling that they will be asked to sell raffle tickets or similar. It is more important that parents come to find out how they can support their children, know more about what is happening in school and actively contribute to decisions made which will impact on successful learning.</p> <p>Improving communication with parents</p>	
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	<p>In terms of our 3rd aim of improving communication with parents, the PSP has a Facebook page and uses Twitter. Minutes have been put on the website and circulated to parents through email. However, there remains room for improvement and going forward there are many opportunities to do better in terms of communication with parents and engaging with them so that they feel they are part of the school.</p> <p>If parents have ideas about how this could be done better it would be good to hear from people so that improvements can be made.</p> <p>Thanks</p> <p>I would like to thank Mr Donnelly for his attendance at the PSP meetings over the past year and for giving up his time. We have appreciated his candid and honest approach and I have enjoyed working with him.</p> <p>I would also like to than the committee- Billy, Caroline, Diane, Aileen, Emily and Cathy for their support and input over the past year. Finally, thank you to parents and others who have attended meetings and contributed. I hope you will continue to come over the current school year.</p>	
<p>6. Constitution</p>	<p>LL confirmed that the constitution had been discussed at previous PSP meetings and the draft version had been circulated to parents for comment. None had been received.</p> <p>Agreed to the changes including changing the name to Parent Council.</p>	
<p>7. Headteacher's Report</p>	<p>JD discussed the following in his report:</p> <p>Senior phase:</p> <p>From S3 pupils will now be able to choose 7 rather than 6 subjects. It was evident that there was no increase in achievement when the number of subjects decreased. The school will aim to accommodate, where possible, pupils who wish to do 6 or 8 subjects.</p> <p>Staffing:</p> <p>There have been a number of staff changes although none in music or PE.</p> <p>Campus Business Manager: Jenda Macluskey will join us as Campus Business Manager on Monday 14th October from Breadalbane Community Campus.</p> <p>Acting Campus Business Manager: Diane Porter has been fulfilling the role of Campus Business Manager since Laura Black vacated post at the beginning of term. Subsequently, Laura Fraser (Assistant Campus Management Officer) has been fulfilling the role of Acting Campus Management Officer.</p> <p>Acting Depute Headteacher: Morag Fotheringhame has taken up post during David Macluskey's secondment as Quality Improvement Officer (secondary).</p>	

	<p>Acting Support for Pupils (Guidance): Interviews to be held.</p> <p>Teacher of English: Mairi Hunter was successful at interview for the teacher of English post vacated by Sharon Robertson.</p> <p>Teacher of RME & Citizenship: Elaine Stewart has joined us on a one year contract following successful completion of her probation year at Perth HS.</p> <p>Probationer teachers: Rory Moir (Chemistry) and Sarah McCully (HE) have started their probationer year with us at Crieff HS.</p> <p>Pupil Support Assistant (PSA): Lynsay Whyte has been appointed to the role of PSA from her current LAL post.</p> <p>Lesson Visit Programme: A lesson visit programme has been initiated in the school to improve the quality of teaching. This is used in other schools. Our 3 areas of Learning and Teaching focus during the lesson visit programme are:</p> <ol style="list-style-type: none"> 1. Young people leading learning 2. Differentiated learning 3. Questioning and Feedback <p>Small groups of pupils who are randomly selected will also contribute to this.</p> <p>Improving wellbeing There are multiple approaches planned to support young people maintain high levels of mental health and wellbeing as outlined below:</p> <ul style="list-style-type: none"> • Universal use of the Wellbeing wheel. Professional Learning is required to ensure all staff are familiar and confident with the Wellbeing wheel to assess a young person’s wellbeing using SHANNARI indicators (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included). • Review our approaches to anti-bullying and respecting rights. Professional Learning is required to ensure all staff are familiar and confident with the RAMBIS module of our Management Information System. (Recording and Monitoring Incidents of Bullying in Schools). • SQA Assessment calendar. An overview of the SQA Assessments planned across the school year will support young people and their families plan their time accordingly, reducing pressure and anxiety at key times of the school year. • Introduction of SQA Mental Health Award. As we review our curriculum, there is an opportunity for young people to engage in learning around mental health which can support young people self-regulate and/or support others. 	
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	<ul style="list-style-type: none"> • Introduction of a merit system. Our Pupil Referral Form informs parents and carers of negative choices made by a young persona and corresponding consequences. A merit system exists on the Management Information System and can be introduced to praise young people and reward consistent positive choices. • Reframe lunchtime detentions. Consider language such as time consequence and consider the use of reflective tasks during this time. • Visible consistencies in S1. With many different class teachers in S1, we have agreed to be consistent in a number of areas to reduce variation across the school (meet and greet, seating plan, LI/SC, no hands up, exit strategies, structured dismissal). <p>Curriculum choices: CT asked about S1 choices rather than choosing in S2. JD confirmed that presently the choices will be made at end of S1but pupils may get additional time to move to Nat5 part way through S3 as study leave will now be set at 20 days and courses will not start until all pupils have returned. JD to find out if other schools choose in S1. MH asked about the timetable changes. JD is currently looking at this. The 47 minutes impact on the 100 minutes which should be allocated to PE. SH suggested the Daily Mile could help achieve the 100 minutes. They can also then apply for the Gold Sports Award.</p>	
7. Elections	<p>LL confirmed that she was standing down. Diane Porter (treasurer) and Caroline Murphy (Secretary) are also standing down. Aileen Turkington, Emily James and Billy Russell confirmed that they are willing to stay on the committee.</p> <p>Nominations were as follows: Chairperson: Cathy Tilbrook- nominated by LL and seconded by BR Vice-Chair: Morven Harrower- nominated by CT, seconded by BR Secretary: Catriona Cunninghame- nominated by LL, seconded by CT Treasurer: BR agreed to take on role of Treasurer Minute Secretary: Betsy Vielhaber Ordinary committee members: Emily James Aileen Turkington</p>	
9. AOCB	<p>LL noted how smart the new prefects look in their blazers. JD confirmed that they are broadening the opportunities for pupils to take on responsibility and S3 pupils will get chances for leadership opportunities during senior phase study leave.</p>	LL

	<p>LL also raised the issue of pupils using IT support in exams. There had been a problem during the geography exam due to a power cut. LL suggested that there was a future agenda item to discuss how IT support is used in exams and what is put in place in case things go wrong.</p> <p>CT asked about erroneous items on ParentPay. JD said to contact Diane Porter in school office.</p> <p>Agreed that Headboy and girl will be given an agenda item at future meetings.</p>	
12. Date of next meeting	28 October 2019 at 7pm.	

The meeting closed at 8.35pm.