

Crieff High School Parent Council

AGM 2023

Draft minutes of meeting held on 02.11.23
Strathearn Community Campus

Present: John Donnelly (JD) - Headteacher/Campus Leader; Morag Fotheringham (MF) – Depute headteacher, Laura Fraser (LF) – Campus Management Officer, Igor Ksiazak (IK) – Head Boy, Cathy Tilbrook (CT) - Chair, Clara Walker (CW) - Secretary, Catriona Cunningham (CC) – Vice Chair; Jo Tripp (JT) - Treasurer, Morven Harrower (MH), Aileen Turkington (AT), Betsy Vielhaber (BV), Emily James (EJ); Andrew Donaldson (AD), Louise Reposo (LR), Cristy Gilbert (CG), Jude Carter (JC), Iona Macgregor IM

1. Welcome and apologies

CT opened the meeting and thanked attendees.

Apologies received from Helen McCrorie, Ewan Cameron, Nick Keiller, James Donaldson, Malize Donaldson, Nina Stenhouse, Jenny Moffat, Jenny Copland (Head Girl), Lana Prince (Depute HT)

2. Previous AGM minutes (27/10/22 - attached)

The previous AGM minutes had been circulated with the agenda. There were no comments or questions arising and these were proposed by MH and seconded by AD.

3. Chairperson's Report (attachment 1)

CT presented the Chair's Annual Report, noting that attendance at meetings had been low at times and suggested a survey might be useful to investigate reasons. However there had been useful input to school improvement work and support provided to a number of school initiatives. Reviewing her 4 year term as Chair, CT highlighted some key areas where the Parent Council and the school have worked in partnership to make real improvements. These included the stricter mobile phone policy, curriculum review (broadening choice for younger pupils), school website re-design and responses to Covid and the anti-bullying review. CT finally thanked school staff and parent council colleagues for all their hard work and dedication over the last year.

Final thank you for CT and CW who are both standing down from their roles. JD noted special thanks to CT, on behalf of the school, for her consistent support and dedication to the young people of CHS during her tenure as Chair. Huge thanks were also recorded from all attendees.

4. Treasurer's Report (attachment 2)

JT presented the annual accounts. Fundraising from school show (£382) and donation from Comrie Primary School (around £200) are still to be reflected in the overall balance. However, there will need to be further fundraising in the coming year in order to maintain support to activities in the school.

- Ideas for future fundraising were discussed, including:
 - Write to local businesses
 - Car wash
 - Car Boot Sale
 - Hamper Raffle

- Auction from local services
- Easy Fundraising digital platform
- Bingo
- Co-op local fund – e.g. Breakfast Club
- Sponge the Teachers
- Woodwork classes – Christmas decorations; photo frames

The new committee would determine the spending priorities for the year ahead and any fundraising requirements.

JT proposed to move the Parent Council bank account to online banking (although cheques would still be needed for payments). This was agreed.

CT thanked JT for working with previous treasurer Billy Russell to update the accounts and update the signatories etc.

5. Election of office bearers – Chair, Vice Chair, Secretary, Treasurer and at least 2 ordinary members

CT and CW confirmed they were standing down.

CC agreed to step up from Vice Chair to take on the role of Chair for one year.

JT agreed to continue as Treasurer

No other nominations were put forward at the meeting, so the roles of Secretary and Vice Chair remains to be filled.

EJ, MH noted their willingness to remain as committee members, but AT is standing down after several years of committee involvement.

Elections:

Catriona Cunningham elected as Chair – Proposed CT and CW seconded

Jo Tripp elected as Treasurer – Proposed CT and CW seconded

Committee members: Morven Harrower, Emily James

Action 1: CT to seek volunteers for remaining core positions (secretary and vice- chair)

6. Headteacher update (attachment 3)

See attached document

Parent Communication Survey – Laura Fraser (attachment 4)

Laura outlined the initial results of survey into systems used to communicate with parents such as ParentPay for payments, ParentsPortal to communicate timetables and reports, Vericool as our Canteen Application and Groupcall to send email and letters, along with website and Social Media streams.

Notes:

LF confirmed that if ParentsPortal can't be accessed, an email or paper version of pupil report can be provided.

LR – suggested a video guide would be good for ParentsPortal– LF said this exists via SWAY

AD asked if school emails could have the subject header to make it easier for people to see the content of emails. Laura would look into this.

MH asked if ParentsPortal could be included in transition days – Laura said yes this could be included.

Action 2: LF to look again at subject headers for emails and include info on ParentsPortal in transition day parent meeting.

The survey will remain open for another week and is available here:

<https://forms.office.com/e/770f7Qaa8u>

Parent Access to Homework Info - Morag Fotheringhame

MF provided an overview of the current situation on behalf of Lana Prince (Deputy HT). PKC had responded to an email from John Donnelly setting out Parent Council concerns about lack of parental access to pupil homework info in MS Teams. PKC do not currently have a solution to this issue, apparently due to data protection issues, but Lana Prince is going to attend information sessions at PKC to determine next steps within the context of a regional approach to homework.

In the meantime, a document was circulated which sets out homework expectations (amount, type, frequency etc) for each subject and year group (**attachment 5**). CT noted that the new document on homework expectations will be useful to parents but is not a substitute for being able to monitor homework more closely e.g. when it comes out and when it is due.

AD does not understand why there can't be a solution to this. AD noted difference in other Scottish council areas who use Google Classroom and don't have the same issues. Are there options to have a homework jotter? EJ also noted that Google Classroom does appear to be a valuable asset. JD said that changing to Google would be difficult as the school and PKC have invested in and developed skills using the Microsoft platform – there are strengths but the issue is parental access.

JD noted that CHS is a 'digital pathfinder school' under the Microsoft Accelerate and Demonstrate Programme and as such, Microsoft will work the school for a year for free to upskills staff and enhance what they are currently doing. JD suggested that the parental access to homework info could be raised with the Microsoft team when they are on site. CT suggested that it would be useful to get a parent from PC to work with Microsoft and the school on this – use it as a case study.

Action 3: JD to raise parental access to homework info with the Microsoft team when they are on site and offer input from a Parent Council representative.

BV suggested this might be something the new committee could take on. It would be good to get some representation from some of the parents of the younger years groups.

CC asked about support in S1-3 with study skills and revision strategies (to help prepare for class tests etc). MF confirmed that embedding study skills is covered in class, e.g. when preparing for tests.

7. Head Boy Update

IK provided a comprehensive overview of recent activity, including:

- Halloween Disco – money went to school house nominated charities.
- Focus on house identity – houses didn't previously feel to be linked as being integral to the school – now focus on house events which the senior prefect team is working on – sports events – volleyball ,badminton and basketball. Also focusing on non-sports – e.g Eco-art Competition
- New approach to school competitions which will result in house points and are linked to merits – resulting in an annual award.
- Remembrance Ceremony currently being planned
- Christmas Jumper Day currently being planned

- Pupils have been given a range of leadership experiences and this has been well received
- On going activity for Christmas dances and S6 Prom and other senior events.
- Leavers hoodies have been bought and year book committee is working diligently on this year's Yearbook.

CC fed back that the Halloween Disco had been really well received for S1s.

CT thanked Igor very much for the update – especially impressed at the focus on wider school activities.

8. Wellbeing and anti-bullying regular update – Morag Fotheringham

Reporting continues and is reviewed every 4 weeks. This is shared with staff who will then pick up any consistent concerns/issues, including any patterns and types of bullying within year groups

10 allegations in Term 1 – S1-S3 – Some linked to sexual orientation, gender identity and body image. MF noted that girls are more confident to come forward to report bullying. General observation around the use of discriminatory language rather than that language being directed at anyone in particular. A demerit system has been introduced – 18 demerits given out.

Anti-bullying week (ABW) coming up and ambassadors are working on a leaflet – some concerns that information was not accessible to all young people. Listen Up, Respect Our Rights – Theme for ABW

Equally Safe at School Framework – Phase 2 of antibullying approach – specifically focused on gender based violence. This will be launched at part of anti bullying week. First part will be about evaluation and understanding what young people are saying. Lots of partnership working underway with RASAC and Bertha Park School. Work on discriminatory language – culture of positive promotion throughout the curriculum.

BV noted that the mentoring between the S6 and S1 and younger groups has been valuable in her experience.

JD noted that there was a mix of proactive and reactive activities taking place.

AD asked about what happens after a bullying allegation – MF outlined the process but caveated that this depended on the situation.

1. Information gathering
2. Parent/carer involvement if required
3. Plan of support implemented
4. Sanctions if necessary but preference of mediation
5. Monitoring the situation
6. Review

AD asked about what type of sanctions – MF said it depended on the situation but it was about education. JD noted the most severe sanction would be school exclusion.

CT noted that several parents had raised concerns about a rise in disruptive behaviour in classes which can be detrimental to the learning of other pupils. JD noted that staff have expressed concern about the increased proportion of bad behaviour compared to 4/5 years ago. CT asked is it happening nationally and JD confirmed this was the case.

In response Senior Leadership Team will be spending more time in classes to support class teachers – 'Learner Focused Visits' – proactive approach felt necessary in response to class teachers saying they are seeing something different. JD noted that the school are looking at demerits and referral

and using that as a measure of monitoring and review. CW asked when it started and JD said at the beginning of last term. S1 entrants this year would appear to be less calm coming in than previously.

MH suggested that conversations should be taking place with the primary schools now around behavioural issues.

Jo noted that there were increasing numbers of young people with additional support needs.

LR asked if the school still had counselling support – MF confirmed that there are regular visits from Mindspace; The Lighthouse and community support.

Action 4: CC to consider scheduling a further agenda item on dealing with disruptive behaviour in class.

9. AOB

CT provided a report on school sport from Nick Keiller Active Schools coordinator:

The Crieff High School Extra-Curricular 2022-23 (Sport) participation data. Note that this does not include young people's participation in club sport (e.g. Crieff Juniors, Crieff Golf Club etc):

- 307 pupils (50% school roll) participated in after-school clubs during 2022-23
- 156 were female / 161 were male
- 10 different sports
- 35 volunteers (11 of which were Young Leaders)

For this academic year, Basketball club (Wednesday 4-5pm) is looking for an adult volunteer to oversee the session as Young Leaders run the session. No experience or coaching qualifications are necessary. However, volunteers are supported to access any training or coaching courses should they wish.

Action 5: CT to circulate request for basketball club volunteer as a separate call to parents.

CT also provided some updates from PKC Parent Council network - reminder that the Scottish Gov consultation on Relationship, Sexual Health and Parenthood (RSHP) education closes on 23 November. The Parent Council is not planning to send a response but parents are encouraged to respond individually if they wish. Link <https://consult.gov.scot/learning-directorate/teaching-guidance-for-relationships-sexual-health/>

PKC also want to appoint reps for additional support needs (ASN) network and encourage Parent Councils to appoint ASN reps within their groups to join this network. Further information will be provided. Next PKC Chairs meeting – 20 March 2024

CC asked about the St Fillans school bus which has broken down regularly in the mornings, causing disruption for pupils.

Action 6: LF said she would look into the St Fillans bus breakdown issues with the transport provider.

10. DONM – to be set by new committee