

Review of Arrangements

Consultative Committee with Parents

12 May 2009

Purpose of report

- 1 To summarise the feedback from Parent Councils with regard to reviewing the CCWP arrangements.
- 2 To address the requirements of the Scottish Schools (Parental Involvement) Act 2006 in terms of information required to be reported by Parent Councils to the Authority.

Main report

3 Feedback

Responses were received from 3 Parent Councils as follows:

- a) With regard to membership, it was felt that the cluster approach was not working consistently across the City.
- b) It was suggested that the Terms of Office be for a flexible period with no start and end dates and also that they are managed at cluster level.
- c) Purpose of CCWP
 - i Discussion should focus on the major education issues and other items raised by parental representatives which were of a wider Authority interest.
 - ii CCWP was valued as an opportunity to question senior politicians and officials and to obtain information about strategic matters affecting education in the City.
 - iii The opportunity to share views with other parents was now largely conducted through the Edinburgh Parent Council Network.
 - iv The CCWP was not an effective forum for genuine parent participation at present.
 - v The Department regarded the CCWP as a necessary chore rather than as an opportunity to engage with parents in the future of education e.g.

the removal of parents from the school closures forum without consultation.

d) Agenda items.

There was a request for CCWP members to propose agenda items as main items rather than for them to be addressed under Any Other Business. This would give the option for further input from wider Parent Councils.

e) Presentations – it was requested that briefing notes be issued in advance when presentations were to take place and that presentations be kept brief with sufficient time for questions.

f) Distribution and availability of papers should be to all Parent Council Chairs in addition to CCWP members.

g) Details of consultations should be notified to all Parent Council Chairs, not just CCWP members.

h) EPCN – it was felt that the contribution of the work completed by the Edinburgh Parent Council Network had not been recognised in terms of their contribution to the CCWP.

4 Proposed Structure

Membership

a) The structure would remain as:-

i Two/ three Secondary Parent Council members per Neighbourhood;

ii One/ two Primary Parent Council members per cluster;

iii Three Special School Parent Council Members;

iv Two nursery Parent Council Members;

v One Special Needs Forum member;

vi Four Head Teacher members (one from each sector);

vii One teacher representative;

viii One observer from the Scottish Parent Teacher Council.

b) It should be noted that the primary membership is over-represented in one secondary cluster and under-represented in 4 secondary clusters. Appendix 1 refers to the current membership.

Terms of Office

c) Membership would continue to be for a minimum term of 2 years with members eligible to nominate themselves for a future term. The Parental Involvement Unit would contact Parent Councils, Head Teacher Associations and others to seek nominations in September 2009.

Remit and Purpose

- d) The purpose of the CCWP is to provide a forum for discussion and consultation with parents on educational issues as part of the ongoing Children and Families parents in partnership strategy.
- e) Members will be expected to seek the views and consult with all Parent Councils or appropriate representative groups and to feed these views to the wider CCWP.
- f) The role of all members of the CCWP is to:-
 - i Attend and contribute to discussion at CCWP meetings.
 - ii Communicate the work of the CCWP to the Parent Council Chairs of the schools they represent.
 - iii Propose agenda items from the schools they represent, initially through the Parental Involvement Unit.
 - iv Encourage Parent Councils to include CCWP business as a regular agenda item on Parent Council agendas.
 - v Secondary school representatives should report to all the secondary Parent Council Chairs in their Neighbourhood.
 - vi Special school representatives should report to all Parent Council Chairs of special school.
 - vii Nursery school representatives should report to all Nursery Parent Council Chairs.
 - viii Primary school representatives should report to all Primary Parent Council Chairs within their cluster.

Support Needs

- g) Meetings are held in accessible venues. Anyone attending with specific support needs should contact the Parental Involvement Unit to enable any additional requirements to be met.

Meeting Content

- h) Agenda

The Director and Convener would provide an update at the beginning of each CCWP meeting.

The agenda at each meeting would include at least one item of educational significance as identified by the Department. Key items of interest would be identified at Heads of Service meetings and brought to meetings. There would be one presentation per meeting.

CCWP members would continue to propose agenda items in advance of meetings thereby enabling attendance of appropriate Officers to address the items.

i) Distribution of papers

The agenda, papers and minutes would continue to be issued to CCWP members by Committee Services. The Parental Involvement Unit would issue the agenda and papers electronically to all Parent Council Chairs. These would also be available on the PIU website www.edinburgh.gov.uk/parentinvolvement. CCWP information would be included as a standing item in PIU Newsletters.

Following CCWP meetings, Summary Sheets are issued to all Parent Council Chairs and CCWP minutes are also posted on the PIU website. Minutes are also issued with the agenda for the following meeting.

Papers would be issued at least 2 weeks prior to the CCWP meetings, scheduled as follows:-

<u>Paper distribution</u>	<u>Meeting</u>
28/08/2009	15/09/2009
16/10/2009	03/11/2009
18/12/2009	12/02/2010
19/02/2010	09/03/2010
23/04/2010	11/05/2010

Format and Frequency

The main CCWP would continue with the current representation (subject to consultation).

Focus groups of up to 12 members would be identified with specific topics in mind and take into account parental views on key subjects e.g. Curriculum for Excellence.

The timing of these groups would enable wider consultation and the opportunity for further discussion at the next CCWP meeting.

The December meeting would be an all Parent Council Chair meeting and outwith the remit of the CCWP.

On occasion it will be necessary to call a meeting for all parents eg Curriculum for Excellence Workshop.

Suggested Timetable of Meetings

Early September	CCWP	Sample agenda:- Service Plan Attainment
October	Focus Group	Topic to be confirmed
Early November	CCWP	Sample agenda:- School Session Dates
Late December	All Parent Councils	Revenue Budget Consultation
Late February	CCWP	Budget Settlement Report

March	Focus Group	Topic to be confirmed
Early April	CCWP	Agenda items to be confirmed
Late May	CCWP	Agenda items to be confirmed

- 5 Requirements of the Scottish Schools (Parental Involvement) Act 2006
The proposal would be for a Focus Group to work with Officers to identify how the requirements of the Act could be met, how the information could be gathered and how this information would then be used.

Financial Implications

- 6 Committee Services would continue to provide a venue, catering and facilitation for these meetings with the exception of the December meeting. This meeting would not be classed as a CCWP meeting and therefore would not fall within the area of responsibility of Committee Services.
- 7 There would be a relatively small cost to Children and Families in respect of the catering costs for the December meeting.

Environmental Impact

- 8 None.

Recommendations

- 9 The Committee are asked to approve the revised arrangements.
- 10 A Focus Group be established to address the requirements of reporting to the Authority on the information as per the Scottish Schools (Parental Involvement) Act 2006.

Gillian Tee
Director of Children and Families

Appendices	1 – CCWP Membership list
Contact/tel/Email	Audrey Palmer 0131 469 3138 audrey.palmer@edinburgh.gov.uk
Wards affected	All
Single Outcome Agreement	
Background Papers	CCWP Minute, 15 January 2008

CCWP MEMBERSHIP LIST (AUGUST 2009)

<p>Convener of Education, Children and Families Councillor Marilyn MacLaren (Liberal Democrat)</p>
<p>Director of Children and Families Gillian Tee</p>
<p>Children and Families Mike Rosendale, Head of Schools and Community Services</p>
<p>Vice Convener of Education, Children and Families Councillor David Beckett (SNP)</p>
<p>Opposition Spokespersons Councillor Jeremy Balfour (Conservative) Councillor Ricky Henderson (Labour) Councillor Alison Johnstone (Green)</p>
<p>Nursery Representatives Natasha Kirby (Grassmarket) Elizabeth Anderton (Westfield Court)</p>
<p>Special School Representatives Anne Heggie (Prospect Bank) Henrietta Forman (Braidburn) Lorna Whitefield (Kaimes)</p>
<p>Special Needs Forum 1 representative – Miranda Harvey</p>
<p>Head Teacher Representatives Rory McKenzie, Balerno High School Meg Donaldson, Prospect Bank School Willie French, Parson's Green Primary School Jane Watson, Greengables Nursery</p>
<p>Teacher Representative Raymond Simpson, Queensferry High School</p>
<p>Observer Judith Gillespie, Scottish Parent Teacher Council</p>

NORTH

SECONDARY

Secondary Representatives (3)	Secondary Schools Represented (5)
David Martin, Broughton Lynda Flex, Drummond David Kyles, Trinity Academy	Broughton, Craigroyston, Drummond. Leith Academy, Trinity Academy

PRIMARY

Broughton Cluster (1 rep) Primary School Representatives	Primary Schools Represented (6)
Claire Cowell, Stockbridge	Ferryhill, Flora Stevenson, Forthview, Granton, Royston, Stockbridge

Craigroyston Cluster (0) Primary School Representatives	Primary Schools Represented (4)
Vacancy	Craigroyston, Ferryhill, Forthview, Pirniehall

Drummond Cluster (2 reps) Primary School Representatives	Primary Schools Represented (3)
Julie Macintosh, Abbeyhill Gordon Chrumka, Broughton	Abbeyhill, Broughton, Leith Walk

Leith Academy Cluster (2 reps) Primary School Representatives	Primary Schools Represented (4)
Tracy Rendall, Craigentenny Chris Marks, Leith	Craigentenny, Hermitage Park, Leith, Lorne

Trinity Academy Cluster (2 reps) Primary School Representatives	Primary Schools Represented (4)
Andrew Macmillan, Trinity Susan Edwards, Victoria	Fort, Trinity, Victoria, Wardie

EAST

SECONDARY

Secondary Representatives (2)	Secondary Schools Represented (3)
Gus Meechan, Castlebrae Kenneth Aitken, Portobello	Castlebrae, Holy Rood, Portobello

PRIMARY

Castlebrae Cluster (1 rep) Primary School Representatives	Primary Schools Represented (4)
Neil Clarkson, Prestonfield	Castleview, Newcraighall, Niddrie Mill, Prestonfield

Holy Rood Cluster (1 rep) Primary School Representatives	Primary Schools Represented (6)
David Manson, St John's	St Catherine's, St Francis, St John Vianney, St John's St Mary's (Leith), St Ninian's

Portobello Cluster (0 rep) Primary School Representatives	Primary Schools Represented (5)
Vacancy	Brunstane, Duddingston, Parson's Green, The Royal High, Towerbank

SOUTH

SECONDARY

Secondary Representatives (3)	Secondary Schools Represented (5)
Nigel Goddard, James Gillespie's Karen Traill, Liberton Norma Devlin, St Thomas of Aquin's	Boroughmuir, Gracemount, James Gillespie's, Liberton, St Thomas of Aquin's

PRIMARY

Boroughmuir Cluster (1 rep) Primary School Representatives	Primary Schools Represented (3)
Jeanna Brady, Bruntsfield	Buckstone, Bruntsfield, South Morningside

Gracemount Cluster (0 rep) Primary School Representatives	Primary Schools Represented (2)
Vacancy	Burdiehouse, Gracemount

James Gillespie's Cluster (2 rep) Primary School Representatives	Primary Schools Represented (5)
Gilly Dennis, Preston Street Julie-Ann Sime, Tollcross	Royal Mile, Sciennes, James Gillespie's, Preston Street, Tollcross

Liberton Cluster (1 rep) Primary School Representatives	Primary Schools Represented (4)
Noreen Ratcliffe, Liberton	Craigour Park, Gilmerton, Liberton, Prestonfield

St Thomas of Aquin's Cluster (1 rep) Primary School Representatives	Primary Schools Represented (4)
Anne McGowan, St Peter's	Holy Cross, St Mark's, St Mary's (London Street), St Peter's

SOUTH WEST

SECONDARY

Secondary Representatives (4)	Secondary Schools Represented (4)
Patricia Aitchison, Balerno Carolyn Girvan, Currie Iain McGillivray, Firrhill Lesley McGoohan, WHEC	Balerno, Currie, Firrhill, Wester Hailes Education Centre

PRIMARY

Balerno Cluster (1 rep) Primary School Representatives	Primary Schools Represented (2)
Donald Craigie/Claire Murdoch (joint reps), Dean Park	Dean Park, Ratho

Currie Cluster (1 rep) Primary School Representatives	Primary Schools Represented (3)
John D G Walker, Juniper Green	Currie, Juniper Green, Nether Currie

Firrhill Cluster (1 rep) Primary School Representatives	Primary Schools Represented (5)
Martin Southern, Bonaly	Bonaly, Colinton, Longstone, Oxfgangs, Pentland

WHEC Cluster (0 rep) Primary School Representatives	Primary Schools Represented (3)
Vacancy	Clovenstone, Canal View, Sighthill,

WEST**SECONDARY**

Secondary Representatives (3)	Secondary Schools Represented (6)
Majella Dunn, St Augustine's Tina Woolnough, The Royal High Alison Walker, Tynecastle	Craigmount, Forrester, Queensferry, St Augustine's, The Royal High, Tynecastle

PRIMARY

Craigmount Cluster (3 rep) Primary School Representatives	Primary Schools Represented (6)
Eric Jackson, Drumbrae Bruce Sherry, East Craigs Julian Chapman, Fox Covert	Corstorphine, Drumbrae, East Craigs, Fox Covert, Hillwood, Roseburn

Forrester Cluster (1 rep) Primary School Representatives	Primary Schools Represented (4)
Donna McNeill, Gylemuir	Broomhouse, Carrick Knowe, Gylemuir, Murrayburn

Queensferry Cluster (1 rep) Primary School Representatives	Primary Schools Represented (4)
Irene Coll, Echline	Dalmeny, Echline, Kirkliston, Queensferry

St Augustine's Cluster (1 rep) Primary School Representatives	Primary Schools Represented (5)
Allan Todd, Fox Covert RC	Fox Covert RC, St Cuthbert's, St David's, St Joseph's, St Margaret's

The Royal High Cluster (1 rep) Primary School Representatives	Primary Schools Represented (4)
Tina Woolnough, Blackhall	Blackhall, Clermiston, Cramond, Davidson's Mains

Tynecastle Cluster (1 rep) Primary School Representatives	Primary Schools Represented (4)
Katie Hardie, Craiglockhart	Balgreen, Craiglockhart, Dalry, Stenhouse