

## Committee Minutes

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### Consultative Committee with Parents

Edinburgh, 27 September 2011

**Elected Members Present:-** Councillors MacLaren (Convener), McIvor, Rose and Godzik

**Parent/School Members Present:-** Donald J Macdonald, Secondary Head Teachers Representative Partnership), Karen Trail (Liberton High School/South Neighbourhood etc), Tina Woolnough (Royal High School), Brian Fleming (Bruntsfield Primary School), Arlene Mooney (Head Teacher Representatives), Andrea Bracher (Kaimes Special School), Lindsay Law (Broughton Primary School), Mary Brownlee (Tynecastle Primary School), Michelle Thomson (St Peter's RC Primary School), Paul McLaughlin (James Gillespie's Primary School), Susan Edwards (Victoria Primary School), Raymond Simpson (Queensferry High School), Robert Baltzer (Gracemount Primary School), Lesley Gibson-Eaglesham (Liberton Primary School Cluster), Jane Watson (Greengables Nursery School), Willie French (Parsons Green Primary School),

**In Attendance:-** Gillian Tee (Director of Children and Families), David Wright, Karen Prophet, Mike Rosendale, Jack Hamilton, Alistair Gaw, Martin Vallely, David Dempster, Donald MacDonald, Lynne Porteous, Moyra Wilson, Rosie Wilson, Graham Douglas (Children and Families Department) and Shona Marshall (Committee Services).

**Apologies:-** Councillor Johnstone, Eleanor Coner and Eileen Prior (Scottish Parent Council), Frank Ramage (East Craigs Primary School), Iain McGillivray (Firrhill Secondary School), Ken O'Donnell (Trinity Secondary School), and Lesley Broadwood (Bonaly Primary School).

#### 1 Minute of Meeting

##### Decision

The minute of meeting of the Consultative Committee with Parents of 14 June 2011 was approved as a correct record.

## **2 Matters Arising from Minute**

### **Secondary Management Structures (Item 5)**

#### **Decision**

To note that a progress report would be brought to the next meeting of the CCWP.

### **Dates of Meetings – Session 2011/12 (Item 8)**

#### **Decision**

To note that G Douglas, Children and Families had e-mailed the meeting dates to all Parent Council Chairs.

## **3 Update by Convener and Director**

The Committee considered a progress report on some of the recent achievements of the Children and Families Department in improving outcomes for children and families in Edinburgh.

The areas covered included;

- Achievements
- Reduction in Exclusions
- Improved School Attendance
- Reduction in staff sickness absence
- Improved community satisfaction with schools
- Priorities for Future Improvement, including Positive Destinations, Looked After Children, School Estate, and Sport and PE

In response to questions the Committee was advised that the Council would begin discussions on its budget in the near future, and that the Committee would be kept up to date on this as in previous years. It was noted that there would be significant pressure on the asset management programme.

#### **Decision**

To note the report.

#### **4 Communication with Parents through FACe and website**

G Tee, Director of Children and Families referred to a tabled paper which showed draft version of a Council webpage.

The proposed webpage would be specifically aimed at providing information for parents, which could include items of interest under the following headings;

- Find out about our services
- View frequently asked questions
- See how we are doing
- Get all the latest news
- Keep informed about the decisions we make
- Read about recent achievements and awards

Links to additional websites of interest would also be included.

Members agreed that the webpage would be very informative and went on to suggest inclusion of the following topics of interest;

- Policy and strategy documentation
- Term time dates
- List of schools being used as polling places
- Information on catchment areas
- Induction pack for CCWP representatives
- Reports and presentations

Members were also informed that FACe, the Council's award winning online e-newsletter for Children and Families in Edinburgh, was to be improved and redesigned. Two volunteers were being sought from the CCWP who would be willing to provide valuable knowledge and assistance with the redevelopment of the website, working alongside a staff member from the Council's Web Communication team.

Discussion then centred on the dates and topics for forthcoming CCWP meetings. It was pointed out that budgetary issues should be brought before and discussed with All Parent Council Chairs and the CCWP at the earliest meeting.

#### **Decision**

- 1) To note the update given.
- 2) Agreed that any member wishing to volunteer to assist with web site content development should contact Moyra Wilson, Children and Families, in the first instance.
- 3) Agreed to invite all Parent Council Chairs to the CCWP meeting on 15 October 2011 at which budgetary issues would be discussed

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- 4) Agreed that the All Parent Council Chairs meeting arranged for 14 December 2011 be rearranged as a CCWP meeting only.
- 5) Agreed that G Douglas, Children and Families inform members of both the CCWP and All Parent Council Chairs of the changes to timings of meeting dates and topics for discussion.

## 5 Getting it Right for Every Child

L Porteous, Early Intervention Strategic Manager, circulated a GiRFEC pack and explained the values and principles of “Getting it Right for every Child in Edinburgh”.

She described the Continuum of need and response and the Children’s Services Delivery Model and gave specific examples of effective planning and interventions. GiRFEC was a way of ensuring the wellbeing of children from before they were born; working with their families; and with all services involved in the care of a child.

Discussion followed on how each of the services worked together to identify and arrange appropriate help for children and families to solve specific problems before a situation escalated.

In response to questions from the Committee, L Porteous advised as follows;

- GiRFEC was looking towards identifying, working and assisting families where their child had not been attending school
- parents and organisations were being encouraged to work together and to become more involved in community activities taking place around schools
- independent schools had taken up the GiRFEC model, and the Council had provided them with access to resources
- agreed that it would be of benefit to approach youth forums with the aim of becoming involved in GiRFEC

### Decision

To note the update given and thank L Porteous on the progress of GiRFEC in Edinburgh.

## 6 Additional Support Needs

M Vallely, Early Intervention Strategic Manager gave a briefing on Additional Support Needs (ASN) which included;

- highlighting the key duties and scope of ASN provision
- describing how ASN was implemented across schools and services
- summarising trends; and
- outlining improvement priorities

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Following discussion, the Committee was advised that;

- a young carers strategy was in place which provided them with help and assistance, with the aim of creating an environment in which they felt secure and able to discuss issues of concern
- the new website could help to improve communication with parents about ASN
- it was the intention to improve on the shortcomings in auditing of needs for young carers; disabled children; and children whose parents were in the armed forces
- quality improvements officers went into schools to advise teachers on attainment, produced dyslexia guidelines and delivered CPD programmes
- literacy outcomes were part of the Curriculum for Excellence which included more active learning, delivered phonic teaching, and provided enhanced support for parents
- all Primary 1 pupils had eye tests as part of their general medical. GiRFEC services picked up on any secondary school pupil issues.

**Decision**

To note the report and thank M Vallely for his presentation.

**7 AOB – Parent Council Raised Issues**

The Convener informed the Committee that Telford College, Edinburgh, had extended an invitation to them and selected Head Teachers to attend a dinner at their premises. This would provide an opportunity to showcase what they had to offer as a further education college.

**Decision**

To agree that any member interested in taking up the invitation e-mail G Douglas, Children and Families, who would provide them with details about the event.

**8 Dates of Meetings – Session 2011/12**

Noted that dates for future meetings had previously been issued by G Douglas, Children and Families. However, following discussion earlier in the meeting, an updated meetings list would now be circulated.

**Decision**

To note that;

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- 1) Wednesday 12 October 2011 and Tuesday 15 November 2011 would now be CCWP and All Parent Council Chairs meetings;and
- 2) The meeting on Wednesday 14 December 2011 will be a CCWP and not an all Parent Council Chairs meeting as originally indicated.