

# Notice of meeting and agenda

## Consultative Committee with Parents

**6.00pm, Tuesday, 26 February 2013**

European Room, City Chambers, High Street, Edinburgh

(Tea/coffee available from 5.45pm)

**PLEASE  
NOTE  
EARLIER  
START TIME**

### Contact

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## **1. Order of business**

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- 1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

## **2. Declaration of interests**

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- 2.1 Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

## **3. Welcome**

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- 3.1 By Convener

## **4. Minutes**

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- 4.1 Consultative Committee with Parents: 15 January 2013 (circulated)

## **5. School Placements**

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- 5.1 Lindsay Glasgow, Asset Planning Manager to present this item

## **6. Parental Engagement Strategy**

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- 6.1 Paper by the Director of Children and Families (circulated). Moyra Wilson, Senior Education Manager, Inclusion and Pupil/Parent Support to present this item

## **7. Role and Remit of CCWP**

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- 7.1 Moyra Wilson, Senior Education Manager, Inclusion and Pupil/Parent Support to present this item

## **8. Budget Update**

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- 8.1 Gillian Tee, Director of Children and Families to present this item

## **9. Issues from Neighbourhood Groups**

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## **10. Issues Arising from Committee Report/s**

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## **11. Report from the National Parent Forum Representative**

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11.1 Tina Woolnough to present this item

## **12. Report from Scottish Parent Teacher Council Representative**

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12.1 Eileen Prior to present this item

### **Carol Campbell**

Head of Legal, Risk and Compliance

### **Membership**

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- Councillors Godzik (Convener), Corbett, Dixon, Key, Redpath, Rust and Shields.
- One teacher representative from the Education, Children and Families Committee
- Two parent representatives from each of the Neighbourhood Groups
- One parent representative from the citywide Special Schools Group
- One parent representative from the Additional Support for Learning (ASL) Forum
- One head teacher from each sector on a rota basis
- One representative from the National Parent Forum
- One representative from the Scottish Parent Teacher Council

### **Information about the Consultative Committee with Parents (CCwP)**

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The CCwP is a Forum for discussion and consultation with parents on citywide and national issues.

A parent representative from the CCwP is appointed to the Council's Education, Children and Families Committee with full voting rights.

Further information on the CCwP may be obtained from the link below:

[Parental Engagement Report](#)

The CCwP usually meets in the European Room, City Chambers on the High Street in Edinburgh.

## Further information

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If you have any questions about the agenda or meeting arrangements, please contact Susan Weir, Committee Services, City of Edinburgh Council, City Chambers, High Street, Edinburgh EH1 1YJ, Tel 0131 529 4107, e-mail [susan.weir@edinburgh.gov.uk](mailto:susan.weir@edinburgh.gov.uk) .

The agenda, minutes and public reports for this meeting and all the main Council committees can be viewed online by going to [www.edinburgh.gov.uk/cpol](http://www.edinburgh.gov.uk/cpol).

**Edinburgh, 15 January 2013**

### **Present**

Councillors Key (Chair), Corbett, Dixon and Redpath  
Diane Anderson, Parent Representative, Leith Academy  
Mary Brownlee, Parent Representative, Tynecastle High School  
Willie French, Head Teacher, Parsons Green Primary School  
Jonathan Gibbs, Parent Representative, Nether Currie Primary School  
Lesley Gibson-Eaglesham, Parent Representative, Gracemount High School  
Lindsay Law, Parent Representative, Broughton Primary School  
Kirsty Lawson, Parent Representative, Prospect Bank School  
Iain McGillivray, Parent Representative, Firrhill High School  
Ellen Muir, Head Teacher, Pilrig Park School  
Norma Prentice, Head Teacher, Drummond Community High School  
Alex Ramage, Parent Representative, Prestonfield Primary School  
Sarah Ross, Parent Representative, St Catherine's Primary School  
Josephine Samuel, Parent Representative, Kaimes School  
Paul Smart, Parent Representative, Portobello High School  
Tina Woolnough, National Parent Forum Scotland

### **Officers in Attendance**

Gillian Tee, Director, Children and Families  
Alistair Gaw, Head of Support to Children and Young People, Children and Families  
Mike Rosendale, Head of Schools and Communities, Children and Families  
Rosie Wilson, Special Schools and Specialist Provision, Children and Families  
Susan Weir, Committee Services, Corporate Governance

**Apologies:-** Apologies for absence were received on behalf of Councillors Godzik, Rust and Shields, and Christine Wallis

## **1. Welcome**

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Councillor Key welcomed everyone to the first meeting of the new Consultative Committee with Parents.

## **2. Minute**

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The minute of meeting of the Consultative Committee with Parents of 24 April 2012 was approved as a correct record subject to a minor change to the attendance list.

### **3. Role and Remit of the Consultative Committee with Parents (CCWP)**

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Gillian Tee thanked parents for their time and involvement with the Consultative Committee. In terms of development of the Parental Engagement Strategy, it had become clear that the CCWP was only reaching a small number of parents. To enable a more joined up approach, ensure two way feedback, and promote networking, a two way engagement and consultation process was established between Parent Councils, Neighbourhood Groups and the CCWP. Five neighbourhood Groups covering nursery, primary and secondary schools and a city wide Group for special schools had been established. Parent representatives from each Group, elected members from each political party, and Head Teachers from each sector had been invited to attend the Consultative Committee. In addition, representatives from the Additional Support for Learning (ASL) Forum, Scottish Parent Teacher Council (SPTC) and National Parent Forum Scotland (NPFSS) were invited to attend, with officer support provided. The Department aims to reach all School Parent Council Chairs, further increase the two way engagement process, and improve and involve parents more in the agenda planning process. The new neighbourhood meetings had already made contact with 70 parents and had already included discussion on the budget process and the Vision for Schools across Edinburgh.

During discussion on ways to improve engagement and consultation, the following points/suggestions were made:-

- It would be useful to have as many papers as possible for meetings circulated in advance, preferably at least a week before each meeting.
- It would be helpful if papers could also be made available to Parent Council Chairs at the same time as CCWP representatives.
- It would be useful at a future point to look at the effectiveness of, and measures of success for the CCWP.
- CCWP representatives needed information on the schools and Parent Council Chairs in their Neighbourhoods.

#### **Decision**

- 1) To note the above points/suggestions made on improvements to the engagement/consultation process.
- 2) To agree that the Director check with Parent Council Chairs that they would be happy to share e-mail addresses with CCWP representatives.

- 3) To agree that measures of success on the effectiveness of the Neighbourhood meetings and the CCWP be reviewed at the end of June 2013 and reported back to a future meeting of the CCWP; the report to include whether feedback was working, communication was effective, appropriate representation/attendance at meetings, etc.
- 4) To note the schedule of meetings (as detailed in the appendix to this minute), and that all Parent Council Chairs be advised of the dates.

(Reference – paper by the Director of Children and Families, tabled.)

#### **4. Introduction to the Children and Families Department**

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An Information Pack on the structure of the Children and Families Department was available by clicking on “Parents” on the front page of the Council website, then “Children and Families Information Pack”. The information pack provided relevant e-mail addresses and phone numbers of the Department’s key officers/service areas.

##### **Decision**

- 1) To note the details on the Information Pack.
- 2) To note that a link to the Information Pack would be forwarded to all Parent Council Chairs.

#### **5. Communications**

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Gillian Tee noted the earlier comments made regarding agenda planning (item 3 above). She referred to the Bright Futures blog which could be accessed by clicking on “Parents” on the Council website. The blog provided news items, outlined good practice, provided summaries of reports/papers and links to committee papers. Parents could subscribe to this and receive information each week.

##### **Decision**

- 1) To note the details of the blog.
- 2) To note that feedback on the blog and other ideas for good communication would be welcomed by the Department.

## 6. Parental Engagement Strategy Update

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Input was sought from parents and teaching staff to the six working groups which were preparing information for the Parental Engagement Strategy Action and Implementation Plan. The groups and lead officers were as follows:

Key Area	Lead Officer
To strengthen all parents' engagement in their children's learning	Joyce Rochford
To develop effective communication and consultation	Moyra Wilson
To develop effective partnership working and opportunities for the removal of barriers to engagement	Lynne Porteous
To develop the linkage of parent and pupil voice	David Maguire
To strengthen parent councils and forums	Moyra Wilson
To assist parents/ carers through parenting support when required	Pat Southall

### Decision

- 1) To note that the report on Parental Engagement considered by the Education, Children and Families Committee in October 2012 would be re-circulated to parents for information.
- 2) To note that draft reports on parental engagement would be brought before the CCWP and that the next report to be presented to the Education, Children and Families Committee on Parental Engagement would re-scheduled from the March to May 2013 meeting.

(Reference – paper by the Director of Children and Families, tabled)

## 7. Agenda for Forthcoming Meetings of the Education, Children and Families Committee

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Gillian Tee outlined the Key Decisions Forward Plan for the Education, Children and Families Committee for March to May 2013. The Plan could be subject to change, and views were sought on arrangements that parents wanted for agenda planning. Dates for meetings of the Education, Children and Families Committee were provided as follows:

### Education Children and Families Committee

- 5 March 2013
- 21 May 2013



## **Policy Development and Review Sub-Committee**

- 4 February 2013
- 25 April 2013
- 12 June 2013

During discussion, some points/suggestions were made as follows:

- If required, it would be possible to focus on for example, a couple of reports from the Forward Plan.
- Neighbourhood Groups should be asked what they would like to discuss once the Plan had been circulated to the Groups for consideration.
- Agenda planning suggestions (see item 8 below) for the current session (2012/13) should tie in with the Plan.
- Decisions taken at the Education, Children and Families Committee should be fed back to the CCWP.
- Headings such as “Positive Destinations” on the Plan did not provide enough information and should be expanded to provide clearer information.
- It was noted that ongoing work of the Policy Development and Review Sub-Committee included the areas of Estate and Rising Rolls; Community Access to Schools; Early Years; Support for Children with Additional Support Needs; and Vision for Schools; all of which could involve engagement with parents.

## **Decision**

- 1) To note the above points/suggestions made on agenda planning.
- 2) To agree that the Department identify key issues from the Forward Plan for discussion at future meetings of the CCWP
- 3) To note that once elected, the new parent representative on the Education, Children and Families Committee would be well placed to give the CCWP a steer on issues of particular interest for discussion.
- 4) To note that the Department would forward a link to parents so they could easily access the Key Decisions Forward Plan.
- 5) To note the future dates of Neighbourhood Groups and the CCWP (detailed in the appendix to this minute).
- 6) To recommend provision of a column in the Plan giving summary decisions made by Committee as this would be helpful.
- 7) To note that the Department would facilitate the sharing of e-mail addresses of parents present at the meeting (parents not present at this meeting to be asked if they agree to share their e-mail addresses).

## 8. Agenda Planning for Session

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Suggestions on ideas for agenda planning during the current school session included:

- Information Technology
- School Placements
- Food
- Health
- Sport
- Diversity
- Vision

### Decision

- 1) To note that the Department would keep an ongoing agenda planning list which would be updated to include feedback from the Education, Children and Families Committee, and that this would be a standing item on the CCWP agenda.
- 2) To note that briefings from the National Parent Forum and Scottish Parent Teacher Council would be included as standing items on CCWP agendas.

(Reference – paper by the Director of Children and Families, tabled)

## 9. Review and Monitoring Process

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### Decision

To note the earlier decision at item 3 above that the effectiveness of the Neighbourhood Groups and the CCWP be reviewed at the end of June 2013.

## 10. Appointment of Parent Representative to the Education, Children and Families Committee

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Revised governance arrangements agreed by the Council on 20 September 2012 included the appointment of a parent representative to the Education, Children and Families Committee. The postholder would have full voting rights and hold office until the Council elections in May 2017. Nominations were sought for the position which would require to be approved by the Council on 31 January 2013.

A first nomination for Lindsay Law was moved by Mary Brownlee and seconded by Alex Ramage.

A second nomination for Josephine Samuel was moved by Kirsty Lawson and seconded by Diane Anderson.

Both nominees gave a brief summary of their experience for the position.

The Consultative Committee agreed that votes be cast by parents (not elected members) by secret ballot. The result was as follows:

Lindsay Law – 8 votes

Josephine Samuel – 3 votes

### **Decision**

- 1) That Lindsay Law be nominated as the parent representative to the Education, Children and Families Committee.
- 2) To note that the appointment would require to be approved by the Council on 31 January 2013.

(Reference – report by the Director of Corporate Governance, submitted)

## **11. National Parent Forum Scotland**

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Tina Woolnough provided an update on the plans for the National Parent Forum Scotland in 2013, including three regional information events for parents titled Qualifications Plus. The East of Scotland event would be held on 5 March (6-9pm) with places allocated on a first come first served basis.

The Forum's newsletter would be available in early February and the Forum's website and communications networks would be promoted. Parents were encouraged to communicate and share information/experiences. The Forum was keen to gather and share innovative and effective examples of parental involvement.

The Forum was currently campaigning for schools to access and switch on wi-fi to create additional learning opportunities for pupils. Another campaign would shortly be launched to improve communications between schools and parents.

### **Decision**

To note the information provided and to thank Tina for the update.

## **12. Placing in Schools Appeal Committee – Appointment of Parent Representatives**

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The Placing in Schools Appeal Committee was established to hear and decide appeals against decisions of the Council or relevant Head Teacher to refuse placing requests, exclude pupils, and refuse early admission to school. Vacancies had arisen for parents of children of school age on the Council's Placing in Schools Appeal Committee.

## **Decision**

- 1) To confirm the existing Panel 2 membership as set out in Appendix 1 to the Director's report.
- 2) To nominate Christine MacGillivray, Sarah Ross and Olivia Ramage to serve on Panel 2 of the Placing in Schools Appeal Committee.
- 3) To re-appoint Karen Traill to serve on Panel 2 of the Placing in Schools Appeal Committee.
- 4) To refer the appointments to the Council on 31 January 2013 for approval.

(Reference – report by the Director of Corporate Governance, submitted)

## **13. Future Agenda Items**

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### **Decision**

To note other future items of business requested for discussion as follows:

- The increasing size of school rolls and temporary accommodation.
- Parking around schools and communication with parents.
- Janitorial cover during evening use of schools.

## **14. Budget Meeting**

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### **Decision**

To note a meeting would be held next week on the Council budget to which all Parent Council Chairs were invited.

## Appendix

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(as referred to in items 3 and 7 of the foregoing minute)

### **Dates of CCWP meetings and Neighbourhood Groups February to May 2013**

#### **CCWP**

26 February 2013

19 March 2013

14 May 2013

#### **Neighbourhood Groups (all timings 6.30-8.30pm)**

West – 19 February 2013

South – 21 February 2013 (N.B. subsequently changed to 20 February)

South West – 25 February 2013

East – 27 February 2013

North – 4 March 2013

Special Schools – 6 March 2013

West – 22 April 2013

South – 24 April 2013

South West – 29 April 2013

East – 1 May 2013

North – 7 May 2013

Special Schools – 8 May 2013

## Draft Parental Engagement Strategy 2013 -16

### 1. Objective: to strengthen all parents' engagement in their child's learning

### ITEM 6.1

Outcomes	Tasks	Success criteria	Lead Officer/s	Timescale
1 Most Early Years Centres in Edinburgh will have Parents' Early Education Partnership (PEEP) groups	To increase the number of staff trained to support PEEP groups	32 staff will take part in PEEP training	C & F Early Year's Team	May 2013
	To further develop and increase existing PEEP groups through collaborative working	PEEP trained staff will work across establishments to facilitate access to PEEP groups to ensure that each Early Years centre has access to at least 1 member of staff trained to support PEEP groups	C & F Early Year's Team	June 2015
	A pilot PEEP study will be carried out in Liberton and Gilmerton	The majority of parents in the pilot schools will be positively engaged in their child's learning	C & F Early Year's Team	June 2013
2 Family learning will be available in most schools according to revised and agreed criteria	To further develop family learning/parental literacy in partnership arrangements with schools	Staff will work across a wide range of establishments delivering family literacy activities and specifically at the transition between nursery and primary 1	CLD	June 2014
		The impact of family learning on parents' literacy will increase parents' ability support and be engaged with their children's learning	CLD	June 2014
3 All Edinburgh schools will provide good practical advice to their parents in regard to their child's learning	Schools will ensure that all reports clearly identify strengths and learning needs	The majority of schools will have more than 80% of parents satisfied with the quality of the advice in their child's reports	Head Teachers	June 2014

## Draft Parental Engagement Strategy 2013 -16

### 1. Objective: to strengthen all parents' engagement in their child's learning (continued)

	Schools will provide specific and detailed information for parents at main transition points	The majority of schools will have 80% of their parents confident that they know what the next step in the leaning journey means for their child	Head Teachers	June 2015
	Schools will provide information about learning topics and experiences for year groups or stages will be detailed on the school's web site or shared in another format	The majority of schools will have more than 80% of parents satisfied that they know about learning experiences their child will take part in	Head Teachers	June 2015
4 All Edinburgh schools will have a majority of parents participating in school events and activities relating to their child's learning	Parents' events will be widely publicised and highlighted to the school's parent group	The majority of schools will have increased attendance at their parents' events	Head Teachers	June 2014
	Timing of Parents' events will take account of important events in the school calendar	The majority of schools will have more than 80% of parents confident that they have been given appropriate information at the right time about their child's school experience	Head Teachers	June 2015
	Schools will advise parents how to raise concerns about their child's learning and publicise contact information	In the majority of schools more than 80% of parents will be satisfied that they know who to contact to discuss concerns about their child's learning	Head Teachers	June 2014

## Draft Parental Engagement Strategy 2013 -16

### 1. Objective: to strengthen all parents' engagement in their child's learning (continued)

5 To continue to improve the engagement of their parents, schools will ensure that parental views are regularly sought	School's Parent Councils will draw up a survey which can be used regularly to gather views from the parent body on parental engagement in their school	The majority of schools will have 80% of their parents who are satisfied that their views on parental engagement are taken account of	Parent Council Chairs	June 2015
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## Draft Parental Engagement Strategy 2013 -16

### 2. Objective: To develop the linkage of parent and pupil voice

Outcome	Task	Success Criteria	Lead officer/s	Timescale
Parent/carer and pupil views are sought, heard and taken into account in all aspects of school life, including teaching and learning	We will involve parents/carers and pupils in annual school improvement planning (SQIPs). This will include feedback from the wider parent/carer and pupil communities (e.g. through annual surveys or joint events) and not just from parent and pupil councils	More parents/carers and pupils agree year on year that their views are sought and taken into account on relevant school matters (source: school surveys)	All head teachers	Annually
	We will facilitate interaction between parent and pupil councils as appropriate, e.g. through annual joint meetings, ongoing representation, joint events.	Parent and pupil councils consider that they have opportunities to discuss and put forward joint views on school matters, including teaching and learning	All head teachers	Annually
	We will involve parents/carers and pupils in the design of any new or updated school handbooks	Parents and pupils involved in producing or updating handbooks agree that their views have been taken into account	All head teachers	Annually

## Draft Parental Engagement Strategy 2013 -16

### 2. Objective : To develop the linkage of parent and pupil voice (continued)

	<p>We will share examples of innovative and effective practice in linking pupil and parent voice from Edinburgh and elsewhere. Examples of where this has made a real impact on learning will be highlighted.</p> <p>We will develop and deliver CPD opportunities for staff on linking pupil and parent voice</p>	<p>The parent pages on the Council website and GLOW have good practice examples of linking pupil and parent voice</p> <p>CPD opportunities are designed and delivered</p>	<p>David Maguire</p>	<p>Start of 2013/14 school year</p> <p>During 2013/14 school year and then delivered annually</p>
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## Draft Parental Engagement Strategy 2013 -16

### 3. Objective: To assist Parents/Carers through parenting support

Outcome	Task	Success Criteria	Lead Officer/s	Timescale
Parent/carers can access support as required	We will improve opportunities for parents/carers to access information and support	70 % of parents, when asked through survey money questionnaire and focus group, are satisfied that they know how to access information and support	Pat Southall	June 2016
	Appoint 2 new Development Officers for Parent and Carer support to give one per neighbourhood. Part of their role will be to work in partnership with schools to ensure parents and carers have access to information and support.	There will be one Development Officer for Parent and carer support in each Neighbourhood – 5 in total.	Pat Southall	June 2013
	Each School to appoint a link member of staff with the capacity to be the contact person for D.O In relation to Support to Parents within their school. This will provide a pathway for both D.O and schools to develop information and support to parents.	50% of schools in each neighbourhood have identified a link worker.  100% “ “	Pat Southall	December 2014  June 2016

## Draft Parental Engagement Strategy 2013 -16

### 3. Objective: To assist Parents/Carers through parenting support (continued)

	<p>Parenting information be made available at each transition stage:</p> <ul style="list-style-type: none"> <li>• Home to Nursery</li> <li>• Nursery to P.1</li> <li>• P.7 to S.1</li> </ul> <p>(Parent Information Point)</p>	<p>50% of secondary schools providing a PIP at transition meeting with the support of the Development officer.</p> <p>100% “ “</p>	<p>Pat Southall</p>	<p>December 2014</p> <p>June 2016</p>
	<p>Each Nursery class/school to appoint a link worker for parents of children due to start nursery to fully support transition. This may involve individual home visits, advice, early intervention support and signposting.</p>	<p>One Nursery in each cluster has piloted this</p> <p>60% of Nursery classes have successfully implemented this with positive feedback.</p>		<p>June 2015</p> <p>June 2016</p>
	<p>Co - ordinator, Parent and Carer support will explore how to involve parents/carers of children and young people with significant social and emotional needs in relation to developing accessible information.</p> <ul style="list-style-type: none"> <li>• Engage with chair of Special school city wide parent group</li> <li>• Engage with The parents Forum for families who have</li> </ul>	<p>Parents of children with additional support needs will feel that information is more accessible</p>	<p>Pat Southall Liaising with Rosie Wilson</p>	<p>June 2015</p>

## Draft Parental Engagement Strategy 2013 -16

	children affected by disability.			
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### 3 .Objective: To assist Parents/Carers through parenting support (continued)

	<p>We will provide opportunities for parents and carers to learn more about children’s physical and emotion health.</p> <ul style="list-style-type: none"> <li>• Increase Parent/carers of secondary school children’s knowledge of emotional &amp; mental health risk and resilience factors and how these influence health outcomes.</li> <li>• Provide Community Raising Children with Confidence programme as well as school based.9</li> </ul>	<p>Consulted with 100 parents/carers of young people as to what would work in engaging them with training in secondary schools – Based on the Raising Children with Confidence Programme.</p> <p>5 RCWC Community programmes per year set up.</p>	<p>Pattie Santelices</p> <p>Pat Southall/Molly Page</p>	<p><u>Consultation</u> June 2013</p> <p><u>Programme</u> December 2014</p> <p>December 2013</p>
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## Draft Parental Engagement Strategy 2013 -16

	<ul style="list-style-type: none"><li>• Support Parents/Carers of early years /primary school children in promoting positive mental health &amp; Well being in themselves and their children.</li></ul>	200 parents /Carers supported through the Raising children with Confidence programme.	Pattie Santelices	December 2013
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## Draft Parental Engagement Strategy 2013 -16

### 4.Objective: Partnership Working

Outcome	Task	Success Criteria	Lead Officer/s	Timescale
Effective partnership working challenges and removes barriers to engagement	We will provide support to schools and parent councils to engage in the wider parent forum		Lynne Porteous	
	Implement a short life working group to develop an “ideas” pack for schools to promote and support involvement	Online pack created and communication distributed	Lynne Porteous	September 2013
	Identify single point of contact in schools/establishments for parents and carers to contact for more information and publicise clearly	Each establishment has nominated lead for parents/carers	Heads of Establishments	August 2013
	Encourage all establishments to have dedicated parent/carer notice board space in a prominent position within schools making links to community activities as well as establishment based opportunities	50% of all establishments have created dedicated parent/carer information space	Heads of establishments and Development Officers (Parent and Carer support)	August 2013
	Establishments to identify regular opportunities for informal “open-house” activities (coffee mornings, fundraisers, subject specific drop-ins etc)	School and establishment timetables reflect regular engagement opportunities	Nominated lead in school plus Development Officer (Parent and Carer) support	August 2013
	Improve use of schools and establishments as hubs to provide wider community information and	School use by parents and carers increases	Lead member of staff	January 2014

## Draft Parental Engagement Strategy 2013 -16

	opportunities for parental engagement and involvement			
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### 4.Objective: Partnership Working (continued)

	Where not in existence, develop have easily identifiable dedicated parent/carer space on establishment websites	Websites reflect the interests and needs of parent/carers	Lead member of staff in establishment	January 2014
	Explore ways to have more direct IT communication with parents and carers (eg to share homework comments, concerns and also publicise events and activities	Parents and carers feel more connected and involved	IT Coordinators and Parent Council reps	January 2014
	Use community partners to promote in-school activities and disseminate information to parent/carers	Improved links between community organisations and local schools	Nominated lead plus Area Coordinators, Development Officers (Parent and Carer support)	January 2014
	Ask schools to submit examples of good practice or progress report on specific initiative: share information and encourage inter school visits and presentations	Parent Councils report wider knowledge		January 2014



## Draft Parental Engagement Strategy 2013 -16

### 5.Objective: To develop effective communication and consultation

Outcomes	Task	Success Criteria	Lead Officer/s	Timescale
More effective communication between schools and parents	All schools will ensure they have an effective electronic method of communicating with parents eg Parent mail Seemis text messaging School website	All schools will put in place an electronic method of communication with parents  All schools will have their own website	All headteachers	December 2013
More effective communication and consultation between parents and the department	Create Neighbourhood groups to meet on a regular basis four times per session  Reform CCwP as strategy discussion forum  Appoint parent to Education Children and Families Committee	% attendance at groups Parental views Impact on policy  100% attendance of parents at CCwP Parental views Impact on strategy  Parent appointed and attends Committees	Moyra Wilson	November 2012  January 2013  January 2013
Bright Futures Blog is used regularly by parents to access information	Information on events, policy and strategy is updated on a regular basis	Increased % of parents sign up to Blog	James Coltham	December 2013

## Draft Parental Engagement Strategy 2013 -16

### 5 Objective: To develop effective communication and consultation (continued)

<p>Parents are familiar with a range of organisations developed to support parents</p> <ul style="list-style-type: none"> <li>- National Parent Forum</li> <li>- SPTC</li> <li>- Education Scotland</li> <li>- Edinburgh network</li> </ul>	<p>Electronic links to parent organisations will be sent to all parent council chairs</p> <p>E mail network of neighbourhood group members created</p>	<p>Parent Councils, Neighbourhood Groups, CCwP report on usefulness</p>	<p>Moyra Wilson</p>	<p>January 2013</p>
<p>Communication / Consultation Framework in place</p>	<p>Working group formed to develop communication framework</p>	<p>Framework in place Majority of parents satisfied with improvements – use of survey</p>	<p>Moyra Wilson Headteachers Parents Joyce Nisbet</p>	<p>December 2014</p>
<p>Non resident parents are kept informed of their child's education progress</p>	<p>Review and update existing policy Produce a user friendly leaflet for parents</p>	<p>Policy reviewed and disseminated Leaflet produced Feedback from parent survey positive</p>	<p>Moyra Wilson Working group Parents, Headteachers</p>	<p>September 2014</p>

## Draft Parental Engagement Strategy 2013 -16

### 6 Objective: To strengthen parent councils and forums

Outcomes	Task	Success Criteria	Lead Officer/s	Timescale
Parent Councils will receive support to enhance their effectiveness	<p>We will improve information for parent councils using a variety of media</p> <ul style="list-style-type: none"> <li>• Phone aps</li> <li>• Twitter</li> <li>• Facebook</li> <li>• website</li> </ul>	<p>Parent councils feel more supported</p> <p>Survey</p>	<p>Moyra Wilson</p> <p>Parents</p> <p>Department Officers</p>	December 2014
Training packages in place to support Parent Councils	<p>We will create online training</p> <ul style="list-style-type: none"> <li>• effective chairing</li> <li>• administration of Parent Councils</li> <li>• engaging the wider parent forum</li> </ul> <p>We will share good practice sector specific</p>	<p>Increased use of online training over 3 years</p> <p>Good Practice informs and impacts the work of the Parent Council</p>	<p>Moyra Wilson</p> <p>Parents</p> <p>Department Officers</p>	June 2016
Parent Councils will have their own websites	We will create website guidance and template for Parent Council websites	% of Parent Councils with their own website increases over a three year period	Parent Councils	December 2014



## **City of Edinburgh Council**

### **Role, Remit Consultative Committee with Parents [ CCwP]**

CCWP aims to:

1. Strengthen engagement of parents in education in Edinburgh at individual class level, school and city wide level
2. Increase parental satisfaction with education in Edinburgh.
3. Strengthen effective two way communication with parents.

The CCWP will do this by:

- Overseeing the development and implementation of a parental engagement in education strategy.
- Supporting two way communication between parents, parent councils, neighbourhood parent groups, citywide CCWP and the parent representative on committee.
- Helping to identify and disseminate good practice in parental engagement.
- Identifying areas of concern from parents for discussion and resolution.
- Providing a parent perspective on education in Edinburgh

The CCwP is a forum which will

- Provide discussion and consultation with parents on citywide and national issues
- Provide a parent perspective at local and national level
- Identify common areas of discussion
- Provide a parent representative for Education Children and Families Committee
- Ensure parent groups e.g. National Parent Forum, and Scottish Parent teacher council are represented
- Communicate with neighbourhood groups and the wider parent councils

### **Membership**

- 2 parent representatives from each neighbourhood group [ 1 primary and 1 secondary representative

- 2 parent representatives from city wide special schools group
- One elected member from each political group
- Parent member ASL Forum
- Convener of Education, Children and Families
- Vice Convener of Education Children and Families
- Director of Children and Families
- Head of Service – Schools and Community Services
- Head of Service – Support for Children and Families
- Senior Education Manager : Inclusion, Pupil & Parent Support
- Service Manger Special Schools
- Headteacher Representative Special, Nursery , Primary and Secondary Schools
- National Parent Forum Representative
- Scottish Parent Teacher Council Representative
- 1 Representative from Education Union

Parent members should nominate a deputy to stand in if they cannot attend.

SPTC and National Parent representatives have only observer rights .

A member will serve on the CCwP for a maximum of four years.

Elections for parent representatives will take place at the Neighbourhood groups or city wide specials school group.

### **Meetings**

Meetings will take place on a quarterly basis. Agendas and papers will be circulated one week in advance of the meeting.

### **Agenda Planning**

4 parents from CCwP will be part of an agenda planning group prior to each CCwP.