

Notice of meeting and agenda

Consultative Committee with Parents

6.30 - 8.30pm, Thursday, 27 February 2014

European Room, City Chambers, High Street, Edinburgh

(Tea/coffee available from 6.15pm)

Contact

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1. Order of business

- 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

- 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. Minutes

- 3.1 Consultative Committee with Parents: 5 December 2013 (circulated)

4. Director's Update

- 4.1 Gillian Tee, Director of Children and Families

5. Sports and Healthy Living

- 5.1 Robin Yellowlees and Mel Coutts, Children and Families to present this item

6. Budget Update

- 6.1 Gillian Tee

7. Term Dates

- 7.1 Children and Families to present this item

8. Neighbourhood Issues

- 8.1 BT Connectivity – update from Children and Families
- 8.2 Wisepay – update from Children and Families

9. Issues Arising from Committee Reports

- 9.1 The agenda, minutes and public reports for the Education, Children and Families Committee of 4 March 2014 will be available from noon, 26 February 2014. The papers for this Committee and all the main Council committees can be viewed online by going to www.edinburgh.gov.uk/meetings

10. Neighbourhood Updates

10.1 Parent Representatives

11. Report from the National Parent Forum Representative

11.1 Tina Woolnough to present this item

12. Report from Scottish Parent Teacher Council Representative

12.1 Eileen Prior to present this item

13. Date of Next Meeting

13.1 Thursday 15 May 2014, 6.30-8.30pm

Carol Campbell

Head of Legal, Risk and Compliance

Membership

- Councillors Godzik (Convener), Aldridge, Corbett, Dixon, Fullerton, Redpath and Rust.
- 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)

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](#)

Further information

If you have any questions about the agenda or meeting arrangements, please contact Susan Weir, Committee Services, City of Edinburgh Council, , Tel 0131 529 4107, e-mail 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.

Consultative Committee with Parents

Edinburgh, 5 December 2013

Present

Councillors Godzik (Convener), Corbett, Dixon and Fullerton
Diane Anderson, Parent Representative, Leith Academy
Alison Bowyer, Parent Representative, Craigmount High School
Sally Cavers, Parent Representative, Deanpark Primary School
Crerar Christie, Parent Representative, Oxfords Primary School
Allan Crosbie, Teacher Representative
Lesley Gibson-Eaglesham, South Neighbourhood Group
Lindsay Law, North Neighbourhood Group
Ellen Muir, Pilrig Park School
Liz Power, Citywide Special Schools Group
Alex Ramage, Parent Representative, Prestonfield Primary School
Lorraine Spalding, Parent Representative, Blackhall Primary School
Tina Woolnough, National Parent Forum

Officers in Attendance

Gillian Tee, Director, Children and Families
Alistair Gaw, Head of Support to Children and Young People, Children and Families
Moyra Wilson, Senior Education Manager (Inclusion & Pupil/Parent Support)
Karen Prophet, Senior Education Manager (Quality and Curriculum), Children and Families
Rosie Wilson, Service Manager, Special Schools and Specialist Provision
Laura Nisbet, Development Officer, 'Hungry for Success', Children and Families
Grace Vickers, Quality Improvement Manager (Secondary), Children and Families
Jim Davidson, Corporate Facilities Manager, Services for Communities
Veronica Macmillan, Committee Services, Corporate Governance

1. Welcome

Councillor Godzik welcomed everyone to the meeting.

2. Minute

Decision

The minute of the meeting of the Consultative Committee with Parents of 3 October 2013 was approved as a correct record.

3. Director's Update

Gillian Tee highlighted a series of items of relevance to parents that would be considered on 10 December 2013 by the Education, Children and Families Committee. These included:-

Castlebrae Community High School – Progress Update

An update on progress towards improving outcomes for learners, parental and community engagement, and increasing the school roll would be considered by the Committee. Longer term improvements which would be required until a new school was built (currently anticipated to be in 2020) would also be outlined together with options for the new school.

Neighbourhood Issues

An issues log had been created to note the issues raised at neighbourhood meetings. The issues raised at neighbourhood meetings were being responded to and any suggestions in terms of improving the format of neighbourhood meetings should be forwarded to Gillian Tee.

Additionally, and also to be considered by the CCwP later in the business, information on the New Highers and national 4 and 5, and work undertaken to improve and boost uptake of school meals would also be considered by the Education, Children and Families Committee.

Decision

To note the information that would be provided to the Education, Children and Families Committee on 21 May 2013.

4. Educational Attainment

Karen Prophet, Senior Education Manager, Children and Families, provided information on issues relating to educational attainment. A report summarising analysis of attainment in the City of Edinburgh's schools for the year 2012-13 would be submitted to the Education, Children and Families Committee on 10 December 2013, and indicated general improvement across all National Priority Targets.

4.1 New Highers

The new Higher qualifications were scheduled to be implemented in 2014/15. The City of Edinburgh were in discussion with Head Teachers and Teacher Unions had agreed there could be additional flexibility in implementation over session 2014/15 and 2015/16. Schools would make final decisions by March 2014 after the SQA Professional Development activities had taken place. Teachers were keen to ensure that the correct materials and adequate resources were in place to achieve the best outcome for pupils.

During discussion it was agreed that providing additional flexibility in implementation was the right approach for the City of Edinburgh. The importance of ensuring that the first students to undertake the new qualifications were not disadvantaged was also stressed.

4.2 National 4 and 5

These courses had been introduced from session 2013/14 and replaced the current Standard Grade and Intermediate qualifications.

Decision

To note that a report on the implementation of the new Highers would be submitted to the Education, Children and Families Committee in March 2014.

5. School Meals

Jim Davidson, Services for Communities, spoke on the subject of school meals, currently delivered by three different catering providers. In the PPP (Public Private Partnership) contract schools these were provided by either Amey or by Chartwell. Catering to non-PPP schools was provided by the Council through the Integrated Property and Facilities Management (IPFM) service.

Discussions had been ongoing since April to canvass parents' opinions of school meals with a view to improving the end product. While representations thus far had yielded some positive feedback, it was acknowledged that work remained to be done. The comments would be used to feed into the proposals to be brought to the March 2014 meeting of the Education, Children and Families Committee.

The Food for Life Project had prompted a pilot scheme involving two or three schools, the outcome of which would be also be reported to the Education, Children and Families Committee in March 2014. A report detailing work to increase uptake of school meals was going to the meeting on Tuesday 10 December 2013.

During discussion, the following issues were raised:-

- Disparity in the quality of food offered
- portion size/control
- electronic payment for school meals
- sourcing local/organic produce.

Mr Davidson asked that if anyone had comments or ideas they wished to raise with him they could contact him by email :- jim.davidson@edinburgh.gov.uk

Decision

To note the information and that a further report on the subject of school meals would go to the Education, Children and Families Committee in March 2014.

6. Budget Update

Gillian Tee updated the Committee on the draft budget and the meetings that were taking place with the chairs of parent councils, head teachers and the wider public to gather feedback on the proposals ahead of them being finalised in February. Areas of particular debate were Additional Support Needs, Libraries, Primary management; and class size, particularly for core literacy and numeracy classes. During discussion, the following points/issues were highlighted:

- Some members expressed concern at the costs of employing Ernst and Young, but were informed that their work was across the whole Council, so not being funded by the Children and Families Department.
- Some members felt that they needed more information on aspects of the proposals and were directed to the Council's website which had much more information on the plans for Children and Young People, and the City generally - www.edinburgh.gov.uk/budget/
- The need for Council recognition of how pinched school budgets were already.
- The need to maximise income generation as well as make savings.
- Gillian Tee stated that work on energy efficiency in schools including efficiency audits was underway.

Decision

- 1) That a link to the budget page be circulated to members.
- 2) That successful ideas/suggestions for savings or income generation be reported back for inclusion in the Director's Update.

7. Issues Arising from Committee Reports

Gillian Tee described how, following an extensive survey of the school estate, the Council now had an accurate picture of what works were required to improve Edinburgh's schools. The coalition had approved a targeted capital investment programme of £30 m over the next five years for this purpose.

Decision

To note that a further report on the issue of Capital works in school would be presented in early 2014.

8. Communications

8.1 New website

The Committee had previously received a presentation on work undertaken to develop web communications for parents. At that time, it had not been decided whether the information would be presented through a free-standing parents' website, or form part of the main Council site.

Moyra Wilson, Children and Families, presented sample pages developed for the new 'parental engagement' section, to form part of the Council website. She explained that the pages would include a video to inform parents of the role of the CCwP. It was intended that the pages would be circulated round parent councils and community groups to get feedback on content and layout.

Decision

To ask that the sample web pages be circulated to parent councils and community groups as soon as possible.

(Reference – sample web pages, submitted.)

8.2 Issues Action Log

Moyra Wilson provided an update on the development of the Action Log. Issues that were raised from the Neighbourhood meetings would be entered into the action log to ensure that they were picked up by the appropriate officers and investigated.

Decision

To note the update.

9. Neighbourhood Updates

Diane Anderson reported on the discussion at the North Neighbourhood Group as follows:

- Science and Engineering Week 2014 (NSEW) - a ten-day national programme of science, technology, engineering and maths events and activities across the UK aimed at people of all ages. Anyone could organise an event or activity and the British Science Association would help organisers plan by providing free activity and support resources. Would it be possible to stage an event in Edinburgh?

Alex Ramage reported on the discussion at the South Neighbourhood Group, highlighting the following:

- Was the slowness of the rollout of Wisepay due to the size of the company? The Group had asked how the company was chosen and whether it would be able to cope with demand

Gillian Tee reported that she was meeting with the Head of IT and would report back.

Liz Power from the Citywide Special Schools Group provided an update on the financial successes experienced by special schools across the City.

Decision

To note the updates and agree to include the minutes of neighbourhood updates in papers for future meetings.

10. Preventing and Responding to Bullying and Prejudice in City of Edinburgh Council Schools

The Education, Children and Families Committee of 8 October 2013 considered a report which updated on work undertaken to reduce bullying and prejudice in Edinburgh schools, and sought approval for some changes to the Council's policy and procedures.

The Committee agreed, amongst other things, to refer the report to the Consultative Committee with Parents and Neighbourhood Parent Groups for their interest.

Decision

1) To note the report.

2) To agree to consider the issue in greater depth at the next meeting.

(References – Education, Children and Families Committee 8 October 2013 (minute item 11), report by the Head of Legal Risk and Compliance, submitted.)

11. Adjustment to the Regulations for the Appointment of the Parent Representatives to the Education, Children and Families Committee

The Council, on 24 October 2013, approved revised political management arrangements including the adjustment of the regulations for the appointment of religious, teacher and parent representatives to the Education, Children and Families Committee.

Decision

- 1) To note the adjustment to the term of appointment of the parent representative from the CCWP to the Education, Children and Families Committee.
- 2) To note that the parent representative on the Education, Children and Families Committee may appoint a substitute representative to the Committee with immediate effect.
- 3) To note that in terms of the adjusted regulations for appointment of Religious, Teacher and Parent Representatives, the new parent representative to the Education, Children and Families Committee will take up post after 31 July 2015.

(Reference - briefing note from the Education, Children and Families Committee, submitted.)

12. Report from the National Parent Forum Representative

Tina Woonough appraised Committee members of issues discussed at the National Parent Forum Annual Conference on 5 October 2013, the theme of which was 'healthy, happy children'.

She updated on the current focus group work she was personally orchestrating such as the group set up to review guidance on education of children absent from school through ill health.

Other areas of interest presently included the Supporting Children's Learning Code of Practice, specifically about those issues that were of particular significance to parents with children who had Additional Support Needs. Further involvement would follow when a draft of the document became available.

Comments and views were also being sought on assessment and general education. The group looking at this topic had met two weeks earlier with a representative from the SQA (Scottish Qualifications Authority).

The Forum was putting together more resources; a revision guide compiled of books recommended by teachers, to be given to the parents of all S3 and S4 pupils.

Decision

To note the verbal report.

13. Report from the Scottish Parent Teacher Council Representative

Unfortunately, Eileen Prior was unable to attend the meeting.

Decision

To receive an update at the next meeting.

27.02.14

Item No. 11.1

Report for CCWP and Edinburgh Parent Councils and Parents/Carers

As I am unable to attend the CCWP meeting to present my usual report on the National Parent Forum of Scotland's current activities, please see below for a brief summary:

- **Our latest E Newsletter** has been circulated through our database and via schools. Please let me know if you have not received this, or if you would like to be added to our database via npfscommunications@gmail.com. The E Newsletter can be viewed or downloaded at www.parentforumscotland.org. It contains information on issues such as exam/study leave (plus leave for prelims which is a matter for local authorities to decide), on resources to support revision for the new National Qualifications, on the 1+2 Modern Languages policy (to be rolled out in primary schools by 2020) and on assessment arrangements for the Nationals for those with additional support for learning needs.
- We have been preparing **new materials** to help parents to engage with the new National qualifications, including **Nationals in a Nutshell**, summary guides for National 1, 2, 3, 4 and 5 Qualifications, **Assessment in a Nutshell** (which explains the new assessment procedures for the Nationals) and **Pointers for Parents and Pupils**, which suggests some revision support materials. These are all available on our website (www.parentforumscotland.org). We are gathering additional revision support materials for those doing National 5 exams; these will appear under the 'For Learners' tab on our website. **If your school is suggesting some support materials that are publicly available, please do share these with me and I will post them on our website.** All S3 and S4 parents should have received an envelope of resources about the Nationals from us via your schools – **please let me know if you have not received these.**
- We still need a depute rep for Edinburgh for the National Parent Forum – please let me know if you are interested. There are termly meetings on a Saturday in either Edinburgh or Glasgow, travel expenses are paid and childcare can be arranged.
- The **Children and Young People (Scotland) Bill** recently passed its 3rd Stage in the Scottish Parliamentary process. Key features/universal entitlements within the legislation are: embedding the Getting it Right for Every Child approach in legislation (including the Named Person role), 600 hours of early years childcare and education for 3-5 year olds, enhanced powers for the Children and Young People's Commissioner and free school lunches for P1 to P3 children. There are a wide range of views about different aspects of the Bill. Our position statement (broadly supportive of the Bill) is available on our website. However, we will continue to ask parents' questions and to monitor the development of the guidance, and will respond to consultation on the guidance.
- Our next meeting is this Saturday (1 March) in Edinburgh. If you have issues that you would like me to raise on your behalf, or views that you would like me to share, please email me ASAP. We are looking at cyber-bullying, assessment in the broad general education, modern languages, early years, Getting it Right for Every Child, relationships/sexual health with our reps who represent us on national working groups.

Tina Woolnough, Edinburgh rep, National Parent Forum of Scotland

Email: npfscommunications@gmail.com

REPORT FROM SCOTTISH PARENT TEACHER COUNCIL

1. Gathered Together - Cruinn Còmhla: There was a successful parliamentary event with Alasdair Allan MSP on 16 January. Work is underway in pilot areas (Aberdeenshire, Aberdeen City, Fife, Falkirk, Clackmannanshire, Stirling and Glasgow). The next steering group meeting takes place in March. A special issue of Backchat went to all SPTC members, with those in the pilot local authority areas also receiving more detailed information on the project.
2. SPTC Staff: We have a new Communications Officer, Lydia House, and a new Administration Officer, Mary Stark.
3. Consultations: We are planning to respond to current consultations on changes to Section 70 appeals and Accessibility Strategies.
4. Conference and AGM 2014: The 2014 conference will take place on 22 March at the Edinburgh Training and Conference Venue. Gillian Tee (Edinburgh City Council) and Howard Lipscombe (University of Strathclyde) are confirmed speakers and there will be a range of parent-led workshops on a range of topics. Booking information has been sent to all members and is available on the website. Members are also being asked to nominate parent and teacher directors to the Board and to vote on proposed amendments to SPTC's constitution.
5. Regional Advisors: Our programme of information and training sessions for parent groups is well underway (information attached).
6. Easyfundraising: SPTC has launched a partnership with Easyfundraising, which will enable member groups to raise funds through on-line purchases. Any parent or supporter of the PTA or PC can sign up, with a % of any purchase price being contributed to the group. This will also help raise funds for SPTC as an additional 20% will go to support SPTC's work.
7. Facebook and Website: SPTC's presence on Facebook is now up and running. We are also pressing ahead with a number of further refinements to the website, including a specific area for Gathered Together.
8. Referendum: We are drafting guidance for Parent Councils on what part they can play in how this issue is dealt with in schools.
9. Parents Voice: We are planning a survey on the question of religious observance.
10. New Leaflets: We have added new leaflets to the range available: a Template for Minutes and Guidelines for Committee Members.

Eileen Prior

21 February 2014

Information and Training events scheduled for Edinburgh members to date:

Parent Council Essentials
Monday 3 March
St Thomas of Aquins RC High School
Chalmers Street, EH3 9NH

Focus on Communications
Wednesday 2 April
Drummond Community High School
41 Bellevue Place, EH7 4BS

Organising Social and Fundraising Events
Monday 26 May
Leith Academy
20 Academy Park, EH6 8JQ

Protection of Vulnerable Groups (PVG) Legislation for Parent Councils
Tuesday 10 June
Boroughmuir High School
Viewforth, EH10 4LR

Parent Council Essentials – the next steps
Wednesday 10 September
Broughton High School
29 East Fettes Avenue, EH4 1EG

ALL SESSIONS RUN FROM 6.30pm to 8.30pm