

	deciding how to manage ordering from menus and pre-ordering. Some schools will need to introduce rotas for dinners, others require more tables. A company has been appointed through procurement who will visit schools to facilitate ordering and on target to be delivered before 6 th Jan.	
5.	<p>Better Relationships, Better Behaviour, Better Learning</p> <p>This is a strategy which is city based and based on National Policy. A draft policy and procedure was drawn up September 2013 and feedback was given by headteachers this September. MW sent out information to parents and feedback should be sent by mid/end December. It is based on good relationships and restorative approaches which should mean better behaviour. Staff have had training – there is an expert at Gorgie Mills for special schools requiring help.</p>	<p>Parental replies to MW by end Dec</p>
6.	<p>Severe Weather</p> <p>Parents were reassured that there is a Severe Weather policy in place after 2010 winter. This is activated every year in preparation for severe weather. Head Teachers have been sent out relevant information to help them risk assess their schools. There is enough grit around the city, one of the major issues in 2010 was turning circles at schools which were not gritted, this has now been built into the plan and priority will be for special schools. Council policy is to keep schools open where possible but parents will be kept updated through texts/twitter/radio/council website. Due to mild winters this has not been tested! The Council also has plans in place for 'norovirus' and schools will be closed if Public Health advise. Lesson learned from an outbreak at Pilrig Park when it was reported that 67 had the 'norovirus' this did not seem a huge number but in relation to school roll this was significant. Clarified that children should not return to school until 48 hours after last bout. It was suggested that this should be put out to parents for their information as it is policy.</p>	<p>Schools to advise parents of recommendations from public health to remain at home for 48 hours</p>
7.	<p>Review of Nursery Nurse and Support Staff</p> <p>RW gave some background: special schools looked at budgets four years ago in relation to the needs of each school. Two years a review was undertaken which included all management roles within special schools, Head Teacher, Deputy Head and Principal Teachers. This has been of great benefit. The final part of the review is to look at support staff: there are eleven special schools who have different support staff (escorts, Nursery Nurses, PSA, behaviour support, group workers and project workers), some of these posts are historic and job descriptions need updated.</p> <p>Early Years reviewed their Nursery Nurse role and these were renamed to Early Years Practitioner and Early Years and Senior Early Years officer roles were created.</p> <p>There are very few Nursery Nurse posts left around the country.</p>	

	<p>The review will look at the different hours, sessional/non sessional nature of posts, roles at the different grades, job descriptions, etc</p> <p>At the last review of Learning Assistants two posts were created PSA and school support this brought with it a new framework for staff, in special schools PSA's are paid at a grade above mainstream schools. The review was launched in October, A Gaw is the project chair and G Tee is taking an interest in the process. Working groups have begun with Nursery Nurses. Keen to have parents involved in the process, decided best way forward is to have parent's feedback through Parent Council and HT and have this as an agenda item on each meeting.</p>	<p>Review of NN and support staff to be an agenda item</p>
AOCB	<ul style="list-style-type: none"> • St Crispins – Wave 3 is in hand • Transport debate – route changes then mixing children on transport that may not get on • Pilrig Park – homework initiative is being well received. Children get a folder to bring home and can choose 3 topics i.e. opening a bank a/c, scanning, arithmetic, literacy at different levels to suit children. Requested that this be shown at HT meeting and will share best practice in Jan at CAT session. • 6th year – not traditionally been a sixth year in some schools, although there are a lot of providers and onward destinations which are better suited to the learner. Pilrig Park are having an event on 23rd Feb (10-12) to provide learners with information about courses and onward destinations – all welcome. 	<p>RW to take forward</p> <p>Ellen Muir to share with other HT's</p> <p>Ellen Muir to e mail confirming date and inviting all other schools/learners to attend</p>
Next Meeting	Tuesday 3rd February Pilrig Park School 6.30pm-8.30pm	