

Agenda

Consultative Committee with Parents

6.30–8.30pm Thursday 25 February 2016

Main Council Chamber, City Chambers, High Street, Edinburgh

Contacts

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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 In terms of Section 5.4 of the Councillors' Code of Conduct, Councillors are required to 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 Note of Previous Meeting

- 3.1 Consultative Committee with Parents of 1 October 2015 (circulated)

4 Interim Executive Director's Update

- 4.1 Report to Parent Council Neighbourhood Groups November 2015 (circulated)

5 Presentations/Reports

- 5.1 Communities and Families Capital Investment Programme – presentation by Billy MacIntyre, Head of Operational Support, Communities and Families
- 5.2 National Improvement Framework – presentation by Janice MacInnes, Quality Improvement Manager, Communities and Families

6 Education, Children and Families Committee Reports

- 6.1 The agenda, minutes and reports for the Education, Children and Families Committee of 1 March 2016 will be available by the afternoon of Wednesday 24 February 2016. The papers for this Committee and all the main Council committees can be viewed online by going to www.edinburgh.gov.uk/meetings

- [Review of Positive Action Funding in Primary Schools](#)
- [Strategic Management of School Places: P1 and S1 Intakes for August 2016](#)
- [Primary School Estate Rising Rolls](#)
- [Scottish Attainment Challenge](#)
- [Vision for Schools](#)

- 6.2 Electronic Payments Update

7 Neighbourhood Representatives – Key Issues

The Convener will invite parents to raise any issues or additional information not already included in the minutes of the Neighbourhood Groups.

- 7.1 South West Locality Group Minute 27 January 2016 (circulated)
- 7.2 North East Locality Group Minute 3 February 2016 (circulated)

- 7.3 South East Locality Group Minute 8 February 2016 (circulated)
- 7.4 North West Locality Group Minute 9 February 2016 (circulated)
- 7.5 Citywide Special Schools Group Minute 23 February 2016 (to follow)

8 Report from National Parent Forum Representative

- 8.1 Verbal report by National Parent Forum Scotland

9 Report from Scottish Parent Teacher Council Representative

- 9.1 Report by Scottish Parent Teacher Council (circulated)

10 Date of Next Meeting

Thursday 19 May 2016 (6.30-8.30pm)

Kirsty-Louise Campbell

Interim Head of Strategy and Insight

Membership

Members appointed by the Education, Children and Families Committee

Councillors Godzik (Convener), Aldridge, Corbett, Fullerton, Lunn, Redpath and Rust; Allan Crosbie, teacher representative from the Education, Children and Families Committee

Parent and outside agency representatives

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

Lead officers

Alistair Gaw, Acting Executive Director of Communities and Families
Andy Gray, Head of Schools and Lifelong Learning, Communities and Families
Billy MacIntyre, Head of Operational Support, Communities and Families
Moyra Wilson, Senior Education Manager, Communities and Families

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 Ross Murray, Committee Services, Strategy and Insight, City of Edinburgh Council, Business Centre 2:1, Waverley Court, East Market Street, Edinburgh, Tel 0131 469 3870, email ross.murray@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/meetings .

Note of meeting

Item 3.1

Consultative Committee with Parents

6:30pm Thursday 1 October 2015, City Chambers, High Street, Edinburgh

Present:

Elected Members

Councillors Godzik (Convener) and Fullerton.

Neighbourhood Groups - Parent Representatives

Alison Bowyer, West Neighbourhood Group
Stephen Harrold, South Neighbourhood Group
Alison Nicolson, Citywide Special Schools Group
Gareth Oakley, West Neighbourhood Group
Liz Power, Citywide Special Schools Group
Alexander Ramage, South Neighbourhood Group
Lynne Watson, South West Neighbourhood Group

Scottish Parent Teacher Council

Eileen Prior

Officers in Attendance

Gillian Tee, Executive Director of Communities and Families
Alistair Gaw, Head of Support to Children & Young People, Communities and Families
Andy Gray, Head of Schools & Lifelong Learning, Communities and Families
Moyra Wilson, Senior Education Manager, Children and Families
Linda Lees, Arts and Learning Manager, Communities and Families
Ruth Hendery, Service Manager, Special Schools & Specialist Provision
Maria Lloyd, DA to Convener of Education, Children and Families Committee
Lesley Birrell, Team Leader, Corporate Governance
Ross Murray, Assistant Committee Clerk, Corporate Governance

Apologies

Councillors Corbett, Dixon and Redpath; Allan Crosbie and Willie French.

1. Welcome and Introduction

1.1 Barbara Schuler – National Parent Forum

Councillor Godzik welcomed everyone to the meeting. He paid tribute to Lindsay Law for her valuable input as parent representative on both the CCWP and the Education, Children and Families Committee for the past three years. Alex Ramage was welcomed as the new parent representative. Barbara Schuler was also welcomed to her first meeting of the CCWP as the new National Parent Forum representative.

2. Minute

Decision

The Note of Meeting of the Consultative Committee with Parents of 14 May 2015 was approved as a correct record.

3. Executive Director's Update

3.1 Parent Council Neighbourhood Groups

A report had been circulated to Parent Council Neighbourhood Groups providing an update for parents/carers in relation to Children's Services in Edinburgh. The report included feedback from the Neighbourhood Parent Groups and a progress update on matters arising. The Executive Director of Communities and Families highlighted the following key areas.

3.2 Exam Update

The Executive Director commented on the positive exam results across the school estate. A particular strength was the percentage increase in attainment across all measures and in particular S5 and S6 pupils where strong levels of attainment had either been maintained or improved.

3.3 Positive Destinations for School Leavers

This year's sustained positive destinations had increased again. Figures published by the Scottish Government showed that the success rate of school leavers in Edinburgh achieving and sustaining a positive destination were at the highest rate ever.

3.4 Children and Families Awards

The Executive Director advised there were over 50 entries for the Children and Families achievement awards. The ceremony would be held at the Assembly Rooms on 28 September 2015.

Decision

To note the update report by the Executive Director of Communities and Families.

(Reference – report dated September 2015 by the Executive Director of Communities and Families, submitted)

4. Budget Engagement

Councillor Godzik proposed that the meeting of the CCWP scheduled for 3 December 2015 be changed to 24 November 2015 to enable discussions to take place with parent councils on the Council's budget proposals. The Convener and Vice-Convener of the Finance and Resources Committee would be invited to attend.

Decision

To agree that the meeting of the CCWP previously arranged for 3 December 2015 be re-scheduled to be held on Tuesday 24 November 2015 at 6.30pm in the City Chambers.

5. Music, Arts and Learning - Presentation

Linda Lees, Arts and Learning Manager gave a presentation on the music, arts and learning service provided by her team. Key outcomes aligned to Scotland's Creative Learning Plan included developing the young workforce, raising attainment and achievement and closing the gap.

Linda highlighted the early years resource developed with Youth Music Initiative funding which used music, song and rhythm to support teaching literacy, maths and numeracy, health and wellbeing and creativity.

Information was also given about the [Instrumental Music Service](#) which provided pupils with instrumental lessons in school, use of instruments, access to school and local authority bands, orchestras and ensembles.

Decision

- 1) To note the information presented.
- 2) To thank Linda Lees for her presentation.

(Reference – presentation, submitted)

6. Placing in Schools Update

Moyra Wilson advised that a proposal to set up a Short Life Working Group to review both the school admissions and appeals processes would be considered at the meeting of the Education, Children and Families Committee on 6 October 2015.

Decision

To note the update.

7. Committee Reports – Education, Children and Families Committee – 6 October 2015

The Executive Director highlighted the following reports being presented to the Education Children and Families Committee on 6 October 2015.

7.1 Numeracy Strategy

The report set out progress with priorities in numeracy and mathematics in 2014/15 with the aim of raising attainment in both areas going forward.

7.2 Modern Foreign Languages

This report provided an overview of the first two years of the implementation of the 1 + 2 Languages Programme in Council primary and secondary schools. The approaches taken in developing the Council's 1 + 2 Languages Strategy, the progress made in implementing the recommendations and areas of key strengths and challenges were highlighted.

7.3 Breakfast Club Review

An update was provided on the current provision of Breakfast Clubs delivered in schools across the city. Children from 55 of the Council's 88 primary schools currently had access to a Breakfast Club and the aim was to have a breakfast club in every school.

7.4 Child Poverty

Just over 21% of children in Edinburgh lived in poverty and this was forecast to increase significantly by 2020. A series of actions implemented by Children and Families, in partnership with a range of service areas and providers, to mitigate the impact of poverty on outcomes for children was detailed.

7.5 School Energy

An overview of the 2014/15 energy use across the Council's school estate was provided, including an update on energy/carbon reduction projects.

Consumption levels across the school estate was largely stable, however, ongoing projects had the potential to deliver significant energy and carbon reductions.

Decision

- 1) To note the information provided on the reports being presented to the Education, Children and Families Committee on 6 October 2015.
- 2) To invite Peter Watton, the Council's Interim Head of Property to attend a future meeting of the CCWP to give an update on energy/carbon reduction projects.

(Reference – [Education, Children and Families Committee – 6 October 2015](#))

8. New Localities Provision for Parent Groups - Proposal

The Council was now moving towards a locality based structure as part of its Transformation Programme. Schools had been aligned to the new locality structure since the start of session 2015/16.

Moyra Wilson advised that the five Neighbourhood Groups had discussed the proposal to realign each group into four locality groups with effect from January 2016.

Decision

- 1) To agree that the five neighbourhood groups would align with school communities into the four locality groups from January 2016.
- 2) To agree that the City Wide Special Schools Group would remain as at present.

- 3) To agree that the number of parent representatives at CCWP would remain as 12.
- 4) To agree that the two largest localities (North West and South East) would each gain one new parent representative.
- 5) To note the new structure for locality parent groups:

North West	3 parent representatives
South East	3 parent representatives
North East	2 parent representatives
South West	2 parent representatives
City Wide Special Schools	2 parent representatives
- 6) To agree that the new locality parent groups would be reviewed during session 2016/17 to determine how they had embedded and whether further changes were required.

(Reference – report by the Executive Director of Communities and Families, submitted)

9. Neighbourhood Issues

Minutes of the most recent meetings of the Parent Neighbourhood Groups had been circulated. The Convener invited parents to raise any issues or additional information not already included in the minutes.

Decision

- 1) To note the issues raised in the minutes of the school neighbourhood group meetings.
- 2) In response to a question about the process around school catchment boundary reviews it was noted that the point of contact would be Billy McIntyre as Head of Resources.

(Reference – minutes of Parent Neighbourhood Group meetings, submitted)

10. Report from National Parent Forum Scotland

Barbara Schuler advised that the National Parent Forum Scotland Annual Conference had been arranged to be held on 14 November 2015 in Glasgow. The keynote speaker was Angela Constance MSP.

Decision

To note the update.

11. Report from Scottish Parent Teacher Council (SPTC)

Eileen Prior provided an update on the latest issues from the Scottish Parent Teacher Council.

The following areas were highlighted:

- Member support – online surgeries were being trialled
- Partnership schools
- Recruitment of finance/admin officer

- Insurance
- AGM/Annual Lecture – March 2016
- Scottish Government National Improvement Framework

Decision

- 1) To note the update from the SPTC.
- 2) To agree that the SPTC be invited to give a presentation to a future meeting of the CCWP on the Partnership Schools programme.
- 4) To note that feedback on any of the issues in the report could be made to sptc@sptc.info .

(Reference – report by the Scottish Parent Teacher Council September 2015, submitted)

11. Dates of Future Meetings

Decision

To note dates for future meetings of the Consultative Committee as follows:

- Budget Engagement Meeting – Tuesday 24 November 2015
- Thursday 25 February 2016 (6.30-8.30pm)
- Thursday 19 May 2016 (6.30-8.30pm)

South West Locality Meeting

Wednesday 27 January 2016

Tynecastle High School 6.30pm to 8.30pm

Chair: Maria Plant, Inclusion Officer

Minutes: Liz Leslie, Boroughmuir High School

Present:

Marion Milne, PC Rep Balerno/ Balerno Community Council
 Emma Anderson, PC Rep, Pentland Primary School
 Sheila Matthews, PC Rep, Pentland Primary School
 Sue Bellis, PC Rep, Oxfangs Primary School
 Hazel Kinnear, HT, Tynecastle High School
 Matthew Fleming, PC Rep, Balgreen Primary School
 Eleanor Mitchell, Co-Chair, Currie Community High School
 Sue McKendrick, PC Chair, Tynecastle High School
 Sally Houston, HT, Currie Primary School

Apologies:

Anna Hazel, HT, Nether Currie Primary School
 James Nicol, PC Chair, Nether Currie Primary School
 Jackie Smith, PC Chair, Wester Hailes Community High School
 Lindsay Blakemore, PC Chair, Bonaly Primary School

1.	Maria welcomed everyone to the meeting which is the first one as a locality. Maria advised that she would be sharing the chair of these meetings with Moyra Wilson, Senior Education Manager. Apologies were noted as above.	Action
2.	<p>Minutes of Previous Meeting and Matters Arising</p> <p>Page 1 – Sheila Matthews asked for her designation to be changed from PC Chair to PC Rep.</p> <p>Page 2 – Paragraph 6, last point – amend to read “Pentland PS – pupils from the pupil council are now asked to come along to the parent council meetings”.</p> <p>Page 2 – CCwP – Maria advised that they would need a primary and secondary rep from this locality to attend CCwP.</p> <p>Page 2 – Point 7 - Issues – Crawford McGhie attended a meeting arranged by the cluster HTs and parent councils. They discussed catchment boundaries relating to Newmills which would affect Dean Park PS and at the possible redrawing of lines around Nether Currie/Currie. More information is still to come out about developments in this area and another meeting will be arranged when this has been received.</p> <p>Page 2 – AOB – Point 3 – the Parental Award was discussed but not taken forward.</p>	<p>LL to update minutes</p> <p>Names to MW asap</p> <p>MW to ask CM for feedback following meeting</p>
3.	<p>Directors Report – Maria highlighted some of key points as follows:-</p> <ul style="list-style-type: none"> • Budget update – a record level of responses was received during the budget consultation process. Maria advised that all the papers on the final budget decisions and the impact on services were on the council website and an abridged version will be sent out to all Edinburgh citizens. • Short-Life Working Group: Admissions and Appeals – a rigorous review of the process has been undertaken. An updated Admissions policy and procedure will be available on the website from 1 March. Grants, Awards and Placements are currently processing the out of catchment requests. Numbers are similar to last year. The appeals 	

panels are still looking for volunteers. PC chairs to ask parent body to get in touch with Moyra Wilson or Maria Plant if they are interested.

- Rising Rolls – Currie and Nether Currie PS have seen a large rise in the number of P7s this year. The increase will have an impact on secondary schools. There is currently capacity in Currie, Balerno and Tynecastle High Schools and they are looking to extending capacity in Firrhill HS. There is more of a trend for pupils to stay on at school past S4 or to stay on and mix school and college courses. There was a discussion on career advice and development in school. Modern apprenticeships are sent out to schools and careers advisors. Schools are developing partnerships with businesses resulting in business expertise and sponsorship coming in to school and work experience becoming available.
- Additional Support Needs: Update 2015 – large increase in the number of children with additional support needs. The aim is to get additional support in mainstream schools to support children's needs under GIRFEC.
- Annual Review of Services for Looked After Children – currently there are 95 children across the city (one third of Looked After Children) with attendance problems which is a manageable number. Educational Welfare Officers are there to support schools. This locality is very good at tracking and monitoring attendance and working in partnership with other agencies.
- Third party grants – in answer to a query about this, Maria advised that third party grants are sums of money given by the council to outside agencies to carry out work/projects with Children and Families.
- Corporate Parenting Member/Officer Working Group – looking at ways to improve the attendance and attainment of looked after children
- Sub Committee on Standards – Tynecastle nursery is mentioned following an exemplary report. It is a fantastic building with great facilities. The children have a superb outdoor learning area.
- Positive destinations – Tynecastle HS is at around 91.8%. The data is collected over a two week period by phone and strategies are put in place to help leavers with a negative destination. Structured gap years and volunteering with a recognised organisation counts as positive. It was noted that it felt incorrect that being pregnant was recorded as a negative destination. There was a general discussion around careers advice and development in schools. Skills Development Scotland have the World of Work programme and Skills for Life is introduced from nursery onwards. Currie PS P7's are working on STEM projects with Heriot-Watt University. Some parents felt that careers advice didn't work for everyone and that more support is needed for pupils who don't know what they want to do and that schools need to engage more with parents to inform them of what is available. There has been a huge move away from the expectation of a job for life and schools are endeavouring to provide pupils with transferable skills.
- Edinburgh Confucius Classroom voted best in the world – the Confucius Hub is based at Leith Academy. Recently the Head Teacher and QIO were invited to China to receive an award. They had an amazing experience.
- Health and Wellbeing Team – Patti Santelices and her team have run many train the trainer courses for the parenting programmes that are being rolled out across schools. These courses are now well established in both primary and secondary schools.

4.	<p><u>Issues</u></p> <ul style="list-style-type: none"> • Pentland PS – Impact on P4 on swimming provision. 3 sessions have been missed already due to no teachers available. Is this a problem in general or just with Pentland? Maria will contact Robin Yellowlees about this and email Sheila. 	MP to contact RY and advise outcome
6.	<p><u>Sharing Good Practice</u></p> <ul style="list-style-type: none"> • Currie CHS – 50th anniversary is on 9th February and looking for ideas. Suggestions – get any old/archived documents from school or former pupils, send out Facebook message to contact people and put information on local schools and community council websites, hold an open day, have a lessons from 50 years ago day. 	
8.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Positive destinations – are there any cross city careers fairs available? Yes, one is held at the Corn Exchange and one at Ingliston. Maria will get the details and send on. Clusters also arrange events and some parent councils arrange careers fairs. Currie PS encourages parents to come into school and talk about or use their skills and to engage in the process of developing the curriculum • Issues with Computing courses – not technical enough and no programming or hardware input. Specialist skills are missing. Maria advised parents to take this up with their Head Teacher in the first instance. 	<p>MP to contact Joyce Rochford or Monica Hoenigmann for information and send out.</p> <p>PC reps to speak to HTs</p>
	Next Meeting - Wednesday 11 th May at Firrhill High School	

North East Locality Group Meeting

Wednesday 3rd February 2016

Leith Academy 6.30pm to 8.30pm

Chair: Moyra Wilson, Senior Education Manager

Minutes: Liz Leslie, Boroughmuir High School

Present:

Lorraine Legrix, HT, Holy Rood High School
 Kevin Brack, HT, Brunstane Primary School
 Gordon Kaye, PC Chair, Royal High Primary School
 Norma Prentice, HT, Castlebrae Community High School
 Anna Bowman, PC Chair, Leith Academy
 David Sterratt, PC Chair, Drummond Community High School
 Tracey Reynolds, PC Chair, Craigentenny Primary School
 Liz Creelie, PC Chair, Parsons Green Primary School

Apologies:

Jen Shepherd, Leith Primary School Parent Council
 Ian Johnston, Duddingston Primary School
 Willie French, Royal High Primary School

1.	<p>Welcome/Apologies: Moyra welcomed everyone to the first meeting as the North East Locality and apologies were noted as above.</p>	Action	c
2.	<p><u>Minutes of Previous Meeting and Matters Arising</u> There were two sets of minutes to review as the new locality was formed from two previous neighbourhood groups.</p> <p>East Neighbourhood Minutes: Minutes were agreed with no amendments</p> <p>North Neighbourhood Minutes:</p> <ul style="list-style-type: none"> - Page 1 – a number of names were received to sit on the appeals panels from parent councils and open day. These names will now go through a interviewing process. - Page 1 – feedback on the question of schools asking for money from pupils for practical subjects. Departments are given a basic per capita budget for core resources for the curriculum. If there are departments that need extra funds to do more creative or imaginative curricular work, they can ask for a pupil contribution. This has to be done sensitively with respect to ability to pay and pupils will not be penalised for non-payment. The departments that are affected are usually the practical subjects such as HE, CDT and Art. In Drummond CHS it was felt that quality had been compromised by non-payment. A local councillor has been involved and a test case was discussed but the parent council have decided to focus on fundraising instead of lobbying. Norma Prentice advised that money (£30) is available to schools from the British Beef Council. - Page 2 – the parental engagement consultation on the budget took place at the City Chambers. The budget for the next year was approved at the end of January. All related papers are available on the council website. - Page 3 – Moyra spoke to Active Schools. Re the issues at Leith Academy, Anna Bowman is to email the details to Moyra Wilson. Moyra also had information on the question of Flora Stevenson PS using Broughton HS for after school clubs. She will contact Lindsay Law 	<p>AB to email specific issues to MW. MW to contact</p>	

	directly.	LL.	
3.	<p><u>Directors Report</u></p> <ul style="list-style-type: none"> • The report has been prepared by Alistair Gaw who is now Acting director following the retiral of Gillian Tee. • The Education, Children and Families Committee met in December and the report highlights the following: - • Short life Working Group: Admissions and Appeals. An updated Admissions Policy and Procedure will be available on the website. The policy reiterates that pupils must be resident in catchment for a place to be awarded. Having a sibling in school does not guarantee a place. In RC schools, priority will be given to catchment baptised Roman Catholics. There will still be reserved places for incoming catchment places. • Reserved Places – petition to reverse the decision on reserved places was not agreed. • Rising School Rolls -Billy McIntyre provided reports to the committee. Primary school rolls are continuing to rise. Secondary schools will see rises from 2017. Consultations have taken place with schools about accommodation issues. Parent councils should also access information on the Local Development Plans for their locality. All committee papers and rising rolls papers are available online. • Asset Management Plan – meeting taking place tonight about the gym hall at Leith PS. There will be a further asset management report available in May. • Additional Support Needs – strategy is to strengthen support for pupils in mainstream schools • Looked after and accommodated children – excellent work moving forward in this area. Work focussing on attainment and attendance of LAC pupils. • There will be an extra ordinary Education, Children and Families committee meeting on 11 February on 3rd party grants. A link to the report will be available. • Tynecastle nursery school got an excellent report. • Positive destinations – excellent figures. Looking at sustainable destinations. Skills Development Scotland work very well in partnership with schools on positive destinations. • Congratulations to Leith Academy on the success of the Confucius Hub. • St Crispin’s after school club was mentioned following a very successful unannounced inspection. • Moyra explained that the Leaders Award was for the service provided by the Family Group Decision Making service for their solution focussed work with wider family groups. • A number of schools and groups were noted for their success in a range of awards. • Relaxed Pantomime – this was a fantastic annual event for pupils in special schools • Overall a very positive report 		
4.	<p><u>Placement FAQ’s</u></p> <ul style="list-style-type: none"> • These have been sent out to parent council chairs • They are predominantly for primary schools • Moyra asked that the information be shared by parent chairs with all parents • Head teachers will share placement information with PC chairs • Pupils must be living in catchment by end of February for a 	PC chairs to distribute information	

	<p>guaranteed place</p> <ul style="list-style-type: none"> • Policy will be strictly adhered to. • ASL needs are covered in all schools. Not all schools are readily adapted. Needs would be flagged up by early years' staff. • There is a statutory deadline for decisions on placing requests to be made by the end of April. 		
5.	<p><u>Issues</u></p> <ul style="list-style-type: none"> • Craigentenny PS – would like to know if the budget proposal to make pupils pay for music tuition will apply to those pupils who are studying certificated courses. Moyra will ask Linda Lees for clarification and get back to Tracey. 	MW to clarify with Linda Lees and email TR	
6.	<p><u>Good Practice</u></p> <ul style="list-style-type: none"> • David Sherratt from Drummond attended SPTC event on Including All Parents. It was very good. Parsons Green are going to hold Essentials 1 event. Moyra can circulate details if numbers are required. • Abbeyhill PS had the idea to hold very short PC meetings at 8.30am when kids are at the breakfast club. They discuss one topic at each meeting. • Parsons Green have started having morning meetings following an evening parent council meeting for parents who can't attend an evening event. • Moyra can circulate SPTC training information to parent councils but everyone should be on their mailing list. • Alison Bowyer, Craigmount HS is the new national parent forum rep. • Royal High PS – television appearances for the school choir, P3 performing To A Mouse and sports day. • Drummond pupils have a contemporary art exhibition at the National Portrait Gallery • A discussion took place about the benefits of a school twitter feed. Good way of getting information to parents. • Online payments – should be available from August 	MW to circulate SPTC event information	
13.	<p><u>AOCB</u> No other business</p>		
	<p><u>Next Meeting</u> Monday 16th May Portobello High School</p>		

South East Locality Group Meeting
St Thomas of Aquins RC High School
Monday 08 February 2016

Chair: Moyra Wilson, Senior Education Manager

Minutes: Liz Leslie, Boroughmuir High School

Attendees:

Amanda Bissett, Parent Council Rep, Gilmerton PS
 Fiona McNeill, Parent Council Rep, Taobh na Pairce
 Brenda Ann Cochrane, PC Rep, St Thomas of Aquins RC HS
 Cath Downie, PC Rep, James Gillespie's HS
 Craig Hilton, PC Chair, South Morningside PS
 Bryan Heaney, PC Chair, St Peter's PS
 Damien Hayes, PC Chair, James Gillespie's PS
 Stephen Harrold, PC Chair, Gracemount HS
 Kristel Torokoff, PC Rep, Sciennes PS

Apologies:

Alex Ramage, PC Rep, Prestonfield PS/Parent Rep Education, Children and Families Committee
 Austin Flynn, PC Rep, St Thomas of Aquins RC HS
 Jacqui Whymark, PC Chair, Boroughmuir High School

1.	<u>Welcome and Apologies:</u>	Action
2.	<u>Minutes of Previous Meeting/Matters Arising</u> Page 1 Online payments – due to be rolled out in August 2016 Page 2 School Streets – no further update Page 3 Playgrounds - for information about playground development in both PPI and non PPI schools parent councils should contact Margaret Westwood on Margaret.westwood@edinburgh.gov.uk Page 3 Outlook appointments – not progressing at the moment. MW will ask Angie Arthur to send out the link for school holidays to download on iPhones	AA to send out link
3.	<u>Directors Report</u> The report has been prepared by Alistair Gaw who is now Acting director following the retiral of Gillian Tee. The budget consultation was completed and was presented to the full council on 21 st January. The decisions and all the papers are online. The Education, Children and Families Committee met in December and thirteen reports were put forward as follows: - <ul style="list-style-type: none"> • Short life Working Group: Admissions and Appeals. The group has prepared a revised admissions policy to go to the next meeting. The policy reiterates that pupils must be resident in catchment for a place to be awarded. Having a sibling in school does not guarantee a place. In RC schools, priority will be given to catchment baptised Roman Catholics. There will still be reserved places for families moving into catchment when available. Progress report to go to March committee. • Reserved Places – petition to reverse the decision on reserved places was not agreed. 	

	<ul style="list-style-type: none"> • Rising School Rolls - Billy McIntyre provided reports to the committee. Primary school rolls are continuing to rise. Secondary schools will see rises from 2017. Consultations have taken place with schools about accommodation issues. Parent councils should also access information on the Local Development Plans for their locality. All committee papers and rising rolls papers are available online. • Asset Management Plan – ongoing review of assets. Further LDP papers looking at 2017 onwards will be put forward to committee between March and May. Stephen and Amanda advised that the LDP2 meeting with Crawford McGhie has still not taken place. MW to contact him again. • Additional Support Needs – strategy is to strengthen support for pupils in mainstream schools. Priorities for future development have been approved. • Looked after and accommodated children – excellent work moving forward in this area. Work focussing on attainment and attendance of LAC pupils. • There will be an extra ordinary Education, Children and Families committee meeting on 11 February on 3rd party grants. Organisations bid to the council for grants to work with them. There are less grants available. A link to the report will be available. • Corporate parenting – there was an update on actions to improve attainment and attendance for looked after children as well housing and community benefits for these children. • Tynecastle nursery school got an excellent report. The facilities at this nursery are fantastic. • Positive destinations – excellent figures. Looking at sustainable destinations. Skills Development Scotland work very well in partnership with schools on positive destinations. • Congratulations to Leith Academy on the success of the Confucius Hub. • St Crispin’s after school club was mentioned following a very successful unannounced inspection. • Moyra explained that the Leaders Award was for the service provided by the Family Group Decision Making service for their solution focussed work with wider family groups. • A number of schools and groups were noted for their success in a range of awards. • Relaxed Pantomime – this was a fantastic annual event for pupils in special schools • Overall a very positive report with lots going on across the department. Schools should remember to update information on events and successes on the Bright Futures blog. 	<p>PC Chairs to advise parents of any updates</p> <p>MW to contact CMcG</p> <p>Schools/PC’s to update blog</p>
4	<p><u>Placement FAQs</u></p> <p>MW has sent this document to all parent council chairs, elected members and it is available on the website. Chairs are asked to share this information with the wider parent community. Schools should note that reserved places for families moving into a catchment area will stay, 1 per class in primary (2 in team teaching situations) and 1 per stage in secondary. No account will be taken of current nursery/childcare provision or siblings in school already in placement decisions. Very few out of catchment places will be available. Parents are encouraged to attend the open days at their local catchment school in November.</p> <p>Stephen Harrold advised that he had applied to sit on the appeals panel. Names can still be taken to join the appeals panels.</p>	<p>PC Chairs to share information</p> <p>Names to MW for appeals panel.</p>
5	<p><u>Issues</u></p>	

	<ul style="list-style-type: none"> Gilmerton PS – 254 of the 440 pupils are housed in unsecure buildings. The buzzer entry system and the main door are not working. The alarm can't be activated. They were told that there would be a 2 – 3 week turnaround to address these issues. The local councillor and the head teacher have emailed to try and move these issues forward as it is not acceptable especially in the current climate. MW will send an email to Billy McIntyre and Peter Watten to make them aware of this issue. Taobh na Pairce - ongoing staffing issues. The parent council are working with the school to look at ways of attracting and retaining staff. Would like to have the policy of allowing teachers to leave school during term time revisited. This has been raised before and it would involve a national renegotiation of teacher's contracts with all the teaching unions. There is a recruitment drive ongoing but it is appreciated that Taobh na Pairce is more difficult to recruit for as it needs Gaelic speaking teachers. There has been a change in the numbers of teachers staying on in the profession and the supply list diminished when the two tier level of pay was introduced. St Thomas Of Aquins RC HS – the parent council are trying to support the school and the senior management team in light of some recent negative feedback. Some difficulties had been encountered at recent meetings. There was a letter went out from Waverley Court to parents which was helpful. There was good feedback from the other parent council chairs about managing meetings, having a code of conduct for meetings, specific time slots for discussions on topics, a review of the constitution and finding positive things to focus on or run supportive engagement sessions. MW will speak to the team at HQ who are working with the school and ask them to take this forward. St Peter's RC PS – Is there any policy on parent volunteers requiring PVG. Yes, they all do. Free training is available on this from SPTA and the PVG is free to volunteers. (Not free for students.). No-one should be working in a school without a PVG. Sciennes PS – the parent council runs many after school clubs and would like the use of classrooms. The HT can agree school lets up until 6pm and then the applications have to go through school lets. Teachers do not have to give up their classrooms after school as it is their working space. Could look at using public libraries or church halls. South Morningside PS – when planning for their summer fair, they were asked about the risk assessment for allowing the general public access to school. There was a debate about this and how it could be managed by trying to sell all tickets via school and not on the door or insisting that all attendees must have a child with them. It was suggested that there be only one group, a working group for the new school. CMcG and BM were to arrange a meeting of all affected schools and Sciennes would also like to be included. As a group, the issue of music tuition provision is also a concern as to how it is being allocated. St Peter's are investigating and will email outcome. MW will contact Linda Lees. It was felt that more consultation would be useful before any proposed changes are looked at for next financial year. The last two points to be carried forward. 	<p>MW to contact BM/PW</p> <p>MW to advise senior team at centre</p> <p>MW to forward to C McGhee</p> <p>MW to contact Linda Lees</p> <p>AA c/f to next agenda for update</p>
6	<p>Good Practice</p> <ul style="list-style-type: none"> South Morningside PS - have set up a communications group which have developed their website on WordPress. Any information going out automatically goes out on Facebook and twitter. They are 	

	<p>also looking at ways of retaining knowledge so that when parents leave there is a record of how things are done. Parents have been asked to email information on things that they run e.g. stalls, bbq. The information is collated on google documents and shared.</p> <ul style="list-style-type: none"> • Sciennes PS – are considering using Mail Chimp as the parent reps are having difficulty managing all the communication that goes out. They have started taking all the information, collating it and sending out a summarised bulletin to reduce the number of emails. This is currently done by parent reps but could be replaced by Mail Chimp. 	
12.	<p><u>AOCB</u></p> <ul style="list-style-type: none"> • CCWP Reps – Stephen Harrold and Brenda Anne Cochrane volunteered to attend along with Alex Ramage. Agenda setting meeting is on Wednesday at 3.30pm in Waverly Court (ask for Moyra at reception) and the meeting is on Thursday 25/2 at 6.30pm in the City Chambers 	
<p><u>Next Meeting – Monday 9 May at 6.30pm in St Thomas of Aquins HS</u></p>		

North West Locality Group Meeting

Tuesday 9 February 2016

Broughton High School 6.30pm to 8.30pm

Chair: Maria Plant, Inclusion Manager

Minutes: Liz Leslie, Boroughmuir High School

Present:

Neil McIntosh, PC Chair, Queensferry High School
 Steven Budge, PC Vice Chair, Kirkliston Primary School
 Lorna Stewart, HT, Craigroyston Primary School
 Alison Bowyer, PC Chair, Craigmount High School/Edinburgh National Parent Forum Rep
 Luke McCullough, PC Chair, Royal High School
 Rebecca Hainey, PC Rep, Davidson's Mains Primary School
 Melissa Wilson, PC Rep, Fox Covert ND Primary School
 Dawn Thomson, PC Chair, Clermiston Primary School
 Cat Thomson, PC Rep, Stockbridge Primary School
 Angela Davidson, PC Rep, Trinity Academy

Apologies:

Claire Whyte, PC Chair, Queensferry Primary School
 Julie Fairhurst, PC Chair, Fox Covert ND Primary School
 Billy Samuel, PC Chair, Corstorphine Primary School
 Gael Malone, PC Chair, St Augustine's High School
 Sharon Mortimer, PC Chair, Craigroyston Community High School
 Morag Reid, PC Chair, Wardie Primary School
 Colin Grahamslaw, PC Chair, Blackhall Primary School

		Action
1.	<p><u>Welcome and Apologies</u> Maria welcomed everyone to the first meeting of the new North West locality. Apologies noted above. Maria advised the group that due to the size of this locality, they would be able to send a further two representatives to the CCwP meetings.</p>	
2.	<p><u>Minutes of Previous Meeting and Matters Arising</u> There were two sets of minutes to review from the two previous neighbourhood groups.</p> <p>West Neighbourhood Minutes: Minutes were agreed with no amendments. Matters arising were noted:-</p> <ul style="list-style-type: none"> • Luke McCullough has now received a response from Linda Lees • No further update received about Corstorphine PS • No feedback as yet on the housing at West Craigs • Parking at St Augustine's has been raised • No answer as to who is responsible for any damage to the astroturf at Kirkliston. Alison advised that it was mud coming off of children's shoes that gets into the turf and causes damage. She also advised that the goals had arrived for their pitches but that one of them had blown over in the high winds at the weekend and should be reported as a health and safety issue. MP to report back to FM on this. <p>North Neighbourhood Minutes: Minutes were agreed with no amendments. Matters arising were noted:-</p> <ul style="list-style-type: none"> • Information on positive destinations still to be feedback 	<p>MP to report on H and S issue</p> <p>MW to feedback</p>

	<ul style="list-style-type: none"> • A number of names were received to sit on the appeals panels from parent councils and open day. These names will now go through a matching process. Parents can still volunteer. Rebecca Hailey from Davidsons Mains PS would like to put her name down. MP to advise MW. • Feedback on the question of schools asking for money from pupils for practical subjects. Departments are given a basic per capita budget for core resources for the curriculum. If there are departments that need extra funds to do more creative or imaginative curricular work, they can ask for a pupil contribution. This has to be done sensitively with respect to ability to pay and pupils will not be penalised for non-payment. The departments that are affected are usually the practical subjects such as HE, CDT and Art. 	MW to put RH forward for appeals panel
3.	<p><u>Directors Report</u> Alistair Gaw who is now Acting director following the retirement of Gillian Tee prepared the report. The post is to be advertised shortly but no information on what Communities and Families will encompass. The budget consultation was completed and was presented to the full council on 21st January. The decisions and all the papers are online. The Education, Children and Families Committee met in December and thirteen reports were put forward as follows: -</p> <ul style="list-style-type: none"> • Short life Working Group: Admissions and Appeals. The group has prepared a revised admissions policy to go to the next meeting. The policy reiterates that pupils must be resident in catchment for a place to be awarded. Having a sibling in school does not guarantee a place. There will still be reserved places for families moving into catchment. Progress report to go to March committee. • Reserved Places – petition to reverse the decision on reserved places was not agreed. 1 place will be held in each class in primary (2 for team teaching) and 1 at each year stage in secondary. • Rising School Rolls - Billy McIntyre provided reports to the committee. Primary school rolls are continuing to rise. Secondary schools will see rises from 2017. Consultations have taken place with schools about accommodation issues. 7 primary schools have been already been identified as needing more accommodation for the August 2016 intake. Parent councils should also access information on the Local Development Plans for their locality. All committee papers and rising rolls papers are available online. It was felt that it would be useful if information could be shared with parent council chairs about the plans for secondary schools from 2017 and to get more information on housing proposals. MW to contact Crawford McGhie. • Asset Management Plan – ongoing review of assets. Further LDP papers looking at 2017 onwards will be put forward to committee between March and May. • Additional Support Needs – strategy is to strengthen support for pupils in mainstream schools. Priorities for future development have been approved. Kirkliston PS felt that they had a huge amount of audited hours but not enough support. Lorna advised that support could also be accessed from the community. It was generally felt that PSA's were being asked to deliver more specialist services e.g. speech and language therapy and more support needs to be in place. Child planning meeting outcomes need to be reviewed and monitored. Stockbridge PS felt that pupils with complex additional needs were secure but resources were being used to deal with behavioural issues. Some of these behaviour management issues could be a health and safety concern. • Cat Thomson told the group that she works for Enquire and they are funded by the Scottish Government to provide resource and 	<p>MW to contact CMc</p> <p>MP to raise concerns</p>

	<ul style="list-style-type: none"> Queensferry HS are still having problems with internet access Craigmount HS – if the online payments and email system are to go live in August, can parent councils have information on the system before then. QHS are trialling a parent evening booking system. Will feedback to group. MP advised that schools can purchase an additional appointments package from SEEMIS. She will send out the details. There was an interesting discussion on methods of communication – digital schoolbag, outlook inbox, weekly bulletins. 	<p>MW to request information</p> <p>NM to feedback on system</p> <p>MP to send out SEMIS information</p>
6.	<p><u>Sharing Good Practice – Fox Covert PS</u></p> <ul style="list-style-type: none"> The parent council has been restructured and divided into sub groups, which has led to better communication with the HT. Each year group has a representative and over the last year they have been working on building better relationships with parents. They have been setting up WhatsApp groups, Facebook pages and it has been really useful for parents. The responsibility for communication lies with the year group rep. They recently sent out a homework survey and there was a very good response thanks to the communication from the year group reps. They are looking to do more surveys particularly around communication and what parents want. There was a discussion about how to engage a more diverse range of parents. Craigmount HS PC has set up a support group for parents of pupils with additional support needs. Parents were invited by the school and they feel happier discussing issues in this forum. They are looking to expand this to other groups. Other ideas for engaging parents were to change the timings of meetings and using nursery reps to target new P1 parents. Craigroyston PS launched “blether and a butty” where parents are asked for their thoughts and about what they would feel comfortable helping with in school or at parent council. To try and work with more demanding parents and those who don't want to raise issues through parent councils it was felt important to highlight successes, put out key points and decisions straight after meetings so parents can see things are being taken forward. Also important to let parents know that the parent council is a statutory role and represents all parents and not just for individual issues. <p>Stockbridge PS volunteered to share good practice at the next meeting.</p>	<p>Stockbridge to prepare item for next meeting</p>
11.	<p><u>AOCB</u></p> <ul style="list-style-type: none"> Term dates – will these be discussed again and time be given for consultation before the next set are agreed? Luke McCullough, RHS has not been included in any of the emails for this meeting and did not receive any papers. MP will ask AA to resolve this. No parent council chairs were asked for agenda items. CCwP reps – Alison and possibly a rep from Fox Covert PS – issues to be taken forward are instrumental tuition, online payments and rising rolls. Would it be possible for the CCwP agenda-setting meeting to be run as a conference call as parents find it difficult to meet during the day and to get in to Waverley Court? MP will ask MW. 	<p>MW to raise</p> <p>AA to add Luke to the list and send paperwork.</p> <p>AA to ask for agenda items before next meeting.</p> <p>MW to reply re conference call.</p>
	<p><u>Next Meeting</u> Tuesday 3rd May at St Augustine's High School at 6.30pm</p>	



REPORT TO CCWP
February 2016

1. **Member Support:** We have had a few busy months for training sessions, particularly our increasingly popular series of Webinars on Social Media and the Protection of Vulnerable Groups (PVG) for PCs and PTAs.
2. **Partnership Schools:** Work is progressing with participating schools. Presentations have also been run for the next cohort of schools in the existing local authorities and for schools and local authority officers in potential new authorities – Perth & Kinross, West Lothian, West Dunbartonshire and Dundee.
3. **AGM/Annual Lecture:** The AGM and lecture take place on 8 March at Surgeon's Hall, Edinburgh. Liz Cameron, Chief Executive of Scottish Chambers of Commerce, will look at Developing Scotland's Young People and what it means for both employers and parents. Four director nominations have been received (members can vote on the website or at the AGM) and a motion is being put forward by the directors to amend the Charity's Bye Laws regarding changes to membership model.
4. **Inspection Review:** SPTC is part of a reference group reviewing Education Scotland's try-outs of new inspection models, including very short notice inspections. There are some worries about how parents can be effectively involved in these. This is combined with much less frequent inspections under the new model and continuing poor reporting to parents.
5. **DYW Parents Event:** Parents are invited to take part in an event targeted at parents on the topic of Developing the Young Workforce.
6. **Save the Children:** We are looking at how Partnership Schools Scotland and the FAST programme can work together and provide next steps after FAST programme itself has finished.
7. **SQA:** we hosted a discussion session with parents for SQA to get input from parents about the qualifications and how they feel about the quality of information and support.

Eileen Prior
22 February 2016