

**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><b><u>Welcome and Apologies</u></b>                      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><b><u>Minutes of Previous Meeting and Matters Arising</u></b>                      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"> <li>• Luke McCullough has now received a response from Linda Lees</li> <li>• No further update received about Corstorphine PS</li> <li>• No feedback as yet on the housing at West Craigs</li> <li>• Parking at St Augustine's has been raised</li> <li>• 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.</li> </ul> <p>North Neighbourhood Minutes:                      Minutes were agreed with no amendments. Matters arising were noted:-</p> <ul style="list-style-type: none"> <li>• Information on positive destinations still to be feedback</li> </ul>	<p>MP to report on H and S issue</p> <p>MW to feedback</p>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	MW to put RH forward for appeals panel
3.	<p><b><u>Directors Report</u></b></p> <p>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.</p> <p>The budget consultation was completed and was presented to the full council on 21<sup>st</sup> January. The decisions and all the papers are online.</p> <p>The Education, Children and Families Committee met in December and thirteen reports were put forward as follows: -</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Asset Management Plan – ongoing review of assets. Further LDP papers looking at 2017 onwards will be put forward to committee between March and May.</li> <li>• 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.</li> <li>• Cat Thomson told the group that she works for Enquire and they are funded by the Scottish Government to provide resource and</li> </ul>	<p>MW to contact CMc</p> <p>MP to raise concerns</p>



	<ul style="list-style-type: none"> <li>Queensferry HS are still having problems with internet access</li> <li>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.</li> <li>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.</li> </ul>	<p>MW to request information</p> <p>NM to feedback on system</p> <p>MP to send out SEMIS information</p>
6.	<p><b><u>Sharing Good Practice – Fox Covert PS</u></b></p> <ul style="list-style-type: none"> <li>The parent council has been restructured and divided into sub groups, which has led to better communication with the HT.</li> <li>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.</li> <li>They recently sent out a homework survey and there was a very good response thanks to the communication from the year group reps.</li> <li>They are looking to do more surveys particularly around communication and what parents want.</li> <li>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.</li> <li>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.</li> </ul> <p>Stockbridge PS volunteered to share good practice at the next meeting.</p>	<p>Stockbridge to prepare item for next meeting</p>
11.	<p><b><u>AOCB</u></b></p> <ul style="list-style-type: none"> <li>Term dates – will these be discussed again and time be given for consultation before the next set are agreed?</li> <li>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.</li> <li>No parent council chairs were asked for agenda items.</li> <li>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.</li> </ul>	<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><b><u>Next Meeting</u></b> Tuesday 3<sup>rd</sup> May at St Augustine's High School at 6.30pm</p>	

