

# Notice of meeting and agenda

## Consultative Committee with Parents

**6.00 pm Wednesday, 15th May, 2024**

Virtual Meeting - via Microsoft Teams

This is a public meeting and members of the public are welcome to attend

### Contacts

Email: [daniel.baigrie@edinburgh.gov.uk](mailto:daniel.baigrie@edinburgh.gov.uk)

Tel: 0131 529 7030

## 1. Order of Business

---

Order of Business and Welcome by Convener

- 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. Note of Previous Meeting

---

- 3.1 Note of Meeting of the Consultative Committee with Parents of 13 March 2024 – submitted for approval 5 - 10

## 4. Outstanding Actions

---

- 4.1 Outstanding Actions 11 – 14

## 5. Reports

---

- 5.1 Service Director's Update
- 5.2 Updates from Locality Groups:
- Vaping – Update
  - Inclusion and Learning Estates

- Parental Engagement and Involvement

5.3 Update from Connect Representative

5.4 Update from National Parent Forum Representative

## 6. Appointments

---

6.1 Appointment of Parent Representatives to Education, Children and Families Committee

- 1) Appointment of Secondary Sector Parent Representative
- 2) Appointment of Primary Sector Parent Representative

## 7. Date of Next Meeting

---

7.1 To be agreed.

### Nick Smith

Service Director – Legal and Assurance

## Committee Members

---

Councillors Councillor Joan Griffiths (Convener), Councillor Steve Burgess, Councillor Euan Davidson, Councillor Tim Jones and Councillor Simita Kumar

## Information about the Consultative Committee with Parents

---

The Consultative Committee with Parents consists of Councillors and is appointed by the City of Edinburgh Council. The Consultative Committee with Parents usually meets in the Dean of Guild Court Room in the City Chambers on the High Street in Edinburgh. There is a seated public gallery and the meeting is open to all members of the public.

## Further information

---

If you have any questions about the agenda or meeting arrangements, please contact Daniel Baigrie, Committee Services, City of Edinburgh Council, Business Centre 2.1,

Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 7030, email [daniel.baigrie@edinburgh.gov.uk](mailto:daniel.baigrie@edinburgh.gov.uk).

A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the main reception office, City Chambers, High Street, Edinburgh.

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).

## **Webcasting of Council meetings**

---

Please note this meeting may be filmed for live and subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed.

The Council is a Data Controller under the General Data Protection Regulation and Data Protection Act 2018. We broadcast Council meetings to fulfil our public task obligation to enable members of the public to observe the democratic process. Data collected during this webcast will be retained in accordance with the Council's published policy including, but not limited to, for the purpose of keeping historical records and making those records available via the Council's internet site.

Generally the public seating areas will not be filmed. However, by entering the Council Chamber and using the public seating area, individuals may be filmed and images and sound recordings captured of them will be used and stored for web casting and training purposes and for the purpose of keeping historical records and making those records available to the public.

Any information presented by individuals to the Council at a meeting, in a deputation or otherwise, in addition to forming part of a webcast that will be held as a historical record, will also be held and used by the Council in connection with the relevant matter until that matter is decided or otherwise resolved (including any potential appeals and other connected processes). Thereafter, that information will continue to be held as part of the historical record in accordance with the paragraphs above.

If you have any queries regarding this, and, in particular, if you believe that use and/or storage of any particular information would cause, or be likely to cause, substantial damage or distress to any individual, please contact Committee Services ([committee.services@edinburgh.gov.uk](mailto:committee.services@edinburgh.gov.uk)).

## Action Note

### **Consultative Committee with Parents**

**6pm, Wednesday 13 March 2024**

**Virtual Meeting held by Microsoft Teams**

#### **Present**

Councillors Griffiths (Convener), Burgess, Kumar, Jones.

#### **In Attendance**

#### **Parent/Carer Representatives**

Alex Ramage  
Eva Oliverira  
Jennifer Graham  
Naomi Barton  
Louise Collingwood  
Vanessa Magar

#### **Council Officers**

Arran Finlay – Senior Education Officer  
Catherine Chrystal - Senior Education Officer  
Lorna French – Service Director Education  
Donna Murray– Senior Education Manager  
Daniel Baigrie – Committee Officer

	<b>Subject</b>	<b>Decision/Action</b>	<b>Action Owner</b>
1.	<b>Welcome by Convener</b>	Noted.	
2.	<b>Declarations of Interest</b>	None.	Committee Services
3	<b>Note of the meeting of Consultative Committee with Parents – 6 December 2024</b>	Approved.	Committee Services
4	<b>Outstanding Actions</b>	<ol style="list-style-type: none"> <li>1) To agree to close action 1 - Overseas Visits and 2 - Communication with Parents.</li> <li>2) To otherwise note the remaining outstanding actions.</li> </ol>	Committee Services
4.	<b>Executive Director's Update</b>	<ol style="list-style-type: none"> <li>1) The Executive Director noted the tragic accident that took place at Cramond on Friday 1 March and thanked staff at Cramond Primary School and centrally for their work.</li> <li>2) Work focused on Road Safety and Bikeability is ongoing across schools.</li> <li>3) To note the self-evaluation period was upcoming across schools in April and May 2024.</li> <li>4) To note ongoing work regarding GIRFEC and Children's rights.</li> <li>5) To note the Maximising Attendance report would be presented</li> </ol>	

		<p>to the Education, Children and Families Committee in April and will include an update on the Education Welfare Service.</p> <p>6) To note there would be a Learning Estate Update, considering school roll projections presented to the Education, Children and Families Committee in April.</p> <p>7) To note the ongoing work with Facilities Management regarding maintenance of schools and that Arran Finlay can raise specific issues as necessary.</p>	
--	--	--	--

5.	<b>Updates from Locality Groups</b>	<p><b>a) Managing Attendance Draft Policy</b></p> <ul style="list-style-type: none"> <li>• To note that the draft policy was shared with parents at the locality meetings as part of the consultation process.</li> <li>• To seek parent representation on the working group from the Parent Council Chairs.</li> </ul> <p><b>b) Parental Engagement and Involvement</b></p> <ul style="list-style-type: none"> <li>• To note that the comms group with council and parent representation had been meeting.</li> <li>• To consider the current structures and arrangements for Parental Engagement and seek to make changes in August 2024.</li> <li>• To bring back a future update to CCWP regarding options for future models of Parental Engagement.</li> <li>• To note some effort is required to reinvigorate parent councils.</li> </ul> <p><b>c) Empowered Learning – Apps</b></p> <ul style="list-style-type: none"> <li>• To note that some apps previously used are no longer available to learners or staff.</li> <li>• To update the CCWP as appropriate on new apps available.</li> </ul>	Arran Finlay
6.	<b>Update from Connect Representative</b>	None.	



7	<b>Update from National Parent Forum Representative</b>	<ol style="list-style-type: none"> <li>1) To note the webinars in partnership with SDS regarding foundation apprenticeships and post school destinations available on the National Parent Forum (NPF) Website.</li> <li>2) To note upcoming changes to the Disclosure Scotland scheme which is likely to incur cost to Parent Councils carrying out background checks on volunteers.</li> <li>3) Officers to write to all Head Teachers above Disclosure Scotland charges</li> <li>4) To note the NPFs ongoing work regarding challenging behaviour, bullying and road safety.</li> </ol>	Arran Finlay
8.	<b>Any Other Business</b>	None.	
9.	<b>Dates of Next Meetings</b>	Wednesday 15 May 2024 – 6pm – by Teams	



# Outstanding Actions

## Consultative Committee with Parents

15 May 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
1	10.10.23  Point 3 added 06.12.23	Updates from Locality Groups – Vaping Issues	<ol style="list-style-type: none"> <li>1) A short life working group will be set up to consider this issue further.</li> <li>2) Advice will be sought from officers in Trading Standards about vape sales and fed back to committee.</li> <li>3) Work was ongoing to develop a city-wide policy to be implemented at a local level in schools.</li> </ol>	Arran Finlay	May 2024		<p>Jancie Watson will provide an update CCWP on 15 May 2024.</p> <p>This group has met 4 times. A draft policy has been written and met with Trading Standards at their last meeting to review this.</p>



No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
2	10.10.23	Updates from Locality Groups – Learning for Sustainability	To note that this will be on the agenda for a future meeting. Parents are asked to bring back any further points regarding Learning for Sustainability to a future meeting.	Lorna French	May 2024	2024	LfS scheduled to be discussed at 1 <sup>st</sup> cycle of CCwP next session
3	10.10.23	Empowered Learning – changing pedagogy, use of IT	Parent Council access to IT services through the Council to be explored with colleagues in Corporate Services.	Lorna French	May 2024	May 2024	Meeting pending with Digital Services and parent rep
4	06.12.23	Director's Update	To note the ongoing concerns regarding dysregulated behaviour and the engagement at a local level with parents and learners to minimise incidents. The ongoing work on this matter will be raised in locality meetings to get feedback from parents in February and will come back to CCWP	Lorna French	Ongoing	Ongoing	Steering group is active and meets 6x weekly

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
			as appropriate.				
5	13.03.24	Updates from Locality Groups	<p>1) To note that the comms group with council and parent representation had been meeting.</p> <p>2) To consider the current structures and arrangements for Parental Engagement and seek to make changes in August 2024.</p> <p>3) To bring back a future update to CCWP regarding options for future models of Parental Engagement.</p> <p>4) To note some effort is required to reinvigorate parent councils.</p>	Arran Finlay	September 2024		This group is now working with SEO Elaine Gallagher and Head of Education, Donna Murray, to look at wider Parental Engagement and Involvement.

No	Date	Report Title	Action	Action Owner	Expected completion date	Actual completion date	Comments
6	13.03.24	Update from National Parent Forum Representative	Officers to write to all Head Teachers above Disclosure Scotland charges	Arran Finlay	May 2024		<p><b>Recommended for Closure</b></p> <p>All head teachers informed.</p>