

Queensferry Community High School
 Minutes of Parent Council Meeting - 22 March 2022
 7pm via MS Teams



Minutes

Parents/Carers : Alan Balanowski (chairing meeting), Martin Bennett, Steven Budge, Sarah Baird, Katrina Closier, Pamela Cranston, Mark Elder, Eileen Grant, Jacky Knickelbein, Graeme McKinley, David Sansom, Claire Whyte, Louise Wilson

Teaching Staff/Other: Craig Downie (HT), Kevin Thomas (DHT), David Flint (QCC)

Minute Taker/Clerk: Sarah Bennett

Apologies: Anne-Marie Boyd, Sarah Clarkson, Lindsey Devin, Tim Hall, Ditte Solgaard Dunn, Kirsten Fleming,

1.	Welcome	
	AB welcomed participants to the meeting.	
2.	Apologies	
	Apologies were received and are noted above.	
3.	Minutes of last meeting	
	The minutes from 27 January 2022 were approved. All Action Points from 27 January 2022 will be covered at meeting or have been closed.	
4.	Chair's Update	
	SC has recently been supporting the interview process for the new Deputy Head Teacher. The City of Edinburgh Council runs training sessions for any interested parent council member. Action 1 – Parent Council members to let AB & SC know (1) if they have already attended a training session and 2) if they are interested in undertaking this training.	All
	SC and CD met with the Edinburgh City Council Team currently developing the strategy for the learning estate in the West of Edinburgh, ie the rising roll situation at QHS. This was an initial engagement and CD, SC and ME from QHS will be attending a second meeting on the 28 March along with primary school head teachers along with a parent representative. Action 2 – Update to be brought to next Parent Council meeting.	CD/SC/ME
	It has been agreed that the Parent Council will use some of its funds for the purchase of display cabinets and award boards. CD and SC have spoken and	

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	<p>agreed that the Parent Council will transfer £5000 to the School leaving enough money in the account for clerk fees etc. Action 3 – ME to transfer £5000 from Parent Council Funds to the School. A sub-group of the Parent Council is to be set up to discuss how they Parent Council Award should work. Action 4 – Parent Council members to contact AB/SC if they are interested in joining sub-group.</p> <p>SC has met with KT to discuss opportunities for young people to engage with the local community.</p> <p>AB, CW and ME met to redraft the Parent Council Constitution and create PC Member Guidelines. Both documents were agreed and the he Constitution will be shared with the Parent Forum in September 2022 for approval. Action 5 – SC to upload the PC Guidelines to the School Website. Action 6 – PC Constitution to be presented to the Parent Forum in September.</p> <p>A Project Team has been set up to discuss the situation on Station Road and has contacted QHS, Queensferry Primary School and St Margaret’s School for representatives. Names of reps from QHS have been sent to the Project Team.</p> <p>SC will be stepping down as Chair of the Parent Council at the end of the 2021-22 school year. The new Chair will need to be elected from current Parent Council. Action 7 – Any member interested in the position to contact SC.</p>	<p>ME All SC All All</p>
5.	Treasurer’s Update	
	ME confirmed that there is currently £5451.18 in the Parent Council account.	
6.	PC Reps Update	
	<p>Update from Locality Rep</p> <p>MB attended a meeting on the 1st February. There was a presentation on the roll-out of Digital Consortia/Curriculum, an online learning resource which will initially be available for S6’s. Courses will be offered on a distance/remote learning basis giving opportunities to young people in outbound schools who are unable to take part in lessons on a face-to-face basis. It will be rolled out to other years if successful. CD confirmed that the Digital Consortia will be offering Advanced Higher Maths and Mandarin and QHS pupils will be offered the opportunity to join these online classes. CD has been in contact with other secondary schools in Edinburgh to discuss the possibility of working together and combining resources to enhance the choices available to young people at QHS.</p> <p>There has also been a presentation on the school estate in Edinburgh and it was confirmed that there will be two new secondary schools and two new extensions with Edinburgh West being a priority. Both MB and the Chair at Echline Primary</p>	



	<p>School rose concerns about the rising rolls in their respective schools. Further information can be found on a Future Schools Website with Twitter feed.</p> <p>Update from Cluster Group Rep</p> <p>SB has reached out to all cluster group schools and has heard back from St Margaret's Primary who expressed concerns about the school estate. They are keen to be kept updated.</p> <p>Update from PSA Rep</p> <p>Liz Martin and two members of the PSA met with KT to discuss the role of the PSA including where and when they can help and the bid process. The PSA will organise a meeting in May/June for the bids process and hope that it can be held in-person.</p>	
7.	<p>Community Council Update</p>	
	<p>The Community Centre Management have had their first meeting in two years and facilities are opening up again slowly. They aim to review the facilities in their old centres as they are in a bad state. The meeting with Michelle Gordon has been postponed and the youth engagement group and awards system will be discussed when they meet.</p> <p>Open all Hours runs from 6pm-8pm on Friday evenings and is open for all High School students. Students can use the swimming pool, gym and games hall. This is headed up by AMB and has proved very popular. There is currently only 23 weeks of funding available and organisers are pushing for funding for next year.</p> <p>Passing on a request from a member of the QCC, DF asked why the School has changed its name from "Queensferry Community High School" to "Queensferry High School". CD was unaware of the previous name and would endeavour to find out reason. MB discussed this previously with John Wood and confirmed that it was because the School originally had educational offerings for adults as well as young people. Action 8 – CD to e-mail David Flint and David Learmont with reasoning behind change.</p>	CD
8.	<p>Head Teacher's Report</p>	
	<p><u>Update</u></p> <p>The School is dealing with a very difficult situation with staff and pupil absence due to the high prevalence of Covid in Edinburgh. It has meant that the Head and Deputy Head Teacher have been teaching most days which has had an effect on</p>	



the management side of their roles. The senior phase is being prioritised as pupils have final assessments and SQA exams.

The first few assemblies since the Covid shut-down took place a few weeks ago with the emphasis on respect, wellbeing and expectations. On the whole, there has been positive feedback from parents in the past few weeks which CD is appreciative of. CD shared some positive email feedback with teachers.

Staffing

- The School will welcome Ben Lewis to the role of Deputy Head Teacher after the Easter Holidays. He is currently DHT at James Gillespie School and Faculty Head of Maths.
- The Principal Teacher based in attainment started recently and reported a positive start.
- The Maths Department is fully staffed and achieving target interventions with S5-6 and some younger pupils.
- The Transition teacher has started and went out with CD to meet P7's.
- A temporary music teacher is in place and is currently working 3 days a week in the lead up to final exams.
- Regarding the issue in the Music Department, as it stands, both teachers will be on maternity leave for the next academic year. The School advertised for temporary music teachers to cover this leave but had no responses. The School has asked CEC for a probationary music teacher so the School can run National 5 and Higher courses next year and aim to provide music for the incoming S1's. With only one music probationary teacher, they will be unable to offer S2's music lessons and, as a contingency, they will receive an additional period of numeracy instead. ME expressed concern about a probationary teacher having responsibility for running the Department. CD confirmed that the probationary teacher will be mentored by music teachers in other schools and that there is also a music teacher in middle management who can offer support. ME confirmed that he would be happy to write to CEC as a member of the Parent Council if the School requires back-up with the issue of music provision.

Course Choices

The School changed the course choice process this year and ran sessions for parents. Pupils were issued with a course choice booklet and after a 1 to 1 meeting with a member of staff, asked to complete a course choice form online. 94% of pupils will get their course choice next year. The School will be running Skills Academies for the Junior Phase and 100% in the new S1-3 will get their first or second choice; 80% getting first choice and 20% getting second choice. CD is delighted with the outcome and believes that attainment will improve with young people enjoying school.



	<p><u>SQA</u></p> <p>QHS is coming to the end of Assessment Window 3 and have tried to give as many S-4's the opportunity to experience an exam in the main hall. The School is feeding in all the additional assessment arrangements into a centralised system with the aim of getting individual timetables to young people in S4-6 with their estimated grades before the Easter Break.</p> <p>Young people will return to School on Monday 25 April and exam leave will commence on Tuesday 26 April. The S6 leaving day will take place on Friday 8 April. There will be an Easter revision programme which will be issued shortly. There will also be information on online programmes and resources that young people can use to aid their study. Teachers are giving up their time voluntarily for these revision classes during the Easter Break and CD confirmed he will not take questions on why some are not offering this opportunity.</p> <p><u>Reporting</u></p> <p>CD has made it clear that he is not happy with the current reporting process and believes it is out of date. KT provided a new reporting process to tide the School over. The Class Chart System will be launched shortly and parents and carers will receive regular feedback on academic progress, behaviour and attitude. The School will be proposing a move away from full school reports for consultation. KT confirmed that in terms of reporting, tracking and monitoring, it would be good to speak to a smaller focus group from the Parent Council before going out to the wider parent body. Action 9 – Any member of the Parent Council interested in being part of the focus group to contact AB who will get back to KT.</p>	All
9.	School Strategic Items	
	<p>KT provided a report on the Partnership Engagement Project. KT and SC met and DF, GMcK and the QDCC are due to meet with Michelle Gordon to discuss. The School is starting to reach out to build partnerships which will be lasting and enhance the curriculum.</p> <p>The first level of engagement involves partnerships that fulfil a specific ask, eg Police Scotland come into the School and offer guidance on risk taking behaviours and the use of controlled substances; the school nursing team offers advice on sexual health and the Army and Navy are due to visit the School during study leave to engage with students.</p>	

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	<p>The next level is a collaborative approach and the School is starting to think about a more bespoke offering for students. They hope to build connections with local businesses. Young people in S1 Business Studies are working in collaboration with The Little Parlour and students have been for a behind the scenes tour of Dakota and the School is looking to develop that partnership and work with Dakota in the provision of new qualifications in professional cookery and hospitality and events management. The School has reached out to the Duke of Edinburgh Awards Scheme and they will help an additional support needs group and a member of the parent body, Dr Francis, is mentoring pupils in S5 who want to pursue a career in medicine. Gold and Gray have been working with young people on their health and wellbeing and this will be rolled out next year and will form part of the skills academy. The School will also work in conjunction with the Princes's Trust to offer some additional qualifications and experience. The School is also working with Conifox with pupils with complex needs from S1-4</p>	
10.	AOCB (Any other competent business)	
	<ul style="list-style-type: none"> • Scottish Water has dug up two areas of grass outside the school and left it in a poor condition. CD confirmed this is outwith the School grounds but they have let Scottish Water know that they are not happy and will raise again if necessary. DF confirmed that the QDCC can also raise this issue. • A request was made for greater consistency in where homework and assignments are saved in Teams. KT recognised that the School needs more consistency. More empowerment is required and there will be an increase in digital learning and focus on consistency in the next session. • Following an enquiry, KT confirmed that the Ipad rollout will commence in September 2022. <p>The next meeting will take place on the 31 May. Parent Council members to contact AB/SC with any items for the Agenda.</p>	

Actions

Action 1	Parent Council members to let AB & SC know (1) if they have already attended a training session and 2) if they are interested in undertaking this training.	All
Action 2	CD, SC and ME meeting with CEC Learning Estate Team on 28 March. Update to be brought to next Parent Council meeting.	CD/SC/ME
Action 3	ME <u>to transfer £5000 from Parent Council Funds to the School.</u>	ME

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Action 4	Sub Group to be set up to develop Parent Council Award. Parent Council members to contact SC/AB if interested in joining.	All
Action 5	SC to upload the PC Guidelines to the School Website.	SC
Action 6	PC Constitution to be presented to the Parent Forum in September.	All
Action 7	Any Parent Council member interested in becoming Chair from September to contact SC.	All
Action 8	CD to email David Flint and David Learmont from QDCC with reason for change in school name from Queensferry Community High School to Queensferry High School.	CD
Action 9	Any member of the Parent Council interested in being part of the focus group on the Reporting Process to contact AB who will get back to KT.	All