



Minutes

Present :

Parents/Carers: Steven Budge (SB); Claire Whyte (CW); Pamela Cranston (PC); Mark Elder (ME), Lindsey Devin (LD), Emma ??, Karla Paulin, Sarah Baird (SBa)

Teaching Staff/Other: Craig Downie (CD); Kevin Thomas (KT); David Flint (DF), Queensferry and District Community Council

Minute Taker/Clerk: Sarah Bennett (SAB)

Apologies: Louise Wilson, Martin Bennett, Susan Evans, Eileen Grant

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| 1. | Welcome | |
| | <p>Claire Whyte welcomed attendees and confirmed that she and Steven Budge will be co-chairs of the Parent Council for year 2022-23.</p> <p>As neither CW or SB have been formally elected into their new roles, and as a quorum was not present at the meeting, an email will be sent to the Parent Forum to ask for approval.</p> <p>Action 1</p> | CW/SB |
| 2. | Apologies | |
| | Apologies were noted and are listed above. | |
| 3. | Minutes of the last meeting | |
| | <p>It was confirmed that, in compliance with the Constitution, the Minutes from the Parent Forum AGM held on the 7 September should be put forward for approval at the next AGM in 2023.</p> <p>The Minutes of the meeting held on 31 May 2022 were approved.</p> <p>SB confirmed that Parent Council minutes will be saved on the School Website going forward. KT confirmed that minutes have previously been shared on the School App. CD confirmed that the new School Website will be launched imminently and he will share Parent Council content with CW and SB ahead of its launch. Action 2</p> <p>CW and SB to send previous minutes to KT who will add to the Parent Council area of the QHS Website. Action 3</p> | <p>CD/CW/SB</p> <p>CW/SB</p> |
| 4. | Chair Update | |
| | There was no update as CW and SB are new to the role of Co-Chairs. | |



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| | <p><u>Action Points from meeting of 31 May 2022</u></p> <p><i>Action 1</i> – PC members to contact SC/MB if they wish to discuss the role of chair – complete.</p> <p><i>Action 2</i> – MB to attend CEC Locality Meeting on 1 June and feedback at next meeting – MB not present at meeting so to provide feedback at next meeting. Action 4</p> <p><i>Action 3</i> – SB to contact Primary Cluster Group reps regarding dates of school Christmas markets – SB contacted cluster primary schools and confirmed that Dalmeny and Queensferry Primary Schools have markets. QHS PSA Christmas Market will take place on Saturday 3 December and SB encouraged members to attend.</p> <p><i>Action 4</i> – PC members to let SC know if they wish to stay on for 22/23 – SB and CW are now co-chairs. To note, David Sansom, Tim Hall, Sarah Clarkson, Alan Balanowski, Ditte Solgaard Dunn and Kirsten Briggs have stood down from the Parent Council. The Parent Council would like to thank David, Tim, Sarah, Alan, Ditte and Kirsten for all their time served on the Parent Council.</p> | MB |
| 5. | <p>Treasurer’s Report</p> <p>ME confirmed that the balance at the end of July had been £411.18. The Parent Council has received £1045 from Edinburgh Council and with the deduction of £80 for Clerk fees, the current total was £1376.18.</p> <p>ME confirmed that an Annual Account is produced for the Parent Forum AGM.</p> | |
| 6. | <p>Head Teacher’s Report</p> <p><u>Performance in SQA Exams</u></p> <p>CD was pleased with the performance in the 2022 exams, showing improvements in Literacy, Numeracy at all levels and key improvements in S4 and S5 overall attainment. The following statistics were shared with the Parent Council :-</p> <p>By the end of S4, 55.8% of pupils had achieved 5 National 5 Awards at A-D Level (+8.9%) By the end of S4, 50.3% of pupils had achieved 5 National 5 Awards at A-C Level (+7.7%) By the end of S5, 49.3% of pupils had achieved 3 Higher Awards at A-D Level (+1.4%) By the end of S5, 44.4% of pupils had achieved 3 Higher Awards at A-C Level (-0.7%) By the end of S5, 21.8% of pupils had achieved 5 Higher Awards at A-D Level (-2.5%) By the end of S5, 21.1% of pupils had achieved 5 Higher Awards at A-C Level (+5.5%)</p> <p>CD made it clear that QHS is at the start of their improving outcomes strategy but it was encouraging to see such early progress.</p> <p><u>Self-Evaluation/Local Authority Visit</u></p> <p>The Local Authority are to visit the School on the 12-14 December to evaluate its performance. This is in advance of an inspection. CD will carry out a self-evaluation in</p> | |



advance, the Local Authority will visit and will discuss with CD and let him know if they agree with his evaluation.

Additional Support – Mentoring/Attainment Hub

QHS has implemented a mentoring programme for the young people currently within the lowest 20% attaining in their year group. Each of these young people will have a mentor from either the senior management, middle management or curriculum leader team who will meet with them and offer support and guidance in the run up to the examination period. The School has invested in attainment hubs and will create a non-threatening environment for these young people.

Use of Data and Tracking

The appointment of Ben Lewis has been very positive and QHS is now a school which is intelligent with its use of data and tracking systems. KT is working on the course choice process and data has been tracked which will allow young people to make the best course choices to maximise attainment.

Parents' Evenings

In-person Parents' Evenings have been reintroduced with the majority of parents preferring this method to the online option. A consultation will go out to parents and carers at the end of year to gather opinion on whether to continue with this method of engagement.

Events/Calendars

The number of events being held are already above pre-pandemic level and the School has hosted Parents' Evenings, family learning sessions, information evenings for young people transitioning from P7 to S1 and will be holding school dances for the junior and senior phases in December. CD commented on how great it is to have school life back and has always been a great believer in these events being as important as what goes on in the classroom. Local trips and excursions are back up and running.

Celebrating Success

Ben Lewis has been looking at how success is celebrated. The School held award ceremonies and will be recognising pupils who have demonstrated the School values at assemblies before Christmas. Feedback regarding the Class Charts App has been almost universally positive with around 78% of parents and carers engaging. CD confirmed that the School App will be discontinued on the 30 November and all information will be posted on the Class Charts App going forward. A communication will be sent to all parents and carers regarding this change. The School can monitor the percentage of parents and carers who are opening communications on the Class Charts App and any important letters or messages will be sent by email as well as on the App. CD confirmed that the junior phase receive more engagement on the Class Charts App as they have a greater



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| | number of different subjects and teachers whereas the senior phase receive more targeted and reliable information as they have fewer subjects. | |
| 7. | PC Reps Update | |
| | <p>CEC Locality Rep Update – MB was not at the meeting and was unable to attend the Locality Meeting on the 22 November.</p> <p>Cluster Group Liaison Update – SB confirmed that St Margaret’s Primary School had reached out to himself and CW for information as their P7 children have a choice of two secondary schools.</p> <p>PSA Update – CW had caught up with Liz Martin from the PSA. The PSA are holding their annual Christmas Market on Saturday 3 December. They are keen to recruit new members as a number of their existing numbers have children in S6 and will be leaving at the end of the year.</p> <p>Confirm new year reps for 22/23 – CW confirmed that every year should have a Parent Council representative. Action 5 – CW and SB to issue email to Parent Council members to recruit year reps.</p> | CW/SB |
| 8. | Community Council Update | |
| | <p>DF was under the impression that he was not a member of the Parent Council but an observer. Action 6 – CW and SB to check this and report back.</p> <p>The Community Council continue to be concerned about the future provision of Schools in the area. Robbie Crockatt, Strategic Asset Planning Manager at CEC and Miles Wilkinson, Active Travel will be attending the next QDCC Education Sub-Group meeting to discuss the situation. A public consultation on the future secondary school provision for Kirkliston and Queensferry Areas was issued on the 14 November 2022 and will close on the 16 January 2023 and parents and carers are encouraged to read the documentation carefully and submit their comments and feedback. Action 7 – ME to prepare some information and share with Parent Council members. ME spoke about the production of a newsletter containing unbiased information which will be shared with cluster primary schools and QHS.</p> <p>The Rosebery Hall and Community Centre continue to offer young people a wide range of activities. Open all hours continues to be a success.</p> <p>QDCC minutes are available to view on their website.</p> | CW/SB ME |
| 9. | School Strategic Issues | |
| | CD asked if the Parent Council could assist the School with their Celebrating Success programme. | |

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| | There will be a School Building Consultation at the School on Wednesday 30 November from 4pm-8pm and parents and carers are encouraged to attend this open session. | |
| 10. | AOCB (Any other competent business) | |
| | <p>SBa asked if there was information available on the pathways available to S2's. CD confirmed that there is a document outlining the full curriculum which he can share with specific year groups. CD confirmed that the School will be consulting with S2 and S3 parents imminently.</p> <p>The issue of congestion on Station Road due to parking during Parents' Evenings was raised. This is an ongoing daily issue and it was confirmed that yellow lines will be painted in front of the School to prevent parking. KT confirmed that he would send out communication to parents directing them to the Hub and the Station Car Park ahead of Parents' Evenings. Action 8.</p> <p>DF advised that the overgrown area in front of the school is the responsibility of McKenzie Construction. They were supposed to have fixed it in the autumn, now promised to be done in the spring. QDCC is following this up.</p> | KT |
| 11. | Date of next meeting | |
| | Tuesday 24 January 2023. | |

ACTION LIST

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| 1. | CW/SB | CW and SB to send an email to Parent Forum asking if they approve their election as Co-Chairs of the Parent Council. |
| 2. | CD/CW/SB | CD to share Parent Council content on School Website ahead of its re-launch. |
| 3. | CW/SB/KT | CW and SB to send previous Parent Council minutes to KT who will add to Parent Council area of the QHS Website. |
| 4. | MB | MB to provide feedback from CEC Locality Meeting at next PC meeting. |
| 5. | CW/MB | CW and SB to issue email to Parent Council members to recruit year reps. |
| 6. | CW/MB | CW and SB to check whether David Flint is an observer or a member of the Parent Council. |
| 7. | ME | ME to prepare information on the issue of future secondary school provision and share with Parent Council members. |

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| 8. | KT | KT to direct parents to the Station and Hub Car Parks ahead of Parents' Evenings to prevent congestion on Station Road. |
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