

Queensferry Community High School
Minutes of Parent Forum AGM - 26 August 2021
7.15pm by MS Teams



1. Meeting Opens	
	MB opened the meeting and welcomed all participants.
2. Review of Minutes of 2020 AGM	
	The Minutes of the Parent Forum AGM of 15 September 2020 were approved. Proposed by SB and seconded by SC.
3. Chair's Report	
	<p>MB explained that all parents and carers of students at QHS are members of the Parent Forum. The Parent Council (PC) is the elected body of the Forum and meets around 5/6 times a year. The objectives of the Parent Council are as follows :-</p> <ul style="list-style-type: none"> • Meeting regularly throughout the school year to discuss key issues; • Liaising with the City of Edinburgh Council through the Education Committee and/or local councillors and with MSP's and MP's as appropriate; • Reviewing the Head Teacher's Report on attainment levels. • Sponsoring an award for poetry and creative writing. <p>The PC has also been involved in the planning for the new school building, the rising roll issue and assessing the school attainment figures and examination results. In the past year, the PC kept tabs on the new assessment model and has been involved in the recruitment of the new head teacher.</p> <p>As well as post holders, the PC has year reps which act as a conduit between parents and the PC, a PSA rep and a rep on the North West Locality Group. David Flint is a member of the Community Council and regularly attends PC meetings as a representative.</p> <p>The Parent Council has a different role to the Parent Staff Association (PSA). Liz Martin, Chair of the PSA, was present and confirmed that the PSA's primary function is fundraising. The PSA has been unable to fundraise over the past 18 months due to the Pandemic and LM was interested to identify if the PSA and PC could collaborate.</p>
4. Treasurer's Report	
	Mark Elder (ME) shared a copy of the Annual Accounts. MB reported that the PC receives an allocation of money from the CEC which is based on the number of pupils on the school roll.
5. Acting Head Teacher's Report (K Manson)	
	KM shared a copy of the Report with participants of the meeting. KM spoke about staff changes

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	<p>and confirmed that new members of staff were settling in well and building up positive rapport with pupils.</p> <p>KM shared graphs provided by CEC with information on SQA results for 2020-21. This data had been tracked over a 5 year period. A review into attainment figures is ongoing and will be fed into an Attainment Report. The SQA Appeal process is ongoing with the deadline being the 27 August 2021.</p> <p>Regarding the current situation with Covid 19 measures, QHS has had a number of cases but figures are not dissimilar to other schools in Edinburgh. Staff and pupils have been encouraged to utilise Lateral Flow Tests and continue to be asked to prioritise handwashing and hand sanitation. An extra 5 minutes of break time has been allowed for this to happen. Face coverings continue to be worn, a one-way system is in place and pupils have staggered morning and lunch breaks. If pupils have to stay at home, work is uploaded to MS Teams to ensure that there are no gaps in learning. The School has reverted to a 6 period day.</p> <p>The School is considering renewal planning and has identified key priorities.</p> <p>Various snagging issues have been identified in the second phase of the newbuild and the contractors have been onsite to deal with these.</p> <p>A parent had raised a concern that the new outdoor area was not impressive and that there was concern that pupils would experience physical problems due to the 2G pitches. KM confirmed that the pitches are 3G. MB confirmed that this could be picked up at the next PC meeting.</p> <p>MB thanked KM for his commitment to the School and wished him the best of luck in his new role.</p>	
6.	<p>Head Teacher Introduction (C Downie)</p>	
	<p>CD thanked the PC for the invitation and said how nice it was to meet participants, albeit virtually. He spoke about how keen he was for parents to be able to come into the school building as soon as practically possible.</p> <p>CD had attending the school in-service day and planned to visit the school a number of times before he started properly on the 21 September so that pupils and staff were used to seeing him around. He was planning to meet with the Senior Management Team and the extended leadership team and was also keen to hear from pupils. He plans to have open forums where parents and carers can come and speak, if not in-person, then virtually.</p> <p>CD spoke about how he believes that leadership is underpinned by pupil wellbeing and if QHS is a school where young people are happy to come through the doors and staff want to come to work then there will be a positive impact on attainment. He is keen for the Management Team to be visible in the community and to open a two way dialogue between the School, parents and the wider community. He added that he is a great believer in not doing things just for the sake of</p>	



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	<p>doing them and not just because that is the way they have been done in the past.</p> <p>MB welcomed CD to QHS on behalf of all parents and carers.</p>	
7.	Election of QHS PC Office Bearers for 2021/22	
	<p>MB confirmed that office bearers need to have been a member of the PC for at least one year. The following members were elected as office bearers :-</p> <p>Chair – Sarah Clarkson (Proposed by Martin Bennett, Seconded by Steven Budge)</p> <p>Vice Chair – Alan Balanowski (Proposed by Sarah Clarkson, Seconded by Martin Bennett)</p> <p>Treasurer – Mark Edgar (Proposed by Anne-Marie Boyd, Seconded by Steven Budge)</p> <p>Clerk – Sarah Bennett (Proposed by Eileen Grant, Seconded by Mark Elder)</p>	
8.	Meeting dates for 2021/22	
	<p>MB confirmed that Sarah Clarkson would organise dates for forthcoming PC meetings and circulate amongst members.</p> <p>MB asked participants to email Sarah Clark at chairqueensferry@gmail.com if they were interested in becoming a member by 3 September 2021.</p> <p>MB thanked participants for attending, thanked KM for his presentation and CD for his introduction and the meeting was closed.</p>	

