

Queensferry Community High School  
 Minutes of Parent Council Meeting - 31 May 2022  
 7pm-9pm



## Minutes

**Parents/Carers :** Sarah Clarkson (Chair), Alan Balanowki (Vice-Chair), Sarah Baird, Martin Bennett, Steven Budge, Pam Cranston, Linsey Devin, Eileen Grant, Tim Hall, Jackie Knickelbein, Dave Sansom, Claire Whyte,

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

**Apologies –** Mark Elder, Katrina Closier, Graeme McKinley, Louise Wilson, Anne-Marie Boyd, Kirsten Fleming, Ditte Solgaard Dunn

**Minute Taker/Clerk:** Sarah Bennett

### Apologies:

1.	Welcome	Action
	<p>SC welcomed attendees to the first in-person meeting since early 2020. She confirmed this would be her last Parent Council meeting as Chair and encouraged members to consider taking on the role in 22-23 (this could be a shared role). A PC member has expressed interest in taking on the role in 23-24. SC and MB are willing to chat if anyone is interested in discussing the role in more depth.</p> <p><b>Action 1 – PC members to contact SC/MB if they wish to discuss the role of Chair.</b></p> <p>AB will be standing down as Vice-Chair. ME can remain as Treasurer for 22-23 but would prefer to step down this year, so these roles will require to be filled also.</p>	All
2.	Apologies	
	Apologies were noted and are listed above.	
3.	Minutes of last meeting	
	The minutes from the meeting of 22 March 2022 were approved.	
4.	Chair's Update	
	<p>SC confirmed that the focus since the last meeting had been on Learning Estate Strategy Consultation work. CD, SC and ME had attended two meetings relating to the rising rolls issues specifically catchment areas and high school capacity.</p> <p>SC had met with AG and AB to discuss the new "Values Based" award which the Parent Council will be funding. The emphasis of this award is an evidenced commitment to the school's values despite an individual facing challenges.</p>	

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	<p>Nominations will be made by class teachers and the School Leadership Team will decide the winner.</p> <p>The PC also funds the “Barbara Wells Award” which is for creative writing and poetry. SC had discussed with Andrew Thomson, Curriculum Leader for English, and he had confirmed that the class teachers promote a specific piece of work and the Department then decide who should receive the awards. SC confirmed that she had asked for details of the winners so that the PC can include details in their communications.</p> <p>AB confirmed that the Edinburgh Council Project Team (leading the implementation of the one-way system in the High Street) is meeting representatives from all schools on 7 June to discuss the impacts of increased traffic and consider options to mitigate immediate and long term impacts.</p>	
<b>5.</b>	<b>Treasurer’s Update</b>	
	The current balance is £411.18.	
<b>6.</b>	<b>PC Reps Update</b>	
	<p><b>CEC Locality Rep Update – MB</b>          MB to attend meeting on 1 June and feedback at next PC Meeting. <b>Action 2 – Feedback at next PC meeting.</b></p> <p><b>Cluster Group Liaison Update – SB</b>          SB had been approached by PSA and asked to find out the dates of cluster primaries’ Christmas markets. SB to contact representatives after the Summer Holidays. <b>Action 3 – SB to contact Cluster Group reps.</b></p> <p><b>PSA – CW</b>          The PSA had met in-person in the school and agreed to contribute their funds to the school’s skills academies. They hope to run the annual quiz and Christmas market. Liz Martin will be staying on as Chair for 22-23.</p>	<p><b>MB</b></p> <p><b>SB</b></p>
<b>7.</b>	<b>Community Council Update</b>	
	<p>DF reported that the QDCC has been heavily involved in talks regarding future school provision in the area.</p> <p>The Open All Hours programme which runs on Friday evenings has been hugely successful. There is a Summer Programme for young people which will be based at the High School. The QDCC is campaigning for better use of the High School facilities for the community.</p>	



	<p>The QDCC has chased up the land restoration at the north side of the school. The surface has been restored and replacement bulbs given.</p> <p>Rosebery Hall has reopened and programmes are returning.</p> <p>The QDCC would like to be involved with the School Awards Programme. DF reported that Forth Dimension used to give two awards to the school and the QDCC are keen to reopen that discussion.</p> <p>DF asked what would happen regarding parking once more staff are recruited as the car park is full most days. CD confirmed that the Local Authority does not have a statutory requirement to provide parking.</p>	
8.	<p><b>Head Teacher's Report</b></p>	
	<p>CD commented on how lovely it was to be able to meet in person. He had asked for questions prior to the meeting and provided the following responses.</p> <p><b>S1 Residential Camp</b> – Young people had missed out on the opportunity due to Covid restrictions. The school is considering the reintroduction of the camp however they would like to review given the fact that it takes place so soon after P7 camps placing additional financial pressure on parents.</p> <p><b>Music Department Staffing</b> – The school has received confirmation of a probationer for the department for 22/23. There is also a PSL, who is an experienced teacher of music, who will provide support throughout the year.</p> <p><b>Violin Lessons</b> – This provision sits with the Local Authority and KT is currently liaising with them. KT has met with community folk groups who have said they are keen to offer help.</p> <p><b>Assembly Space</b> – Following recent tours of the school, CD has received a comment from a parent about how small the space is. The capacity for this area is 270. The school is looking at hosting award ceremonies to celebrate success.</p> <p><b>HT Update</b></p> <p><b>Staffing</b> – CD reported that the school is in a healthy position. There will be 8 probationers joining in August.</p> <p><b>School Events</b> – 30 May – Induction day, 7 June – Drama Performances, 13 and 15 June – Dance Show, 14, 15 and 16 June – P7 transition days, 20 June – Business Breakfast, 22 June – Class Charts Introduction event. The cluster primary schools have given very positive feedback following the work that they have undertaken with Michelle Gordon.</p>	



	<p><b>SQA Appeals Process</b> – Communication was shared today. The SLT will come into the school on the 10 August to meet with young people to discuss appeals and re-coursing.</p> <p><b>Reporting</b> – Following a survey, 75% of parents voted to return to face to face teacher/parent consultations. The school will introduce regular tracking reports for all year groups in place of the longer one-off written reports.</p> <p><b>New Timetable</b> – Pupils have received their new timetables. The school’s vision and values will be discussed with senior pupils and launched in August.</p> <p><b>School updates</b> - Parents will receive information on the following over the next month – School Improvement Plan for Session 22/23, School Standards and Quality Report for Session 21/22, Parental Calendar of Events for 22/23, Finalised vision and values to support improvement agenda for the next 5 years and updated information on inclusion, child protection, attendance, communications, positive behaviour and destinations and uniform policies.</p> <p>The school is currently revising its equalities and anti-bullying policy in consultation with young people and this will be shared early next term. A full family learning programme for session 22/23 will be introduced which will support parent and carers in support their young people’s learning at home.</p>	
9.	<p><b>School Strategic Items</b></p>	
	<p>The parent consultation has been incredibly positive and has been shared with staff so they can appreciate how valued they are.</p> <p>Learning Estate Strategy – Feasibility options have been teased out at Group ahead of them going out for public consultation. CD confirmed that the school had received a visit from someone regarding the feasibility of an extension to the current school building. He reiterated that any extension would need to be an enhancement of the current building. CD assured the PC that the school will do all they can to come to an acceptable solution.</p>	
10.	<p><b>AOCB (Any other competent business)</b></p>	
	<p>CD confirmed that there will not be a dedicated Sixth Form Common Room. S6’s will have structured study periods with members of the SLT.</p> <p>SC asked PC members to confirm whether they intend to stay on for 22/23. <b>Action 4 – PC members to get back to SC.</b></p> <p>AB thanked SC for her work as Chair.</p>	<p><b>All</b></p>

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**Actions**

<b>Action 1</b>	PC members to contact SC/MB if they wish to discuss the role of Chair.	All
<b>Action 2</b>	MB to attend CEC Locality Meeting on 1 June and feedback at next PC Meeting.	MB
<b>Action 3</b>	SC to contact Primary Cluster Group reps regarding dates for school Christmas markets.	SB
<b>Action 4</b>	PC members to let SC know if they wish to stay on for 22/23.	All