



## Minutes

### **Present :**

**Parents/Carers:** Steven Budge – Co-chair (SB), Claire Whyte – Co-chair (CW), Jacky Knickelbein, Eileen Grant (EG), Mark Elder (ME), Anne Marie Boyd (AMB), Pam Cranston (PC), Graeme Mckinley (GMck), Lindsey Devin (LD) , Sarah Baird (SB)

**Teaching Staff/Other:** Craig Downie (CT) – Head Teacher, Kevin Thomas (KT) – Deputy Head, David Flint (DF) – Queensferry & District Community Council (QDCC), Councillor Norman Work (NW) - Edinburgh Council

**Minute Taker/Clerk:** Sarah Bennett

**Apologies:** Susan Evans, Katrina Closier, Louise Wilson

<b>1.</b>	<b>Welcome</b>	
	CW welcomed those present.	
<b>2.</b>	<b>Apologies</b>	
	Apologies were noted and are listed above.	
<b>3.</b>	<b>Minutes of the last meeting</b>	
	The Minutes of the Parent Council Meeting dated 22 November 2022 were approved by EG and seconded by ME.	
<b>4.</b>	<b>Chair Update</b>	
	<p><u>Action Points from Minutes dated 22 November 2022.</u></p> <p><b>Action Point 1</b> – CW and SB to send an email to Parent Forum asking if they can approve their election as Co-Chairs of the Parent Council. <b>Update</b> – Members of the Parent Council had sent email confirmation to CW/SB confirming that they were content with the election.</p> <p><b>Action Point 2</b> – CD to share Parent Council content on School Website ahead of its launch. <b>Update</b> – Ben Lewis, Deputy Head, had shared login details with Parent Council. The Website has now been relaunched with a section for the Parent Council.</p> <p><b>Action Point 3</b> – CW and SB to send previous minutes to KT who will add to Parent Council area of the QHS Website. Action outstanding – <b>Action 1.</b></p> <p><b>Action Point 4</b> – MB to provide feedback from CEC Locality Meeting at next PC Meeting. <b>Update</b> – MB will update meeting later in the agenda.</p> <p><b>Action Point 5</b> – CW and SB to issue email to Parent Council members in order to recruit year reps. <b>Update</b> – E-Mail has been sent. CW will update meeting later in the agenda.</p>	CW/SB



	<p><b>Action Point 6</b> – CB and SB to check whether David Flint is an observer or a member of the Parent Council. <b>Update</b> – It was confirmed that DF is an observer and, therefore, has no voting rights at the Parent Council. The QDCC Parent Rep is Ann Marie Boyd.</p> <p><b>Action Point 7</b> – ME to prepare information on the issue of future secondary school provision and share with Parent Council members. <b>Update</b> – ME had prepared and circulated a paper. A consultation had been shared on social media and Kirkliston Parent Council have shared a paper detailing their views. To be discussed later on in the Agenda.</p> <p><b>Action Point 8</b> – KT to send communication to parents regarding parking for parents' evenings/evening events. <b>Update</b> – KT had suggested alternative places to park in a communication which had been sent out to S5-6 parents ahead of their parents' evening. It was suggested that KT should speak to Queensferry Hub Owner ahead of events to ask permission for parents to use the car park. <b>Action 2</b> – KT to contact Alan at Queensferry Hub.</p>	KT
5.	<p><b>Treasurer's Report</b></p> <p>There is a current balance of £1336.18.</p>	
6.	<p><b>Head Teacher's Report</b></p> <p><u>Staffing</u> The Art Department will become part of the Expressive Arts Department. The role of Curriculum Leader has been advertised and interviews are due to take place.</p> <p>Catriona Reynolds has successfully interviewed for the role of pupil support leader for Hopetoun. Graham Franz will continue covering her role as Pt Wellbeing Hub leader.</p> <p><u>Events</u> The events calendar is deliberately light between January and April to allow the School to focus on preparation for examinations. Forthcoming events include a S4 parent/carer evening, a S2/3 course choice information evening, a S5/6 parent/carer evenings and a S4/5 options information evening.</p> <p><u>Course Choice</u> Parents/carers of S3 pupil have received a Pathway Tracking Report which indicates the pathway their young people are taking along with any interventions which may be needed to correct that pathway.</p> <p><u>Curriculum Feedback</u> CD has consulted with parents of S3 pupils regarding the change in curriculum choice. The School has made changes to the curriculum design giving more flexibility of choice for learners. He has received positive feedback from S2 and 3 parents, carers and pupils in favour of the change.</p> <p><u>Feedback from School Self Evaluation (SSE) exercise</u> The Local Authority conducted an evaluation at QHS. The feedback from the Local Authority was rigorous made 100+ teaching observations. The Authority met with pupils</p>	



	<p>in both the junior and senior phase, teaching staff, pupil support leaders, curriculum leads, senior leadership team, the headmaster and support and janitorial staff. They noted the strength of the Senior Leadership Team (SLT) and CD acknowledged that the Team had worked incredibly hard over the past few months introducing positive changes to QHS. The Local Authority commented on the positive culture and ethos at the School and felt that there was a calm and respectful environment with positive relationships between pupils and both teaching and support staff. Staff and pupils were able to feedback the School Values of “Work Hard and Be Kind”. CD was encouraged by this and pleased that there was a clear vision for the School moving forward. The LA had recognised that there is a clear and ambitious strategic plan for excellence contained within the 5 year Plan. CD would like to reach out to parents/carers, the Community Council and local business to create a working group to support the development of the Plan.</p> <p><u>Attainment</u></p> <p>When considering attainment, there are 3 areas which are looked at – positive destinations, literacy and numeracy and general attainment of young people. <i>Positive destinations</i> – 95% of QHS students progressed to a positive destination (this data is from academic year 20-21). The figures for 21-22 are yet to be shared but the School is confident that the percentage will increase to 97%. <i>Literacy and Numeracy</i> – The School had received the best results since starting to collate data and S4/5 had the best performance on record for academic year 21-22. <i>Attainment</i> – There had been an improvement in the performance in S4/5.</p> <p>CD answered a query on whether there is a plan in place to accelerate the 5 year plan for the senior phase. The School is unable to change the fact that the senior phase has not received the same opportunities as the current junior phase however Mentoring and Attainment Hubs have been created and staff are working with pupils who are not achieving their targets. The Mentoring Programme is for the lowest achieving 20% of pupils. There is a clear programme in place for pupils in S1-3 where real time data is shared with staff and early interventions can take place.</p> <p>CD answered a query on whether staff can help pupils achieve more than is expected. Interventions are in place for any pupil falling below their anticipated target grade and pupils are being pushed to achieve their very best.</p> <p>CD answered a query on whether there are concerns about subjects other than literacy and numeracy. The SLT has analysed data and is working with teachers and setting targets to increase the number of pupils taking subjects and sitting and passing examinations.</p>	
7.	<b>PC Reps Update</b>	
7.1	<b>CEC Locality Rep Update – MB</b> On the 1 February, there will be a Parents/Carers Consultation to discuss industrial action and the impact on young people.	
7.2	<b>Cluster Group Liaison Update – SB</b> Kirkliston Primary Parent Council has shared their findings on the supply of education in the area.	
7.3	<b>PSA Update – CW</b>	



	The PSA had held a very successful Christmas Market and had sold raffle tickets at the dance shows. At the next meeting, the PSA will discuss recruiting new members and future events.	
<b>7.3</b>	<p><b>Confirmation of Parent Council Year Reps for 22/23</b></p> <p>S1 – Claire Whyte S2 – Sarah Baird S3 – Lindsey Devin S4 – Pam Cranston S5 – Susan Evans S6 – Eileen Grant</p> <p>CW will circulate details of email addresses to year reps. <b>Action 3.</b></p>	CW
<b>8.</b>	<p><b>Community Council Update</b></p> <p>The Community Council had met on the 23 January. There had been no discussion around QHS although Jude Moir, new HT at Echline Primary School, had attended and was keen to become involved with any community groups or partnerships.</p>	
<b>9.</b>	<p><b>School Strategic Issues</b></p> <p><u>Future provision of secondary education in Queensferry and Kirkliston</u></p> <p>Kirkliston Primary (KPS) Parent Council had shared their findings in a Report. They reported that 77% of parents/carers at the School were in favour of a new secondary school being built in Kirkliston. There appears to be a growing divide between Queensferry and Kirkliston emerging on social media along with the circulation of misinformation and speculation.</p> <p>MB spoke about the need for QHS and primary schools in Kirkliston, Queensferry and Dalmeny to have a collective approach and suggested that chairs from each Parent Council meet to discuss. The Chair would need to liaise with parents/carers at their school and voice the majority opinion. It was suggested that the Parent Council take the facts from the Report and create a questionnaire/survey which is shared with parents/carers at QHS in order to gather opinion. CW/SB to take forward. <b>Action 4.</b> It is noted that this was not a unanimous decision however the majority of Parent Council members were in favour.</p> <p>The Parent Council discussed their views on the issues with the following concerns/thoughts being voiced :-</p> <ul style="list-style-type: none"> <li>• Young people from KPS progressing to a Kirkliston Secondary School would be going through their secondary education with the same peers and would lose out on the opportunity of mixing with children from different schools in the local area.</li> <li>• Course choices would potentially be limited at a smaller secondary school although it was acknowledged that certain courses could be run in conjunction with other schools.</li> </ul>	CW/SB



	<ul style="list-style-type: none"> <li>• A Western Edinburgh Secondary School would create travel issues for pupils from Kirkliston in that they would be caught up in traffic in the morning and afternoon. In this scenario, the Council would need to consider transport links and infrastructure.</li> <li>• It would be difficult for Kirkliston young people to build friendships with peers if they were attending a Western Edinburgh Secondary School due to the distance and the associated problems in getting together out of school.</li> <li>• There would be an increase in traffic on Station Road and nearby roads if QHS were to be increased in size. It was acknowledged that the Council would need to get planning permission if they went down this route and local roads etc would be considered.</li> <li>• An extension of the current QHS would incur the least amount of disruption for pupils.</li> <li>• A “Super School” is not effective.</li> </ul> <p>CD urged parents/carers to consider the facts and detail in the Consultation Report before making a decision.</p>	
<b>10.</b>	<b>AOCB (Any other competent business)</b>	
	<p>CW/SB considered what information should be shared on the School Website. It was agreed that they would share minutes from the past 12-18 months, the Parent Council Constitution, details of year group reps, the aims of the Parent Council and future meeting dates. CW to consider an introduction. <b>Action 5.</b></p>	CW
<b>11.</b>	<b>Date of next meeting</b>	
	<p>CW/SB to organise meeting dates for the rest of the school year – it was noted that a Tuesday evening does not suit all members so there will be meetings on different days of the week.</p>	

### ACTION LIST

1.	CW/SB	Send previous Parent Council minutes to KT to add to Parent Council area of the QHS Website.
2.	KT	Contact Alan at Queensferry Hub ahead of parents’ evenings to ask for his permission to allow parents to use car park.
3.	CW	Circulate details of email addresses to Parent Council year reps.
4.	CW/SB	Create and circulate a questionnaire/survey with questions relating to the provision of secondary education in the local area. Suggest a meeting with chairs from parent councils of schools in the Queensferry/Dalmeny/Kirkliston area so there is a collective approach.
5.	CW/SB	Consider introduction and content for School Website.