



Minutes

Present :

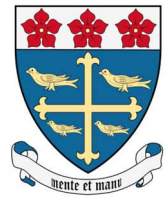
Parents/Carers: Steven Budge – Co-Chair (SB), Claire Whyte – Co-Chair (CW), Mark Elder – Treasurer (ME), Sarah Baird (SBa), Martin Bennett (MB), Katrina Closier (KC), Pamela Cranston (PC), Susan Evans (SE), Eileen Grant (EG), Jacky Knickelbein (JK), Graeme McKinley (GMcK)

Teaching Staff/Other: Craig Downie – Head Teacher (CD), Kevin Thomas – Deputy Head (KT), David Flint - QDCC (DF)

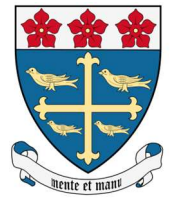
Minute Taker/Clerk: Sarah Bennett

Apologies: Anne-Marie Boyd, Lindsey Devin

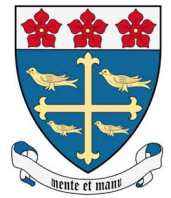
1.	Welcome	
	CW welcomed attendees to the meeting.	
2.	Apologies	
	Apologies were noted and are listed above.	
3.	Minutes of the last meeting	
	The Minutes of 24 January were approved by SB and seconded by EG.	
4.	Chair Update	
	<p><u>Action Points from Minutes dated 24 January 2023</u></p> <p><u>Action 1</u> – CW/SB to send previous Parent Council minutes to KT to add to Parent Council area of the QHS Website. Update – Complete. Minutes and Constitution now on Parent Council Website.</p> <p><u>Action 2</u> – KT to contact Queensferry Hub ahead of parents’ evenings to ask for permission to use car park. Update – Complete. KT confirmed that he had been in contact and, unfortunately, the Hub Car Park is unavailable. Parents/carers will be encouraged to walk/use public transport or park in the Station Car Park.</p> <p><u>Action 3</u> - CW to circulate email details to Parent Reps. Update – Complete. E-Mail details have been circulated and CW asked reps to contact her if they have any issues.</p> <p><u>Action 4</u> – CW and SB to create and circulate a questionnaire/survey with questions relating to the provision of secondary education in local area. Suggest a meeting with chairs from parent councils of schools in Queensferry/Dalmeny/Kirkliston area so there is a collective approach. Update – Complete. SB confirmed he had reached out to feeder primaries (excluding St Margaret’s) and their Parent Councils and they had reported that they had no issues or concerns at present. SB expressed concern that the Primary Parent</p>	



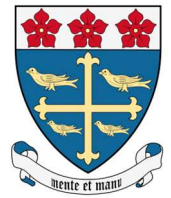
	<p>Councils are not engaging with the issue as their children will be affected in the coming years.</p> <p><u>Action 5</u> - CW and SB to consider the introduction and content for the School Website. Update – CW confirmed that there is still scope to play around with content and would like to include the date of the next meeting on the Website. Action 1 – CW and SB to consider content and include date of next Parent Council meeting.</p>	CW/SB
5.	Treasurer's Report	
	<p>ME confirmed a balance of £1296.18.</p> <p>ME queried whether there was anything that the Parent Council would like to fund this year. A balance of £300 should be maintained in the account but the remainder of the money can be spent. Action 2 – CD and staff to consider how best to utilise the money and come back to Parent Council at next meeting.</p>	CD
6.	Head Teacher's Report	
	<p>CD shared slides with the Parent Council.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Curriculum Leader of Expressive Arts – Douglas Anderson will join QHS after the Easter holidays to take on role of CL in the Expressive Arts Department. • Teacher of Design & Manufacture – Haaris Mohammed will remain at QHS on a permanent basis following his probation year. • Teacher of Biology – Emma Strang will remain at QHS on a permanent basis following her probation year. • Recruitment of Home Economics Teacher – Due to increased demand, QHS are seeking another permanent member of staff in the Home Economics Department. • Staff currently on secondment – Michael Clark wishes to return to his substantive role in the PE Department. Kenny Manson is due to return from his two year secondment in August 2023. • Maths Department – Jenny Moran is relocating to Ireland following her maternity leave so will not be returning to her role. <p><u>School Events</u></p> <ul style="list-style-type: none"> • S6 Graduation – Will take place on Thursday 21 April. Parents/carers have been invited to attend; there will be speeches and S6 pupils will receive a scroll and small gift. Nibbles and drinks will be available after the event and teachers have been invited to join the celebration with parents/carers and pupils. The last official day of school for S6 will be Friday 22 April and S6 pupils have been invited to attend a leaving event at Conifox. • S3 Graduation – Will mark the end of S3's broad general education with their new timetable commencing in May. This will be an in-house event with only pupils in attendance. 	



	<ul style="list-style-type: none"> • Junior Awards – This is for S1-2, and hopefully S3, and will mark achievement in their broad general education. • Senior Awards – This will take place in September 2023 and will be a formal event. • Business Breakfast – This will take place in mid-June and community partners will be invited to the School to discuss partnership opportunities. • Spring Fling – This celebration of music will take place on the evening of the 28 March. • School Show – We will rock you is taking place on the 21 and 22 June. • Sports Awards – This will be a pupil only event. Date to be confirmed. <p><u>Course Choice</u></p> <ul style="list-style-type: none"> • The course choices are looking good this year in terms of young people getting on the courses they want. • QHS has been in discussion with schools in the North-Western area of Edinburgh regarding the delivery of Advanced Highers in 2023-24. A number of Advanced Highers will be taught by a teacher from one of the associated schools meaning that it may be done online instead of in-person. Although it is recognised that this is not ideal, there will be a greater number of Advanced Highers offered to S6 pupils. • The Skills Academies continue to be successful and have been prioritised on the timetable again. <p><u>Destinations</u></p> <ul style="list-style-type: none"> • CD confirmed that just shy of 98% of pupils leaving QHS are continuing to a positive destination, above virtual comparator, Edinburgh and National average. 	
7.	PC Reps Update	
7.1	<p><u>Locality Meeting</u> MB had been unable to attend the latest Locality Meeting but will ask for the latest information. Action 3 – MB to share at next meeting.</p>	MB
7.2	<p><u>Cluster Primary Schools</u> See Action 4 in Action Points from Minutes dated 24 January 2023 above.</p>	
7.3	<p><u>PSA</u> The PSA will give £1000 to the current S6's which will be used for their leaving celebrations. £1000 will be shared with the current S4 and S5 group when they are in S6. The PSA Quiz Night will take place on the 22 April in the Queensferry Scout Hut and Parent Council members are encouraged to attend. The date of the next meeting has yet to be confirmed.</p>	
8.	Community Council Update	
	The QDCC had a brainstorming session on how community buildings can be used more effectively in South Queensferry.	



	<p>The Open All Hours sessions continue to be a big success and run from 6pm-8pm on a Friday evening. There have been reports of a reduction in antisocial behaviour as a result and young people are being taught how to respect each other, the facilities and adult helpers. The QDCC have met with Miss Dickson from the PE Department regarding how they can work more closely with the School sharing relevant information which will help the young people. Action 4 – Consent forms to be available from the School Office to ensure that young people have them signed and ready on a Friday evening.</p> <p>The Transition Club will run in the Summer Term and beyond if funding is available. This is for pupils who are anxious about moving from primary to secondary and gives young people the opportunity to mix with children from different feeder schools. Action 5 – Parent Council members are encouraged to contact GMcK or Anne-Marie Boyd if they have or know of anyone who has any skills which they can share with either the Open All Hours or Transition Club.</p>	<p>CD/KT</p> <p>All</p>
9.	School Strategic Issues	
	There are no further updates on the consultation regarding the future provision of schools in the area.	
10.	AOCB (Any other competent business)	
	<ul style="list-style-type: none"> • <u>Links to documents on Class Charts</u> – There was concern that some of the links are not working. CD and staff are aware of this issue and will send out again if necessary. • <u>National 5 Maths Prelim</u> – There was concern over the poor performance in the recent Nat5 Maths Prelim. CD encouraged parents to contact the School directly if they have concerns. Action 6 – CD to discuss with Ben Lewis. • <u>Appeals Process</u> – CD confirmed that there would be no appeals process this year other than for exceptional circumstances, eg if a pupil has been unable to sit the examination due to health issues. • <u>Feedback Process from Tracking Reports</u> – KT confirmed that feedback is collated and passed to the relevant member of staff and encouraged parents/carers to add their feedback to the Tracking Reports. • <u>Tutoring</u> – A query was raised as to whether older pupils can offer tutorage to younger pupils. CD confirmed that they are unable to offer this service but that, going forward, they are keen for senior pupils to become “champions” and help other pupils. • <u>Class Charts</u> – There appears to be more feedback for young people in the junior phase as opposed to the senior phase. CD confirmed that he is aware of the lack of consistency across the junior and senior phases and is working with staff to increase engagement. There was concern about a lack of consistency, ie a junior pupil was receiving red marks for not wearing uniform at PE whereas a senior pupil was doing the same thing with no repercussions. KT confirmed that there are a range of activities in S5/6 that do not require the need for PE uniform however the School will take on board the concerns. 	<p>CD</p>
11.	Date of next meeting	
	To be confirmed.	



ACTION LIST

1.	CW/SB	Consider content of Parent Council area of QHS Website. Include date of next Parent Council meeting.
2.	CD	Consider how best to utilise Parent Council money and report back at next meeting.
3.	MB	Ask for latest information from Locality Group and share with Parent Council at next meeting.
4.	CD/KT	Open All Hours Consent Forms to be available from School Office.
5.	All	Parent Council members are encouraged to contact GMcK or Anne-Marie Boyd if they have or know of anyone who has any skills which they can share with either the Open All Hours or Transition Club.
6.	CD	Speak to Ben Lewis about National 5 Maths Prelim.