

Queensferry Community High School
 Minutes of Parent Council Meeting - 9 November 2023
 19h00 at Queensferry High School



Minutes

Present :

Parents/Carers :

Steven Budge – Co-Chair (SB), Claire Whyte – Co-Chair (CW), Cllr Norman Work (NW), Graeme McKinley (GM), Anne-Marie Boyd (AMB), Mark Elder (ME), Susan Evans (SE), Rania Serifi (RS), Richard Oakley (RO), Morag MacLachlan (MM), Emma Heath (EH), Meran Crawford (MC), Katrina Closier (KC), Sarah Baird (SaB).

Teaching Staff/Other:

Craig Downie – Head Teacher (CD), Ben Lewis – Deputy Head (BL), David Flint - QDCC (DF)

Minute Taker/Clerk:

Jacky Knickelbein (JK)

Apologies:

Pamela Cranston

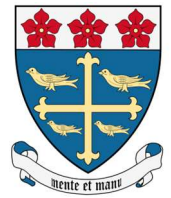
1.	Welcome.	
	CW welcomed attendees to the meeting.	
2.	Apologies.	
	Apologies were noted and are listed above.	
3.	Approval of the minutes of the last meeting.	
	The Minutes of the Parent Council meeting on 11 September 2023 were approved by EH and seconded by ME.	
4.	Chair Update	
	<p><u>Action Points from Minutes dated 31 May 2023</u></p> <p><u>Action 1</u> – School website to be updated for Parent Council minutes. Update – Completed by CW/SB.</p> <p><u>Action 2</u> – Consider how best to utilise Parent Council money and decide at AGM. Update – Discussed at this meeting (see HT Update section) but action to be carried forward with a smaller working group (Action 1).</p> <p><u>Action 3</u> – Open All Hours Consent Forms to be available from School Office. Update – Completed by AMB.</p> <p><u>Action 4</u> – Parent Council accounts to be presented at each Parent Council meeting. Update – Ongoing. SE will present the accounts at future meetings.</p> <p><u>Action 5</u> – Personal liability risk for Parent Council members to be assessed for next meeting.</p>	<p>CD / All</p> <p>SE</p>

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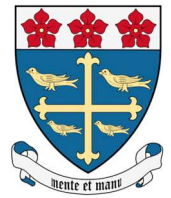
	<p>Update – Completed by CW. CW advised that no personal liability is applicable in this regard when PC members carry out their duties in good faith. This is set out in the Scottish Schools (Parental Involvement) Act 2006.</p> <p><u>Action 6</u> – Parent Council accounts to be shared on school website and by email on advance of each Parent Council meeting.</p> <p>Update – Action carried forward (Action 2).</p> <p><u>Action 7</u> - School Show – We Will Rock You show is taking place on the 21 and 22 June. CD asked Parent Council members to promote the show amongst the community.</p> <p>Update – The school show has taken place and the date for the next show will be shared in due course.</p> <p><u>Action 8</u> - DF and GMcK mentioned the excellent work that Ferry Elves had done for the community. Co-ordination between the school and Ferry Elves was suggested to possibly collaborate on the equity agenda and to share learnings.</p> <p>Update – Completed. Anyone wishing to contact the Ferry Elves can do so via contact with the school office.</p> <p><u>Action 9</u> - MB asked that the Parent Council reach out to the local Primary School Parent Councils to ensure everyone is joined up and aware of developments as they arise regarding the future of school provision outcomes for the area.</p> <p>Update – Ongoing.</p> <p><u>Action 10</u> - Email role responsibilities for Locality Rep to enable a successor to be found at AGM.</p> <p>Update – Completed by Martin Bennett. Activities include engagement with Edinburgh Council on the City of Edinburgh Action Plan and the National Action Plan and Budget. Currently there is a strong focus on sustainability. The new Locality Rep will be CW.</p> <p><u>Action 11</u> - Liaise with school office to contact all S4s and S5s so that any intending to leave can be included in leavers’ hoodies.</p> <p>Update – completed by BL and this will be done in future years.</p> <p><u>Action 12</u> - Investigation and resolution of issues in automatic absence messaging system.</p> <p>Update – QHS is endeavouring to minimise these automatic messages. QHS policy is to contact the parent / carer to advise if the learner is not in school as part of its safe guarding responsibilities. Other schools have similar challenges.</p>	SE / BL
5.	Treasurer’s Report	
	SE confirmed a balance of £1,216.18 on 31/05/2023, less expenses of £90.95 for the preparation of PC meeting minutes and gifts for longstanding departing PC members. Therefore, the current balance is £1,125.23.	
6.	Head Teacher’s Report	
	School inspection	

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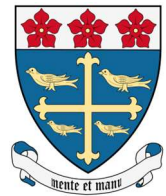
	<p>The first school inspection after 15 years went well. Great effort and positivity shown by all staff, parents and learners – thank you. Findings of the inspection will be shared after a QA process is completed and will possibly be available in the coming month.</p> <p>Vacancies</p> <ul style="list-style-type: none"> • 2 teaching posts: Physics and Home Economics. • PSO for Hopetoun House. • Clerical Assistant. <p>New staff members</p> <ul style="list-style-type: none"> • Drama • English • History • Maths • Geography • PE • Health and Food Technology <p>Upcoming School Events</p> <ul style="list-style-type: none"> • P7 Pupil Information Evening on 28/11/23. • Hong Kong School Visit on 30/11/23. • Christmas Fayre on 02/12/23. • S3 Parents Evening on 06/12/23. • Expressive Arts Christmas Showcase on 12/12/23. • Junior Christmas Dance on 20/12/23. • Senior Christmas Dance on 21/12/23. <p>School Recognition</p> <p>Pupils of the Rights Respecting Group recently lead an assembly and shared that the school has achieved its Silver Rights Respecting Award. The group will continue its work and aim to achieve a Gold Award.</p> <p>Technology</p> <p>The school has successfully resolved the challenges with issuing iPads to the S1 cohort. 208 iPads have been issued with 16 still to be issued. Teachers used other resources to avoid negative impacts on learning.</p> <p>School Improvement Group</p> <p>The meeting was rescheduled due to pending strike action. The focus of the group will be on curriculum development and the S2 experience for next year.</p> <p>Opportunities Fund</p> <p>The concept of a small working group was proposed. The group’s function would be to decide on the criteria for how the money is utilised as well as to approve individual funding. It was suggested that the funds be used to subsidise individual pupils on school experiences / excursions.</p>	
7.	PC Reps Update	

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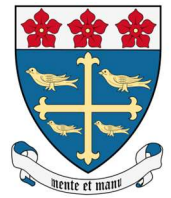
	<p>The following Class Reps were elected:</p> <ul style="list-style-type: none"> • S1: Emma Heath • S2: Claire Whyte • S3: Sarah Baird • S4: Lindsay Devin • S5: Pam Cranston • S6: Steven Budge <p>• In relation to the re-election of year reps, SB enquired if these should be effectively in position until the children move to their next year group in June of each year. The children move on so should the parents. This still needs to be agreed at the next meeting. (Action 5)</p> <p>Other Reps elected were:</p> <ul style="list-style-type: none"> • ASN Locality Rep: Morag MacLaughlin • Cluster Rep: Steven Budge • PSA Rep: Susan Evans • Locality Rep: Claire Whyte • Community Council Liaison: Anne Marie Boyd 	All
7.1	<p>Locality Meeting</p> <p>CW was elected as the Parent Locality Rep.</p> <p>Feedback from the recent Locality Meeting was that the City of Edinburgh Action Plan as well as the National Action Plan and Budget were shared. The focus will be on sustainability issues. In addition, the holiday schedule was discussed and will be advised. CW will share the Twitter (X) page link (action 3).</p>	CW
7.2	<p>PSA</p> <p>SE shared the PSA request for volunteers for the Christmas Fayre as well as donations for the Tombola and Water or Wine stall.</p>	
8.	<p>Community Council Update</p> <p>New High School</p> <p>Update provided by Cllr NW was that the proposed new high school would be located in Kirkliston and has passed the consultation phase. Councillors are to receive a briefing. The proposed site is the Kirkliston Leisure Centre. Concerns regarding the safety of the route to school were raised. In addition, emissions from the vehicles on the nearby motorway may be above the WHO guideline.</p> <p>Cluster Group</p> <p>No update apart from the feedback regarding the new high school.</p> <p>Open Hours Programme</p> <p>AMB shared that the Open Hours Programme continues to be well supported by young people on Wednesday and Friday nights.</p>	All

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	<p>Community Matters – Ferry Elves</p> <p>AMB shared that the Ferry Elves supported 101 young people from 68 families last year. Referrals for support can be made to Anne Mitchell or the school office. Support is always welcomed.</p> <p>Donations can be made by the:</p> <ul style="list-style-type: none"> • drop off boxes at the school • gift donation boxes at the Community Hub on 8th and 9th November • Tesco collection box • Go Fund-me Page 	
9.	School Strategic Issues	
	<ul style="list-style-type: none"> • The Opportunities Fund was discussed as above in the Head Teacher’s Report. • HMI inspectors will engage with QHS community groups on 15 November to discuss the proposed the new high school. The engagement will include pupils, staff, parents and the Senior Leadership Team and focus on the pros and cons from an educational perspective. 	
10.	AOCB (Any other competent business)	
	<ul style="list-style-type: none"> • Limited availability of musical instruments – CD advised that the provision by Council is limited, with other schools in a similar position. • Congestion in the stairs – CD shared that a one-way system was implemented to alleviate the congestion – This was done previously and never worked so the point was that we have trialled everything and settled on our current system which is 2 way on all stairwells. • Congestion of lunch queues – CD described how BL and all SLT manage the queues as best as possible. Pupils attending extra-curricular clubs during lunch time may be assisted by BL and the cafeteria staff by being prioritised in the queue. • Guides for iPads and the Class Charts App – guidance videos were distributed to learners on the 9th of November. In addition, the Genius Bar is available on Wednesdays for learners to approach for assistance. • Marking timeline query – marking timelines depend on the piece of work being marked, for example peer assessments, marking in class or individual marking. • Traffic management on roads adjacent to the school – the Councillor and Community Council are available to be engaged regarding a proposed campaign for a road crossing to be put in place specifically in relation to pupils crossing at Bulyeon Road. This should be discussed further in the next meeting (action 4). 	All
11.	Date of next meeting	
	Future meetings will be held in January, March and May. Dates to be confirmed.	

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ACTION LIST

1.	CD / All	Consider how best to utilise Parent Council money and decide with a smaller working group.
2.	SE / BL	Parent Council accounts to be shared on school website and by email on advance of each Parent Council meeting.
3.	CW	Share the Twitter (X) page link to the Parent Locality Group.
4.	All	Discuss a proposed campaign for a road crossing to be put in place for traffic management around the school.
5.	SB/CW	Discuss the re-election of year reps in the June of each year, effectively moving the parents to the new year at the same time as the children.