



Minutes

Present :

Staff:

Craig Downie (CD), Ben Lewis (BL), Morven Weir (MW), Helen Bradley-Laing (HBL)

Parents/Carers

Peter Lord (PL), Sarah Baird (SB), Steph Wilson (SW) (Kirkliston CC and parent), Louise Collingwood (LC) (parent and locality rep), Anne-Marie Boyd (AMB) (parent and Community rep), Graham McKinley (GM) (QDCC), Jillian Langton (JL), Rania Serifi (RS), Richard Oakley (RO), Kasia Banaszewska-Diaz (KBD), Morag MacLachlan (MM), Johanna Jenkins (JJ) (Treasurer), Claire Whyte (CW) (Co-Chair), Emma Heath (EH) (Co-Chair)

Minutes:

Hannah Dickson (HD)

Apologies/Not attending:

Meran Crawford, Stacey Taylor

#	Agenda item	<u>Actions</u>
1	Welcome and Apologies	
	Co-Chairs welcomed all to the meeting including intros for the benefit of Morven Weir new to the staff team. Apologies as above.	For info
2.	Approval of previous minutes	
	RO and MM proposed and seconded. Minutes approved. <i>JJ noted that the ESB now changed to ESP – request to change for future minutes.</i>	
3	Co-Chair's update	
	<u>Constitution amendments</u> Referred to discussion from December's meeting on amendments to constitution Co-Chairs had a previous action to understand why a parent council might be dissolved to see if this needed to be incorporated into the constitution – covered by the dissolution clause in the constitution. CW advised that having reviewed the Connect website, she is satisfied that the reasons for dissolution don't need to go into the constitution. Most common reasons for dissolution appear to be merging or	Review proposed amendments including the proposal for funds to go to CEC (City of Edinburgh Council) in the event of dissolution. To be agreed at next meeting.



	<p>closure of a school and in extreme cases, fundamental disagreements between members of a parent council.</p> <p>CW also proposed a minor amendment to the dissolution clause to reflect the Connect template Constitution which provides that funds on dissolution go to Local Authority rather than the school but to be used for the benefit of the school.</p> <p><u>Swimming query (see previous minutes):</u> CD spoke to Ms Dickson but provision of swimming is ultimately numbers-based and covered by the verbal update given as per the previous meeting.</p> <p><u>Primary School cluster parent councils:</u> Co-Chairs to reach out to primary school cluster Parent Councils – have done this but no response back yet. EH noted that the last communication had some questions about the ‘speed tables’ that had been passed on to local councillors.</p>	
3	<p><u>Treasurer’s report</u></p> <p>There is currently £2975.48 in the parent council bank account.</p> <p>£51 per annum for bank charges each year – discussion about what needed to be retained in the account each year. Co-Chair will check but think it was £200-250.</p> <p>Approximate calculations means we’ll have c.£2700 to give to the school once the retention amount has been taken off.</p> <p>CD request to retain the budget in parent council account just now as nothing specific requested at present. Agreed to hold and discuss at future meetings.</p> <p><u>Bank signatories</u> Susan Evans remains a signatory (previous treasurer) – proposal that one of the co-Chairs comes on as a new signatory to replace Susan.</p>	<p>Co-Chair to check what the retention amount agreed was.</p> <p>Ongoing</p> <p>Co-Chairs to discuss and determine who would be the most appropriate signatory to be added on.</p>



	<p>Query about whether both co-Chairs could go on, but JJ stated this could be more complicated when time comes to remove them as signatories.</p>	
4	<p>HT Update</p>	
	<p><u>Updated on staffing with key points as follows:</u></p> <ul style="list-style-type: none"> • Morven Weir joined as new DHT and S1 head, handover from Ben Lewis shortly who will be focussing his attention on S5&S6 . Morven to present on agenda item of family learning to parent council as this will be a key element of her new role. • A number of vacancies open at the moment largely as a result of staff leaving to take on promoted roles in other schools. CD noted that they had all been excellent and will be missed by the school. Current vacancies - History, Geography and Pupil support leader. • Marietta Zaloni has left QHS. ESP provision will be changing with an opportunity to bring the ESP/Support for learning/wellbeing provision together for all. Currently consulting with parents who have young people in ESP; plan to speak to the young people and the relevant staff too. Query from JL about if this support is available across the school S1-6. CD advised ESP provision available for all those who need it until their point of exit. <p><u>General – Prelims and study lates</u></p> <ul style="list-style-type: none"> • Prelims start next week for a couple of weeks. • Study late sessions – based on last year’s success, this will be repeated from Feb through April with details to follow, building in some learning from staff on what worked well/what didn’t. This is for all levels of exams, but not for all subjects all evenings – it’ll be subject based evenings. Question from RO about impact on staff – is this part of the consultation. CD – this is voluntary from the staff, but are paid for their extra time. <p><u>General - Family learning</u> agenda change, left for end of HT update.</p> <p><u>General – Course Choice</u> BL noted that the course choice sessions had been well received with parents & carers. Young people were being encouraged to put their top choices in order of preference,</p>	



especially the first three. CD noted key change this year to course choice: learning from last year was that this process needs to be more personalised. So using the new year-based model, the year staff team will meet with each individual learner, make the choices, email these home then they will be finalised (amendment possible by the parent/carer via email). BL noted that this is pretty standard for many other schools. Request for parents and carers to keep them informed on feedback so can improve.

JL noted this was a big time commitment for staff and asked if it was logistically feasible. BL noted very positive response from staff. HBL noted that this is time well spent – proactive time at this point in the year rather than reactive in August when changes at that stage would mean 20% of course time was lost (the new curriculum starts in May).

JL expressed concern about pupils, particularly those who need consistency and time to process information, having early notification about this – BL noted that the year teams will lead this. Pupils will be told in a PSE lesson when it'll be – this will be pre-scheduled with each young person. CD – young people also told 7/1/26 in assembly

Query from RS about the deadline: concludes before Feb break, BL begins scheduling and timetabling after the Feb break. BL: Guidance teacher will typically do the coursing, but BL may be more involved if there is a particular relationship or potential timetabling challenge.

RS question about how QHS staff know what it is pupils will require for career ambitions etc. and therefore the impact of what subjects are dropped during coursing. HBL noted this is her primary role to know this information and to be able to find out if not. RO echoed RS query. CD noted that the pathways information gives this information so parents and carers can plan – unlikely S6 course offering will change (that'll affect anyone in current S3 upwards)

CD - Advised young people generally not to plan too far in advance, unless there is a specific course at university e.g. medicine where specific subject combinations are required – keep it young person-centred.



BL noted that all slides on coursing and resources will be on the QHS website shortly, in addition to the padlets which are already available

JJ asked about coursing for young people in the base – CD noted a specific conversation, bespoke offerings for this group of young people.

JJ noted the importance of the consistency of timetable offer for young people in this cohort and how this has previously changed from Feb to May to August – CD noted that this is retained wherever possible but it can be unfeasible when staff change for example.

CD noted the new ESP model should give better flexibility and therefore consistency. JJ noted that parents and carers would welcome this improved consistency, in particular the communication with parents.

Brief discussion between members and CD about new model and offer.

General – events

John Hattie: CD updated he's due on 9th Feb, sold out event, 200 colleagues from across Scotland. CD and staff team excited about showcasing QHS.

Parent/Carers evenings:

- 8th January) S4
- 2nd Feb S5/6

Focus now until Easter is very much on course choice, exam prep and timetabling.

Family Learning (MW)

MW talked members through her ambitions for family learning in QHS:

- Strengthen partnership with parents/carers on meaningful family learning
- This is in the early stages – the team are currently exploring how to consult on this (perhaps establish a steering group where Parent Council support and representation would be welcomed)



- Likely to take the form of high profile events but also focus on targeted support for families to engage in their young person's learning

RO question – what are the current challenges you're looking to improve/address? MW: time challenges to get parents and carers in the building, opportunities to be better tailored for what families want to engage with, need to hear from parents and carers about what the obstacles.

RO – what does family learning mean? MW - NIF (national improvement framework) outcome 2 refers to this. It can be home-learning for example that parents and carers support with, but can also be parents and carers coming to the building or staff/school going out to other neutral community spaces. It can mean a range of things. RO suggested that a clear definition would be helpful.

MW gave some examples: she wants to hear what parents and carers would like to be part of e.g. building the school curriculum? MW wants the offer to be tailored to what QHS parents and carers want.

CD – it's primarily about how can QHS best help parents and carers to support their young person at home, subject knowledge but also tools, habits etc.

RS: noted challenges with the timing of this to be inclusive – spread through the year. HBL noted this is about being responsive to the needs of the local community e.g. people's work patterns etc. and this is why the consultation is key. AMB noted the importance of exploring all barriers and being creative about this work. CD noted QHS are well aware of the levels of contact/frequency of interaction they have with all parents/carers and use data on this to ensure appropriate support is given.

JJ noted that there is no homework for ESP. There followed a discussion between parent council members about homework including a useful perspective from RS (as a parent and a teacher) that a lot of subject matter was covered in the classroom to mitigate the need for home learning in the more traditional sense. CD responded noting that resources are on MS Teams and the padlets and would encourage



	<p>parents/carers to work with their young people to use these resources. JL noted that this discussion illustrates that homework should be a key part of the family learning consultation and discussion.</p>	
5	<p>PC reps</p> <p>Nothing specifically raised for individual year groups.</p>	
6	<p>Community Council update</p> <p><u>Queensferry and Dalmeny</u> Working on a Place Plan – collated from a range of consultations over previous years. This was published 6/1/26 and QDCC are inviting comments on the document; it will be presented to CEC for them to have as a working document for next developments. GM invited people to focus on the 10 proposed projects in the plan in particular.</p> <p>GM noted a Place Plan is a legally recognised document, community led, sits in the National Planning Framework. Sets out a vision of what Queensferry needs, wants etc. GM shared that, in his view, this is a more cohesive and holistic plan for CEC to refer to and connects all elements (e.g. transport, housing etc.)</p> <p>2030 no new development noted in the Locality plan – 2040 is the next one. QDCC noted need to get ahead of this and the Place Plan will support it.</p> <p>GM noted particular issues raised: Infrastructure: connectivity, other infrastructure, doctor’s surgery.</p> <p>GM reported he has a walk around with CEC officials in Queensferry. Positive progress on the active travel corridor (see previous minutes).</p> <p>RO request to share this Plan with the pupils – GM and CD noted that pupils have already been consulted on it and feedback will be incorporated in the redraft. As part of this the reps fed back that CEC developments work in a very siloed manner. Noted by CEC officials.</p>	



The Place plan, all QDCC updates and consultation sessions are available online. Rosebery Hall 14/01/26 session available.

Kirkliston CC

Consultation on the ongoing road safety issue in front of Kirkliston Primary School on the 'crossing' with the pencils – now in a position to take a more formal stance with CEC given the concerns around near misses and a high probability of a serious accident (as a non-standard crossing, pedestrians using this do not have automatic right of way that would make traffic stop for them to cross).

High demand for another issue – road safety on Gateside Road so likely the Council's next focus.

MM – any Place Plan for Kirkliston? Rep has noted and will be doing some more digging. GM noted this can be a costly undertaking.

Community Liaison – AMB

Meeting with Lib Dem Local councillor on Saturday to discuss specifically the active travel plan at Scotstoun and crossings for new development at Builyeon Road.

MM noted safety concerns about 'chaos' on Station Road at end of school day.

PL noted relevant TRO in action – statutory process due to begin by Spring 2026 but can take up to a year (PL notes this can be prioritised).

CD reiterated the request communicated with parents and carers before Christmas holidays about keeping the traffic low outside the school at drop off/pick up, and specifically not dropping young people at the front door of the school unless there are extenuating circumstances that require this.

Christmas lights switch on very good event with representation from the school choir which was great. AMB thanked the school for their support with the food drive – 102 young people in the community supported with the food drive. Also noted that support was given to young people by way of gifts and clothes thanks to community/local business generosity.



	<p>Co-Chair asked AMB if there were any additional items needed to support those who may require help – GoFundMe page opens usually in September, though AMB posts requests as and when they emerge on Facebook. AMB also highlighted a shortage of storage for such items and a request for a storage facility (MW noted in response to RS request this could be part of the family learning consultation).</p> <p><u>Locality Rep (LC)</u> LC updated from previous Locality Meeting with discussions about:</p> <ul style="list-style-type: none"> • Mobile phones • Toilets (as a result of the supreme court ruling) • Parental engagement plan • Inclusive learning review – provision of ASN across all of Edinburgh locality <p>CCW meeting – education Committee meeting in January. More updates will come from this.</p> <p><u>ASN rep – MM</u> Noted only a plan to revamp to streamline the 3 meetings, no particular updates.</p> <p><u>PSA:</u> Christmas Fair and 2 Snow-balls all went very well. No update on what they’re planning for the remainder of the school year and this will follow in due course.</p>	<p>Claire will get update on PSA plans for next meeting.</p>
7	<p>AOB</p>	
	<p><u>Dates for future meetings:</u> Discussion about meeting dates. PC members to forward any fixed or regular local community dates to co-chairs so that these can be avoided.</p> <p><u>Cold/Snowy weather:</u> Query about what happens if it’s very cold. CD noted that young people should be arriving at school for the time the school doors open – they cannot staff earlier opening. No queues outside the school building that would indicate young people are waiting in the cold for school to open – they are all making their way there in time.</p>	<p>All</p>



	<p><u>School extension</u> RO query about update on new school extension. CD noted nothing on development that has come to their attention since last discussed with parent council.</p> <p><u>Replacement phone pouches</u> In response to a query about replacement phone pouches – the school office have replacement phone pouches. People requiring these should go to the office to get them, but please note transfer via parent pay is required (the office does not handle cash).</p>	
8	Next meetings	
	Monday 9 March Tuesday 12 May	

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