

Queensferry High School Parent Council 2025 AGM 26 August 2025, Queensferry High School

Minutes

Present :

Staff:

QHS: Craig Downie (CD) (Head Teacher), Ben Lewis (BL) (Depute Head Teacher) and Helen Bradbury-Lane, Guidance

Parents/Carers:

Claire Whyte (CW) (Co-Chair); Johanna Jenkins; Anne Marie Boyd; Graeme McKinley; Richard Oakley; Peter Lord; Kasia Banaszewska-Diaz; Louise Collingwood; Hannah Dickson; Bruce Whitehead; Gillian Laurence; Ali Walker and Louise Bowers

Minutes:

Claire Whyte

Apologies:

Emma Heath (EW) (Co-Chair); Susan Evans (Treasurer); Sarah Baird; Rania Serifi; Morag MacLachlan; Susanne Urquhart; Stacy Taylor; Jill Langton and Steph Wilson

1.	Welcome & Apologies	Actions
	Claire Whyte welcomed everyone to the AGM for the QHS Parent Council as we start the new session for 2025/26. We welcome back those who have been on our Parent Council already and thanked those attending who will consider joining the Parent Council. In particular, the Parent Council would like to express our thanks and good wishes to Susan Evans who is standing down as Treasurer. Apologies as noted above.	
2.	Review of Minutes of 2024/2025 Parent Council AGM	
	Claire Whyte noted that all members of the Parent Council had been supplied with a copy of the minutes from last year's AGM on 27 August 2024 in advance of the meeting. All in attendance confirmed approval and no amendments required. Approval of the AGM Minutes was proposed by Johanna Jenkins and seconded by Richard Oakley.	

3.	Co-Chairs Report provided by Claire Whyte	
	The Parent Council would like to express our congratulations to the young people who achieved fantastic results this year in their National, Higher and Advanced Higher qualifications. We would like to recognise the support that the Parent Council gets from Queensferry Community Council and more recently, Kirkliston Community Council. The Community Councils are represented at every meeting and we appreciate their attendance to guide us on local matters. Thank you to Anne Marie Boyd who will provide that input from Queensferry Community Council on top of being an active member of the Parent Council and also to Steph Wilson from Kirkliston Community Council who will be attending meetings going forward. We do keep in regular contact with the local City of Edinburgh Councillors and we notify them in advance of our meetings and they attend on an ad hoc basis. Looking at the work of the Parent Council over the last year, its been a busy one. Emma and I would like to thank each member of the Parent Council for their thoughtful contributions towards this. Everyone has given up their personal time to attend Parent Council, their contributions are considered and well thought-out and this is recognised and appreciated. The main topic of discussion which has kept us busy over the last year has been oversight of the consultation for future high school provision for Queensferry and Kirkliston and raising awareness of this with the local primary schools. We had local councillors attend one of our meetings and we have sought updates from the local authority. We have also engaged with and met with representatives of the local primary school parent councils to obtain their views. We provided input to the Education, Children and Families Committee meeting earlier in the year which made a decision on the options for secondary school provision.	

It was determined at that meeting to rule out the option of building a new secondary school in Kirkliston and to agree to the development of proposals for a permanent extension at QHS. It is recognised by the Parent Council that this decision was not unanimous and that there are large pockets of the wider community who don't agree with this decision. However we now need to recognise that this decision has been made and to ensure that we work together to ensure that the very best outcomes for the education of the young people of Kirkliston and Queensferry are achieved.

This will continue to be a big area of focus for the Parent Council over the next year as the Council develops its plans for the permanent extension. We will work with the SLT on this and also with the cluster primary school parent councils to ensure they are engaged on this too.

The Parent Council provided insight and guidance to the SLT as they developed the Mobile Phone policy and also the changes to the school's opening hours and starting time. We have had various discussions about the toilet facilities in the high school and to ensure that privacy of young people is respected. In addition the Parent Council has continued to work with the Community Council and the school with regards to parking and traffic issues on Station Road and also at Builyeon Road.

We have made a donation towards the school's QHS Opportunities Fund, supported the SLT in an advisory basis on a number of issues such as attainment, study skills and aids, requirements of the enhanced support base, celebrating success, parental engagement and the hoped for return of Class Charts and the introduction of Activities Week.

We have updated the school website with Parent Council information, attended CEC Locality meetings and kept the Parent Council informed on matters by email. We have also had to try to identify a new bank account provider following the introduction of a monthly fee for the Parent Council bank account. That search continues. We have also raised tech issues with iPad and

	supported in relation to the tech issue which took place in April. CW and EH meet regularly with CD and BL to ensure that we share information about the important topics that the Parent Council are looking at and to consider any actions from the Parent Council meetings. We also attend the School's Finance Committee to ensure that we are aware of how the school is using its additional funding. Finally we have been kept up to date with the provision of Open All Hours and other groups such as the Transition Club and provision of activities for young people during the summer holidays by Anne Marie and we thank her for keeping us updated about this incredible service. As a Parent Council we are keen to continue to support this going forward.	
4.	Treasurer's Report	
	Balance on 1 August 2024: £2,050.23 Income Received: + £1,153.60 Expenditure: £228.35 Current balance 31 July 2025: £ 2975.48	
5.	Head Teacher's Report	
	CD noted that the new S1 intake have settled in well. The school continues to achieve successful metrics with attendance up, exclusions down, exam results and attainment up and the % of positive destinations also up. Across all measures, the school is improving. CD will be able to give a full breakdown of this year's attainment once they have received the Insight data from the Scottish Government which will give the information from the school's virtual national comparator. CD advised that there was strong progress for the exam results for S4, S5 and S6 with positive increases against the Virtual Comparator of 2024 and looking at the average results for 2017-2019. CD also noted that the ESB achieved qualifications across all subjects areas and had its best results ever.	

From the data they have reviewed to date, given the increases across all year groups, CD believes this is evidence the new curriculum is starting to deliver and is confident that the results will continue to improve.

CD confirmed that the school is fully staffed with no vacancies to be filled.,

The new school website is to be launched soon (hopefully September weekend)

Class Charts is back and up and running in school. It won't be going live for parents and carers until September weekend. A number of staff are new to Class Charts and need training and time to get comfortable with it. CD confirmed that they can check parental/carers engagement with Class Charts and that this can be helpful. All school comms will come via Class Charts when it is launched fully with the exception of texts which will continue as before. Class Charts for ESB will be specific for that area with class based notifications.

Parking on Station Road – CD has received communication from the local residents association due to inconsiderate parking on Station Road blocking the sight line and also creating an unsafe situation for young people crossing Station Road. CD has included information in the most recent weekly newsletter and has reiterated to staff and sixth year drivers that they shouldn't park there. CD has also raised it in a recent meeting with COEC and shared the views of local residents and asked the situation to be investigated. CD noted in particular that parking opposite the zig-zag yellow lines is not safe but that he isn't in a position to stop this. It was also recognised that parking by non-school drivers also occurs here.

Works at QHS during the holidays have been completed and there is now a new computing room. On the extension, CD advised that there hasn't been any further communication from COEC and he believes they are preparing the business case for the financials for the extension.

The school has a very busy start to the term with Senior Awards, Sports Awards, School Show and the Sponsored Walk all due to take place. The

	School will be looking for volunteers for help with the Sponsored Walk. CD noted that the S1 intake was 244 with the school roll just below 1300.	
6.	Review of Parent Council Constitution	
	This is due to be carried out on an annual basis. CW and EH would like to make some minor amendments to the Constitution this year to bring it up to date and will circulate the amendments before the next Parent Council meeting.	CW&EH
7.	Election of QHS Parent Council office holders for 2025/2026	
	Claire Whyte and Emma Heath to continue as Co-Chairs - Approved by Peter Lord and Seconded by Richard Oakley Appointment of Johanna Jenkins as Treasurer - Approved by Anne Marie Boyd and Seconded by Kasia Banaszewska Diaz Appointment of Louise Collingwood as Locality Rep - Approved by Claire Whyte and Seconded by Johanna Jenkins It was noted that Claire Whyte and Emma Heath incorporate the roles of Cluster Group Rep and PSA Rep into their roles as Co-Chairs A review of the Year Group reps was carried out and Hannah Dickson volunteered to be the new S1 Rep with all remaining reps continuing. We need a rep for S6. The role of Secretary remains unfilled. We will ask the parents and carers to see if anyone would like to take this role on failing which the role will be shared amongst Parent Council attendees.	
8.	Confirmation of QHS Parent Council members for 2025/2026	
	All current Parent Council members in attendance at the meeting confirmed they wish to continue as Parent Council members. Those not in attendance will be asked to confirm by email.	ALL
9.	Meeting Dates for 2025/2026	
	Thursday 2 October Wednesday 12 November Wednesday 7 January	

	Monday 9 March Tuesday 12 May	
10.	AOCB	
	• Johanna Jenkins asked that the school ensures that the correct school menu is circulated in advance. • Richard Oakley asked for confirmation of the COEC changes to toilets that have been implemented. CD advised that following the Supreme Court judgement on gender, COEC has mandated changes to toilet provision to meet national requirements. An equal number of toilets has to be provided for each gender (29 for each in QHS). A number of accessible toilets are also provided which can be accessed by any gender. Any blocks of toilets must be for one gender only. There are toilets for girls on each floor and for boys on Ground 1st and 2nd floors. • CD confirmed that the Games Hall was damaged by malfunctioning sprinklers during the holidays. It is hoped the new floor will be installed by the October break. • Clarification of the timing of Parents Evenings was asked. CD advised that it is complicated to work these out and it is subject to meeting the requirements of the Working Time Directive and identifying dates that suit the needs of each year group while also they can't use March-June for various reasons. The dates are determined by the Calendar Committee. The S2 Parents Evening takes place in October as the young people commence subject personalisation and course conversations in December. BL also noted that parents and carers get 4 points of contact with the school: 3 tracking reports and one parents evening. Further the return of Class Charts will help with parental knowledge of child progress. • Richard Oakley asked if the school had worked out how it will celebrate success following the decision not to use social media. Kenny Manson is working on the	

	options for this and it is an improvement priority for the year. It was noted that parents welcome the stories of individual success in the weekly newsletter.	
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| | <ul style="list-style-type: none">• Bruce Whitehead asked about queueing in the canteen and the quality of the school food. Concerns about school food can be submitted to the Pupil Council and also the head of the canteen would welcome comments. It was recognised that it is a very busy school canteen and the queues are as well managed as possible. | |
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