

Forrester High School Parent Council

Meeting 28th August 2018

Minutes

Present: Hugh Brown (Chair), Carol Swan (Secretary), Douglas Tully, Jackie Barn, Stephen Rafferty (Head Teacher), Marianne Sandison, Sarah Montgomery, Angela Watson, Lorraine Kneebone, Amanda Walter, Bill Buchanan, Marc Allan, Sarah Brown, Callum Scott

1. **Welcome:** Meeting commenced at 19:00. Hugh welcomed everyone and opened the meeting which included the Senior S6 team.
2. **Apologies:** No Apologies were received
3. **Minutes of previous meeting.** Amendment to Amanda Walter/Lorrain Kneebone name. Minutes proposed by Emma Spence, Seconded Douglas Tully. Discussion on circulation of minutes with new PC members. Agreed that we had to be mindful of recent changes to GDPR and agreed to circulate a BCC email to ask everyone for permission to store their email addresses and to explain what we would use them for. **CS TO ACTION**

4. **Correspondence –**

Hugh = SPTC holding an event to invite all parents to an information session on the 12th September at WHEC. Places have to be booked by calling 0131 474 8022

Hugh received a paper on the consultation process with Edinburgh Partnership regarding Community Engagement/partnership. Closing date for feedback 9th September.

Hugh attending North West locality group meeting taking place on 4th September 2018.

5. **Update on Funding Project** – Mr Rafferty given cheque for £2945 to cover costs of awards given to various department. Outstanding issue with Collins who are providing us with discount for the purchase of dictionaries – Action: Hugh/Emma .
6. **Work Streams:** Marianne had produced some proposed work streams for the PC to consider. 7 areas were highlighted and allocated as follows;
 1. P7 transition – **Lorraine/Angela/Jackie**
 2. School Reports and in year progress feedback – as this was in a transition phase with new IT it was agreed to not progress this at the moment
 3. CEC West Edinburgh School Review – **Marianne**
 4. Fundraising Awards – **Hugh**
 5. PC Website – Subgroup to be created to work with school - **Sarah & Amanda**
 6. Parental Involvement Strategy and encouraging parental involvement – **Lorraine**
 7. School Improvement Plan – Mr Rafferty to consult with PC as and when required.

- 7 Head Teachers Report;** Mr Rafferty gave a comprehensive report regarding activities, achievements and priorities. This included;
- **Exam Results** – Initial results appeared mixed but more analysis was needed before further discussion. To make agenda item for September meeting when full data will be available. Currently holding meetings with department heads to discuss result. Mr Rafferty to action
 - **Website** – Needs improvement and actions in place to start work on this. Weekly updates are being put on website to cascade current information and key dates.
 - **Events & Visits** – Mr Macphie had recently published a list of key dates for parents.
 - **Show my homework** – Edmodo is no longer in use and hopefully show my homework should be in operation by the end of September.
 - **Ipads** – will shortly be issued to S4s and for the first time to S3s
 - **Easter Study** - Easter and February break will be used as study leave support again next year as well as a possible study evening.
 - **Activities week** – Mr Macphie is hoping to introduce an activities week May/June.
 - **Positive Behaviour Policy** – Policy needs updated
 - **Staffing** – Despite a national and city wide shortage, FHS is fully staffed with the exception of CDT.
6. **Accounts Update:** Emma Spence reported that there had been no contact from the bank since the relevant information of the new signatories had been submitted.

7. AOCB

It was agreed that PC would be represented at the S1 parents night on the 30th October. Hugh was to arrange banner/flyers. **Action; Amanda/Sarah/Hugh.**

Lorraine asked for information regarding the allocation of lockers and the policy of sharing lockers.

Lorraine requested clarification regarding the payment of CDT chargers for the pupils who were missing this class due to School of Football

Information was requested regarding opening of the back gate. This had been shut by CEC, however representatives from the Council were due to visit the school next week to re-evaluate the situation

8. **Date of Next Meeting** : is 25th September 2018, 07 November 2018, 04 December (Christmas Meeting with invited guests).