

**Minutes of the Broughton High School Parent Council Meeting**

Wednesday 26 September

<b>Present:</b>	See Appendix 1	
<b>Item</b>		<b>Action</b>
<b>1</b>	<p><b>Welcome and introductions</b></p> <p>The Chair welcomed everyone to the meeting.</p> <p><b>Apologies</b></p> <p>Apologies were received from Jane Bremner (M), Hal Osler(C), Jane Norie (M)</p>	
<b>2</b>	<p><b>Minutes of previous Parent Council Meeting held on 13 June 2018</b></p> <p>The minutes of the parent council meeting held on 13 June 2018 were approved a true record, proposed by GB and approved by GC.</p>	
<b>3</b>	<p><b>Maths Camp Update</b></p> <p>A weekend Maths Camp for 48 S4 pupils in March 2019 in Stirling - The cost if the camp would be approx £80 per pupil, but the aim would be to provide the camp for free, with the option for parents to donate money towards the event.</p> <p>£5500 will be needed in total.</p> <p>CS has made a bid to the Mikel Fund for £3000 and the Edinburgh Maths Society for £600.</p> <p>A deposit of £1300 will need to be paid in October.</p> <p>The Maths dept held a stall at Septemberfest to raise money, and they have approached local supermarkets for bag-packing opportunities, or “token” schemes.</p> <p>The PC suggested researching funding options at RBS, HSBC, Standard Life etc.</p> <p>A whole school sponsored walk is in discussion, to raise funds for excursions.</p> <p>The PC fully endorse this exciting proposal.</p>	
<b>4</b>	<p><b>Headteacher’s report:</b></p> <p>Concerns have been raised by Headteachers about the general lack of operational support and huge delays at HR which creates problems with provision of supply staff in schools.</p> <p><b>ACTION: AR to take issue of delays in HR to North West Locality</b></p> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>● Good overall with a few faculties stretched (paternity leave etc - can be a gap of 6-12 weeks before we can get a replacement teacher)</li> <li>● Still waiting for new PSL (secondment) to be released</li> <li>● Always one vacancy away from a crisis in some subject areas</li> </ul> <p><b>Facilities in PE</b></p> <ul style="list-style-type: none"> <li>● Regained access to small gym this week</li> <li>● Large gym hall be reopened next week</li> <li>● Fantastic response from PE staff and Jane Wallace to adapt lessons and organise alternative venues. The pupils have been understanding and helpful.</li> </ul> <p><b>Leadership overnight</b></p> <ul style="list-style-type: none"> <li>● Excellent response and contribution all round</li> <li>● Review of values-based education and how best to turn these into actions</li> <li>● Recommend something similar with parent council - single item agenda?</li> </ul> <p><b>HMle-led training on L&amp;T evaluations</b></p> <ul style="list-style-type: none"> <li>● Next Wednesday and Thursday</li> <li>● 20x visitors observing L&amp;T around school and at 2 primaries</li> <li>● Compare evaluations and have them calibrated by Area Lead Officer, Alistair Brown</li> </ul>	

	<p>It is likely that BH School will have an inspection sometime after March 2019. In 2011, the inspection gave the school the result "Satisfactory to Good". The Parent Council will also be inspected.</p> <p><b>Hosting of the International Education Council led by DFM last Thursday</b></p> <ul style="list-style-type: none"> <li>• Attended by prominent people in Scottish Education. Very successful, with all commentators remarking on pupils overall particularly the musicians who met, greeted and played for the guests</li> <li>• Deputy First Minister praised the 4 pupils from Broughton High School for their presentation at the Social Enterprise Symposium</li> </ul> <p>A 6 week consultation on the future of the former Royal High School building is commencing. If it were to be used to house St Marys Music School, this might impact negatively on the numbers of specialist music pupils at Broughton High School.</p> <p>There is discussion again of reducing classroom music tuition - and this may also impact on the Saturday morning music provision in schools. LL has offered to share her expertise on campaigning against this with PC Chairs.</p> <p>Edinburgh Leisure have taken over school lets. The wear and tear of equipment is a potential issue as there will be lack of clarity regarding damage. There is no financial gain to schools any longer so maintenance will have to be carried out by Edinburgh Leisure.</p>	
5.1	<b>200 Club</b> - There were no representatives at the meeting.	
5.2	<p><b>Broughton Works Parent Group</b> - AR &amp; JW</p> <p>BroWorks Breakfast - the September session was on Medical Research. The events were well attended and the pupils were engaged and asked the speakers relevant questions. Notes from each session have been taken and will be available to pupils on the BroWorks Tab on the website</p> <p>We are delighted that 3 parents have volunteered to speak to pupils about their profession. Email the clerk if you are interested in volunteering to speak at a Breakfast or at the Careers Fair.</p> <p>The <b>Careers Fair</b> will take place on Friday <b>November 16</b> 2018.</p>	
5.3	<p><b>Broughton Association</b> -</p> <p><b>SEPTEMBERFEST - 29 September 2018 , 11am till 4pm</b> - Volunteers NEEDED</p> <p><b>ACTION: MailChimp on Match-funding if it is applicable, or Payroll gifting - AR/NC/LL</b></p>	
5.4	<p><b>North West Locality Group Meeting/ CCWP</b> -</p> <p><b>AR will attend the next North West Locality Meeting</b></p> <p><b>Tuesday 13 November 2018, Broughton High School</b></p> <p><b>Tuesday 22 January 2019, St Augustine's High School</b></p> <p><b>Thursday 2 May 2019, Broughton High School</b></p>	
5.5	<p><b>Treasurer's Report</b> - GC</p> <p>JN needs to be added to the account and GC removed.</p> <p>There has been no expenditure. GC is writing up the handover notes.</p> <p><b>ACTION: JN added to paperwork to replace GC</b></p>	
5.6	<p><b>Chairpersons Report</b> - GB</p> <p>GB congratulated the leadership team on their presentations at the AGM and added that it was helpful to hear about the specific role of each deputy head.</p>	
6	<p><b>S4 Achieve</b> - AR</p> <p>The progress of a small group of identified 4th year pupils is monitored.</p> <p>It has been suggested that mentoring might be beneficial for some of these pupils. The PC agreed to consider mentoring where appropriate - for example, a parent who was an engineer mentoring a pupils with an interest in STEM subjects</p>	

7	<p><b>CEC restrictions on disabled pupils transport</b></p> <p>A parent raised the issue of a decision by Edinburgh council to restrict disabled pupils transport to home - school, school - home only. This is a serious issue as it restricts participation in extracurricular activities and potentially contravenes the Disabled rights/additional supports needs Scotland Act 2002.</p> <p>JW has already contacted Jack Simpson, the Senior Education Officer.</p> <p><b>ACTON: AR to take to North West Locality Meeting. LL to communicate with the parent.</b></p>	
8 8.1	<p><b>A.O.B</b></p> <p><b>Mobile phones in school.</b></p> <p>A parent emailed to suggest that phones should be handed in to their form teacher at registration and collected before leaving school at the end of the day. Their concern stemmed from the affect on children’s mental health outlined in the press and on the news.</p> <p>The PC were very sympathetic to the parents concerns. Unfortunately they feel the logistics of looking after such expensive (and data sensitive) items as phones made the scheme that is suggested unviable in a large secondary school. There would be a high probability of a child taking the wrong phone at the end of the day, and this could result in major issues. Occasionally, the teacher will ask the pupils to screenshot the homework, but they will always provide another way for pupils to get the homework details if they don’t possess a phone.</p> <p>There is a general City of Edinburgh Council Policy on the use of mobile phones in schools which BH School adheres to. The CEC state <i>“National consensus and the view of this Local Authority is that imposing an outright ban on bringing mobile phones and digital devices into schools would not be appropriate. Mobile phones and digital devices may have a part to play in securing pupils’ personal safety before and after school.”</i></p> <p>Within the BH School Rules &amp; Procedures document (also on the website), each student is aware that:</p> <p><i>Phones should be switched off during class times, i.e between 8.30 and 3.30pm (excluding breaks) and kept in a secure place, unless authorised by the class teacher for certain tasks. The school accepts no liability for loss.</i></p> <p>However, the PC agreed extra guidance to pupils on inappropriate usage of mobile phones would be helpful.</p> <p><b>ACTION: The PC will discuss this at a future meeting.</b></p>	
8.2	<p><b>Transition Boxes:</b></p> <p>LL described a future initiative (inspired by the Baby Box). which she and Pauline Cumming (depute head) had recently discussed. LL proposed that every S1 child should be given a gift as well as their school tie, (which is funded by the Broughton Association). This gift could contain items such as a scientific calculator, a French/English dictionary, a water bottle, basic stationary etc. Also relevant information for example on their Young Scot cards, access to Office 365 etc. It is possible that some of the Bro Enterprise profits, together with bids for sponsorship, could help to fund this and make it a reality for next years cohort.</p> <p>The PC and JW commended LL on her brilliant idea.</p> <p><b>ACTION: LL to look into the viability of the project</b></p> <p><b>Parentpay:</b></p> <p>A parent asked how to pay on Parentpay. The office can give advice on how to do this for any parent having problems.</p> <p><b>Maths Letter to S4 Parents:</b></p> <p>GB was concerned about the implications of the wording in a letter which went out to S4 parents regarding the Maths qualifications. JW explained why this letter was written, but understood his concerns, and will consider changing the wording for next year.</p> <p><b>ACTION: JW requested alternative wording from parent council</b></p>	
9	<p><b>Next Meeting: Wednesday 24 October 2018</b></p> <p><b>Future Meetings: Weds Nov 28, Weds 6 Feb, Weds 3 April, Weds 5 June</b></p>	

**Attendees:**

Gary Bak (Chair)  
 Gordon Chrumka (Treasurer)  
 Claire Cowell (M)  
 Lindsay Law (Vice-Chair)

Meredith Opat (M)  
 Aletta Ritchie (Clerk)  
 Cath Stewart (SM)  
 Jenny Wilson (M)  
 John Wilson (HT)

**Acronym**

AGM	Annual General Meeting	(HT)	Head Teacher
BHSA	Broughton Association	Fte	Full Time Employee
BH School	Broughton High School	(M)	Member of Parent Council
CCWP	Consultative Committee with Parents	PC	Parent Council
(Cllr)	Councillor	SLT	Senior Leadership Team
CfE	Curriculum for Excellence	(SM)	Staff Member of Parent Council