

East Lothian Council
Department of Education & Children's Services
DRAFT

East Lothian Association of Parent Council Members Meeting held on
 Thursday 7th March 2013, Town House, Haddington

Present:

Susan Begg (Vice Chair), **Don Ledingham** (Executive Director of Services for People), **Val McIntyre** (Acting Business Manager), **Darrin Nightingale** (Head of Education), **Councillor Shamin Akhtar**, (Convenor of Council Committee for Education) **Gaynor Allen** (Campie/MGS PC), **Gordon Allen** (Aberlady PC), **Jeannie Barber** (East Linton PC), **Carol Cook** (Pencaitland PC), **Pam Currie** (Acting Depute Head Teacher Law Primary), **Bev Esamal** (St Martin's RC/Ross High PC), **Tony George** (Law PC), **Colin Henderson** (Pencaitland PC), **Trisha Higginson** (St Martin's RC/Ross High PC), **Jill Jeans** (Saltoun PC), **Jane Law** (North Berwick High PC), **Lindsey Mainds** (Ormiston PC), **Fiona McCaskie** (Saltoun PC), **Graeme Parkes** (Dunbar Grammar PC), **Iain Scott** (Prestonpans Infants PC), **Victoria Simpson** (Yester PC), **Stella Smith** (Musselburgh Burgh PC), **Lesley Steedman** (Musselburgh Burgh PC). **Andrew Watson** (Yester PC), **Laura Muir** (East Lothian Council)

Apologies:

Pauline O'Brien (Chair), **Preston Lodge Parent Council**, **Macmerry Parent Council**, **Lorna Forsyth** (West Barns PC), **Ailsa Swinburne** (East Linton PC), **Joanne Bloomfield** (Stenton PC), **Audrey Cameron** (Dunbar Primary PC), **Janet McDougall Welch** (Dunbar Primary PC), **Carina Herkes** (Windygoul PC), **Elaine La Roche** (Pinkie St Peters PC)

		Action
1	<p>Welcome/Introductions/Apologies</p> <p>Susan Begg, Vice Chair of the ELAPCM chaired the meeting in Pauline's absence. Susan welcomed everyone to the East Lothian Association of Parent Council Members Meeting at the Town House, Haddington. Apologies were noted as above and introductions were carried out round the table.</p> <p>The Minutes from the meeting held on 17 January were agreed as a true record.</p> <p>Don shared a very informative video from Preston Lodge High School about the Senior Phase, attached link for further information : http://bit.ly/prestonlodgeseniorphase or by scanning the QR code below:</p> 	
2	<p>Curriculum for Excellence Presentation – Claire Lavelle</p> <p>Claire Lavelle, Quality Improvement Officer for Curriculum for Excellence gave a presentation to the group on Curriculum for Excellence in the Primary Sector. The presentation is attached for further information.</p> <p>Claire was thanked for her presentation and she then left the meeting.</p>	

3	<p>Matters Arising</p> <p>There were no matters arising.</p>	
4	<p>Update from Don Ledingham</p> <p>Job Swap Don introduced Pam Currie, Acting Depute Head Teacher, Law Primary to the meeting. Don offered teaching staff the idea of a job swap and Pam contacted Don some time ago to arrange this. Don visited Law Primary School and taught a P1 class for a morning and Pam was currently shadowing Don in his role as Executive Director.</p> <p>Budget The Budget for 2013/14 was approved on 12 February, 2013. Further details - discussed under item 5.</p> <p>Voluntary Early Release Scheme (VERS) Voluntary Early Release Scheme also referred to as VERS. As part of its savings and efficiency programme, the Council plans to introduce a Voluntary Early Release Scheme (VERS) for employees [non teaching]. The scheme is subject to approval by the Cabinet at its meeting on 12 March, and will be open for a limited period only. [Post Meeting Note - this was subsequent approved at the Cabinet Meeting].</p> <p>A copy of the proposed VER Scheme is available on the Council's website http://www.eastlothian.gov.uk/download/meetings/id/14329/02_managing_the_workforce-vounary_early_release_scheme</p> <p>Teachers are not eligible to apply to this scheme. The final decision will be made by the Head of Service, Executive Director and Chief Executive.</p> <p>Cashless Catering An update was requested on the Cashless Catering Scheme in Primary Schools. It was agreed this would be carried over to the next meeting.</p> <p>Therapeutic Counselling Service The funding has been agreed as part of the Budget for the therapeutic counselling service to continue, with an additional funding allocation of £50,000. As with all high value contracts, a tendering process will require to be carried out by the Council's Procurement Team.</p> <p>It was agreed that 2 Parent representatives would be invited to participate in the stakeholders group to discuss the needs of the service and finalise the Specification. The provisional meeting dates that have been arranged for the Stakeholder Group will take place on 15th and 20th March. An email will be sent to all Parent Council inviting notes of interest. Due to the tight turnaround we will require to reduce the times scales that were previously agreed in relation to parental representation on strategic groups.</p> <p>Post Meeting Note - Unfortunately the two representatives who sat on the Place2Be Stakeholder Group are not eligible to participate in this process.</p>	
5	<p>Update from Darrin Nightingale, Head of Education</p> <p>Darrin gave a brief summary of what he had been doing since the last meeting. He has made a commitment to Head Teachers that he will inform them of any developments in the first instance, and thereafter parents will be informed, as appropriate.</p>	

	<p>Budget The 3 year Budget was agreed at the Council meeting on 12 February 2013. A summary of the figures was discussed: Primary Schools must save a total of £50,000 a year for the next 3 years. Secondary Schools must save a total of £90,000 a year for the next 3 years with an additional saving of £150,000 in year 2. The total annual budget allocation for Primary Schools amounts to approximately £20million. With the Secondary Schools having an annual budget allocation of approximately £24million. The additional support for learning budget is approximately £7,853,984.</p> <p>Primary Management Review Darrin informed the meeting that the Primary Management Review is currently taking place. The six Head Teachers from the Nursery/Primary Executive Group, Colleagues from HR and Finance are looking at management structures across East Lothian.</p> <p>Head Teacher Meetings Richard Parker, Education Services Manager has been meeting with every Primary Head Teacher to look at staff requirements for the next session.</p> <p>Supply Teachers There is currently a national problem of securing Supply Teachers, East Lothian has 225 teachers on their Supply list but only 71 are active. Darrin is working with colleagues in the department, HR colleagues, Head Teachers and the Unions on this to identify a solution.</p> <p>School Rolls A discussion took place regarding the increasing school roll in East Lothian, which is one of the fastest growing in Scotland. Figures are looked at 10 years in advance with a number of factors to consider such as birth rates, migration and new house builds. School rolls will be more certain towards the start of the term.</p> <p>Head Teacher Recruitment A discussion took place regarding the current Head Teacher vacancies and the challenges experienced in filling these posts. It was noted that this was a national issue. East Lothian currently run leadership courses and also fund promoted staff to undertake the Scottish Qualification for Headship in an attempt to develop future leaders. Since August 2012, we will have recruited 18 new Primary Head Teachers and two Secondary Head Teachers which relates to over 50% of our Primary Schools and one third of our Secondary Schools having new Head Teachers, in the current session.</p>	
6	<p>National Parent Forum</p> <p>Carol Snow was not in attendance at the meeting, no updates or information had been received from Carol since the meeting. It was agreed that Val McIntyre/Pauline O'Brien will make contact with Carol.</p>	
7	<p>Update from Val McIntyre</p> <p>Informal Chairs Meeting The next Informal Chairs Meeting will take place on Tuesday 23rd April at Knox Academy. Information will be sent to all Parent Councils.</p> <p>Clerk Claim Forms With the end of the financial year approaching reminders have been sent to clerks to send their claim forms in for payment by the end of the financial year.</p>	

	<p>Parent Council Training First Aid Training will be taking place on 20th March and 10th April, 15 Parent Council members are booked onto the training.</p> <p>Recruitment and Selection Training A further session will be organised prior to the end of term.</p>	
8	<p>Parent Council Matters/AOB</p> <p>Update from Colin Henderson – Pupil Placement Colin shared his notes from his experience during the Shadowing of the Pupil Placement process. A copy of Colin’s notes is attached to the minutes. Grateful thanks were expressed to Colin by Don for taking the time to put together such a comprehensive presentation. Colin will be uploading this information on to his own Parent Council’s website and it was suggested that other Parent Councils might want to do likewise. Val McIntyre also stated she would arrange for it to be uploaded on to the ELAPCM website.</p> <p>Dunbar SciFest Dunbar Primary Parent Council asked for information to be shared with the Parent Council Members about the forthcoming Dunbar SciFest. Information has been emailed to all Parent Councils and leaflets have been distributed to schools. This is a wonderful event and the Parent Council were congratulated on their excellent work in putting on this superb event.</p> <p>Finance Advisory Scrutiny Group Stella Smith gave a brief update from the last Finance Advisory Scrutiny Group. The next meeting will take place next week, and Stella will provide a further update at the next ELACPM Meeting on 18th April.</p>	
9	<p>Future Meeting Dates</p> <p>18/04/13 – Esk Rooms 1 and 2, Brunton Hall Musselburgh 13/06/13 – Town House, Haddington</p>	