

East Lothian Council
Services for People, Department of Education
DRAFT

East Lothian Association of Parent Council Members Meeting held on
 Thursday 18th April 2013, Brunton Hall, Musselburgh

Present:

Val McIntyre (Principal Officer), **Darrin Nightingale** (Head of Education), **Councillor Shamin Akhtar**, (Convenor of Council Committee for Education) **Gaynor Allen** (Campie/MGS PC), **Jeannie Barber** (East Linton PC), Audrey Cameron (Dunbar Primary PC), **Fraser Clark** (Pencaitland PC), **Carol Cook** (Pencaitland PC), **Helen Day** (Aberlady PC), **Jim Duffy** (Preston Lodge PC), **Judith Dunn** (Elphinstone PC), **Lesley Kennedy** (Aberlady PC), **Jane Law** (North Berwick High PC), **Lindsey Mainds** (Ormiston PC), **Fiona McCaskie** (Saltoun PC), **Hazel Paterson** (Preston Lodge), **Iain Scott** (Prestonpans Infants PC), **Nicola Semple** (Athelstaneford PC), **Ian Smith** (Knox PC), **Carol Snow** (NPFS Rep), **David Summersgill** (Interpreter), **Elaine Towler** (Haddington Infants PC), **Kate Triscott** (Dunbar Grammar PC), **Steven Wray** (Public Health Practitioner), **Laura Muir** (East Lothian Council)

Apologies:

Pauline O'Brien (Chair), **Don Ledingham** (Executive Director), **Law Parent Council**, **Macmerry Parent Council**, **Lorna Forsyth** (West Barns PC), **Ruth McGill** (Cockenzie PC), **Ailsa Swinburne** (East Linton PC), **Joanne Bloomfield** (Stenton PC), **Elaine La Roche** (Pinkie St Peters PC), **Stella Smith** (Musselburgh Burgh PC), **Lesley Steedman** (Musselburgh Burgh PC), **Jen Monaghan** (Cockenzie PC), **Sharon Malcolm** (Cockenzie PC), **Bill Gleeson** (Loretto R C PC)

		Action
1	<p>Welcome/Introductions/Apologies</p> <p>Val McIntyre informed the meeting that she had received an email from Pauline O'Brien late in the afternoon that she would be unable to attend the meeting due to work commitments. It was agreed that Val would chair the meeting in Pauline (Chair) and Susan (Vice Chair) absence. Val welcomed everyone to the East Lothian Association of Parent Council Members Meeting at the Brunton Hall, Musselburgh. Apologies were noted as above and introductions were carried out round the table.</p>	
2	<p>EDI (Early Development Instrument) Survey Results Presentation – Steven Wray</p> <p>Steven Wray, Public Health Practitioner and Lead Officer – Support from the Start gave a presentation to the group on the results from the EDI Survey. The presentation and a fact sheet are attached for further information.</p> <p>Steven was thanked for her presentation he then left the meeting.</p> <p>Confirmed dates for EDI events:</p> <p>Haddington POP UP PLAY Haddington 10th May 10am – 5pm, followed by a discussion on EDI on 16th May 6pm in the Bridge Centre</p> <p>Musselburgh Getting ready for school in Musselburgh – Burgh primary school Friday 31st May 1pm – 4pm</p> <p>http://edubuzz.org/equallywell/</p> <p>https://www.facebook.com/SupportfromtheStart</p> <p>Steven Wray's contact details – email swray@eastlothian.gov.uk and telephone number is 01620 82 7509</p>	

3	<p>Matters Arising</p> <p>Apologies from Carol Snow to be added to the minutes from 07/03/13.</p> <p>Audrey Cameron wanted to thank everyone for their kind comments regarding the Dunbar Sci Fest.</p> <p>Darrin wanted to amend a section under the Primary Management Review to read that a saving of £50,000 would be made this year with a further £100,000 next year.</p> <p>Cashless Catering – discussed under section 8 – Update from Val McIntyre.</p> <p>Therapeutic Service – note of thanks to the Parent Council Members that are currently taking part in the Review Group.</p> <p>Thanks were expressed to Colin Henderson, Pencaitland Parent Council for preparing the Pupil Placement Information for Parent Councils.</p> <p>Stella Smith had sent her apologies. However she asked that Val find out how much information would be required from Stella when feeding back from the Finance Advisory Scrutiny Group. The Group agreed that an overview of headline figures and a highlight of appropriate information was sufficient and did not require a line by line update.</p>	
4	<p>Update from Don Ledingham</p> <p>Don Ledingham had sent his apologies as he had to attend a Consultation meeting in Midlothian. Don will be attending the final ELAPCM Meeting on 13 June, 2013, which will also be Don's last meeting as the Executive Director before he commences his new role.</p>	
5	<p>Update from Darrin Nightingale, Head of Education</p> <p>Education Committee Darrin gave a brief overview from the last Education Committee which took place on 12th March 2013. It was confirmed that members of the public can attend these meetings, as observers, given they are Public Meetings. The minutes and future meetings dates are available online: http://www.eastlothian.gov.uk/meetings/committee/2/education_committee</p> <p>Recruitment A brief discussion took place on the Recruitment of Head Teachers in East Lothian. The Recruitment and Selection process will be reviewed over the summer holidays. Factors that are being considered are Pupil involvement; this was recently used in the recruitment of the Head Teacher at North Berwick High School. Another Factor for consideration could be classroom observation for class teacher positions.</p> <p>Supply Teachers It has been agreed with HR and Unions to allow the Department to offer existing part time teachers a supply contract without them having to go through the full recruitment process. The Head Teacher would need to recommend the Teacher and they would then be included on the supply list. It is hoped this would help to address the existing problem of securing supply teaching staff.</p> <p>The Contact Centre has the facility to text all registered and approved supply teachers with details of any cover required, and this would enable a teacher to respond in the evening and be in school for the start of the school day. This will speed up the process and this new initiative is currently under consideration</p>	

	<p>Preferred List A generic advert has been running for a few weeks, inviting applications for Primary School Teachers for jobs across the Authority to commence work in August 2013. Head Teachers will carry out the leeting and initial interviews, and all successful candidates will then be place on the Preferred List Database. The database will be held centrally within John Muir House and Head Teachers will thereafter invite three candidates to their school for a further informal meeting, and appoint a preferred candidate to their post. There is likely to be a surplus of candidates and they will have the opportunity, following interview, to be added to the Supply List.</p> <p>Primary Management Review Due to time constraints it was agreed to carry this item over to the next ELAPCM Meeting which will take place on 13 June, 2013, in the Townhouse, Haddington.</p>	
6	<p>Update from Stella Smith – Finance Advisory Scrutiny Group</p> <p>Stella had sent her apologies. A brief discussion took place under Matters Arising regarding the Finance Advisory Scrutiny Group.</p>	
7	<p>National Parent Forum</p> <p>Carol Snow gave a brief update to the meeting and had a number of questions that required feedback from Parent Council Members. It was agreed that Carol would put the information into an email to send to all Parent Councils following the meeting.</p> <p>It was suggested that individual Parent Councils had the National Parent Forum of Scotland as a Standing Item on their agendas to discuss the correspondence received. Carol is happy to attend any Parent Council Meetings. Carol’s email address is east.lothian@npfs.org.uk</p> <p>Carol made a suggestion that East Lothian should have a Deputy Representative on the National Parent Forum of Scotland. Val reminded Carol this has been discussed and agreed at a previous ELAPCM Meeting when Ian Smith had kindly agreed to accept this role. However Ian indicated that he could no longer continue in this role and a replacement would be required.</p> <p>Carol is very keen to have a Parent Representative on the Education Committee, and she would like to encourage the ELAPCM to take this forward. She expressed her concerns at the lack of progress but it was agreed a decision would be required from the Association on this. Shamin informed the meeting that the Constitution and Standing Orders are currently being reviewed. The next Education Committee meeting will take place on 18th June, 2013, and observers are welcome to attend given it is a public meeting.</p> <p>Post Meeting Note: Education Committee June Meeting postponed.</p>	
8	<p>Update from Val McIntyre</p> <p>Cashless Catering Ormiston Primary School are looking to pilot this in the near future using the existing council systems. Parents would be able to pay online or at any Council office for payments in respect of school trips/uniforms/milk/etc. Unfortunately there is no facility to pay for school lunches at this point but it is hoped this will be able to be included at some point in the near future. Val offered to provide feedback at the next Association meeting.</p> <p>Training A reminder of the current Parent Council Training has been sent to Parent Councils.</p> <p>Food Hygiene Training – This is the first Training which we have run that has incurred a</p>	

	<p>charge. This can be paid from the Parent Council Budget.</p> <p>Recruitment and Selection Training – A further date has been arranged for Tuesday 7th May.</p> <p>Parent Council Budgets Parent Council Chairs will shortly receive a letter confirming their Parent Council Budget for 2013/14 Financial Year.</p> <p>Informal Chairs Meeting The next Informal Chairs Meeting will take place on Tuesday 23rd April at Knox Academy. Information has been circulated to all Parent Councils.</p>	
9	<p>Parent Council Matters/AOB</p> <p>Parent Rep – Accessibility Strategy Steering Group Val thanked all Parent Council Members that had noted an interest in the above group. Names were put into a hat and the successful Parent Council Representative is Andrea Fraser from Preston Lodge.</p> <p>New Qualifications – Preston Lodge Due to time constraints this will be carried forward to our next ELAPCM Meeting on 13/6/13.</p> <p>Volume of Emails coming through to PC Reps – Haddington Infants Val informed the meeting that the Local Authority has a duty to forward all relevant information to Parent Councils. It must be decided by individual Parent Councils how this information is disseminated to its Members but the current system is that Clerks are asked to forward to all Parent Council members for their information.</p>	
10	<p>Future Meeting Dates</p> <p>13/06/13 – Town House, Haddington</p>	