

East Lothian Council
Services for People, Department of Education
DRAFT

East Lothian Association of Parent Council Members Meeting held on
 Wednesday 3rd September 2014, Brunton Hall, Musselburgh

Present:

Val McIntyre (Principal Officer), **Darrin Nightingale** (Head of Education), **Shona Blakeley** (Campie), **Iain Clark** (Pinkie St Peters), **Gordon Crawford** (Yester PC), **Fiona Dryburgh** (Prestonpans Infants PC), **Hazel Grigg** (Whitecraig PC), **Colin Henderson** (Pencaitland PC), **Sharon Hurley** (Loretto RC PC), **Jeff Knight** (North Berwick High PC), **Sharon Malcolm** (Cockenzie PC), **Alison Mitchell** (Service Manager Early Years and ASN), **Lynn Paton** (Prestonpans Infants PC), **Claire Pedder** (Ormiston PC), **Karyn Porteous** (Loretto RC PC), **Nicola Riddel** (Whitecraig PC), **Nicola Semple** (Athelstaneford PC), **Carol Snow** (NPFS Rep), **Nat Spring** (Dirleton PC), **Ailsa Swinburne** (East Linton PC), **Laura Muir** (Clerk),

Apologies:

Councillor Shamin Akhtar (Convenor of the Education Committee), **Gaynor Allen** (Campie PS/Musselburgh Grammar PC), **Joanne Bloomfield** (Stenton PC), **Lorna Forsyth** (West Barns), **Jill Jeans** (Saltoun PC), Preston Lodge Parent Council, **Trisha Higginson** (St Martin's Parent Council), **Ian Smith** (Knox PC), Pauline O'Brien [Preston Lodge PC].

		Action
1	<p>Welcome and Introductions</p> <p>Darrin Nightingale welcomed everyone to the East Lothian Association of Parent Council Members Meeting and introductions were carried out.</p> <p>Selection of the New Chair</p> <p>Pauline O'Brien was not present at the meeting but had intimated she would be standing down as Chair. Val expressed her grateful thanks to Pauline for all her support and commitment to The ELAPCM.</p> <p>Val asked if anyone would be interested in taking up this position and Colin Henderson from Pencaitland Parent Council indicated an interest, and this was approved by the members present.</p> <p>Colin expressed his thanks and thereafter Chaired the remainder of the meeting.</p>	
2	<p>Apologies and Approval of Minutes</p> <p>Apologies were noted as above. The minutes of the last meeting were approved without change.</p>	
3	<p>Alison Mitchell – Service Manger (Early Years and ASN)</p> <p>Alison Mitchell is the newly appointed Service Manager for Early Years and ASN based within the Education Department. Alison introduced herself and discussed her career before joining East Lothian Council earlier this year and also gave an over-view of her new role. She is responsible for both Early Years and Additional Support Needs and highlighted how important parental involvement is to her.</p>	

	Colin thanked Alison for attending the meeting and suggested that this may be something that Parent Councils would like to discuss further at a local level.	
4	<p>Matters Arising</p> <p>Area Partnerships</p> <p>An update from Kaela Scott, Local Community Planning Officer was circulated. A copy of this is attached to the minutes.</p> <p>Parental Representatives</p> <p>Following on from previous discussions and feedback at earlier ELAPCM Meetings, a copy of the protocols was circulated highlighting what is expected from any parent who is interested in becoming a parent representative on a Strategic Group/Working Group. These Protocols were developed using the feedback received from parents at a previous ELAPCM Meeting, to provide information in the first instance on what is required by way of attendance at meetings/information sharing/feedback, etc from parent representatives who sit on these Groups.</p> <p>Nursery Pick-up Times</p> <p>Feedback from some parents had been received.</p> <p>Childcare for Vulnerable 2 Year olds</p> <p>East Lothian Council will be using partnership nurseries to provide these places. Darrin informed the meeting that the Council are not allowed to approach families that may be entitled to this childcare, however advertising materials have been produced by colleagues in the Early Years Team and placed in priority locations around East Lothian, eg Libraries, Doctors Surgeries.</p>	LM LM
5	<p>Area Partnerships</p> <p>Discussed in Matters Arising above.</p>	
6	<p>Update from Darrin Nightingale</p> <p>Head Teacher Recruitment</p> <p>Current Head Teacher Vacancies – Athelstaneford Primary School [Acting – Maternity cover], Loretto RC Primary School and Musselburgh Grammar School.</p> <p>Supply</p> <p>The current issue of supply remains the same, it is a nationwide issue. Darrin discussed the possibility of offering training to teachers on the new qualifications to encourage them to join the supply list. The possibility of employing 6 peripatetic teachers on a permanent basis was also discussed.</p> <p>Place2be</p> <p>The procurement process for the therapeutic counselling service will start in January. It has been agreed to increase the funding to allow 12 schools to benefit from this service, which</p>	

currently is only offered in 6 of our Schools.

Budget

Darrin informed the meeting that the Secondary School budgets are tight due to the falling rolls, and that the rolls are predicted to fall over the next 2 years but projected to rise thereafter.

Secondary Schools have been instructed to each make a saving of £40,000 in this financial year with an additional £360,000 saving being made through the DSM review.

The additional 8 classes in Primary schools have been funded from the central Primary Client budget which has impacted significantly, leaving it under threat of being overspent at year end.

7 **Update from Val McIntyre**

Venue for ELAPCM Meetings

A discussion took place on possible venues and it was agreed to hold this session's ELAPCM Meetings in the Brunton Hall, Musselburgh.

Provisional Dates for ELAPCM Meetings

Future dates were agreed as outlined below;

Monday	27 th October 2014
Monday	15 th December 2014
Monday	26 th January 2015
Wednesday	25 th March 2015
Wednesday	20 th May 2015

Training Events

Val informed the meeting that there will be 6 Information Sessions for Parents on the new qualifications. These will be held in the 6 High Schools and each Session will be bespoke to that Cluster. It was agreed we would consult with the Secondary Parent Councils on what type of information they would like to have presented. Val to request all Secondary Parent Councils to add this to their agenda and invite feedback. All parents with children from Primary 5 upwards will also be invited to these events.

The National Parent Forum and Education Scotland Websites are very informative and are a good reference for Parent Councils to source additional information on the new qualifications.

Online Payments

This has been rolled out to all Primary Schools in East Lothian [with the exception of school lunches] and there has been a high take up. There is a national framework looking into providing cashless catering. More information will follow.

Secondary Schools – Minister Visit An invitation has been sent to all Secondary School Parent Councils to meet Dr Alistair Allen on 2nd October at 9am.

Newsletter

This will be sent out as soon as a few dates training dates have been confirmed.

Parental Involvement Strategy

Val asked for volunteers to participate in updating the Parental Involvement Strategy.

	<p>Chairs Training Session</p> <p>Val informed the meeting that she is setting up a training session in partnership with the SPTC to on Working with Your Parent Council. Head Teachers and Chairs will be invited. The date is still to be confirmed but we hope it will take place sometime in October/November.</p> <p>e-safety</p> <p>It was agreed to invite Shirley Lawson to our next meeting to discuss e-safety issues.</p>	
8	<p>National Parent Forum of Scotland</p> <p>Carol provided a brief update for the meeting and a written update is attached. The minutes from the previous NPFS meeting should be available soon, and Carol will email these once they have been received.</p> <p>The next NPFS meeting will take place on 8th November. Carol asked if the NPFS could be added to all Parent Council Agendas for discussion.</p> <p>Link below to the NPFS Autumn e-newsletter.</p> <p>http://www.npfs.org.uk/2014/09/17/autumn-e-newsletter-2014/</p> <p>The NPFS Conference will take place on Saturday 4th October, this event is free. Details are available from the website: http://www.npfs.org.uk/</p>	CS/LM
9	<p>Any other Business</p> <p>Place2be – discussed under item 6.</p>	
10	<p>Future Meeting Dates and Venue</p> <ul style="list-style-type: none"> • 27th October 2014 – Brunton Hall • 15th December 2014 – Brunton Hall • 26th January 2015 – Brunton Hall • 25th March 2015 – Brunton Hall • 20th May 2015 – Brunton Hall 	