

East Lothian Council
Services for People, Department of Education
DRAFT

East Lothian Association of Parent Council Members Meeting held on
 Thursday 26th November 2015, Brunton Hall, Musselburgh

Present:

Colin Henderson, Chair, (Pencaitland PC), **Councillor Shamin Akhtar** (Convenor of the Education Committee), Kathy Allan (Aberlady PC), **Saddah Aziz** (Preston Lodge PC), **Joanne Bloomfield** (Stenton), **Iain Clark** (Pinkie St Peters PC), **Jim Fraser** (Pencaitland PC), **Karen Leitch** (West Barns PC), **Joanne Mair** (Athelstaneford PC), **Alastair McConnachie** (Ormiston PC), **Val McIntyre** (Principal Officer), **Laura Muir** (Clerk), Laura Munro (Campie PC), Lara Neri (GIRFEC Officer), **Richard Parker** (Service Manager), **Juliet Williams** (Law PC),

Apologies:

Sharon Malcolm (Cockenzie PC), **Rachel Menzies** (Prestonpans Primary PC), **Carol Snow** (NPFS Rep)

		Action
1	<p>Welcome and Introductions</p> <p>Colin Henderson welcomed everyone to the East Lothian Association of Parent Council Members Meeting and introductions were carried out.</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>GIRFEC Presentation, Lara Neri</p> <p>Lara gave a presentation about GIRFEC (Getting it right for every child). A copy of the presentation is attached to the minute and a video clip of Sir Harry Burns [former Chief Medical officer for Scotland] discussing wellbeing. The link to the video is noted below: https://www.youtube.com/watch?v=yEh3JG74C6s</p> <p>Colin thanked Lara for attending the meeting and providing such an interesting and informative presentation on Getting it Right for Every Child, and the implications for staff/health visitors on the implementation of the Named Person.</p>	
5	<p>Matters Arising</p> <p>No matters arising discussed.</p>	
6	<p>Area Partnerships</p> <p>Dunbar: Councillor Michael Veitch to raise at the next meeting to see if it would be possible</p>	

	<p>for the small schools representatives to rotate and be given the opportunity to attend the meetings.</p> <p>Musselburgh: Iain Clark, Vice Chair on the Musselburgh Area Partnership, and Chair of Pinkie St. Peter's Parent Council, informed the meeting that funds had been allocated for local projects at their recent meeting. Attainment and Achievement are the highest priority in the Musselburgh Area. Attendance Matters has been launched in Primary Schools and is an Agenda item for the next Area Partnership meeting when they will decide how to report on this. Iain also suggested that it is worth having a second school representative as a back up member for your Area Partnership.</p> <p>Fa'side: Ross Rocks Reading on the Agenda for the next Fa'side Area Partnership meeting.</p> <p>The Area Partnership Minutes are available on the Council Website or by clicking on this link</p>	
7	<p>Update from Richard Parker</p> <p>Staffing Currently the staffing situations are reasonably steady. There are challenges with temporary appointments. There is one Head Teacher appointment for Sandersons Wynd Primary School with a start date in February 2016.</p> <p>Supply The supply cover situation is challenging, most schools are managing cover in-house. East Lothian do have a pool of supply teachers but are competing against Edinburgh and Midlothian Council as most teachers on our supply list are also on the Supply list for The City of Edinburgh Council and Midlothian Council.</p> <p>Budget Richard informed the meeting that East Lothian have achieved their target numbers for the commitment to retaining the teacher numbers, and financial support will be received from the Scottish Government for this. Full time equivalent teacher numbers across East Lothian have increased with a slight decrease in the pupil teacher ratio.</p> <p>Emails Following a recent security breach within the school email system a solution has been found to allow teachers and Parent Councils access to their email accounts. Work is still ongoing and licenses are to be purchased to allow access from home for Head Teachers and teachers to their email account.</p> <p>Local Development Plan The Local Development Plan was agreed at a recent Cabinet meeting. 10,000 new homes have been agreed, this will have an impact on all service areas of East Lothian Council, especially Education. Richard suggested that Parent Council's ask their local Councillors[s] to discuss this at their next and future Parent Council Meetings.</p> <p>Flyers Richard asked for any comments or suggestions on the current procedures East Lothian follow with regards to the distribution of flyers in school bags. All leaflets distributed must be approved by Richard before they are distributed. A discussion took place and it was agreed that the current procedures should be followed.</p>	

8	<p>Update from Val McIntyre</p> <p>Emails Val thanked everyone for their patience during the problems with the email system. All clerks should now have access to the Parent Council email account.</p> <p>Parent Council Representative – Library Service Review The Parent Representative for this review is from Ross High. No meeting has taken place; as yet but we will invite the representative to the ELAPCM meeting to give an update as appropriate.</p> <p>Training Programme Val noted that both the Food Hygiene Training and First Aid training have been well received. The Clerk and Chair training had also taken place, and the cancelled Recruitment and Selection Training and Edubuzz Training have both been re-arranged for Monday 30th November.</p> <p>Online Payments Val informed the meeting that £280,000 of online payments have been taken since the system has been implemented and positive feedback has been received from our schools and parents.</p> <p>Star Awards Val thanked everyone on behalf of Laura and herself for the recent nomination for a Star Award. Laura and Val received a Highly Commended Award for Services to our Communities, at the recent East Lothian Council Star Awards event held last month.</p> <p>Maternity Leave Val announced that Laura will be going on Maternity Leave at Christmas, and wanted to record her thanks for all Laura’s hard work and support to Parent Councils. All correspondence should continue to be sent to the Parent Council Inbox; parentcouncil@eastlothian.gov.uk</p>	
9	<p>National Parent Forum of Scotland</p> <p>Carol Snow sent her apologies for this meeting. Carol will provide an email update for all Parent Councils which will be forwarded on to Parent Councils as soon as it is received.</p>	CS
10	<p>Any Other Business</p> <p>School Flu Vaccination A discussion took place regarding the problems around moving the flu vaccination day/location from a school day to a Saturday morning in Dunbar, for pupils from West Barns Primary School. Karen Leitch [Chair of WB PC] indicated this had caused problems for some parents and she has written to the Community Vaccination Team to ask the reasons behind the move. Karen will update at the next ELAPCM Meeting. Richard Parker to raise this with David Scott.</p> <p>Online Lunch Payments An update was requested on the possibility of having the opportunity to pay for Primary School lunches online for Primary school children. Val informed the meeting that there are currently 3 companies on the National Framework who can provide this service. Whilst</p>	KL RP

	<p>there is agreement in principle from the various services within East Lothian Council to consider this, a project team require to be set up to take this forward. Val will update on any progress at the next meeting.</p> <p>Anti-Bullying A focus group has been established to review and update the current Anti-Bullying Policy led by Fraser Parker, Principal Officer within the Education Department. Once the Focus Group are happy with the content they will put this out to schools for consultation.</p> <p>E-Safety David Ramsay has replaced Shirley Lawson who is currently on secondment, on the e-safety forum. A good website which provides excellent information for parents on keeping your children safe on the internet is; http://www.internetmatters.org/</p> <p>Guidance on the use of Social Media has previously been circulated. As requested by parents, a further copy is attached.</p> <p>Money Sense – RBS Alistair McConnachie from Ormiston Parent Council spoke about his work with the Royal Bank of Scotland on a new programme called 'Money Sense' for pupils. An email will be circulated to Parent Councils for their information on this subject.</p> <p>Education Budget As previously circulated, there has been the opportunity for parents to comment on Spending Choices - Consultation on East Lothian Council's Budget. Councillor Akhtar stated that she will be given copies of all responses.</p>	<p>LM</p> <p>LM</p>
11	<p>Future Meeting Dates</p> <ul style="list-style-type: none"> • 3rd February 2016 • 14th April 2016 • 15th June 2016 	