

NORTH BERWICK HIGH SCHOOL

PARENT COUNCIL MEETING – MINUTES

Date of Meeting	Tuesday 9 th June 2015
Venue	Learning Support Room, NBHS
Purpose	Parent Council Meeting
Present (PC)	Liz Noar (PC Chair), Laura Burnside, Eddie Clark, Pam Floyd, Mark Holling, Michael Ingram, Alistair Leckie, Sharon Street and Anne Whiteside
Present (Parent Forum)	Jeff Knight, Sue Spence
Apologies	Tom Heaphy, Pete Higgins, Michelle Moore (DHT) and Nina Thain
Staff in Attendance	Lauren Rodger (HT), Robert Jones (DHT), Lara Neri (DHT), Joanne Bloomfield and Claire Prete
Guests	East Lothian Council: Cllr Jim Goodfellow
Clerk	Minutes taken by Tracy Ann Lonie (PC Clerk)
Circulation	All Parent Forum, Local Councillors
Next Meeting	Tuesday 25 th August 2015

1.	Welcome	Action
	Liz Noar (Chair), welcomed everyone to the meeting and apologies were received as stated above.	
2.	Minutes of last meeting and matters arising The minutes were taken as read with an apology from Cllr Goodfellow noted regarding the site offices on the Mains Farm development. He apologised to Jeff Knight who had correctly stated that the portakabins were on the strip of educational land at present but that this will be returned to original agricultural land once the development is complete.	
3.	Head Teacher's Update (please refer to the report circulated on e-mail by LR) A copy of the Head Teacher's report had been circulated in advance and LR asked if there were any questions arising. In addition to the report, she updated the PC on the current selection process for the new Head Girl & Head Boy with eight girls and seven boys putting themselves forward for the positions. She stated that it was going to be difficult choosing from the high standard of candidates and that this would be done on Thursday, (11 th June). LR also highlighted the fact that NBHS was the only Scottish secondary school to be visited by the Welsh Minister of Education and six of his colleagues and NBHS was recommended to the Welsh delegation by HMI. EC enquired about interviews for the DHT post with Lara Neri leaving on the 26 June to start her post as GIRFEC Lead Officer at East Lothian Council (ELC). LR confirmed that interviews were currently being held and that MI was on the	

	<p>panel as PC representative. She also confirmed that ELC were not involved on this occasion as it as an Acting Post and that the post had only been advertised internally within ELC. LR urged PC members to look out for and attend recruitment and selection training If possible.</p>	
4.	<p>Sub Groups Update & Review of the Year:</p> <ul style="list-style-type: none"> <p>Communications – website/newsfeed/e-mail addresses/communications policy</p> <p>MH reported on a successful year for the Comms sub-group who had met regularly with the last meeting on the 8th June. They had completed an e-mail gathering exercise, attended parent meetings to raise the profile of the PC, carried out website research with the web being key to the PC communications, involved in the Parental Involvement Survey, contributed to the Comms Policy text for the School Handbook and with the Comms noticeboard in the School. Both the Chair and LR thanked the group for their efforts.</p> <p>Constitution</p> <p>The Chair had circulated the draft constitution one week before the PC meeting as promised after Stephen Pearson had looked over it from a Lawyers viewpoint. SP was satisfied with both the PC and the school being involved and that the whole document was underpinned by the law. The Chair requested a vote to take forward the new draft constitution to the AGM and all those voting members agreed.</p> <p>Curriculum Development (school group)</p> <p>MM was not present at the meeting and no update was given.</p> <p>Health & Wellbeing</p> <p>LNe stated that Carolyn Wales had been a good source of knowledge and had helped prepare some training. She suggested that the anti-bullying policy would need to be reviewed and that this should be taken forward by the person taking over her post. The PC congratulated her on her new job and wisher her well.</p> <p>Learning & Teaching</p> <p>EW was not present at meeting and MI confirmed that they had not met since the last meeting. Robert Jones (DHT) hoped that an event for parents of new S1 pupils could be organised and that this sub-group would be more active in the next school year.</p> <p>Planning & Development</p> <p>EC informed the PC that they had not met since the last meeting but were hoping to meet with the North Berwick Trust and ELC in late summer. They had successfully submitted a detailed response on behalf of the PC regarding the Main Issues Report (MIR).</p> 	<p>MH/SS</p> <p>LNo/LB</p> <p>MM</p> <p>LNe</p> <p>EW</p> <p>JK/EC</p>
5.	<p>Proposed Mediation Meetings</p> <p>The Chair announced that she would be stepping down as Chair from the PC at the forthcoming AGM and that she would also be leaving the PC. Before she leaves, she is very keen to improve the relationship between the PC and the School Management Team (SMT) as she believes that there is room for improvement and that meetings over the last school year have been difficult at times. A meeting was planned for Thursday (11th June) with Common Ground,</p>	

	<p>a body that works through the Council and is involved with disputes. LR agreed that this was a positive step to take with the PC having the potential to being a positive body and was happy to be involved with the meetings. Voting PC members would also be invited to some sessions. Mark Holling thanked the Chair for taking this positive approach even though she was stepping down.</p>	
6.	<p>Relationship between the PC and North Berwick Trust</p> <p>The Chair re-iterated that it was important to keep a good relationship with the North Berwick Trust and that, in her opinion, the PC should agree to non-accusatory communications even though she is aware that the vote at the last meeting was in favour of supporting the safeguarding of the educational strip of land. The Chair believes this is possible as the PC has the support of LR who is a member of the Trust as well as Cllrs Berry, Day and Goodfellow, who all support the PC on this matter. A discussion ensued on the most effective ways to communicate with the NB Trust and how best the objectives of the sub-groups be communicated to the group as a whole.</p> <p>ACTION: consider writing a letter to NB Trust, East Lothian Council and the Developers requesting that they keep us informed of any development of potential concern to NBHS. EC to draft a paper on the remit of the P&D sub-group for all to consider and MI to send e-mail to Chair regarding how this affects the constitution and how the wording may need to be amended to increase consistency and representation to the wider community rather than the opinion of an individual(s).</p>	
7.	<p>Plans for PC AGM 2015</p> <p>Plans for the forthcoming AGM on Tuesday 15th September 2015 were discussed including the draft constitution, which had been circulated to members one week before the meeting. The draft constitution had been amended in line with recommendations from Stephen Pearson (SP), a local lawyer and contact of the Chair. It was agreed that a pre-AGM planning meeting would be useful in order to make any necessary final changes to the draft constitution. Tuesday 25th August was agreed for this meeting. Michael Ingram made some suggestions and the Chair requested that he e-mail her the next day with proposed said changes in order that she could discuss with SP.</p> <p>The Chair also requested suggestions for a guest speaker for the AGM. Potential speakers to include Glen Campbell, (BBC Newsnight Scotland Presenter and parent of a P7 pupil who will come to NBHS in August 2015), Carol Snow, (East Lothian Representative, National Parent Forum of Scotland), Iain Ellis, (Chair of the National Parent Forum of Scotland) and Darrin Nightingale, Head of Education. The Chair also suggested that it would be good to involve students on the evening of the AGM to make the event more engaging and inspiring as this would be an opportunity for a new start with new PC members and to improve the PC's reputation.</p> <p>ACTION: Chair to contact Glen Campbell in the first instance and Iain Ellis if Glen is not available on the 15th September.</p>	LNo
8.	<p>PC Members for 2015/2016</p> <p>The Chair informed the PC that she would be stepping down as Chair at the</p>	

	<p>forthcoming AGM as well as Vice-Chair, Evelyn Watson. Other PC members who indicated that they may step down were Pam Floyd, Sharon Street and Laura Burnside.</p> <p>A discussion ensued on the name of the group and that a more appealing name may be beneficial in order to attract new members. It was suggested that the new name of North Berwick High School Parent Partnership (NBHSPP) could be adopted after the AGM to held on 15th September 2015.</p>	
9.	<p>Dates of PC Meetings for 2015/2016</p> <p>The following dates were proposed for the new school session 2015/2016 for the Parent Council to meet:</p> <p>Tuesday 25th August 2015 (pre-AGM planning meeting) Tuesday 15th September 2015 (AGM) Tuesday 6th October 2015 Tuesday 17th November 2015 Tuesday 19th January 2016 Tuesday 1st March 2016 Tuesday 26th April 2016 Tuesday 31st May 2016</p>	
10.	<p>Vision, Aims and Values Consultation – Questions to consider for group discussion:</p> <ul style="list-style-type: none"> • What do you think we do well at North Berwick High School? • What do you think we could improve (and how might we do that)? • What do you think should be our top priorities for improvement in the year ahead? <p>LR informed the meeting that a consultation week was going to be held Monday 15 to Friday 19 June and staff, pupils, parents and partners were going to be involved in the discussions. She asked the PC to consider the above three questions and work in groups for 15 minutes to discuss. Post-it notes were then placed on sheets around the wall and LR plans to collate the results and will update the PC at a future meeting.</p>	LR
11.	<p>AOCB</p> <p>The Planning & Development sub-group thanked LR for all her valuable input to the group over the last year as well as Penny Lochhead, who has now left the PC.</p>	
12.	<p>Close of Meeting</p> <p>The meeting finished at 21:00.</p> <p>Dates of Parent Council Meetings 2015</p> <p>Tuesday 25th August 2015 (pre-AGM planning meeting) Tuesday 15th September 2015 (AGM)</p>	