

NORTH BERWICK HIGH SCHOOL

PARENT SCHOOL PARTNERSHIP MEETING – MINUTES

Date of Meeting	Monday 2 nd October 2017
Venue	Library, NBHS
Purpose	Parent School Partnership Meeting
Present (PSP)	Mark Lucas, Alistair Leckie, Nina Thain, Susan Begg, Liz Partington, Nicola Semple, John Maslen, Jude Leslie, Lisa Howe, Lynne Turnbull, Arran Waldman & Duncan Edmondson.
Apologies	Mike Ingram, Eddie Clark, Susan Begg, Rebecca O’Connor, Lorraine Johnston, Fraser McCallum (DHT) & Lari Neri (DHT)
Staff in Attendance	Robert Jones (RJ) (AHT), Alice Clubb (ADHT) & Joanne Bloomfield
Guests	East Lothian Council: Cllr Jim Goodfellow (CllrG)
Clerk	Minutes taken by Tracy Ann Lonie (TAL) (PSP Clerk)
Circulation	All Parent Forum, Local Councillors
Next Meeting	Monday 20 November 2017 (focus on mental health)

1.	<p>Welcome Mark Lucas, (Chair), welcomed everyone to the meeting and asked everyone to introduce themselves. Apologies were received as stated above.</p>	Action
2.	<p>Minutes of last meeting and matters arising The minutes were accepted and it was noted that the minutes of the meeting on 6th June can now be published on the school website. It was noted that all future meetings will take place on a Monday evening. ACTION: TAL to e-mail copy of minutes to Nikki Collingswood for school website.</p>	TAL
3.	<p>Acting Head Teacher’s Report</p> <ul style="list-style-type: none"> ● Staff Resourcing Update (Depute) Robert Jones (RJ) gave an update on the current staffing: <ul style="list-style-type: none"> ● NUMERACY - Mr Foulkes is now Acting PT Numeracy and Mrs Felton is a new part-time teacher in the department with Mr Cox and Mrs Clubb covering some maths classes in the short-term. A full-time permanent position for a numeracy teacher has now been advertised and the first interview will take place on 3 October. ● BIOLOGY – Mrs Clutton will be taking maternity leave from Christmas holidays and a maternity cover has now been advertised with interviews scheduled shortly. ● FACULTY REVIEWS – these are currently taking place and the Senior 	

	<p>Management Team are observing teachers in the classroom. This is ongoing and the focus will be on attainment and improvement plans.</p> <ul style="list-style-type: none"> • TRACKING & MONITORING (refer to handout) – this has been introduced this year during assemblies and will celebrate pupils going above and beyond. It was noted that three bullet point tracking reports will be issued throughout the year with a final full report issued at the end of the school year. • MOBILE PHONE POLICY – RJ updated the meeting on the mobile phone policy currently in use and it was noted that this had been reinforced recently to students and more mobile phones had been confiscated for inappropriate use. Mrs Neri is currently taking to Guidance Teachers and looking at the social impact of mobile phone use in the classroom. A discussion ensued on how best to go forward with the use of mobile phones in schools and PSP members shared their views and experiences. This will be reviewed accordingly. 	
4.	<p>ELC Parental Engagement Strategy Launch</p> <p>RJ announced that the Parental Engagement Strategy had now been launched by East Lothian Council (ELC) and could now be downloaded from ELC's website. He circulated a paper copy at the meeting and encouraged PSP members to read the document and feedback any comments back to the PSP and noted that parents had been involved in producing the strategy papers.</p>	All
5.	<p>Election of new PSP Members</p> <p>Mark Lucas outlined the requirements of joining the school's PSP and the following parents were duly elected as members of the PSP for the school year 2017-2018:</p> <ul style="list-style-type: none"> • Mark Lucas • Alistair Leckie • Nina Thain • Susan Begg • Liz Partington • Nicola Semple • John Maslen • Jude Leslie (new S1 parent) • Lisa Howe (new S1 parent) • Arran Waldman (new S1 parent) • Duncan Edmondson (new S1 parent) <p>Mike Ingram and Eddie Clark had also expressed their wish to remain on the PSP via e-mail correspondence to Tracy Lonie (Clerk).</p> <p>Finally, Mark Lucas was proposed Chair for the second of a two-year period and was nominated firstly by John Maslen and seconded by Alistair Leckie.</p> <p>All new members were welcomed to the PSP and those returning thanked for their commitment to the school. It was noted that the constitutional rights of the PSP should be considered.</p> <p>ACTION: TAL to request update to the school's website under PSP membership.</p>	TAL

6.	<p>Attainment Analysis & Focus on Faculties</p> <p>Alice Clubb (AC) gave an update on the SQA Analysis published in August 2017 of the results of S4/S5 & S6 students at NBHS, (refer to handout for all statistics). The results were exceptional and showed the success of reducing S4 subjects to six (down from eight). 33% of students received 5+ Highers at grades A-C and this is on target for 40% in 2020. AC noted that every faculty must analyse their own results and produce papers substantiating their findings. AC also explained the course comparator, which looks at how students performed in certain courses and compared subjects. The insight data also allows the school to look at individual children and assesses the positive trends and improvements that could be made. All results are compared to other state schools in Scotland. A discussion followed on the curriculum, choice of subjects, effect of parental engagement (hard to measure) and the holistic approach to studies giving most flexibility to students. ML noted the overall very positive set of results and expressed an interest in the assessment process and link to the School Improvement Plan (SIP).</p>	
7.	<p>Future PSP meetings 2017-2018:</p> <ul style="list-style-type: none"> • Monday 20th November 2017 – Mental health • Monday 22nd January 2018 – Curriculum • Monday 5th March 2018 – Digital technology (TBC) • Monday 23rd April 2018 – Developing the Young Workforce • Monday 4th June 2018 – Review of PSP progress – School Improvement Plan 2018-2019 	
8.	<p>AOB</p> <ul style="list-style-type: none"> • Communications Group Update – Joanne Bloomfield (JB) shared her experience of a communications group as a Parent Council Representative at Dunbar High School. • S3 Activities Week for 2019 – the staff present confirmed that, further to previous input from the PSP, it is likely that the S3 Activities Week will change in 2019 from a choice of trips to one single trip for all S3 students at an outdoor centre based in Scotland. A final decision will be made shortly and an update given at the next meeting in November. Other trips will remain the same at present including the Ski trip in S2, Duke of Edinburgh in S3 and Geography & Modern Studies Trip in S4/S5 as well as foreign exchange trips. • Communications – RJ requested advice on communications used in PSP members' workplaces. A discussion followed with recommendations of instant messaging, video messaging & conferencing. • School Transport – issues were raised by Jude Leslie regarding conduct on school buses and a concern of a bullying culture aimed at new pupils in S1. RJ agreed to reinforce the bus conduct policy through assemblies and that any concerns should be fed back to the Guidance Teacher or RJ who would take action asap. • Mark Holling resignation - it was noted that Mark Holling has resigned from the PSP with immediate effect. • Feedback from Eddie Clark – Eddie sent his apologies for the meeting but has 	

	sent an e-mail to PSP members dated 2 October giving feedback on the Anti-Bullying Strategy and Curriculum/Availability of subjects at National 5 level.	
9.	Close of Meeting The meeting finished at 21.00	