

PRESTON LODGE HIGH SCHOOL
MINUTES OF PARENT COUNCIL
ANNUAL GENERAL MEETING
HELD ON
MONDAY, 1 JUNE 2017
AT PRESTON LODGE HIGH SCHOOL

Present Pauline O'Brien, Parent Representative and Chair
Lynne Lewis, Parent Representative and Vice Chair
Colin Yorkston, Parent Representative and Treasurer
Russell Devine, Parent Representative
Saddah Aziz, Parent Representative
Pamela Currie, Parent Representative
Lynne Russell, Parent Representative
Judith McNeill, Parent Representative
Jean Harper, Parent Representative
Nicky Stannage, Parent Representative
Gavin Clark, Head Teacher
Jacqui Dunlop, Clerk

1. APOLOGIES AND WELCOME

Apologies were intimated on behalf of Dawn Yorkston and Cllrs O'Donnell and Innes. The Chair welcomed everyone to the meeting.

2. MINUTES OF 2016 AGM

It was agreed that the minutes of the 2016 AGM were a true record.

3. MATTERS ARISING FROM MINUTES OF 2016 AGM AND NOT ON THE AGENDA

There were no matters arising from the 2016 AGM Minutes.

4. ANNUAL REPORT

Pauline O'Brien provided the Annual Report – Appendix 1.

5. CHANGES TO THE CONSTITUTION

There were no changes to the Constitution.

6. ANNUAL ACCOUNTS

Colin Yorkston reported that no transactions had taken place over the last year which had mainly been due to the formation of the Charitable Trust. There was £467.68 in the account which was currently with the Royal Bank of Scotland. It was agreed that as there is no longer a branch in Prestonpans of the Royal Bank of Scotland that an account be opened in the Credit Union Bank and Colin Yorkston agreed to look into this. (*Action Colin Yorkston*)

The current signatories on the account were noted as Colin Yorkston, Karen Menzies and Lynne Lewis.

Gavin Clark noted that he would confirm with Helen Finlay about the Parent Council budget.
(Action Gavin Clark)

Lynne Russell noted that she is in the process of setting up an "Easy Fundraising" Account for the Parent Council and will use the parent council bank account for any proceeds.

It was agreed that it was important that the Parent Council kept its own bank account and continued with its fundraising. It was noted that the Parent Council should work with Julie Lowe so that there is no duplication. Pamela Currie suggested that there should be a specific project that the parent council could work towards. Gavin Clark agreed to ask for ideas from teachers at the start of the new term and then the Parent Council could work with Julie Lowe on this. (Action Gavin Clark)

Lynne Lewis suggested that Revision Books from Senior pupils could be handed into the school and staff could give them out to pupils identified by guidance. Gavin Clark reported that the school has been successful in obtaining funding of £750 from the East Lothian Education Trust for an Inclusion Project. He noted that the Charitable Trust and Parent Council could add value to an Inclusion Fund. The Parent Council could then be represented on the oversight committee.

Pamela Currie suggested that the Parent Council look at the "Cost of the School Day" document and feedback its thoughts to the school. It was agreed that a sub-committee would get together to look at this document.

It was agreed that both Revision Books and S6 blazers (after Prizegiving) would be asked to be donated back to the school and this could be done through facebook but Gavin Clark would also write to parents.

It was agreed that the funds in the Parent Council bank account would be split as follows:

£200 – Updating of Pictures for School Assembly Hall
£200 – Inclusion fund

The Parent Council also agreed to be in attendance for the S7 Parents Night on 22 July. Lynne Russell, Saddah Aziz, Jean Harper and Judith McNeill agreed to represent the Parent Council.

7. ELECTION OF MEMBERS

The constitution requires no less than 6 members and no more than 12 parent members.

Two members are one year through their two-year term (Russell Devine and Lynne Lewis). Pauline O'Brien was standing down at the AGM and was thanked for the contribution to the Parent Council. The undernoted were elected onto the Parent Council for a term of two years.

Colin Yorkston
Dawn Yorkston
Pamela Currie
Saddah Aziz

Lynne Russell
Judith McNeill
Jean Harper
Malcolm Bryden
Nicky Stannage

It was noted that the Parent Council now has 11 parent members and one vacancy.

Gavin Clark noted that he will ask if any staff member wishes to be co-opted onto the Parent Council following the summer. (*Action Gavin Clark*)

8. ELECTION OF CHAIR/VICE CHAIR/TREASURER

- a) Chair – it was proposed by Pamela Currie and seconded by Russell Devine that Lynne Lewis be elected as Chair. There being no other nominations Lynne Lewis was duly elected as Chair.
- b) Vice Chair- it was proposed by Pauline O’Brien and seconded by Jean Harper that Lynne Russell be elected as Vice Chair. There being no other nominations Lynne Russell was duly elected as Vice Chair.
- c) Treasurer – it was proposed by Judith McNeill and seconded by Jean Harper that Colin Yorkston be elected as Treasurer. There being no other nominations Colin Yorkston was duly elected as Treasurer.

9. HEAD TEACHER’S REPORT

- a) Guidance – Gavin Clark noted that Stewart Watt could be invited to the next Parent Council meeting to give an inclusion perspective. This was agreed and it will be agreed after the holidays what the focus should be.
- b) Transition – Gavin Clark noted that the programme is being added to. There is a Big clean project being done by the P7 pupils who will be doing Beach Cleans and will earn £25 each which goes into the school budget and will be put towards the cost of the S1 trip.

It was agreed that parents could be asked on Facebook how they felt the transition process went in September/October and also do a questionnaire at the S1 Parents Night.

- c) Absence – an issue was raised regarding a pattern of absence not being picked up and Gavin Clark agreed to raise with Guidance. (*Action Gavin Clark*)
- d) Staff – Gavin Clark reported that Yvonne Binks will be returning to the school. There has been recruitment in all subjects with the exception of Computing but the school has a solution to this with the current Computing Teacher teaching the S4-6 and other staff S1-3. The school has received 8 NQTs in a good spread of subjects.
- e) Friends of PL – this will take place on 26 September, and there will be an additional two open days.
- f) Events – There has been an S1 Health Day, S2 Careers and the sports day has been held. Activities week will soon be opening for bookings and there is a great range of activities.

- g) Timetable – the new timetable starts on 12 June and coursing is currently being worked on at the moment. Some of the Advance Higher courses will start on 12 June and 53 pupils have selected Advance Highers. Colin Yorkston noted that some Universities require advance Highers for their course.

Pamela Currie asked if parents were informed if pupils were not allocated their course choices and Gavin Clark noted that he would confirm the process with Calum Stewart and report back. (*Action Gavin Clark*)

- h) Teacher Leadership Academy – Gavin Clark reported that there has been good progress with the Leadership Academy there are 8 across Scotland with one in Preston Lodge which is led by Jenny Ewing.

10. AOCB

- a) Advance Highers – Lynne Russell asked if progress had been made on aligning the curriculum across the secondary schools. Gavin Clark confirmed that a Curriculum Officer had been appointed to look at aligning the timetables.
- b) Sports Days – Russell Devine noted that pupils had been suffered sunburn following the sports day. Gavin Clark agreed to find out why this had happened and report back. (*Action Gavin Clark*)

Date of Next Meeting: Thursday, 7 September 2016

APPENDIX 1

Preston Lodge High School Parent Council Annual Report – 2017

It has been another busy year for the Parent Council, we have held 7 meetings and each agenda has been busy and all meetings vibrant with lots of discussion. Agendas and Minutes are always posted on the school website. I would like to thank the Parent Council members, teachers and of course Gavin Clark for their participation during the year. Thanks are also due to Jacqui Dunlop, our Secretary, for keeping the Parent Council on track throughout the year.

A few highlights from the year:

Consultations

This has been the year of consultation; the Parent Council has felt rather bombarded with requests to participate in various consultations. The Scottish Government's Governance Review was the main reason for this with a variety of organisations requesting us to provide input to their submissions. We decided to only submit a response to East Lothian Education Department's submission. I thank the Parent Council members who attended an ad-hoc meeting to put this together.

We also participated in the Blindwells consultation, attending meetings held in both Preston Lodge and also Prestonpans Community Centre.

Head of Education

In March we welcomed Fiona Robertson, Head of Education at East Lothian Council. Our Parent Council members questioned her robustly, topics included Senior Phase choices in East Lothian, diversity of Curriculum for Excellence within the county & what any potential alignment would mean for schools and also the Pupil Equity Fund. We thank Fiona for not only her time but also her open and frank discussion.

Facebook

The Parent Council now has a Facebook page which we have started to use tentatively as we are aware of the power of Social Media. I hope this will evolve throughout 2017/2018 and we already have a solid base of followers.

I would like to acknowledge Parent Council members taking time to be involved in additional forums and groups. Lynne Lewis (Area Partnership), Saddah Aziz (East Lothian Association of Parent Council Members and National Parent Forum), Lynn Russell (working with Julie Lowe to set up a Fundraising group)

Preston Lodge Learning Foundation

The Preston Lodge Learning Foundation has continued to flourish since we launched the initiative in 2015. There has been a huge amount of work over the past few years to set up the Foundation but now our Business Manager Julie Lowe has now been in post for a year and has made some great successes from setting up the day to day running of the Foundation and commence work on securing funding. The Parent Council is represented by 3 Trustees on the Foundation and meet 4 times per year. 2017/2018 will see much more communication from the Foundation, including Friends of Preston Lodge.

I would like to take the opportunity to acknowledge the work of all the Trustees over the year but particularly to Gavin Clark whose idea and immense work over and above his Head Teacher duties have

been instrumental in getting the Foundation to where we are. Also thanks to Julie Lowe who has hit the ground running since joining us and has been an asset to us.

Finally

No doubt 2017/2018 will bring much for the Parent Council to discuss, particularly when the outcome of the Governance Review is finally known. Also the focus on closing the attainment gap and how this can realistically be tackled within school.

I have been a Parent Council member at Preston Lodge for 6 years and I can honestly say I have enjoyed every minute. I wish my fellow (and new) Parent Council members well and will still keep up to date with what's happening. I also look forward to becoming a Friend of Preston Lodge.

Pauline O'Brien
Parent Council Chair