

MINUTES OF  
PRESTON LODGE PARENT COUNCIL MEETING  
HELD ON  
THURSDAY, 3 MAY 2018  
AT PRESTON LODGE HIGH SCHOOL

Present Lynn Russell, Parent Representative and Vice Chair  
Colin Yorkston, Parent Representative and Treasurer  
Pamela Currie, Parent Representative  
Malcolm Brydon, Parent Representative  
Judith McNeill, Parent Representative  
Jean Harper, Parent Representative  
Nicky Stannage, Parent Representative  
Dawn Yorkston, Parent Representative  
Russell Devine, Parent Representative  
Stacey Graham, Co-opted Teacher Representative  
Gavin Clark, Head Teacher  
Jacqui Dunlop, Clerk

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Lynne Lewis, Cllrs O'Donnell, Bruce, Gilbert and Innes.

2. MINUTES OF 9 MARCH 2018

It was unanimously agreed that the minutes of the meeting of 9 March 2018 were a true record.

3. MATTERS ARISING FROM MINUTES OF 11 JANUARY 2018 BUT NOT ON THE AGENDA

- a) Longniddry Buses – Malcolm Brydon agreed to forward Gavin Clark a copy of the letter which had been issued to Longniddry Parents from East Lothian Council. (*Action Malcolm Brydon*).
- b) Google Classroom – Gavin Clark noted that he had discussed parental access rights with Calum Stewart however, no resolution has yet been found. However, he noted that the Parental Involvement Act may also have a bearing on the issue. Gavin Clark agreed to write to parents when the situation was clarified. (*Action Gavin Clark*)

4. NEW CHAIR

It was noted that Lynne Lewis is standing down from the Parent Council at the AGM, due to not having a child at school. It was agreed that the position of Chair would be discussed at the AGM.

5. EASYFUNDRAISING

Gavin Clark agreed to do an update on Easyfundraising to parents. It was confirmed that £168 had been paid into the account and this was from 26 supporters. It was agreed that this should be further promoted, and Gavin Clark agreed to promote through Friends of Preston Lodge. (*Action Gavin Clark*)

## 6. SCHOOL IMPROVEMENT PLAN

Gavin Clark reported that the school is in the process of self-evaluating as part of the School Improvement Plan. Students have been surveyed and there will be focus groups, consultation with community groups, teaching staff and office staff, and a simple questionnaire will also be issued to parents.

Parent Council members spent time working in groups and listing the positives and negatives using the quality indicators from How Good is out School:

- Self-Evaluation for Self-Improvement
- Leadership of Learning
- Leadership of change
- Leadership and Management of Staff
- Management of Resources to promote Equality
- Safeguarding and Child Protection
- Curriculum
- Learning, Teaching and Assessment
- Personalised support
- Family Learning
- Transitions
- Partnerships
- Ensuring Wellbeing, Equality and Inclusion
- Raising attainment and Achievement
- Increasing Creativity and Employability

Gavin Clark suggested that the Parent Council may wish to focus on Learning, Teaching and Assessment, Family Learning and Raising Attainment and Achievement.

It was agreed that it had been useful exercise and Pamela Currie suggested that a standing item should be included in the Agenda to discuss one Indicator each meeting.

## 7. CHARITABLE TRUST

Colin Yorkston reported that Science have had a successful bid to purchase Chrome Books and scientific measuring equipment. They bid for £40,000 and the Trust has agreed to give £7,500 from its own funds and seek fundraising for the remainder. It was noted that the bid met five of the six key priorities which the Trust is interested in developing.

It was reported that the Trust has agreed to put money into an Inclusion Fund and an admin person has been appointed for two days a week.

## 8. HEAD TEACHER'S REPORT

- a) Exam Leave – Gavin Clark reported that Exam Leave has started. Pupils get the day off before an exam and the exam day. Families are being contacted for those pupils who are not in school. For National 4 students, a 5-week Employability programme will start.
- b) 6<sup>th</sup> Year – Gavin Clark reported that the last day for the 6<sup>th</sup> year had gone well.

- c) Staffing – Emma Webster has been appointed as Principle Teacher of Technologies. This appointment means that the Computing provision in the school has shrunk. The school is currently one teacher down in chemistry, but classes are being covered by science teachers.
- d) Timetable – the new timetable is being progressed and course choices paperwork is in.
- e) GDPR – new guidance is being worked on regarding GDPR.
- f) Prizegiving – Parent Council members will be invited to the forthcoming Prize Giving.
- g) Duke of Edinburgh – due to staff changes the programme for Duke of Edinburgh is being revised. The two Silver groups will complete their blocks before the summer and 2 of the 8 bronzes will complete before the summer, with the rest completing after the summer. Gavin Clark to write to all families involved.
- h) Pre-lims – Gavin Clark noted that for next year there may be two prelim windows, one in November and the other January/February.

9. AOCB

- a) AGM – Gavin Clark agreed to write to the P7 Cluster parents regarding the AGM which takes place on 7 June.

Date of Next Meeting – 7 June 2018 - AGM