

**NOTE OF MEETING OF PARENT COUNCIL REPRESENTATIVES HELD  
ON THURSDAY 11 SEPTEMBER 2014  
ST MARY'S PRIMARY SCHOOL**

Sheena welcomed everyone to the meeting and passed on apologies from Patricia Cassidy. Patricia had been keen to attend the meeting and meet everyone but unfortunately, she has to travel to Aberdeen City for an HR meeting which she is required to attend early the next morning.

**1 NOTE OF PREVIOUS MEETING**

The note of the previous meeting, held on 3 December 2013 was agreed.

**Matters Arising:**

- **National Parent Forum of Scotland Annual Conference – Saturday 4 October 2014:** This will take place in Bishopbriggs High School. As in previous years, Inverclyde Council would be represented at the conference. This year, Paul Smith, Principal Teacher of Maths at Inverclyde Academy would be showcasing how Tracking and Monitoring is undertaken and how this allows schools to better support young people in Maths. If parents or staff representatives wished to attend this conference, Sheena reminded them that they could use their Parent Council budget which had been downloaded to them to pay the registration fee
- **Sessions for Parent Council Representatives & Senior Managers 'Effective Meetings for Parent Council members'** – A session had been run on 27 August by Eleanor from SPTC. This had proved to be a very worthwhile session for all those who attended and given them a lot of information and ideas to take back to incorporate when working with their Parent Council and parents. A similar session, run by Eleanor, had taken place on 2 September for senior managers in school. This had been well attended and, again, all those who attended felt it very worthwhile

**2 UPDATE FROM WILMA BAIN**

- **Additional In-Service Day:** An additional in-service day had been added on to the October break on Tuesday 21 October 2014. Originally this had been only for secondary schools but agreement had been reached that this should be for all schools and early years' establishments, to encompass the whole 3 – 18 curriculum. This would allow them to focus solely on Curriculum for Excellence and give staff the opportunity to reflect to ensure young people receive the best learning experience early on
- **School Holidays 2015/16** – These had now been agreed by Committee and will be available on the Council's website shortly. Parent Council representatives enquired as to the September weekend being at the beginning of September, which caused difficulties with parents who work in other local authority areas and the request was made to consider bringing this into line with other areas. Wilma indicated that this was a tradition tied into historic reasons in the area. She would, however, feedback the feelings of the meeting to committee if they could look at this for future years

- **Free School Meals for All P1-3 Pupils** – The Scottish Government have intimated that, from January 2015, all pupils in P1 to P3 would be entitled to receive a Free School Meal. This will not be means tested and be available to every child in those stages. Capital funding has been allocated to the local authority to fund this. Discussion was currently taking place with relevant Council departments to look at what increased resources and staffing would be required in schools to accommodate this. Wilma indicated that this had been piloted in 5 other local authorities and this had seen an uptake of approximately 25%.

## 2 NATIONAL PARENT FORUM SCOTLAND (NPFS) UPDATE

- Roslynn Oliver indicated that the Forum met 4 times per year and that she was the representative for Inverclyde. If anyone was interested in working with her on this they would be more than welcome, as Roslynn's daughter was now in senior phase of her education and a successor would require to be found
- Roslynn receives all the information from NPFS and Rhona arranges for this to be circulated, via e-mail, to all Head Teachers and Parent Council Chairpersons. This allows them to share with parents in the school as appropriate
- NPFS is involved in the Learning Festival on 24 and 25 September in the SECC. It also incorporates the largest education exhibition in Scotland with over 120 organisations showcasing their resources. Information on this has been circulated to Head Teachers and Chairs via Rhona. This event is free to attend
- The NPFS website has a lot of useful information for parents and schools. It has a section entitled 'Nutshells' which are topics which may be of interest to parents which gives information in a concise and easy to follow format, for example, 'Assessment in a Nutshell'. A lot of these were particularly useful for the secondary sector
- Roslynn has an e-mail address for any NPFS matters which parents are free to contact her on. It is [Inverclyde@npfs.org.uk](mailto:Inverclyde@npfs.org.uk)

## 3 SCHOOL HANDBOOKS, SCHOOL IMPROVEMENT PLAN & STANDARDS AND QUALITY REPORT

Sheena reminded the meeting that Parent Councils have a role to play in the updating of the School Handbook each year. Discussion on this should take place and the Parent Council can feedback their views, including looking at the language used to ensure that it is user friendly. By law, the handbook must be ready by 8 December each year. Good practice is to have it written by the end of September. Guidance notes are sent to schools every year (*copy attached*) to ensure that the information which is essential for parents is included.

Sheena reminded the meeting that Parent Councils should also have involvement in the School Improvement Plan and Standards & Quality Report. The Standard & Quality Report requires to be submitted by the October break and the School Improvement Plan by the end of June.

The meeting split into 2 groups to discuss what should be involved in the handbook in terms of parental involvement/awareness raising and the ethos, values and aspirations for pupils and the wider school and community.

#### **4 DATES OF PARENT COUNCIL MEETINGS**

The dates of the Parent Council Representatives meeting for this session are:

- ***Tuesday 2 December 2014 – Craigmarloch School, Port Glasgow (tour of the school at 6.30 with meeting commencing at 7.00 pm)***
- ***Thursday 5 March 2015 – Lady Alice Primary School, Greenock (meeting starting at 7.00 pm)***
- ***Tuesday 26 May 2015 – St Ninian's Primary School, Gourock (meeting starting at 7.00 pm)***

**PARENT COUNCIL REPRESENTATIVES MEETING**  
**Thursday 11 September 2014**  
**St Mary's Primary School**

**ATTENDING:**

Wilma Bain	Education Services
Sheena Beaton	Education Services
Rhona Turner	Education Services
Ben Doran	Inverkip Primary School
Anne Hughes	Notre Dame High School
Les Wilson	Notre Dame High School
Valerie Fisher	St Andrew's Primary School
Donna Scott	St Andrew's Primary School
Cate McGeachy	St Francis' Primary School
Claire Hunter	St Joseph's Primary School
Graeme Stein	St Joseph's Primary School
Jamie Walker	St Mary's Primary School
Gerry Watt	St Michael's Primary School
Tommy McDade	St Stephen's High School
Roslynn Oliver	National Parent Forum Scotland

**APOLOGIES:**

Patricia Cassidy	Corporate Director of Education, Communities & Organisational Development
Lesley Crumlish	Aileymill Primary
Ian Dyer	Clydeview Academy
Ken McColl	Gourock Primary
Robin Thomson	Inverclyde Academy & Wemyss Bay Primary
Mhairi Gilchrist	Moorfoot Primary