

## Minutes for Parent Council meeting: Wed 24th January 2018 6pm - 24/01/18

---

Date and time: 24/01/18 6:00 PM (Edinburgh) to: 24/01/18 7:30 PM (Edinburgh)

Present: Derek Cornwall (Chair), Grant Abbot (HT), Emma Douglas (BA- Minutes),  
Lynne Bell, Delyth MacDonald, Gillian Morgan, Richmond Davies,  
Ronnie Morgan, Hazel Young, Michelle Primrose, Kirsty Roger, Jacqueline Harkins

Copy: Amanda Heatherhill (West Lothian Council)

Location: Conference Room

Projects/Tags: Parent Council

Access meeting at: <https://app.meetingking.com/meetings/233253>

---

### Topics

#### 1 Introduction of PC Chair and confirmation

• **Note**

Grant introduced Derek Cornwall as new Chair. Parent Council welcomed Derek as the new Chair.

---

#### 2 Matter Arising

• **Note**

Email addresses are on the minutes, once minutes are on the website they are out in the public domain, can attendance name rather than the email addresses be used for minute purposes. Derek suggested to email the minutes to parent council and Derek and will edit the minutes and take the email addresses off and replace with attendance names and send pdf format back to Grant to place the minutes on the website.

• **Note**

Derek asked if anyone has any items for the next agenda to email them to him before the next meeting.

---

#### 3 Chair's feedback session

• **Note**

Derek met with Broxburn Academy PC to get some ideas on how they run the Parent Council.

Broxburn Academy meets twice a term, with average 10-15 people attending, with secretary and treasurer in place.

Derek will be attending Parent Council Essentials session at Balbardie PS on 1st February. Derek will feed back at next session.

Workshop on 6th February, Stay Safe Online, led by Barnardo's, who will give specific information on this area as well as generic safety. Would like clarification on what age of children can attend the workshop.

Cost of the school day booklet, Derek will be place this on the website for information to parents. Grant agreed this would be a good item for the Parent Council to look at and informed of the Hardship fund and what this gets used for.

Virtual Campus, use of technology where small groups of Senior pupils can link in through Glow to be taught by a teacher in another school. Derek to meet with Greg from Inveralmond HS to find out more information about it and will report back to Parent Council.

Derek making contact with other schools to speak to their Parent Councils to gain information and ideas.

---

› **Note**

Grant demonstrated the new website. Explained that the website should hopefully be more streamlined and more straight forward for parents to use. Derek will give the Parent Council feedback on any issues he receives from parents through the website. Discussed whether or not there should be a Parent Council twitter feed to help raise the profile of the Parent Council. Derek suggested there could be a Frequently Asked Questions section that could be added. Grant showed the Parent Council the BA Pathways website which should go live in the next couple of days and will be linked to the main school website.

› **Note**

Grant is happy to train people up on the website so they can update the Parent Council section.

› **Task**

Ideas for Parent Council section of the website

due 21/03/18

---

## 5 School Captains update

› **Note**

School captains unable to attend this meeting due to studying for Prelims. Derek expressed his gratitude for the School Captains attending, informed the Parent Council that Broxburn Academy had thought the School Captains attending was a great idea.

---

## 6 HT update

› **Note**

Polar Academy, 20 pupils selected to start training, 10 ultimately chosen to go on the expedition, fantastic opportunity for the children. Children going bowling next week to meet and socialise as a group, parents will also be meeting to discuss fundraising. Big company involvement, Business breakfast next Friday in school to get businesses in to explain and try and get support. Documentary team will follow the children through the journey. The 10 children will be chosen September/October. Grant has spoken to Lochgelly Academy, who are going through the process just now. Training starts for the children in April.

› **Note**

Reporting possibilities going forward - looking at online options.

› **Note**

Course choices are about to start, time lines have went out to pupils. A number of new courses which will be available. Careers events take place within the next few weeks. Historically every 3rd year parent given a time to discuss course choices, school are looking to find a more effective way to get parents in to the meetings to discuss course choices so they are reaching all parents who need support to go through the process. It was brought up that last year the choices in the columns perhaps weren't the best variety over all of the columns, Grant explained that it can come down to staffing in certain subject areas and the number of pupils that they need to run a subject, which will probably tighten up with Council budget restrictions in the future. Also explained that the choices should be looked at over a 3 year process so even if they can't do a subject one year they could look at it for the next year. Discussed the advantages and disadvantages of travelling to other schools for courses and the virtual campus. Discussed the option of combining Nat 5 and Higher classes together to allow classes to run, Grant explained that they do combine S4,S5,S6 classes in some subjects together to allow more subjects to run.

---

## 7 Possible Future items

› **Note**

Pupil Parliament,

Supporting your Child to...

Reporting options going forward,

Teacher updates on faculty working,

Course Choices and explanation,

Virtual Campus,

Budget Implications

---

Scottish Parent Teacher Council – Derek to evaluate following meeting at Balbardie PS.

---

## 8 AOCB

• **Note**

Derek wondered about getting some senior IT pupils involved in to encourage parent involvement. Grant suggested digital leaders could get involved.

• **Note**

Staffing - no vacancies at the moment.

## Task Summary

### New Tasks

• **Task**

Ideas for Parent Council section of the website

due 21/03/18

---