

# West Calder High School



## Parent Council Meeting

**Wednesday 8 February 2016**

### Minutes

<b>Present</b>	F Wilson, A Fong, J Sinclair, B Martin, A Lyall, E Laird, L Spencer, A Smith, S Pryde, G Simpson, L Grubb, L Quilter, H Shankland, R Lawton
<b>Apologies</b>	C Devoy, P Mavor, G Hunter, D Roe, A Hannah, A Wardlaw

Agenda Item	Action Points	Action
<b>Previous Minutes</b>	Agreed subject to a typo change. Proposed by A Hannah and seconded by B Martin.	
<b>Matters Arising</b>	<p><b>Prelims</b> – LG informed the PC that reinstating the prelims caused some unrest with pupils and that mixed feedback has been received from staff and pupils. HS and LG will be holding attainment meetings with Head of Faculties. LG suggested that changes to the National Qualifications be added for fuller discussion to a later agenda following the Government's announcement that Unit Assessments will be stopped.</p> <p><b>Governance Review Questionnaire</b> – FW and CD have discussed via email and have submitted. FW will forward the feedback to the PC.</p>	FW
<b>Tutor Time</b> (G Simpson, Chair of SIG on Universal Support)	<p>GS gave the PC an overview of the aims and purposes of Tutor Time including the aim to give each pupil universal support. He also gave a review of the role of the Tutor Teacher, ensuing wellbeing, equality and inclusion for all. GS also went over the SHANARRI wheel and pupils' entitlement to a H&amp;WB profile. Pupils in S1 and S2 will be given a H&amp;WB profile to complete and this will be rolled out across other year groups. Profiles will be regularly updated by pupils and learner conversations will take place with tutors. Information will be shared with appropriate staff. All tutor group sin S1 and S2 will have a completed profile by 27 February. H&amp;WB profiles will be updated by pupils in Didbook. Tutor groups in S1 and S2 are limited to 20 and it is hoped to continue this next session so that S1-S3 tutor groups are limited to 20, allowing for a more meaningful relationship to be built up with Tutors and pupils. LQ informed the PC that WCHS is now second from the bottom of the league table for exclusions. The number of exclusion for the period August to January has fallen from 506 to 95 and equates to just 16 pupils. Following discussion it was suggested that the school have a general email address that parents can use to communicate any concerns they may have.</p>	LQ
<b>Curriculum</b>	<p>HS gave the PC an overview of the changes to the new curriculum and how this will raise attainment and opportunities for all, including:</p> <ul style="list-style-type: none"> <li>• reflecting the local and national economy</li> <li>• pupils will experience a 21<sup>st</sup> century curriculum</li> <li>• reflect learners in school</li> <li>• flexible learner pathways to a positive destination.</li> </ul> <p>Course choice meetings have been taking place between every pupil in S2-S5 with parents and Heads of House. Those members of the PC who have attended these meetings all said how valuable they felt the experience had been. LG stated that no parent should hesitate about contacting the school. The SLT and HoH are always happy to discuss any concerns and are keen to build relationships with parents.</p>	
<b>Ethos Questionnaires</b>	<p>LG gave the PC feedback from a recent questionnaire carried out with pupils, parents and staff. This feedback was compared to an identical questionnaire issued by HMIE in February 2016. There has been a notable increase in satisfaction in a number of areas and LG informed the PC that 2 focus groups will meet to drill down further in to the responses. She suggested that a the PC also form a focus group. This was agreed. LG will diary dates for the focus group and SF will email out. FW informed the PC that the feedback from the PC questionnaire was also positive.</p>	LG/SF
<b>Staffing</b>	<p>LG updated the PC on the current staffing situation:</p> <ul style="list-style-type: none"> <li>• K Dieke recently left but a full time Chemistry specialist was appointed this morning. He is coming from within the authority so it is hoped he will start as soon as possible.</li> <li>• K Dieke also had a small Biology responsibility and an advert has been placed for a temporary Biologist to take us up to the change of timetable.</li> <li>• One member of staff from Modern Languages is due to return next month</li> <li>• An advert has been placed to replace a member of staff from Modern Languages who left at Christmas</li> <li>• A member of staff who has been absent from Music is due to return next month.</li> <li>• A member of staff from PE who has been absent is also due to return next month.</li> <li>• Two members of staff from Home Economics retired recently and one left for another post. It is unlikely that 3 HE teachers will be recruited due to a lack of available specialists. There were no applicants following a recent advert. This position is not unique to WCHS. We have currently recruited 1 HE teacher fulltime and have requested a probationer. HE staff are currently prioritising certificate classes with other</li> </ul>	

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	<p>classes going out to cover. The H&amp;WB PTC is working closely with cover staff to ensure appropriate work for classes.</p> <ul style="list-style-type: none"> <li>• We have secured 3 supply teachers.</li> <li>• West Lothian are looking at this strategically as an authority and WCHS sits firmly within the national picture.</li> </ul>	
<b>AOB</b>	<p><u>PC Noticeboard</u> – LG asked if a PC notice board was needed. It was suggested that the waiting area in the admin office be used to display any relevant information.</p> <p><u>Minutes</u> – It was suggested that the PC minutes be displayed in local communities. FW agreed to investigate.</p> <p><u>HT Interviews</u> – The long leet interviews take place the week after the inspection.</p> <p><u>Mobile Devices</u> – AF asked where he can get a copy of the responsible use policy. LG informed him that schools use the WL policy which available on the WLC website.</p> <p><u>Personal Development</u> – AL asked for clarification on the Higher Personal Development course. HS suggested that she contact L Douglas.</p>	<p>SF</p> <p>FW</p>
<b>DONM</b>	<ul style="list-style-type: none"> <li>• Thursday 20 April (will possibly move to the week beginning 20 March. FW will confirm)</li> <li>• Monday 19 June</li> <li>• Tuesday 29 August (AGM)</li> </ul>	FW