

**minutes of meeting held on: 22 April 2013**

<b>In attendance</b>	<b>Initials</b>		<b>In attendance</b>	<b>Initials</b>
Christine Wallis (Chair)	CW		Gillian McGaffin	GMcG
Diane Anderson (Co-Chair)	DMA		Abdul Waheedbadmus	AW
Jackie Beer ( Treasurer)	JB		Angela Mercer(Clerk)	AM
Jack Simpson( Headteacher)	JMS		Grant Bulloch	GB
Anna Dalgleish	AD		Craig Renwick(part meeting)	CR
Bill Dalgleish	BD		Oscar Shirlaw (S3 Pupil Rep)	OS
Maire Johnston	MJ		Eilidh Mackay (S4 Pupil Rep)	EM
Chas Booth (Cllr)	CB			
Adam McVey (Cllr)	AMcV			
Roslyn Gaunt	RG			

2.

<b>Apologies</b>	<b>Initials</b>			
Ann Monaghan	AMon		Alex Lunn (Cllr)	AL
Bridget Linton	BL		Yvonne Woods	YW
Gordon Munro (Cllr)	GM			
Nick Gardiner (Cllr)	NG			

<b>Minutes</b>	
Angela Mercer(Clerk)	AM

<b>Agenda item</b>	<b>Notes</b>
<b>1</b>	<ol style="list-style-type: none"> <li>1. <b>Introductions</b></li> <li>2. DMA opened the meeting and welcomed all in attendance. Introductions were made. Turnout of parents was good. DMA introduced Craig Renwick the new Active Sports Coordinator who could only attend for a short time due to other commitments.</li> </ol>
<b>2</b>	<ol style="list-style-type: none"> <li>1. <b>Apologies</b> noted – as above</li> </ol>
<b>3</b>	<ol style="list-style-type: none"> <li>1. <b>Minutes of the meeting held on 6<sup>th</sup> February 2013</b> - were accepted as an accurate record.</li> <li>2. <b>Matters arising:</b></li> <li>3. 3.1</li> <li>4. A McV informed the group that bins are to be installed on the walkway and a big community clean up has been organised for Saturday 11 May 2013. Anyone interested in helping clean up the walkway should meet at the entrance by the Hibernian Stadium at 11am. The council will supply cleaning materials and equipment. It is hoped that the whole walkway will be done in one day. The Eco Group will be informed by the Parent Council Reps and JMS will contact Sheila Ralston to help coordinate pupil helpers. AM will send out minutes to parents ASAP advertising the event.</li> </ol> <p>3.2</p> <p>GMcG investigated online suppliers of the school sweatshirts and found that they are considerably cheaper than our present supplier (Thompson Sports). However other suppliers can not provide the embroidery of the school badge. DA thanked GMcG for this information.</p> <p>3.3</p> <p><b>Re-cycled School uniform stall</b></p>

This has been welcomed by parents. JMS – this could be a regular feature at a variety of events. It was agreed that around £1 donation per item should be charged.

3.4 Volunteers are required to assist in running the Parent Council stall, which has proved useful to engage with parents at consultation evenings. All Parent Council members to contribute items and please contact CW or DMA to offer your support as they are planning a timetable of meetings so that others can take a turn.

3.6 LA PC Banner has been finalised and received (a photograph of it is currently on the school plasma screen at the main entrance). It was agreed that it looks great and will be used a lot in the future. DMA thanked CW/RG for their help on this project.

4

DMA updated the group on the annual work-plan progress:

4.1

**Increasing parent contact database**– continued effort will be made to build on the existing parent forum contact list. AM informed the meeting that there are numerous anomalies with some parental email addresses. Parents who have previously given an email address to the school but do not received emails from the Parent Council should contact AM to check that their email address is correct.

4.2

**Improve communication links with Parent forum**

1. LA Website

CW and RG are to arrange a meeting with Gordon Cookson re improving the LA PC website, although have had an initial helpful discussion. CW hopes the website will offer useful links to resources offering parental information such as:

- Consultative committee with parents(CCwP) updates & minutes
- National Parent Forum of Scotland info & updates
- Curriculum for Excellence Information
- Useful websites & resources for parents on adolescent health & wellbeing & parenting issues

1. LeithLinks

The next edition of *Leith Links* is due to be issued at the end of June. RG has offered to assist AM with the design of Leith Links. A wide ranging discussion took place regarding the timescale of this venture and a special

	<p>colour edition. AM costed a 4 page colour newsletter with printing companies and the cheapest price was quoted as £669. JB disapproved of LAPC spending money on this venture and it was agreed that it was an excessive expense at this time, and not particularly beneficial as a colour version is available online</p>
4.3	<p>4.3</p> <p><b><u>Links with Active Schools</u></b></p> <p>CR introduced himself and thanked the group for allowing him the time to introduce himself. He wished to inform the group of the Active Sports drive to boost girls' involvement in sport. CR is personally endeavouring to enlist more volunteers into coaching and in particular hopes to involve Senior Pupils in coaching at LA to make future Afterschool Clubs financially sustainable. The Sports Ambassador incentive is driving this forward by training young people to coach sports to other pupils (2 per school). Also, the Community Sports Leader Award is available for Senior Pupils to enrol onto and is part of the curriculum with a recognised qualification. CW/DMA through PC offered to support CR in his time at Leith Academy and hopes to work and link with him regarding fundraising for future projects.</p> <p>4.3</p> <p>A wide ranging discussion took place regarding Secondary pupils' opportunities in summer time sports clubs/activities. Everyone agreed that there is a lack of activities during holiday periods for this age group. JMS – the council do organise activities but the timetable of activities is normally quite late at reaching the school/parents. DMA – will take forward to the CCwP to clarify what will be organised and to what age group. Both AMcV/CB offered to get information. DMA suggested that parents should look on the internet and feedback to the group.</p> <p>DA asked CR/JMS if LA had plans to be involved in the Commonwealth Games 2014. It was agreed that this would be a great opportunity for our pupils to be involved in such a big event. Both JMS/CR to report back their findings at the next meeting.</p>
	<p>4.4</p> <p><b><u>Quality of School Food</u></b></p> <p>DMA reported that the topic of Quality of School food is on the CCwP objectives to be covered in the next 6 months.</p>
	4.5

**Work placements / Parents Skills**

CW suggested a Careers Speed Skills meeting where pupils informally chat to parents with a specific skill. CW hopes roughly 15 parents would be interested in helping this go ahead and pupils would move round the room until they have chatted to all 15 parents. JMS suggested it takes place next term. Parents who are interested in being involved should forward details of their skills or career advice to DMA or CW. To be advertised in Leith Links. Item to be added to AGM Agenda.

5.0

**Headteacher's update:**

JMS reported on the following topics:

- English as an Additional Language - Parents' Information Evening was a successful evening with good attendance.
- Nursery – the Nursery was inspected in January and received gradings at good and very good which was pleasing.
- Confucius Hub – the opening took place on 22 February 2013. The Chinese Consul attended and Calligraphy Workshops took place along with a performance by the pupils who entered the HSBC Mandarin Speaking Competition earlier in the year.
- Chinavisit - JMS visited China last week as part of the Scotland-wide link with the Chinese Government. Part of the week was spent in Tianjin No 1 High School that is linked with Edinburgh's Confucius Hub. It gave JMS the opportunity to work and meet the Chinese teacher who will spend next session in LA. The school is keen to encourage email links between pupils in China and Edinburgh. The City of Edinburgh Council is funding six pupils to attend an immersion in China course in the summer. An LA pupil has been selected to attend the 2 weeks intensive Mandarin course in Beijing.
- Management Residential - school priorities for next session:
  - Learning and Teaching
  - Assessment and Moderation
  - Self Evaluation - knowing how good we are
  - Wider Engagement

JMS will share the Improvement Plan with the PC when it is ready.

- BBC News Report – Nadia Steel's Tutor Group took part in this and it covered areas such as Pandalas, Confucius Hub, Horse meat. The articles are still available on the BBC website (type in Leith Academy into the search box).
- Fund Raising - £792.82 was raised from the Comic Relief (non-uniform day and the Harlem Shake organised by the PE Department)
- LEAPS - Last week the LEAPS Management Group met in LA. LEAPS offer an invaluable service to LA pupils wishing to go to University. Numbers attending University have risen greatly with the active assistance of this service. Last year 30% of leavers applied to University as opposed to 17% in 2007.
- Spring Fling – takes place this Thursday 25 April 2013. A great event allowing pupils to demonstrate their talents in a variety of ways.

	<ul style="list-style-type: none"> <li>• HMI – JMS met on Friday with the Area Lead Officer. LA was originally inspected in 2008. The inspectorate informed JMS that they have now signed off from Leith Academy and moved on. In future the Inspectorate hopes to work more closely with schools on a non inspection basis helping with self evaluations. The Area Lead Officer offered to come and speak to parents at the AGM in June.</li> <li>• Self Evaluation – JMS thanked parents for their response to the survey. 61 parents responded as opposed to 34 parents last year. The Authority sent figures relating to the outcome – JMS distributed. (To be added to a future meeting agenda. DMA asked for comments to be picked up at AGM.)</li> </ul>
6	<p><b><u>CCwP</u></b></p> <p>DMA attended 2 meetings in February which focused on:</p> <ul style="list-style-type: none"> <li>• Rising Rolls - It's estimated that Primary 1 intake classes will rise between 2015-17. Discussion took place around the application process outwith local catchments and the process of accepting and refusing applications.</li> <li>• Parental Engagement strategy –</li> <li>• Remit of CCwP</li> <li>• Schools' Revenue</li> </ul> <p>CW – asked if other parents would like to attend CCwP meetings on behalf of the LA PC? Interested parents should contact CW/DMA.</p>
7	<p><b><u>AOCB</u></b></p> <ul style="list-style-type: none"> <li>• Course Choice- JB asked JMS to clarify the system for choosing subjects and the timescale regarding the Parents' Consultation. JMS offered that the Course Choice sheet should be returned after the Consultation as this helps parents and child to make informed choices. Wide ranging discussion took place regarding the timing of choosing subjects.</li> <li>• Finance – JB reported the bank account details:</li> </ul> <p>At the last meeting the balance was £2346.84. Minus cheques of £100 (gift tokens) and £240 (LA PC banner) leaves a total of £2006.84. Interest of 22 pence takes the final total to £2007.06.</p> <p>DMA received £40 for the sale of the quiz sheet and CW gave JMS £60 for the Maths Department for assisting in the sale of discount books. CW asked parents/pupil reps for other ideas to spend money on.</p>

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|  | <ul style="list-style-type: none"><li>• Health Procedures – AD asked what the school’s procedure is when dealing with pupils feeling unwell with a temperature. JMS – the Welfare Assistant does not have any training other than basic first Aid training. AD – suggested that there was confusion over the Welfare Assistant asking the child’s name and a message that the school received early morning. JMS will speak to the Welfare Assistant about such an issue to prevent future incidents.</li><li>• Future LA PC Chair Training – CW/DMA informed the group that their 2 years will finish at the end of this year ken to support anyone interested in taking this forward next year. If anyone would like to consider the role and would like further info please contact CW/DMA.</li><li>• Reminder that the next meeting will be the AGM on 11<sup>th</sup> June. All welcome and an opportunity to review the previous year as well as to look forward to the next year.</li></ul> |
|  | <b>DMA closed the meeting at 21.15</b>   |