

**Castlehead High School Parent Council  
Minutes of Meeting 07/09/2022**

<b>Present</b>	<p><b>Kirsteen Forrest (KF) Joint Chairperson</b>  <b>Graeme Lawrie (GL) Joint Chairperson</b>  <b>Gordon Menzies (GM) Headteacher</b>          Elaine Wong          Sameena Javed (SJ)          Michele Stark          Ian Stephenson          Hannah Cunningham          Karen McArdle          Caroline Johnstone          Margaret McLeod (MM)          Lesley Turnbull          Kirsty Ireland          Chris Anderson (CA)          Claire Wilson (CW)          Hayley Balfour (HB)</p>
<b>Apologies</b>	<p>Alison McKeary Secretary (AMCK)          Linda Dunwoodie</p>
<b>Minutes of AGM Meeting</b>	<p>Previous minutes of AGM agreed</p>
<b>Head Teacher Report</b>	<p>GM is providing a weekly update to parents on the school app. Parents agreed this was helpful. Currently finalising the School Improvement Plan, previously discussed with the PC. This should be uploaded to the school website by the end of September together with the Standards and Quality Report.          GM currently discussing the school results, strengths and weaknesses with the Principal Teachers. There has been a change of remit for the DHT's.</p> <p>CA provided an overview of the recent exam results (pre appeals). The school aim is to maximise the chances available to every child and there is a focus on raising the number of students getting 5+ National 5's in 4<sup>th</sup> year. The number of students achieving pass at higher saw a big increase since the last external exam diet in 2019. Consultation with staff on changing the reporting format is ongoing. Consultation with parents will follow. The school's communication strategy is also being reviewed. External consultants are being instructed to overhaul the school website and social media outlets are being streamlined. The school will have 1 instagram account and 1 Facebook account. MM highlighted the problems experienced by new s1 parents in terms of communication.</p> <p>CW has the remit for Pupil Support and highlighted that she has a strong team and that there is good support available. The school is transitioning to a more vertical pupil support structure. S1 to S4 are split in to 3 houses for pupil support. S5 and S6 have a separate team. S5 and S6 currently focused on pathways/ UCAS/ visits etc. S1 focus on 1 to 1 getting to know you/ settling in interviews. Parents can be involved. The P7/S1 transition will commence in 2 weeks. Virtual lessons up to Christmas. Befrienders in place early. MM raised further concerns regarding this year's transitions. Further discussions to take place post meeting on this with CW. The school will issue a survey to S1 parents on this year's transition programme.</p> <p>HB advised that the school are promoting positive destinations for all pupils with students from S1 to S6. An options launch event is being organised. There are lots of opportunities available including apprenticeships and UCAS events. Scottish careers week is in November. The school will be holding a careers fair. Parents were asked if they would wish to attend, mixed response but generally felt that parents should be allowed to attend if they wished.</p>

<p><b>Other Matters Arising</b></p>	<p><b>Hayward Review</b> Connect are seeking parents views on the current exam system and proposed changes. Email received to be sent out to parents to seek their views on the questionnaire. The PC chair will pull together the views of parents and submit one response.</p> <p><b>Flight path Fund</b> AMcK chasing a response to our application.</p> <p><b>Consortium Taxis</b> KF raised parent concerns about taxis not turning up and students missing lessons. GM fully aware of the problem and is dealing with it. Students to notify the school office whenever a taxi is late.</p> <p><b>Toilets</b> GL highlighted parent concerns that students were being refused permission to go to the toilet. GM confirmed all students should be allowed to go. GM is looking at the option of senior prefects supervising the toilets.</p> <p><b>Blazers</b> GM confirmed these are not compulsory.</p> <p><b>Treasurer</b> GL and KF confirmed we are still looking for a new treasurer. Post meeting Iain Stephenson volunteered to take on this role and this has been seconded by GL. GL and KF will meet with IS before our next meeting to discuss the role. Confirmation of this appointment to be proposed at the next meeting. KF confirmed we have not received any bank statements since April. These are sent to the school. GM to ascertain where these are.</p> <p><b>PC funds</b> PC have agreed to purchase items for the school clothes bank. PC have asked the school to confirm to us which items of clothing, toiletries etc that they are looking for in order to have a clothes bank in school.</p>
<p><b>AOCB</b></p>	<p>SJ asked about reporting an incident of bullying. GM and CW confirmed that all incidences should be reported to the pupil support teacher. The PC requested that all action taken should be reported back to the student and parent.</p>
<p><b>Date of next Meeting</b></p>	<p>Next Meeting 16<sup>th</sup> November 2022</p>