

**Elgin High School Parent Council
Meeting held on 22 August 2017 at 7.00pm**

Attendees: Mary Dow (Secretary) Kirsty Anderson
 Jillian Johnston (Vicechair) Kay Laing
 Jenny Petrie Yvette Taylor
 Hugh McCulloch Cllr John Divers
 Graham Leadbitter Cllr Ray McLean

Apologies: Gail Ewan Judith McIntyre

1.	<p>Previous Minutes – 15 May 2017</p> <p>These were approved.</p> <p>Proposed: Jenny Petrie Seconded: Hugh McCulloch</p>	
2.	<p>Apologies</p> <p>Apologies were noted.</p>	
3.	<p>33 Period Week</p> <p>Hugh McCulloch advised that following previous discussions, the school is still in favour of the model proposed and they will continue to advance development of this and if this is not agreed by Committee will make the necessary changes. Cllr John Divers advised this was to be put before Committee on 23 August and if applicable full Council next week.</p>	
4.	<p>Pupil Equity Fund</p> <p>Hugh McCulloch reported that the school have appointed a Principle Teacher (Caroline Smitt) with the above grant of £56,000 as stated at the last meeting. Caroline's remit will be to improve literacy and health and wellbeing with targeted pupils and identify where support is needed.</p>	
5.	<p>New School Building</p> <p>Hugh McCulloch gave an update as follows:-</p> <ul style="list-style-type: none"> - On target for 6 October 2017. - Currently working on signage. - Site visits – Hugh is establishing suitable dates/times. - Boxes are arriving and staff will start labelling these as appropriate. - Letter has been sent to parents advising that the school will be closed from 5 October to 24 October (inclusive). - Demolition work would start soon after the new school is occupied. <p>Members of the Parent Council advised it was difficult to attend a visit during the week and wondered if a Saturday morning site visit could be arranged. Hugh to investigate the possibility of this.</p> <p>Hugh McCulloch advised that a Celebration/Final Tour arranged for 30 September 2017 between 4.30 and 8.30 (may be open until 10pm) has been re-scheduled for Friday 22 September 2017 due to another event taking place in the School. Hugh stated that when details of this were put on Facebook it received 40,000 hits!!!</p>	HM

	<p>Concern over parking was raised and it was suggested that maybe people could book slots for the tour starting with a slide show of the new School.</p> <p>One member asked what was happening to the current Smartboards? Hugh stated that Moray Council would be dealing with this but if anyone wanted one for another school etc. to email him and he will see what he can do.</p>	
6.	<p>Tracking, Monitoring and Reporting Procedures</p> <p>Hugh McCulloch advised that Nikki Grant was taking this forward and a test run would take place this year. He felt that the new Tracking and Monitoring system would be more productive and meaningful. The Working Grades/Target Grades etc. would be refreshed every six weeks and that he and Jan Sinclair would check that progress is moving forward.</p> <p>Hugh McCulloch advised that the first Showcase was due to take place on 12 September 2017 for S2 parents ((re-vamped Parents Evening). This would be more interactive and will be a drop-in session in the classrooms for the different subjects.</p>	
7.	<p>Live 'N'Learn</p> <p>Hugh McCulloch reported that the last group of pupils to attend the Workshop was arranged for 14/15 September 2017 and an evening session for parents – Hugh to confirm date as there are various other events taking place that week.</p>	HM
8.	<p>Attainment</p> <p>Hugh McCulloch gave a presentation on Attainment (copy attached). Hugh explained that the 66% of S4 pupils received one qualification at A-C level at National 5. Pupils have been identified where they are now and appropriate targets will be set through tracking and monitoring into 5th year.</p> <p>Hugh advised that the S5 year group had a good set of results due to the quality of teaching and learning.</p> <p>Hugh stated that it was not all good news – S6 figures were down on previous years and the challenge was to be rigorous and ensure pupils were sitting the correct amount of Highers at the right level. With the new tracking and monitoring system in place this should ensure this is the case for all year groups.</p>	
9.	<p>Parent Forum</p> <p>Date was set for 13 September 2017. It was agreed that the Theme for the Parent Forum should be the new school. Kirsty asked if Hugh could mention that the Parent Council is funding the Live 'N' Learn workshops.</p>	
10.	<p>Parent Council Finance</p> <p>The Parent Council agreed to pay for the Prize Giving photo's as in previous years. Mary advised that she can arrange for previous Treasurer to sign cheque and will arrange signatory changes to the account following the Parent Forum.</p>	MD
11.	<p>AOCB</p> <p>Hugh McCulloch advised that the school had won a fire pit from the One Planet Picnic event and requested the Parent Councils views on having this in the centre of the garden.</p>	

	<p>The following points were raised:-</p> <ul style="list-style-type: none"> - May encourage youngsters to come on site. - Rules and Regulations may apply and this should be checked first. - Consider bolting the cover down. <p>Hugh agreed to investigate further.</p> <p>Hugh McCulloch advised that the school was on the verge of obtaining Level One of the Rights Respecting Schools. He asked if anyone from the Parent Council was available to meet the Assessors on 14 September 2017. Hugh to confirm times and let Mary Dow know who will email members with further details.</p>	<p>HM</p> <p>HM/MD</p>
<p>12.</p>	<p>Dates of Future Meetings/events</p> <p>Celebration/Final Tour – 22 September 2017 4.30 8.30pm (may be open until 10pm)</p> <p>Live 'N' Learn – 14/15 September 2017 – times to be confirmed</p> <p>Parent Forum – Wednesday 13 September 2017</p> <p>Parent Council meeting – Tuesday 7 November 2017 at 7pm</p>	