



Minutes of Perth High School Parent Council & PTA AGM (extended)

7.00pm – 8 December 2021

Present:

Susan Brown (Chair); Grant Wooler (Vice Chair & acting Treasurer); Martin Shaw (Head Teacher); Paula Collins (PTA Chair); Dave Shenton; Sam Pettigrew; Caroline McEwen; Ailsa McLellan; Michael Marley; Merrick Whyte; Steve Elliott; Jill Young; Susan Morrison; Rob Jarvis; Bill Russell; Gail Meek; and Michael Swan.

Apologies:

Lynn van Vuuren; Graeme Milne; Iona McGregor, Tony Fry; and Jodie Saunders.

Agenda Item	
1	<p>Welcome by Chair</p> <p>The Chair welcomed everyone to the meeting.</p> <p>The incumbent clerk has been absent from work/duties so as this was the AGM a new secretary and minute taker was called for. Susan Morrison was nominated by Grant Wooler and seconded by Susan Brown.</p>
2	<p>Minutes of previous meeting</p> <p>No minutes have yet been made available from the last three meetings. The committee was unable to access information due to data protection and the previous clerk being a member of school staff. It was agreed that a generic email be set up for the purposes of Parent Council business.</p> <p><u>ACTION:</u> Secretary to set up generic (non-PKC) email</p>
3	<p>Matters arising</p> <p>It was noted that this meeting was called an EGM as it had been called following the previous AGM 6/10/2021 where no agreement had been reached on the election of new office bearers.</p> <p>There was discussion on the lawfulness of this meeting as a letter from a solicitor stated that it could not be considered an EGM and business had stalled because of ambiguity over the Constitution – the Constitution states that an</p>

	<p>AGM should be open to the Parent Forum (all parents and staff) and that the Parent Council is a sub-set of the Forum. It was agreed that the Constitution was considerably out-of-date and for the purposes of concluding business, this meeting should be referred to as an extension of the last AGM. It was agreed that the Constitution should be updated as a matter of urgency to avoid further ambiguity and to keep Parent Council business clear and transparent. This will be discussed at a working group specifically set up for that purpose.</p> <p><u>ACTION:</u> Carried forward to next meeting</p>
<p>2</p>	<p>Head Teacher Report</p> <p><u>Sports</u></p> <p>There have been many teams competing in sports fixtures with the football team progressing to the next round of the Scottish Schools Cup. The school recognises the value of sports and arts within the curriculum.</p> <p><u>Uniforms</u></p> <p>The PE changing rooms have reopened thus the daily wearing of school uniforms is encouraged. Uniform standards are good and there will be a staff led working group involving pupils to improve uniform wearing thus creating an equitable and safe environment within the school. In recent times there had been unwelcome visitors from other schools and it was difficult to discern them from PHS pupils whilst all wore casual sports clothing. There has been a reduction in calls and concerns from the wider community and litter has vastly reduced.</p> <p><u>Working Groups</u></p> <p>The Head Teacher had consulted with teachers and staff as to what the school does well and what would make it better under the three themes of:</p> <ol style="list-style-type: none"> 1. Learning and teaching; 2. Raising attainment and achievement; and 3. Wellbeing. <p>To feed into the school improvement plan Principals and teachers will take the lead in the following working groups:</p> <ol style="list-style-type: none"> 1. Literacy and Numeracy; 2. Learning and Teaching; 3. Curriculum Design and Development; 4. Improving Ethos, Safety, Readiness and Respect through Uniform; 5. Promoting Positive Behaviour;

6. Digital Learning;
7. Creating Equity through Inclusive Practices;
8. School Improvement;
9. Mental Health;
10. Parental Engagement and Family Learning;
11. Developing the Young Workforce; and
12. Funding Streams.

In addition, there will be sub-groups to build capacity and leadership within the school.

It was asked if the Headteacher had any thoughts on staff wearing uniforms to set an example for students to follow however the Headteacher said current dress is appropriate. The school is taking incremental steps to enforce pupil uniform wearing by walking the corridors during pupil support time and engaging in soft challenges. Behaviour and littering have improved and though there remains pockets of low-level disruption, this is at social times, not in class time. Feedback from one pupil via a parent confirmed that there was a perception of better behaviour throughout the school because of teacher visibility and engagement.

Study Support

There will be more virtual support sessions in preparation for prelims (S4,5&6) for both pupils and parents. 'Mindset for Assessment' will be available which covers:

- How to prepare;
- How to take notes; and
- A can-do attitude.

In addition, the supported study programme operates extra time during lunch hours and after school for pupils.

With the ever-changing Covid status, the school was working on the basis that exams would take place however a Plan B would be implemented if required so grades could be awarded on a teacher assessment basis (like previous year).

Optimising Student Success and Retrieval Workshops have been put on for staff and parents over term two to support senior phase young people with assessment challenges they will face this session.

In Service Days

	<p>Day 3 consisted of a curriculum implementation network led by PKC.</p> <p>Day 4 consisted of 'Retrieval Practice'; inclusive practices to improve learning and teaching; and staff well-being.</p> <p>Staff absence is an issue throughout Scotland and in the wake of the pandemic PKC has provided Covid Recovery funding for teachers, pupil support assistants and pupil welfare officers. Difficulty in recruiting staff is exacerbated by the more rural geographical location of Perth and Kinross, away from the central belt.</p> <p><u>Reporting</u></p> <p>Reporting on pupil performance will consist of:</p> <ul style="list-style-type: none"> • Parents' evenings; • Database reports; and • Full reports. <p>So far there have been two virtual parents' evenings and two database reports for senior years (September and November). This is designed to fit within the school calendar and be timeous enough to highlight strategic points where appropriate intervention can take place if necessary. S5/6 Prelims start Friday of week beginning 10/1/22 and S1 parents' evenings are scheduled for May 2022.</p> <p>It was suggested that having the calendar on the school website or via the parent portal would be a useful reference for parents.</p> <p>It was agreed that the website was clunky and needed updating to allow this information to be shared better. It was pointed out that Perth High School Parent Portal is the only one in the area that does not immediately show on 'Google'.</p> <p><u>ACTION:</u> School to update website and investigate effective use of Parent Portal.</p> <p><u>Staffing</u></p> <p>Chris Farrell starts in January 2022 as Depute Head Teacher for Support.</p> <p><u>Other matters</u></p> <p>Xmas jumper day this Friday (10/12/21)</p>
3	Items from parents
a.	<p><u>School cleaning</u></p> <p>Concerns were raised about the perceived lack of desk cleaning given the</p>

	<p>number of positive Covid cases.</p> <p><u>ACTION:</u> School will reinforce cleaning protocols.</p> <p>b. <u>Contingency plans for absent teachers</u></p> <p>The Headteacher said that junior classes (S1-4) must be covered. For S5-6 it is <u>desirable</u> to have cover and the school tries to address this as much as it can. Teachers are expected to leave work for pupils to do and cover is provided on a rotational basis depending on resources. Advanced Higher Classes are seen as a gap between school and further education so elements of self-study are expected. Pupils should get a subject specialist teacher at least twice a week plus course and catch-up work, Google Classroom and homework as part of their learning.</p> <p>The number of absent teachers a pupil is working under is not monitored on an individual basis. It is anticipated that parents or guardians would quickly communicate if there were any issues in that regard.</p> <p>On grade awarding, the SQA takes ‘time loss’ into consideration and there is a briefing paper on their website. An SQA Co-ordinator would consider ‘exceptional’ circumstances though it is not yet known if absent teachers would be considered ‘exceptional’.</p> <p>Should grades be based on the Alternative Certification Model (ACM) as they were during Covid, then the school would consider the evidence base generated and provide a provisional grade that would be finalised by SQA. If the traditional examination model is used, then grades the SQA bears responsibility. The school is not sure what the appeals process would be yet. School is working to the traditional examination model for the time being.</p>
	<p>c. <u>Consistency in learning provision for absent pupils</u></p> <p>Concerns were raised that there was a lack of consistency in teaching provision by teachers when a pupil was absent. The expectation is that Google Classroom <u>should</u> be completed by teachers though not all were at the same ability levels. If absence is due to Covid and pupils have to self-isolate, then a process is automatically triggered and the guidance teacher will speak to the relevant teachers to ensure the pupil receives the classwork. It was noted that universal supports need to be better.</p>
	<p>d. <u>Changing time in PE</u></p> <p>It was asked if pupils could be given more time to change in P.E so they are not late for their next class, particularly if that is on the top floor of the building. PE Teachers <u>should</u> already have planned changing time into their lessons so no more time should be required.</p>

<p>e.</p>	<p><u>Parents Evening</u></p> <p>There was no advanced warning of cancellations or late arrivals for the recent virtual parents' evenings. This eats into the allocated five minute slot time. The system is on 'Schoolcloud' with limited capacity for increasing slot times. It was noted that appointments were 15+ minutes pre-Covid when appointments were face-to-face. Further pressures were put on the system if two parents were logging in from different locations and that the bandwidth at the school was inadequate, particularly on busy floors. It was noted that teachers logging on from home had no issues with connectivity and that there may be scope for teachers logging on at school to do so in an area with good connection. Uptake of virtual appointments was 70%+.</p> <p><u>ACTION:</u> School to investigate increasing slot times on system and improving Schoolcloud connectivity.</p>
	<p>Time constraints meant the remaining items on the agenda would be carried forward to next meeting to allow time to elect office bearers.</p> <p><u>ACTION:</u> To be carried forward to next meeting</p>
<p>4</p>	<p>Election of Office Bearers</p> <p>It was reported that a grant of £6,000 was made available to the school nurture club.</p> <p>Susan Brown stood down as Chair and thanked everyone for their support. This was reciprocated by the Parent Council and Susan was thanked for her valuable contribution which will hopefully continue as she remains a member of the Parent Council. In addition, Tony Fry wrote a letter expressing his gratitude which unfortunately could not be read out at the meeting, however Grant summarised it as best he could.</p> <p>The Constitution states that Office Bearers will be appointed for a period of two years.</p> <p>Chair: Grant Wooler Nominated by Bill Russell, seconded by Michael Marley</p> <p>Vice-Chair: Michael Marley Nominated by Dave Shenton, seconded by Grant Wooler</p> <p>Secretary: Susan Morrison Nominated by Grant Wooler, seconded by Susan Brown</p> <p>Treasurer: Sam Pettigrew & Caroline McEwen Nominated by Sam Pettigrew, seconded by Grant Wooler</p> <p>Membership of the Parent Council includes everyone at the meeting plus Lynn</p>

	van Vuuren, Tony Fry and Jodie Saunders, all of whom were unable to attend but expressed interest. Any other members of the parent body (including guardians, carers, foster-carers, kinship carers or other relevant persons) who wish to be on the Parent Council please send your email address to perthhighschoolparentcouncil@gmail.com and you shall be added to the distribution list, subject to the maximum of 30 persons.
5	Date of next meeting Wednesday 19 January 2022. Venue and time to be confirmed.