

# **Dalkeith High School Parent Council Meeting/AGM**

**11 September 2018**

7pm Art Department

**Present:** Allyson Dobson (AD), Marianne Flockhart, Julie Darling, Caroline Pearson, Diane Hedlund, Shaun Gordon, Kay Whalley, Yocksan Bell, Chris Craig, Solveig Hoy, Graham Hoy, Roslynn Newman

**Apologies:** Craig Knight, Nicola Johnson, Pauline Dickson, Chantal Bruce, Alison Binns, Morag Ryan, Phil Bowen

## **Welcome**

Caroline welcomed returning and new parents.

## **Approval of minutes**

Previous AGM meeting minutes were approved.

## **Election of office bearers**

The following were proposed and seconded:

Secretary – Marianne Flockhart

Treasurer – Diane Hedlund

Chairperson – Caroline Pearson

## **Chair's Report**

Caroline has prepared a report and will email it out.

## **Treasurer's Report**

Over £6,000 has come through the PTA account this year!

PTA gave the school over £2,000 towards musical instruments and sports equipment, and, as the Outdoor Education department has been closed down £1,600 was passed to the school so that Hamish Duncan could continue with the S1 outdoor experiences.

Part of this money was funding (received with many thanks) from Edinburgh Airport Community Board - £1,390. £200 was also donated by Mr Bruton towards setting of a breakfast club.

AD and the Parent Council wanted to express their thanks to Diane and the rest of the PTA for all their amazing fund raising efforts. It has made a fantastic difference to the school!

## **Headteacher's Report**

Fundraising

AD thanked the PTA for the significant amount of money raised.

- Benches have relieved a lot of pressure in the dining hall (S4, S5 and S6 can go outside, and use them at lunchtimes)
- Water fountains have now been fixed
- TV screen is used daily
- Money received has been put towards musical instruments

Pupils

S1s have settled in very well

Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl have been appointed. Head Boy and Girl made excellent speeches at the Senior Award ceremony while the deputies hosted the evening extremely well.

Attainment has been very good, with the school having above average figures for Midlothian.

### Staffing

The school was fully staffed up until the end of last term, when 2 teachers left.

Currently short in Music, CDT and Computing.

New staff appointed in Art, Maths, Modern Languages, History, Drama, Physics, Pupil Support.

### Finance

The authority is in a difficult funding position and the school budget will need to be carefully handled.

### 5-a-day

Leadership team are following a new initiative – they will speak to 5 pupils every day. A focus for pupil meetings is chosen (e.g. new S1s or S3 moving to senior school). Pupils chosen at random (taking into account the chosen focus).

Results of the pupil meetings are discussed at SLT meetings.

### Senior Phase Tracking

Shaun Gordon gave an overview of the new senior tracking system being introduced. Created based on previous work done in the Expressive Arts department and tips picked up from visits to other schools.

Young people will be tracked at 4 set points throughout the year, and progress will be assessed as either 1 – excellent; 2 – satisfactory; or 3 – to be addressed.

A traffic light colour is assigned to highlight points of concern and issues and recommended actions will be noted.

Reviews are made at Curriculum Leader level, Support Leader level, then Senior Leader level over 3 consecutive weeks (one week each).

AD expressed her thanks to SG and colleagues involved in creating this system.

Julie Darling also highlighted her appreciation of the schools attitude, approachability and support regarding her daughter's dyslexia.

### Celebration of achievement

Chris Craig told the meeting how he and Hamish Duncan have been looking at how the school promotes and tracks wider achievement.

- SeeMis (pupil attendance system) is now being used to track achievement in and out of the classroom. Achievements are also used to gain house points.
- Achievement Tuesday – members of the pupil leadership team have set up stalls to gather achievement slips. Slips are completed by pupils to give details of their achievements. For example sporting, volunteer work, fundraising or other personal achievement.
- Achiever of the month – students from each House who have shown some outstanding achievements.
- Top ten achievers from each House are celebrated.
- Learner of the month – every teacher picks a junior and senior learner of the month and posts the name on their classroom door.

This initiative will be used to celebrate all sorts of achievements, not just the exceptional ones. It is an opportunity for pupils to tell the school about their out of school activities. It is monitored by the House Captains with prizes being awarded via House Points (encourages competition between Houses).

AD thanked Chris and all those who have put a lot work into this initiative.

### **Bus Pass Travel**

This year parents experienced significant delays in receiving confirmation that bus travel passes had been arranged. Non-entitled pupils had to make other arrangements for the first two weeks of the term.

Re-tendering of the bus contract had an impact on the process.

Phil Bowen has contacted the travel team at Midlothian Council and asked them to review the process. CP agreed to put together a formal letter from the Parent Council. **ACTION 2018-12**

### **AOCB**

Cycling Officer, Rosalyn Newman, is negotiating the movement of the bike racks from the back to the front of the school. This would leave the existing space free for an outdoor shelter. A change notice has been put forward for new improved racks and funding options are being looked into. (See also action 2017-03.)

Toilets – a previous action regarding insufficient toilets being open was closed, but there seems to still be a problem with an instance of only one open boys toilet being noted, as well as a lack of toilet paper and soap. AD will re-investigate. **ACTION 2018-09**

### **DHS Award**

For S2s – similar to the Junior Award Scheme for Schools (JASS). This award is being looked into by the school in connection with the recognising of achievement.

### **Key Dates**

Dates are being finalised and will be issued shortly.

### **Previous Actions**

2017-03	Outdoor shelter - carried forward. There is a possibility we could apply for Tesco funding if a new structure is needed.
2017-04	Water fountains – fixed. CLOSED
2017-07	School tweets getting added to FB. No longer able to do this due to new Data Protection Laws. CLOSED
2018-01	Homework app will be open soon. CLOSED
2018-03	BAM costs – carried forward.
2018-08	Communication preferences – the office is currently gathering the information
2018-10	School lunches – Pupil Voice has been engaged to gather feedback. AD is monitoring the situation
2018-11	Guidance teachers – Gail Preston is looking at the remits of Pupil Support Leaders (Guidance teachers) to ensure a through line and create more strategic roles. PSE programme is also being reviewed

### **Parent Council Meeting Dates 2018/2019**

13 November 2018  
15 January 2019  
26 February 2019  
23 April 2019  
28 May 2019

## Actions

Ref	Action	Owner	Date Raised	Comments
2017-03	Investigate with BAM what can be done to accommodate outdoor sheltered area	Allyson Dobson	26/09/2017	14/11/2017 – carried forward 23/01/2018 – shared area permission obtained and change notice passed to BAM 24/04/2018 – area identified but bike racks to be moved 29/05/2018 - There is a possibility we could apply for Tesco funding if a new structure is needed. 11/09/2018 – Bike racks to be moved to front of school. Carried forward.
2017-04	Investigate with BAM options for water fountains to fill bottles	Allyson Dobson	26/09/2017	14/11/2017 - carried forward 23/01/2018 – shared area permission obtained and change notice passed to BAM 24/04/2018 – water fountains installed but issues with leaking 29/05/2018 - carried forward as issues are still being pursued. 11/09/2018 – fountains are fixed. <b>CLOSED</b>
2017-07	Speak with Joyce Bain to enable school tweets to be posted on PTC/PTA Facebook page	Phil Bowen	26/09/2017	14/11/2017 – carried forward 23/01/2018 – carried forward 24/04/2018 – Midlothian council to confirm position re data 29/05/2018 - carried forward 11/09/2018 – FB no longer allow Twitter posts on FB <b>CLOSED</b>
2018-01	Investigate possibility of homework/messaging app	Allyson Dobson	23/11/2018	23/01/2018 - AD is looking at a couple of apps 24/04/2018 – Midlothian council to confirm position re data 29/05/2018 - ‘Show My Homework’ app approved and to be launched Aug. 2018. Will give access to homework tasks, alerts, messaging and MI. 11/09/2018 – App will be launched very soon. <b>CLOSED</b>
2018-03	BAM costs – contact council re inconsistent costs for schools in Midlothian	Phil Bowen	24/04/2018	29/05/2018 – PB has contacted councillors to query the level of costs. 11/09/2018 – carried forward
2018-08	Communication preference to be added to census form	Allyson Dobson	24/04/2018	29/05/2018 – the office is currently gathering the information
2018-09	Toilets to be opened	Allyson Dobson	24/04/2018	11/09/2018 – Re-opened as toilets have been reported closed. Also lack of toilet paper and soap.
2018-10	Hot meal availability to be checked	Allyson Dobson	24/04/2018	29/05/2018 - Pupil Voice has been engaged to gather feedback 11/09/2018 – AD is monitoring

2018-11	Ensure guidance teachers are up to date	Allyson Dobson	24/04/2018	29/05/2018 - Gail Preston is looking at the remit of Pupil Support Leaders (Guidance teachers) to ensure a through line and create more strategic roles. PSE programme is also being reviewed
2018-12	Bus Travel Passes – concern about process for getting travel passes for non-entitled children	Caroline Pearson	11/09/2018	Formal letter from Parent Council to be issued to Midlothian Council