

King's Park Parent Council Meeting - Minutes

Date: Wednesday 7th February 2018

Time: 7.00pm

Place: King's Park Primary School, Senior Building (Door A)

Agenda Item	Update
Welcome	John welcomed everyone to the meeting and thanked Sandra Banks and Nicola MacDowell (Midlothian Council) for attending to support updates to the Parent Council.
Previous Actions	Jill updated everyone on the previous actions (see below).
PTA Update	<p>Aoibhe provided an update on behalf of the PTA:</p> <p>The P3/4 and P5/6 discos have gone extremely well, raising £200+.</p> <p>The Christmas fare was a tremendous success in financial terms but the PTA acknowledges that there will be more detailed planning to be done for future events like this, in order to better accommodate the number of attendees.</p> <p>Mary will be stepping down as Chair of the PTA and new candidates are sought.</p> <p>Jill will be stepping down from the Treasurer post and someone has been approached about taking over.</p> <p>Arlene thanked Mary and Jill for their support and contributions, and extended her thanks to the rest of the PTA.</p> <p>The PTA is considering different, more effective ways of organising themselves to plan activities, e.g. using sub groups per event.</p> <p>Future events are being considered, including a quiz night.</p> <p>There were 2 new attendees at the last meeting, who had found out about it as a result of signing up to School Pigeon.</p> <p>The PTA is exploring the possibility issuing a monthly newsletter, which will be used to inform parents on how funds raised are being utilised.</p>
Update on Midlothian Schools	<p>Sandra Banks from Midlothian Council attended to provide an update on the future provision of additional capacity in schools within Dalkeith. She informed the group that previous proposals, which included the potential for using Fairfield House, haven't yet been progressed and remain dependent on the Dalkeith re-generation project. Council officers responsible are still progressing this, although are facing challenges linked to the Midlothian Council budget.</p> <p>Whilst this is ongoing, there is another paper to be presented at the March Council, which details a proposal to utilise the land where the old Dalkeith High was situated for a 3rd non-denominational school (to be operational by 2020). The paper will outline the proposed timeline and include plans for a public consultation.</p>

<p>School Update</p>	<p>Arlene shared news that she and her team had been working on developing the Relationships and Behaviours' framework as part of the Improvement plan. The new approach aims to reinforce pupils' 3 core rights (the right to learn, to be safe and to be respected). She informed the group that previous feedback from parents and children is that they don't always know how incidents/behavioural issues have been handled. The new approach will look at tracking and monitoring these sorts of instances, in line with new guidance which was issued by the Government in November 2017. The KPS staff training has been based on these new guidelines and definitions. Arlene confirmed she plans to pilot the new process, including communication with parents of children involved in any incidents, starting after the February break. The output of this pilot will be reviewed with the Parent Council at the March meeting, with a view to gathering further input and agreeing how best to roll the new approach out fully.</p> <p>Julie informed the group that she had been working with the Pupil Council to gather their input too and they have identified the main issues being: the perception of what 'bullying' is, incidents in the playground, concerns over 'speaking up', P7 respect during wet break times and incidents happening in the toilets. The members are taking these back to individual classes to gather further feedback and ideas on how to address these concerns.</p> <p>Karlyn asked if the Nursery would be included in the roll-out of the new approach. Arlene confirmed the aim is to adopt it within P1-P7 initially, before looking at adaptations required for Nursery.</p>
<p>Recruitment</p>	<p>Nicola MacDowell from Midlothian Council attended and shared information about the recruitment process for the replacement Head Teacher. She informed the group that the post has been advertised and the advert closed on Sunday, with a healthy number of applications being received. She confirmed that the criteria for applicants was that they must already be in a Head Teacher post, as she acknowledges that someone with experience is essential to support a school the size of KPS. She thanked and praised Arlene for her support and confirmed that Arlene had committed to staying in role until a replacement had been found. Jill asked how long the notice period could be for someone out with Midlothian Council and Nicola advised it could be as much as 12 weeks.</p> <p>Nicola went on to explain that long leet interviews were set to take place next week and these are led by the Council's Education department. She advised that the short leet interviews are usually led by a panel of 3 parents and 3 Councillors and these interviews are likely to be held in March. She confirmed that training needs to be completed by parents prior to attending these interviews. John asked how the short leet candidates would be viewed by Midlothian Council and Nicola confirmed that anyone successfully put forward to short leet interview would be deemed as an appropriate choice for KPS, therefore the final decision sits with the short leet panel.</p> <p>John confirmed he had spoken with Nicola about the Parent Council's role in supporting the short leet interviews and confirmed that it was likely that he, as current Chair, would attend. He also explained that, as a result of his plans to step down after this school year, he would also like to include the future Chair and that was speaking with someone about this post. The group agreed that it would be best to advise all parents about the opportunity to take part in this process and that an email, update to Facebook etc would be the best way to ask parents to send their details to the Parent Council email address if there were interested in being considered.</p>

Parental engagement survey next steps	<p>John and Jill explained that the aim is to use the survey results to generate ideas for improvements to the 'school reports' and other improvements that can be shared with Arlene and her staff to take forward. Arlene confirmed that she had also consulted with the teaching staff and their feedback had been similar to the feedback gathered from parents. She also confirmed that a group of people within the council would be working to agree core guidelines, which will be used to support improvements to the school reports.</p> <p>Jill asked all attendees to split in to groups and to review the survey results with a view to identifying key themes. Arlene confirmed she would take these themes to the May In Service day so that she and her team would then be able to turn these in to actions, which will be included in the next Improvement Plan and brought back to the June meeting for further discussion.</p> <p>After reviewing the survey results in groups, the following key themes were agreed:</p> <ul style="list-style-type: none"> ▪ More frequent parent consultation ▪ More manageable amounts of information shared ▪ Child involvement in parent consultations ▪ Clearer reports on a child's progression against expectations ▪ Consistent guidelines/practice for sharing feedback ▪ Provision of 'new parent' packs (similar to the P1 induction material) ▪ Include feedback on mental health as part of all consultation
AOB	<p>Arlene informed the group that the Government has made provisions for additional funding (circa. £5.5k for KPS) to support schools to address 'inequalities in the school day' and that the Council Communities team were looking to work with parents (as well as pupils) to achieve this. She confirmed that there were training sessions currently planned, which parents could choose to attend: 19/02/18, 6-8pm, Dalkeith Arts Centre and 21/02/18, 6-8pm, Mayfield Library.</p> <p>John advised that he'd been contacted by Eskbank and Newbattle Community Council following concerns being raised about traffic speeding on Abbey Road. The general consensus of the group was that there were many instances of traffic speeding on various roads that are used by pupils to walk to school. Arlene confirmed that the School Travel Plan is currently being reviewed and that a consultation will take place as part of this.</p> <p>Robert asked about what the approach was for training staff on mental health issues. Arlene confirmed that there had been previous training which included mental health awareness and that Jamie was looking at this as part of his Health and Wellbeing improvements.</p> <p>The next meeting is 21st march 2018.</p>

Actions:

Action Reference	Action	Owner	Date Raised	Review Date	Date Closed
1511-004	Share list of communication types/methods via the school website 07/02/18 - AL sharing proposed list with Phil, which will then be shared - C/F	Arlene Limerick	15/11/17	07/02/18 21/03/18	
0702-001	Next meeting agenda to include an item to review the outcomes of the pilot of a new approach to support the Relationships and Behaviours policy	John Clydesdale/Jillian Phair	07/02/18	21/03/18	
0702-002	Issue communication asking for volunteers to support the short leet interviews for the Head Teach post 08/02/18 - Email issued and update posted to Facebook - CLOSED	John Clydesdale	07/02/18	09/02/18	08/02/18

Decisions:

Decision	Date
Offer all parents the opportunity to volunteer to support the short leet interviews for the Head Teacher post	07/02/18