

## MINUTES OF THE MEETING OF KELSO HIGH SCHOOL PARENT COUNCIL

HELD ON THURSDAY 25<sup>TH</sup> MAY 2023 ONLINE



**Attendance** - Harriet Campbell (Chair), Leri Payne (Vice Chair), Jill Lothian (Head Teacher), Mel Brookes, Pam Guthrie, Nicola Robertson and Gillian White.

Apologies - Ginny Stewart (Treasurer), Tom Weatherston (Councillor), Simon Mountford (Councillor), Euan Robson (Councillor), Sonya Nairn, Michelle Matthews and Jen Redpath.

**Note - To liaise with feeder Primary schools regarding forthcoming dates for meetings to avoid clashes in future.**

Chairperson Harriet Campbell welcomed everyone to the meeting and confirmed that we were quorum with 5 parents in attendance.

**Minutes of Previous Meeting** - Minutes from 26/04/23 approved by Leri and Gillian. Noted the amended amounts on Treasurers report.

Harriet mentioned new action point tracker to enable PC to keep track of actions to be taken and who is responsible for them. To make sure nothing is forgotten. Suzanne to update document as we go along.

Points from action tracker:

- Neurodiversity, ED making sure staff are kept up to date with pupils needs.
- S3 Leadership – now in place, aiming for representatives to attend the next meeting in person

### Chairperson's Report

Leri attended SBC Chairs meeting held recently where there was a presentation by the SBC Catering Team. Main points:

- Meals compliant with specific government guidelines
- Food purchased under procurement guidelines - Scot Excel
- Plastic waste / water bottles. What are they doing to combat this?
- Parent highlighted that they are unable to see what youngsters are purchasing at the Canteen. Pupils ages 12 and above need to give consent for parent to be allowed this information.

Where can parents access a pricelist for the Canteen?

This is available on the SBC website:

[https://www.scotborders.gov.uk/info/20040/clothing\\_meals\\_and\\_transport/1131/high\\_school\\_meal\\_prices](https://www.scotborders.gov.uk/info/20040/clothing_meals_and_transport/1131/high_school_meal_prices)

Showbie - update from Paul Graham. Reducing paper used / waste. Request for volunteers to give feedback.

Mental Health - still waiting on update from SBC - watch this space!

Jill confirmed that the new SBC Respectful Relationships policy has been agreed and more information will follow in due course. New Mobile Phone guidance will also be coming. Once Jill has final details from SBC she will share with the Parent Council.

Harriet asked whether pupils will be involved when policy is rolled out? Will this be personalised for KHS? - Yes, within the document there is an Appendix that all schools are asked to complete based on their own context. The main section is on reporting bullying behaviour and the ways in which our young people, parent/carers and staff can report incidents. We also have to seek views on respectful relationships from young people and parent/carers.

## Head Teacher's Report

### School Overview

#### Staffing

- New Chemistry Teacher Dr Douglas Robertson will join us from 29<sup>th</sup> May.
- We have indicated that we would like to take on two NQT's within PE (to cover a career break) and Art (to cover maternity leave)
- Additional Temporary (1 year) PE Teacher advertised
- At the present time we continue to have 2 vacancies within our Maths dept – this is not ideal but is the same all over SBC, there are currently 11 Maths vacancies. Doing everything we can, have Maths supply coming in 3 days per week until end of term.
- Discussion around vacancy situation:
  - Primary Teachers to take on BGE – what's happening?
  - Difficult to entice staff – trying lots of things
  - Could we bring from England – queries around GTC accreditation?

#### Charity Begins at Home

- On Sunday KHS were given a grant from CBAH of £1800 to promote Literacy and Numeracy in school. Incredibly grateful for this funding to KHS. A whopping £58,000 were awarded to local applications. Thank you to CBAH!

#### Connect Meeting

Jill attended an after school session led by Connect (the only charity and membership organisation for parent groups). The aim of the session was to share with HT/DHT why Parent Councils matter, the role of the Parent Council and what support is available for senior leaders from Connect.

- **Parent Council Constitution:** this is a description of our Parent Council and how it will carry out its objectives. It also a helpful framework. It should be drafted and agreed by parents/carers at the AGM and reviewed approx. every 3 years
- **Communication:** all communication should be simple and transparent. The school and PC should work together to find out from the Parent Forum what type of communication works best for our parents.
- **Teaching & Learning** – more parental involvement. E.g. online workshops/presentations, discuss and help draft school policies, parent/carers share learning from their own experiences/jobs

- **Inclusion** – In partnership with school, the PC can celebrate difference. Reconnect with families' e.g. personal letter to 25 S1 parents to invite into school for a coffee appointments with HT/DHT. We can trial S1-3 initially
- Policy – working in partnership with the school community by acting as a 'critical friend'. Key areas i.e. family engagement strategy, school improvement planning, budget discussions, health & wellbeing, bullying & behaviour
- Social fundraising – events that focus on fun, family and food!
- Slides from the meeting available

### **School Improvement Plan**

- SLT are starting to look at this for next year. Looking to involve pupils, staff and SBC for feedback. This will focus on our Vision and Values and Teaching and Learning (BGE). More information will be given at the next meeting.

### **Priorities for Next Session:**

- Fundraising
- Supporting School & Staff

Discussion around historic fundraising

Overhaul of the accounts

We need to look at other ways of bringing in funds

Mel confirmed Selkirk have good fundraising ideas, going to bring ideas to review

Summer fayre after the holidays (end August / Sept)

Time to plan the event

Held outside if still nice weather

Involve pupils - S3 Leadership group / YPI pupils

KHS PC needs a fundraising leader?!

- Advert in Kelso Life for volunteer from community
- Jill to make contact with Colin Henderson (CBAH) for assistance – worth a try!

### **Treasurers' Report**

#### **Lottery Account**

There is **£1,558.05** in this account.

This month's prize draw will be drawn this week. Prize fund is £190.

At meeting on 28.03.23 it was agreed to contribute to the new S6 Team Building Event in June, £10 per pupil. This has still to be finalised depending on numbers (no more than £700)

**TOTAL AVAILABLE TO SPEND    £1,368.05**

**Main Account**

There is currently **£997.71** in this account.

Amount banked of £188.26 for income from teas/coffees at events.

£25 paid out for flowers for Jackie Nairn.

£415.00 was received from SBC 15/5 for clerk's fees and paid out to Suzanne.

**Date of Next Meeting – Wednesday 14<sup>th</sup> June at 7.00pm in person.**

Harriet thanked everyone for attending and closed the meeting.