

MINUTES OF THE MEETING OF KELSO HIGH SCHOOL PARENT COUNCIL

HELD ON MONDAY 20TH NOVEMBER VIA ZOOM



Attendance - Harriet Campbell (Chair), Leri Payne (Vice Chair), Jill Lothian (Head Teacher), Jeanette Aitchison, Julie McIntosh, Nicola Robertson, Sonya Nairn, Ailie Ramage, Ieva Beleckaite and Fiona ?.

Apologies - Simon Mountford, Tom Weatherston, Jen Redpath, Pam Guthrie, Anna Rodwell and Kirsty Banks.

Chairperson Harriet Campbell welcomed everyone to the meeting.

Minutes of Previous Meeting - Minutes from 25/09/23 and 26/10/23 were approved by Leri.

Matters Arising

Chair's Report

Harriet confirmed that although we do not have a large number of parents attending the meetings, she is very happy and proud of what the PC is doing and what's happening within school. She is pleased that we held the informal meeting at the start of the session. There was a positive response that we have asked what parents want and listened to them. Thanks expressed to Jill and all the school staff.

Reminder about the forthcoming session for parents on how to support young people to study, this is being held by Dr Robertson on Wednesday 29th November from 5.00pm to 6.00pm at KHS.

To promote this out to parents again via the various channels – groupcall, social media and weekly update.

Fundraising – this has not been forgotten about and will be a focus in the future.

KHS Xmas Concert 14/12/23 – request for any helpers to serve teas/coffees at this event if anyone available? To let us know if you would be able to help. Sonya offered her help.

SBC Funding – the PC receives funding from SBC every year, historically this has been £415 annually which was paid directly to the Clerk. As the Clerk has taken on a larger role, now carrying out more of the Treasurer's tasks, we requested £600 funding for this year. The request has been approved by SBC. Would the PC be happy for this full amount to be paid to the Clerk? This was agreed.

Treasurers' Report

Lottery Account

The balance of the PC Lottery account as of 07.11.23 is £2,561.55.

Less refund to be issued to KHS for the annual Zoom subscription renewal of £143.88 as discussed at last meeting.

TOTAL AVAILABLE TO SPEND £1,656.17

The next lottery draw will take place on Wednesday 29.11.23. The prize fund is currently sitting at £761.50.

There have been no winners since Rory Bell won £1,030.00 in March 2023.

There are currently 199 active lines. This equates to £99.50 going into the prize fund and £99.50 into the account for funding requests.

Following the introduction of the MS teams form sign up we have received **19** new requests to join the lottery. If all requests are set up by individuals, this will give us 256 active lines.

I have been actively promoting the lottery in school to staff and to parents via groupcall, weekly update and at in school events e.g. Parents Evening. I plan to add this to our next Kelso Life article as well to promote within the community.

Paperwork to make changes to the Parent Council bank accounts has been completed and handed into the branch to process, this is a change of signatory (Ginny to Suzanne) and a change of address so all statements come to KHS directly.

Once the changes have been made, I will be able to process an application for online banking. This will make all tasks associated with the lottery, funding requests and making payments much easier.

I still need to make contact with Ginny to collect all the paperwork.

Main Account

There is currently **£997.71** in this account (information from last report at 25.05.23 meeting). I will be able to confirm exact balance once the accounts are sorted and I have an up-to-date statement. There is very little activity on this account, so statements are not issued regularly.

This account is used for sundry expenses and paying clerk fees e.g. Zoom renewal and flowers for auditor etc. Any money raised from events (providing refreshments) is paid into this account.

There is money available and is not earmarked for a specific function, could be used for funding requests.

Respectful Relationships & Anti Bullying Presentation from Yvonne Wilson, ASN and Wellbeing Support Officer (Schools)

See attached PDF copy of the presentation.

Questions following Yvonne's presentation:

How are we implementing this within KHS?

- Staff meeting
- 4 modules for staff to complete
- Looking at how we record incidents – referrals logged on Seemis system which pass to PT

Pastoral & Support for Learning

- Parents – link on website to report any issues/incidents, phone school, send an Xpressions message
- Photographs of our Pastoral staff will be mounted in school with a QR code so our yp can make contact to request a meeting, discuss an issue, any other reason they may have. These will be filtered and responded to in the most efficient way – email, meeting etc. This will be monitored and reviewed at Xmas
- Miss Riley, PT Pupil Agency working with yp to create a statement

Can we make sure we are sharing this when parents are in school – flyers etc.

Needs to be accessible to yp so they are aware of how to make contact for whatever reason. It was suggested to have the photos and QR codes on the back of the toilet doors for privacy.

What happens with the data collated in Seemis? This is being discussed at the moment so there is not a definitive answer. It needs to be review in depth with the legalities surrounding the information held.

Thanks expressed to Yvonne and her team, a massive amount of work has gone into this policy.

Head Teacher's Report

Whole School Updates

Staffing Updates

- Warm welcome to our new staff
 - Joe Hannaway
- Best wishes to the staff who have left KHS
 - Ellie Thomson (ANA)
- Vacancies
 - Youth Worker appointed with a start date of 4th December
 - 2 x PSA appointed, currently advertising for a third PSA

PC Action Tracker Update:

- Internet Safety – 23/11/23
- How to study session for parents – 29/11/23

INFORMATION SESSIONS FOR OUR PARENTS

- **Study Skills for Parents:**
The session is going to be on Wednesday 29th November 5-6pm in the assembly hall, all S3-S6 parents will receive a letter inviting them to sign up to the session, it will be on a first come first served basis and the numbers will be capped.
- **Cyber Resilience & Internet Safety Parent Information Session:**
Offer to all parents of P6-S6 to attend a session this Thursday 23rd from 6.30 – 7.30 and will be led by Paul Graham. This will be an opportunity to share advice and helpful hints.

- **S2 Parent Information Session:**

Following a successful S1 evening, we have scheduled an S2 parents' info evening on 6th December.

S1 Parent Information Feedback

We collated the feedback received following this evening last month. This was shared via the weekly update and also attached.

Reporting

This term we have completed and shared reports for S2, Senior Phase and S3. Our S1 reports will be shared early December. Our reports are compiled via a spreadsheet to allow us to email, via a mail merge, with parent/carers and yp.

Within these reports we have used the following categories:

- Progress in Learning
- Ready to Learn
 - Arrives on time.
 - Brings resources.
 - Settles quickly to tasks
 - Phone out of sight
 - Respectful to others

Following each completed report, as a school we compile a 'tracker'. We have identified a learner as being 'off track' within a subject if learner has been logged as "we are concerned about your progress in learning" and/or logged as either 'sometimes' or rarely' in three or more components of Ready to learn. Staff will then decide and record the most appropriate intervention at this time.

School Strapline

We are currently re-visiting our school values. We are keen to establish a strapline that allows us all to work together to achieve.

So far, we have gathered the views of our teaching staff and now need to speak with our young people, parent/carers and wider community.

The process will begin with a short survey with some suggestions along with an opportunity to add an alternative. We plan to collate this and then form a panel, made up from yp, staff, parent/carer and a representative from our community to decide the best one.

Respectful Relationships & Anti Bullying

Within Kelso high school, we are currently completing our whole school statement. It is important that we include the views of our young people along with parent/carers.

Reporting Bullying:

- By Staff – this would be through our SEEMIS referrals that can be assessed by our Pupil Support Team and SLT
- By Parents – use the link that can be located within our website, contact the school directly via phone call or email also able to send a message via the Expressions App.
- By Young People – we are about to display photographs of each of our Pupil Support PTs along with a QR code. This will allow our young people to complete a Microsoft form to inform Pupil Support of a particular issue and how they would like the issue to be dealt with.

Trips & Events

- Senior Photography class has a day trip to Edinburgh to photograph a range of buildings.
- Army Experience for approx 40 yp within S4
- Armistice Ceremony: Our S6 led the whole school in our annual Remembrance service along with the S6 Head Team representing the school at the Kelso Remembrance Parade

- Mountain Biking experience for S1-S3 at Glentress
- S2 Repurposing challenge – working with Industry Mentors and staff from SBC.
- Higher Geography has a day trip to the Lake District for hands-on field work.

Funding Requests proposal

With KHS, we currently have 3 main funding streams:

- Thomas Maconochie Trust
- Parent Council Fund
- School Fund

We would like to combine the funding applications to one online form. This would allow young people and staff to match fund from different funding streams for bigger bids.

Positive response from Harriet and Leri regarding a combined funding request form – possible Microsoft Form?

We are looking at arranging meetings with all S3 pupils and parents (in person and virtual) to look at moving towards the Senior Phase and plans for the future.

We are looking at arranging meetings with pupils to discuss wider achievements.

Date of Next Meeting – Wednesday 13th December at 7.00pm in person.

Harriet thanked everyone for attending and closed the meeting.