

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

HELD ON WEDNESDAY 13<sup>TH</sup> DECEMBER IN PERSON



**Attendance** - Harriet Campbell (Chair), Jill Lothian (Head Teacher), Jeanette Aitchison, Ian Aitchison, Anna Rodwell, Pam Guthrie, Jennifer Middlemiss, Nicola Robertson, Tom Weatherston and Simon Mountford.

**Apologies** - Euan Robson, Sonya Nairn and Julie McIntosh.

Chairperson Harriet Campbell welcomed everyone to the meeting.

**Minutes of Previous Meeting** - Minutes from 20/11/23 were approved by Harriet and Jeanette.

### Matters Arising

**Action Tracker** - review and discussion on actions noted.

- Suzanne to forward Lottery details to Tom and Simon
- Looking for a community representation to be our fundraising lead, this needs someone to spearhead.
- Confirmation of a big ticket item may mean people give more money. Staff would need to define what is needed in school
- Buses are the main expense at the moment. What about KHS purchasing own minibus? Would need to look into the cost of purchase and ongoing maintenance. Issue with younger teachers being unable to drive due to stipulations on newer driving licenses - this is being investigated further
- It was decided that having a dedicated meeting around fundraising only
- Can we put together a budget of what transport would be required for a session?
- Tom mentioned about the money supermarkets make from the sale of carrier bags, when this was introduced the shops were to use the money within the community / charities. Don't think this has happened like it was agreed. Harriet to follow up with Sainbury's, Lidl and Co-op in Kelso.

### Chair's Report

Harriet gave a brief overview of the term:

- Open Meeting – What's important to parents? What can we do?
- Social Media Meeting & Parent Session with Paul Graham
- Respectful Relationships with Yvonne Wilson

Hopefully we have addressed the points that parents raised initially.

What are our aims for next term?

Study Sessions – well received and possibility of running again in the run up to final exams. Time constraints, in discussions with PT's.

What would be most useful?

Study sessions for parents – later in the evening if possible to allow more parents to attend. Possibly combine with something else to get a captive audience.

The current format of meetings works well, a hybrid of in person and online and with speakers. To build on what we already have.

Mental Health – something is afoot with the Health Centre, possibly later in the session at Springwood.

Jill mentioned the 'Raising Teens with Confidence' course – SLT will be doing the training and then filter this down to more KHS staff and parents. It would be beneficial to have a facilitator come to speak to us beforehand. There is also a vaping toolkit being released after Xmas.

Mental Health around the transition from primary to high school, providing a toolkit for not just pupils but parents as well. Jeanette happy to facilitate this – separate sessions.

## **Head Teacher's Report**

### **Whole School Updates**

#### **Staffing Updates**

- Warm welcome to our new staff
  - John MacLeod – Youth Worker
  - Natasha Shewan – Pastoral Support Assistant (PSA)
  - Our preferred candidates for the other 2 PSA posts will begin with us on 8<sup>th</sup> Jan.
- Vacancies
  - Information Technician currently advertised.
- Absence
  - Miss Carragher - continue to seek Biology supply.

### **INFORMATION SESSIONS FOR OUR PARENTS**

- **Study Skills for Parents:** The session was held Wednesday 29<sup>th</sup> November for all S3-S6 parents. Positive feedback was received, and we continue to offer study sessions for young people in preparation for their formal assessments.
- **Cyber Resilience & Internet Safety Parent Information Session:** Offered to all parents of P6-S6 on Thursday 23<sup>rd</sup>. Unfortunately, a low turnout however we will ensure that the PowerPoint is shared within our website along with links to other useful sites.
- **S2 Parent Information Session:** Approx 25 parents were able to attend on 6<sup>th</sup> December. Feedback sought on 'what we are doing well', 'what could we do better' and 'any other

comments'. We have collated this feedback and will share via the weekly update and save within our S2 Parent section on our website.

### **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 success for all. We have shared at year group assemblies, spoken with staff and both staff and yp have completed short questionnaire to give us their views and ideas. The next steps is to collate the ideas and then share with parent/carers and wider community and finally a panel, made up from yp, staff, parent/carer and a representative from our community will decide the most suitable one.

### **Respectful Relationships & Anti Bullying**

We will complete our KHS statement by the end of this term:

- Staff – discussion around the document took place during a staff meeting and all staff will complete online training provided by RespectMe.
- Young People – at our year group assemblies we have shared key points from the Policy to highlight how to report bullying within KHS. A second round of year group assemblies was also led by PC Tait-Logan. We now have photographs of each of our Pupil Support PTs along with a QR code displayed to allow yp to request a meeting with their Pastoral teacher. Our See Me Ambassadors – S6 and Staff have drawn up a plan to offer support our young people
- Parent/carers– ongoing discussions during Parent Council Meetings, Yvonne Wilson who was the author of the SBC policy spoke at a recent PC meeting. Information can be found within our website and also shared at our recent Information Sessions for S1 and S2 parents.

### **Trips & Events**

- Languages in the workplace workshop – this was an excellent experience and partnership with local businesses.
- S6 Head Team Conference – all nine school were represented and had an opportunity to share ideas
- Star Gazing presentation
- Pantomime trip to Edinburgh

### **Achieve Hashtag**

Kelso High School has an ACHIEVE Whole School account. This is an online resource available for our N5 and Higher learners. The subscription allows us to use ACHIEVE with:

- unlimited teachers
- unlimited students
- all [51 ACHIEVE courses](#) at National 5 and Higher

Young people who do not already have an account can sign up at <https://achieve.hashtag-learning.co.uk>. When signing up for an ACHIEVE account, students should enter the School Code **Xrt4Ujip**. You can find further information on how to use ACHIEVE in our [comprehensive help guides](#).

## Course Choice Timeline

Over the past few weeks, we have been consulting with our current S4 and S5 learners to complete 'Mock subject choices' for session 2024-25. This will support the timetabling process.

During the month of January, we will be inviting parent/carers and learners within S3 to join a member of staff for a 1:1 interview about the course choice process. Each meeting will be scheduled for 20 mins preferably face-to-face but could also be arranged online.

Discussion around the Library / IT Technician post – bring the space to life!

New PSA's will be around the Canteen area during break and lunch.

Very challenging to get subject specialist supply teachers – issue for our Science dept.

Discussion around the KHS 'strapline', put out to the wider community via Facebook/Twitter and Groupcall etc. We want to retain the Pride values. Distil down the options before sending out.

Discussion around the Respectful Relationships policy and how this is filtered into KHS life.

It was suggested that the Pastoral QR code is available in every classroom?

Share with parents to comment and feedback. Copies of the flyer available for when parents are in school building.

## **Treasurers' Report**

### **Lottery Account**

The balance of the PC Lottery account as of 13.12.23 is £2,869.55.

The next lottery draw will take place on Wednesday 21.12.23. The prize fund is currently sitting at £894.00.

There are currently 265 active lines. This equates to £132.50 going into the prize fund and £132.50 into the account for funding requests.

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

### **TOTAL AVAILABLE TO SPEND    £1,975.55**

Following the introduction of the MS teams form sign up we have received **26** new requests to join the lottery!!

I have been actively promoting the lottery in school to staff and to parents via groupcall, weekly update and at in school events. We are planning to add the flyer into the next issue of Kelso Life (between Xmas and New Year) to promote within the community as well. We received a cost for the flyer to be on a separate page of Kelso Life rather than in with the KHS update, the cost is £100 + VAT. Do we want to go ahead? It was agreed that we would leave the Kelso life advert for the moment and revisit later, just to add in as part of our normal submission.

All necessary banking paperwork has now been completed – change of signatories and change of address for statement. Jill and I also have access to the accounts via online banking. All paperwork has now been received from Ginny.

### **Main Account**

The balance of the PC Main account as of 13.12.23 is £1,453.83.

Refund was issued to KHS for the annual Zoom subscription renewal of £143.88 as discussed at last meeting.

The annual funding of £600.00 has now been received from SBC. As agreed at the last meeting on 20.11.23 the full amount is to be paid to the Clerk/Treasurer. Cheque to be issued.

**TOTAL AVAILABLE TO SPEND   £853.83**

Tom mentioned the missing crest from the KHS sign on the front of the building, he will follow up on this.

**Date of Next Meeting – Tuesday 16<sup>th</sup> January 2024 at 7.00pm via Zoom.**

Harriet thanked everyone for attending and closed the meeting.