**PHS Parent Council Actions Tracker**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Action** | **Who** | **Status** | **Action taken/Comments** |
| **14/12/20** | Request for funding of double basses from PC funds. | PC | Open | PC to progress with Music Department (Fiona Reed)- this has been communicated before Christmas to their absolute delight! |
| **14/12/20** | Additional Assessment Arrangements – request to advise young people affected what support will be in place for them, with as much notice as possible before a formal assessment | GG | Open | Gill Geddes to feedback to young people who need that support. |
| **14/12/20** | Parents would like sight of the daily Bulletin which used to be shared on the website | CW/PC | Open | Give a brief on how to find it on the ipads – action CW |
| **14/12/20** | Incident with P15 W Linton bus breaking down and pupils being put onto another bus – very crowded and not Covid-compliant | CB | Closed | SBC have raised this as a breach with Borders Buses and a penalty will be applied. Borders Buses has apologised. A request for additional training has been made. CB has phoned parent who raised this. |
| **19/11/20** | Check exactly what the crisp recycling accepts (large packets too?) | SJ | Open |  |
| **19/11/20** | liaise with school for more help from teachers with University Aspirations | Parent  Working Group | Open |  |
| **19/11/20** | PC Minutes to be emailed to attendees (as well as on website) | CB | Closed | All attendees are sent a link to the minutes on phsparents.org.uk, but can request to have them emailed. |
| **19/11/20** | To work with Mr Lee to arrange info evening on 10th Dec for parents of Snr phase young people | PC | Closed | Evening held on 10 Dec. |
| **27/10/20** | CB speak to office to arrange sale of calendars | CB | Closed | This has been agreed. Parentpay set up and they are selling well! |
| **27/10/20** | PC to find out what the timeline is on the shelters for outdoor spaces | PC | Closed | PC have contacted SBC via Catriona Bhatia, John Butcher (SBC) meeting CW Monday 16th Nov to confirm outcomes. GB is now leading for PC as TC stood down . Proposal has shown that the initial submission requires costs to be included for labour, ground works etc BUT Director of Education is looking into temporary shelters as agreed at PC Chairs Meeting 19th Nov. All contracts must go through tenders or approved suppliers, health and safety etc . However, Galashiels used a local approved supplier for “sail” shelters and this is being looked into .Hoped all to be completed mid January .Staff car park is due to get under way.  In December new temporary Marquees were set up in the Atrium garden and beside Maths/Art with seating which was very well received. They new shelters are due early January now ( assuming no stoppage due to Covid). |
| **27/10/20** | CW to ask Jeremy Lee to look at queueing for hot food / times for specific year groups | CW / JL | Open | TBC |
| **27/10/20** | CW to communicate new curriculum structure | CW | Closed | This has been confirmed, with an email sent to parents on Monday 9th November |
| **27/10/20** | Next agenda to have a session on Admissions (Higher Education) | PC | Closed | Confirmed with Ruth Doherty |
| **27/10/20** | Lunchtime outdoors issue: PC will collate parents’ ideas / questions and send them to CW for review. | PC | Closed | Done |
| **23/09/20** | Buses can’t open their windows – wasn’t the plan to have these open as much as possible? (the P15) | CW | Closed | CW has looked into this. |
| **23/09/20** | Could S1 have a map of the school? | CW | Closed | The PC liaised with Catriona Bhatia to get a map of the school, shared it with the parent who requested it and will attach to Minutes. |
| **23/09/20** | Where can we find out what all the clubs are? | CW/PC | Closed | This has been collated and sent back to the parent who requested it.  The PC will share this on the PC website [phsparents.org.uk](file:///C:\Users\clair\Google%20Drive\PHS%20Parent%20Council\Parent%20Council%20Meetings\phsparents.org.uk) |
| **23/09/20** | Homework – very little is being set at present. Are there some guidelines given to teachers about homework, how much should we be expecting? | CW | Closed | CW took this action to discuss with SLT and he made a request to staff to increase homework including a look at S3. Some parents fed back to PC that there was too much homework being set. The L&T group focus is to create a framework for learning going forward but there are plans to share more information about homework in relation to how it helps young people with recall of learning (retrieval practice) and the evidence supporting its use. Dr Carvalho and Justin Noon updated October PC meeting. |
| **23/09/20** | S3 reports - it’s 18 months since that year group had reports due to the fire and Covid. Is it possible to get a written report if face to face conversations with parents are not possible (and are often very short)? | CW | Closed | S3 reports are due mid-November.  Meetings with teachers have been going through union agreement at Scottish Borders level and agreement looks to have been reached but announcements haven’t been released yet.  Other parents on the call concurred with these views expressed on homework and teacher feedback. Mr. Fagan will update on parents’ evenings when confirmed.  It was established S3 feedback from parents was a concern on tracking information / parents’ evenings but the issue of homework post fire/Covid catch up has since been established across parents **from several year groups**. So, current position, CW is now looking into a model used in Earlston High School with SLT, to see what can be addressed for all and not just one year, as originally proposed in the minutes. |
| 23/09/20 | Curriculum survey | CW/SJ/GB | Closed | CW/SJ/GB to have meeting to discuss survey results and brought to October PC meeting. |

**Key**

**CW: Campbell Wilson, Head Teacher**

**PC: Parent Council**

**CB: Claire Barrett**

**GB: Glenda Barton**

**SJ: Susan Jarvis**

**JL: Jeremy Lee**

**GG: Gill Geddes**