

**PHS Parent Council AGM**

**8 June 2022**

**Teams Meeting**

**Attendees**:

Sarah Duncan, Chair, Parent Council (PC) c. 27 parents attended

Eric Nightingale, Chair, Friends of Peebles High School SCIO

Campbell Wilson, Headteacher (CW)

Karen Mooney, Depute Head of Teaching & Learning (KM)

**Minutes**

**Welcome, Approval of Minutes, Update on Actions Chair**

The Chair welcomed everyone to the meeting, the previous AGM minutes were approved.

**Chair’s Report Chair**

I'd like to start by saying thank you to all parents and staff who have engaged with us and supported me in my first year as Chair. As expected, it has been a significant juggling act to balance the role with work commitments and of course supporting my own family. It therefore would not have been possible without the support of the small group of postholders - Susan, Alex, Claire, Judith, Rachel, Eric, Elodie and Dee. Your enthusiasm and guidance has been invaluable and I look forward to working with most of you again next year.

Another group I'd like to thank is the Friends of Peebles High School trustees. The charity took over responsibility for managing our finances in 2020 and have run several initiatives during challenging conditions to help us continue to provide financial support to the school. I hope they have even greater success next year now that we have the ability to hold fundraising events.

Our primary role is to represent the views of parents and carers and, in doing so, support the work of the school. Every parent who engages with the Parent Council therefore helps us to understand the issues that matter most to our school community. So, whether you attended one of our meetings, joined a working group, spoke to a postholder about an issue or sent us direct feedback; your input has been valued and will continue to be.

I believe as a parent forum we have collectively achieved a great deal this year. We shared the significant progress of the working groups at the last meeting so I won't repeat the detail but do encourage anyone who missed the meeting to read the minutes on [Parent Council website](http://www.phsparents.org.uk) to see the range of work carried out. For this I'd particularly like to thank Alex, Susan and the Teaching & Learning working group as well as the Property Working Group. Final thanks go to the Senior Leadership Team for their ongoing engagement during another very challenging academic year. I hope we can continue to build on this partnership in coming years to ensure our school delivers the very best it can for all our pupils.

We have also worked with the other local secondary parent councils to influence SBC's approach to school funding and I'd like to share the positive news that SBC recently confirmed the calculation for allocating school budgets has been revised.  Although we don't yet have actual figures, I've been personally reassured by Lesley Munro, Director of Education, that PHS will have a significantly increased budget confirmed in August. She advised that this will include a change to the promoted posts allowance which, alongside permanent recruitment being reinstated, will allow the school to introduce more stability to the pastoral team and several other departments.  This is a positive step forward and will support improvements across the school in coming years.

The group are now collectively looking at the issue of mental health support and a meeting is scheduled for the last week of term to share our concerns with education officials as a first step.

Susan Jarvis offered thanks to Sarah for Chairing Parent Council this year, particularly engaging with SBC and influencing in that area.

Campbell Wilson offered thanks to Sarah and the Secondary Chair’s group, again for engaging with SBC around appropriate budgeting.

***How will the extra money in the budget be used?***

CW: Protects staffing levels, eg PHS has been allocated 3 Depute posts by SBC but he has always felt we require a 4th Depute and has used DSM to introduce an additional post but was forced to have 3 Deputes this year due to budget constraints. From August we will have 4 Deputes allocated going forward and won’t have to look at reducing class teachers (as was 1 - 2 years ago) and may even be able to increase staffing in some areas such as pastoral. They have a huge caseload and it’s not feasible to deliver the service we want to - so more pastoral PTs and lower caseloads will be our aim.

**Rector’s Report Campbell Wilson, Head Teacher**

In part thanks to the invaluable input from our wider community, we have met the targets set out in the School Improvement Plan this session.

**Values & Vision:**

Our Heads, Hands and Hearts Vision has been met with positivity by all stakeholders and, I am sure, will serve the school well over the next decade and see us into the new building and beyond. Next steps are to conclude this work by making some tweaks based on feedback from Student Parliament and then finalise the branding of the vision for the new school website. We are also going to conduct an online poll to decide our new motto: Will it be Latin singular “mente et manu et cor””; Latin plural, “mentus, manus, corde”; Scots singular, “Heid, Haund, Hairt” or Scots plural, “Heids, Haunds, Hairts”? The Values of Wisdom, Compassion, Justice, Integrity will remain.

**Learning & Teaching:**

Improving the quality of teaching and learning remained our number one priority for this session. Having collaboratively designed our Peebles High School Learning Structure in session 2020-21, we set to work on embedding our use of the structure in lessons across the curriculum. Convinced by the research on the science of learning in which our structure is rooted, teaching staff have worked hard to offer an enhanced learning experience. A considerable success has been the large-scale adoption of ‘Daily Review’ as a lesson starter which ensures retrieval practice is a feature of how we teach. Staff have been supported to use our structure and improve pedagogy generally through regular Sharing Practice Sessions, with all faculties across the school contributing to our in-house offer. The professional reading undertaken in the course of developing our learning structure has also had considerable impact on staff, with more staff than ever engaging in pedagogy focused professional learning. We have started to build a ‘Wakelet’, which will become a useful toolkit for staff to further improve how we teach. Our developments this session have been supported by ‘Open Doors’, a quality improvement process that saw faculties supported by SLT and our PT Teaching and Learning to identify strengths and next steps. We plan to further develop our classroom pedagogy and design and implement robust quality improvement processes, including an enhanced version of ‘Open Doors’, to ensure all staff continuously improve and our learners have an excellent learning experience.

**The Learning Context - Ensuring Wellbeing & Nurture:**

This year we have focused on three areas in order to develop a shared understanding of the Learning Context within our improvement model.  We engaged in phase 2 of the SBC Nurture programme and our staff now have a better understanding of 4 of the 6 Nurture principles.  We revisited the language of wellbeing and highlighted the importance of the wellbeing indicators through whole school focus months.  We continued to develop positive relationships by training all our staff in restorative approaches and applying these in our interactions with young people.  We continued to have a relentless focus on inclusion because when young people feel included, engaged and involved they attain and achieve better outcomes.  Our staff understand that relationships are key to this.

The School Improvement Report (SIR) will be submitted to SBC on 25 June and circulated to parents thereafter.

The new school website is now live: <https://blogs.glowscotland.org.uk/sb/peebleshighschool/>. Built on Glow, per many other Scottish schools and at least one member of each faculty has been trained in adding content to the site (this had not been the case before). Karen Mooney has taken over leading on the development of the website as well as the Teaching & Learning remit. All Groupcalls will appear on the site and the Daily Bulletin could be added too. The old website will have a redirect added.

Finally I want to formally thank Sarah Duncan for her unwavering service to the young people of our school in her role as Chair and all parents for their ongoing support. In looking back at the previous two HT AGM reports, I noticed that I finished by presenting the expected SQA results for August. Of course, this year we are in the more traditional position of not knowing and hoping the kids have performed well in their exams. We know that nationally the results will be down on the previous two years and I expect that they will be at PHS too but I am hopeful that they are a match for 2019 results and that would be a great success. Thank you again to everyone for your support. Onwards and Upwards!

**School Improvement Plan for 2022/2023 (the ‘SIP’)**

Campbell Wilson presented an overview of the draft SIP. The plan is very detailed and PC asked to review it prior to submission to SBC. It was agreed that Mr Wilson will email a draft of the SIP to the Chair to review and discuss further prior to the submission date of 26 June.

*Action: SIP to be shared with Parent Council Chair for feedback ahead of submission to SBC.*

CW stressed that the plan has never been so heavily influenced by the input of parent views and is the stronger for it. While last year there were three improvement priorities, this year there will be four:

Priority 1: Curriculum - led by Jeremy Lee

Priority 2: Continuous Improvement of Teaching & Learning through Pedagogy – led by Karen Mooney

Priority 3: Ensuring Wellbeing, Equality & Inclusion – led by Donna Moretta

Priority 4: Assessment and Communication - Parental Engagement, Reporting & Monitoring – led by Paul Fagan

PHS will be piloting new approaches to reporting, and parents evenings. It has been the area of greatest criticism of the school therefore looking at radical changes. Eg: Trial Showbie – digital platform; Meet the Teacher nights; Teachers given more agency with engagement with parents, eg emailing, phoning, online virtual meetings.

This year we will pilot and get feedback about what’s working. Need teacher buy in but we need to be radical to respond to parental voice.

**Questions raised:**

***Pastoral and Learning & Teaching are still separate - how to integrate pastoral concerns and the impact that has on learning & teaching and vice versa?***

CW: there is overlap. Learning structure is having positive impact in classrooms. Strength of teachers is that wellbeing and care for young people in classroom is really evident. There is overlap but it’s very natural, those relationships are part of teacher’s job.

***Inclusion and Equality - I would like to know why disability discrimination is not covered in the SIP particularly for those who are dyslexic.***

CW: It’s covered by ‘protected characteristics’ as well as by the nurture wellbeing and equally safe for schools

***Regarding changes to reporting, can you speak about how the new approach will ensure ALL children and families get feedback on a regular basis rather than focusing on where there are issues and problems or is that not the intention?***

CW: Intention is to improve engagement, more frequent contact with home, undoubtedly where there are issues there will be more contact. To meet our statutory obligations to report as a school, there will also be the basic progress monitoring & tracking reports but we are enhancing that with Showbie etc.

Mr Wilson confirmed that the SIP and the SIR will be made available on the school website when finalised.

*Action: CW to arrange for SIP and SIR to be published on school website.*

**Friends of Peebles High School (SCIO) Update Eric Nightingale, FoPHS Chair & Trustee**

Eric Nightingale provided an update on behalf of the Friends of Peebles High School Charity (FoPHS) Trustees for the period 1st August 2021 to date.

Whilst it is less than two years since formation of the FoPHS, significant progress and targeted achievement to date has clearly demonstrated the value in having our own registered charity.

During the past year we have continued to receive, matched funding income. This initially arose from our Treasurer’s employer, with a further amount awaiting receipt from the employer of a Parent Council postholder who kindly assisted with fundraising initiatives. Consequently, I cannot over emphasise the value of parents who have access to employer matched funding opportunities. So, parents please take advantage wherever possible, by volunteering to help PHS Parent Council or FoPHS in any way you can. This could be by applying for a postholder position, supporting a current postholder on an ad-hoc basis or by delivery of a fund-raising activity. A slide was prepared by our Treasurer at a recent Parent Council meeting, providing greater insight into how the process works.

Similarly, an external grant of £7,500 was very generously donated by the OVE ARUP Partnership, a global engineering group, to support the pupils of PHS. This arose from the proactive efforts of a PHS parent who took the initiative to invite the charity to submit a funding application to his employer. Therefore, we look to parents and the wider community and encourage you to bring to our attention any potential direct grant opportunities you may be aware of.

Our Treasurer as promoter of the PHS Lottery has worked enthusiastically to increase ticket sales over the course of the year with FoPHS donations forecasted to reach £3,000 by the end of July. Parents and relatives who have joined and continue to support the PHS Lottery over the years are very much appreciated and FoPHS expresses its gratitude to you all.

Another recent achievement has arisen thanks to a Trustee who recently registered FoPHS with Amazon Smile and Easyfundraising, thus enabling the charity, to benefit from varying levels of cashback. Therefore, should you not already be supporting a charity through these cashback websites, could I please encourage you to do so as soon as possible, thereafter spreading the word to others. I found the experience quite straightforward and self-explanatory. By clicking on the following links, FoPHS will appear on the website dropdowns enabling your registration: <https://www.easyfundraising.org.uk> and <https://smile.amazon.co.uk>

Although there are almost two months to go before FoPHS’s year-end, I’ve highlighted year-to-date financials below.

**Current Funds:**

* Cash held amounts to £24,502.14 (net of one unpresented cheque £961.19)

**Income:**

The charity has benefited from the following sources of Income during the period:

* Net income donated by PHS Lottery £2,209 (next draw 13 June 2022)
* Matched Giving Income £500 (*a further £400 is awaiting receipt*)
* Profit from Sale of “Peebles Discount Vouchers” £1,000
* Direct Grant from OVE ARUP Partnership £7,500
* Miscellaneous income £150
* *Income from sale of calendars est. £450 (awaiting receipt from PHS & retailers)*

**Expenditure: & Donations to PHS:**

* Cost of Calendar production £748
* Prize for winner of Calendar competition £50
* Tokens of Appreciation for staff £170
* Miscellaneous expenses £15
* Donations to PHS
  + Annual Contribution to IRIS Camera system £2,000
  + 2021/22 Bids Process, £961.
  + See below for pending donations

**PHS Donations scheduled to be paid prior to 31 July 2022**

* The balance of monies awarded under the 2021/22 Bids Process, estimated to be £6,995.
* The balance of Fire Fund monies due to the school towards costs incurred in relation to the Fire and not subsequently reimbursed by SBC, £5,000.

**2022/23 Bids Process**

The Parent Council will shortly be inviting departments to communicate their resource needs for the next academic year. Available funds will be boosted by the donation from ARUP. Allocations will be confirmed at a Parent Council meeting next term. This will take into consideration departments who failed to have all their resource needs fully met in 2021/22, as their outstanding needs largely influenced the basis of the ARUP grant application. Aiming to send out info to staff before summer, inviting bids in August so funds can be used earlier in the academic year.

FOPHS accounts are on the [OSCR website](https://www.oscr.org.uk/) and will be added to the PHS Parents website

**Questions raised:**

***How does the invitation for bids go out? Is it by dept? Might be better to use other groupings, eg pupil parliament***

CW: I emailed Principle Teachers of each dept directly but also highlighted to all staff on bulletin. Student parliament did put in a successful bid separately and were awarded £1,000.

***Where a teacher is within a dept but heavily involved in something else in school, they wouldn’t be discouraged to put in more than one funding allocation?***

Chair: Last year several teachers put in several bids with ‘different hats’ on. All bids were considered equally.

**Postholder nominations**

The Chair presented an overview of the structure of the Parent Council structure and the various ways to get involved.

**The following nominations for PHS Parent Council postholder roles in 2022/2023 were approved:**

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| --- | --- | --- |
| **Role & Nomination** | **Proposed** | **Seconded** |
| Chair – Sarah Duncan | Susan Jarvis | Alex Corbishley |
| Vice Chair – Susan Jarvis | Sarah Duncan | Claire Barrett |
| Secretary – Claire Barrett | Rachel Beatton | Dee Hollingsbee |
| Communications Officer – Judith Ackerman | Elodie Sellar | Eric Nightingale |
| Teaching & Learning Working Group Lead – Alex Corbishley | Dee Hollingsbee | Susan Jarvis |
| Property Working Group – Sarah Duncan | Alex Corbishley | Elodie Sellar |
| Event Coordinators – Elodie Sellar, Dee Hollingsbee | Eric Nightingale | Rachel Beatton |
| Taskforce Coordinator – Vacancy | No nominations received | |
| Friends of PHS Representative – Eric Nightingale | Judith Ackerman | Claire Barrett |

Sarah Duncan confirmed this will be her last year as Chair as she will probably not have a pupil at school after this year. Susan Jarvis stated she is happy to share the Vice Chair role, **inviting people to get in touch if interested**.

Property Working Group – again, after next year Sarah will be leaving so anyone interested in taking on this Working Group lead role should start to think about this and get in touch.

Taskforce Coordinator – Rachel Beatton has stepped down and was thanked for her contribution in recent years. The Taskforce role (previously known as PHS 200) involves coordinating parents who can volunteer for specific tasks, eg make curtains for the assembly hall, make pictures for corridors, speak to pupils about your career or other achievements. There is a database of parents which is out of date therefore first task is to rebuild this to be able to contact parents with an ask from the school and time commitment required to coordinate help. The Careers Fair will return to an in school event next session – this is the type of thing that the coordinator will be asked to support. **Please get in touch if interested** by contacting the Chair at <mailto:phspc@outlook.com> - job description can be sent and have an informal chat.

**Friends of Peebles High School (FoPHS) Roles**

Friends of PHS charity has a separate AGM that will be held after the summer holidays. They will also be looking for volunteers to fill the following roles:

Internal Funds Coordinator – running fundraising initiatives and events etc.

Lottery Coordinator

External Funds – eg applying for grants

**Any parent or carer interested in supporting the charity with running fundraising activities next session should get in touch** at <mailto:FriendsofPHS@outlook.com>

**Any Other Business**

**School Uniform** was discussed as a reminder was sent out this week about standards of uniform. Mr Wilson explained that standards have slipped (all over the country, not just at PHS) since the pandemic. He did not want to turn a blind eye in June and wait until August to rectify. If there are financial pressures the school can help - there are good stocks of good quality uniform ready to give out. However, he agreed it is maybe time to have another look at the uniform policy as it is now 10 years old*.* The Chair suggested a short-life working group made up of staff, pupils and parents could be formed to review the policy. If you have a strong view please get in touch.

*Action: SD & CW to arrange for short-life working group review uniform policy.*

***Are standards generally worse relating to conduct/civility?***

CW: No, young people have been struggling with adjustments in the pandemic and we’re asking a lot of them with all the changes. It’s been constant change since the fire so our students have been more unsettled than they’re used to. There’s no massive increase in poor behaviour or major concerns. We set secure parameters that settles the young people. We’re holding assemblies for all year groups with standards as the focus to outline what we expect and how we can support them.

KM: some young people really struggled getting back into routines. Our S2 have not lived through the merit system, how their contribution in terms of behaviour can be rewarded, that is reflected in their behaviour.

**Lunchtimes** are now grouped by house – Mr Wilson was asked to share reasons for this change.

CW: Splitting by house means the year groups are mixed which has benefits: younger ones not understanding standards/civility has been mentioned - part of that problem is younger ones haven’t had the seniors around. Extracurricular clubs are particularly delighted to have single lunchtime back. Pupils can still grab & go, or go down street together, it’s only the service in the canteen that is split by house. We accept some kids will miss the arrangements and habits they’ve formed. I apologise for not clearly communicating to parents – young people were told but parents could have been told better.

***Mental health issues – it was noted that neurodiverse pupils may require a more blended approach, especially with reduced space available in the school since the fire.***

***Study spaces for seniors - there only seems to be the atrium available and this is neither a quiet nor a comfortable space to study. Could other spaces such as classrooms or the library be made available?***

CW: Kooth has been well accessed. There’s an increase in mental health issues nationally but I don’t have specific evidence for PHS. We are feeling pressure for space, meeting neurodiversity needs and providing study space are issues as we only have the assembly hall, canteen and atrium. For now it’s relatively quiet and with good wifi, but I’ll be looking to enhance that next term with the assembly hall set up for study and booths in lower crush hall.

***Will there be prizegiving this year?***

Prizegiving will be held on the evening of Monday 27 June. Invitations will follow soon and guest speaker will be Taylor Winyard (former pupil who recently rowed the Atlantic).

The Chair shared Provisional Parent Council Meeting Dates for 2022/23:

Tuesday 30 August 2022

Wednesday 5 October 2022

Thursday 10 November 2022

Tuesday 17 January 2023

Wednesday 1 March 2023

Thursday 27 April 2023

Tuesday 6 June 2023 (AGM)

Final dates will be published in the new term in August.

**The meeting closed just after 9pm.**

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**Helpful Info/Reminders**

**Post Holders**

Chair - Sarah Duncan

Vice Chair - Susan Jarvis

Secretary - Claire Barrett

Comms - Judith Ackerman

Taskforce - Rachel Beatton

Events - Dee Hollingsbee & Elodie Seller

Treasurer – David Flynn

**Working Group leads:**

SIP Priority T&L Framework - Alex Corbishley

Property - Sarah Duncan

Friends of Peebles High School SCIO representative - Eric Nightingale

We welcome interested parents & careers on the Parent Council as general members or working group members. We simply ask that you try to attend meetings regularly. If you would like to be an ordinary member or join a specific working group, please get in touch**:**

**Email:** [**phspc@outlook.com**](mailto:phspc@outlook.com)

**Website: phsparents.org.uk** (includes live feed for Twitter)

**Facebook: PHS Parents –** can contact us via Messenger

**Twitter:** @PHSparents @PeeblesHigh