

**Falkirk High School Parent Council Minutes**  
**Tuesday 27<sup>th</sup> April 2021**  
**Virtual Meeting held at 1900 hrs.**

| Agenda item                                                         | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Action |
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| <b>Welcome and Attendees</b>                                        | Gary Allan (Staff Rep), Lyn Bennet (Co-Chair), Claire Bradley (Depute Headteacher), Vanora Campbell, Andrea Davidson (Vice Co-Chair), Louise Duncan, Laura Gallacher, Audrey Gold, Leona Hepburn (Staff Rep), Hazel Jones, Stuart Kelly (Headteacher), Jen Macpherson (Depute Headteacher), Nicola McEwen (Co-Chair), Robert Menzies (Depute Headteacher), Jacqui Pearson, Pam Sinclair (Vice Co-Chair), Valeria Struthers, Pamela Taylor (Secretary), Murray Watson (Depute Headteacher), Bryan Watt (Treasurer), Aileen Winchcole.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |
| <b>(1) Apologies</b>                                                | Karen Hunter, Hazel Morrison, Pat Reid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |
| <b>(2) Minutes of Previous Meeting 23.02.21 and Matters Arising</b> | <ul style="list-style-type: none"> <li>SK has confirmed that FHS will have a replacement School Based Police Officer and that Falkirk Police are currently recruiting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |
| <b>3) Head Teacher's 7-minute Briefing</b>                          | <ul style="list-style-type: none"> <li>SK talked through the Headteacher's '7-minute briefing' and touched on the 7 points of the briefing: <ol style="list-style-type: none"> <li>1. SQA - ACM</li> <li>2. HMIE Thematic Inspection</li> <li>3. Leadership Academy</li> <li>4. Mock Interviews</li> <li>5. Lockdown Laughs,</li> <li>6. Learning Catch Up</li> <li>7. Staffing Update</li> </ol> </li> <li>Parent asked if there would be any P7 transition in school visits. SK advised that it depends on transmission rates of infection and Falkirk Council guidance. If the in school visits don't take place then one to one conversations will be organised with the pupil's Head of House.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                   |        |
| <b>(4) Improvement Plan Discussions</b>                             | <ul style="list-style-type: none"> <li>MW provided a summary of the Improvement Planning Process and highlighted how stakeholder views are taken into consideration when devising the plan. The discussion then detailed how important the role of the Parent Council was in the planning process. MW highlighted that the Parent Council could directly influence and lead aspects of the school's improvement journey. In order to begin the process of engaging the Parent Council in the Improvement Planning process, an activity was planned to allow discussion about 3 key improvement priority areas. These were identified following a survey of the wider parental body and focused on areas that were deemed important with respect to next session recovery and improvement agenda. Members of the Parent Council moved to breakout rooms to discuss these themes with each being allocated one area of focus. The discussions were noted using Padlet and will be used to shape improvement work across next session. Members of the Parent Council were asked to not only provide their views but also</li> </ul> |        |

| Agenda item                                                  | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Action |
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|                                                              | indicate ways in which they could deliver some of the planned work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |
| <b>(5) 200 Club &amp; Treasurer's Report</b>                 | <ul style="list-style-type: none"> <li>• Main bank account has a credit balance of £915.60. The Financial Accounts for year end 31 July 2020 have been approved by Falkirk Council and they have paid our annual Administration Payment of £590 - included in the above figure. Clerks fee due of £50 to be deducted. We will also be due to pay the lottery licence renewal fee of £20 to the Council in the next month or so.</li> <li>• The 200 Club account has a credit balance of £1,968.96. The March &amp; April draws have been made but prize money yet to be deducted - £200.</li> <li>• We are in a position to provide the school with a chq payment of £1,500 - agreed by all.</li> <li>• Still looking for a volunteer to take over as Treasurer - to be discussed further at the next meeting. BW is happy to continue in the role and prepare the year end accounts to 31 July 2021 should that be required but then BW tenure will be at an end.</li> <li>• Discussion as to how the membership of the 200 Club could be grown. The 200 club provides a significant monthly income for the school which has contributed to the SMHW App and also to the new school minibus. An electronic leaflet drop is planned for the new S1's and for the whole school following our return after summer. Suggestion that Pupil Leadership Groups could help support with this.</li> </ul> |        |
| <b>(6) Show My Homework/Team s/Ipads</b>                     | <ul style="list-style-type: none"> <li>• Discussion took place regarding the effectiveness of SMHW. Some parents felt that it was underused and could be more consistently used. Discussion as to whether MS Teams would replace this. SK highlighted that SMHW provides a direct communication to Parents and we would seek to encourage all staff to use this platform as we are now returning to in person learning. MS Teams will continue to be used as will other platforms and Apps.</li> <li>• All S1-3 pupils will receive their iPads during the summer term. The Falkirk Council deployment Team have decided that new S1's and S4-S6 would receive their devices at the beginning of the new session. The devices will be used to support quality learning and teaching in the classroom's. A wide package of CPD is planned for staff to engage in to maximise the use of the devices to support learning and teaching.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |
| <b>(7) ) Fund-raising/Social Enterprise/Social Activites</b> | <ul style="list-style-type: none"> <li>• Carried forward to the next meeting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |
| <b>(8) ACOB</b>                                              | <ul style="list-style-type: none"> <li>• LB highlighted the importance of selection of a new Treasurer for the PC. B watt will be moving on at the end of the session after 6 years carrying out this roll. Any parent interested should contact the Co-Chairs or Brian for further information.</li> <li>• Recruitment panels – Not discussed</li> <li>• Rewards Day - Planning is already taking place regarding possible</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |

| Agenda item                      | Detail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action |
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|                                  | <p>trips for pupil. Staff have been meeting with pupil groups to discuss possible rewards within restrictions. The only limiting factor will be the restrictions that continue to be in place and the advice from Falkirk Council.</p> <ul style="list-style-type: none"> <li>• P7 Transition - We will be planning a P7 in school transition activity and this is planned for the last week of term Monday 21<sup>st</sup> and Tuesday 22<sup>nd</sup> June. P7 Transition activities continue online.</li> </ul> |        |
| <b>(9) Dates of Next Meeting</b> | <ul style="list-style-type: none"> <li>• Next Parent Council meeting will take place on Monday the 31<sup>st</sup> of May 2021.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                         |        |