

**minutes of meeting held on: 04 February 2015****Leith Academy Parent Council****Minutes of Meeting held on 04 February 2015**

<b>In attendance</b>	<b>Initials</b>	<b>In attendance</b>	<b>Initials</b>
Jack Simpson (Headteacher)	JMS	Grant Bulloch	GB
Colin Brown (Co-Chair)	CB	Katrina Sellar	KS
Anna Bowman (Neighbourhood Meetings rep)	AB	Victoria Griffiths	VG
Bridget Linton	BL	Fiona Rennie, Modern Languages	FR
Hilary Marsh	HM	Maire Johnston	MJ
Roslyn Gaunt	RG	Yelena Nickson	YN
Vivianne Buller, Catering Prog Mgr			
Moira Ross, Catering			

<b>Apologies</b>		<b>Minutes</b>	
Trisha Emblem (Chair)		Fiona Fitzgerald	FF
Laura Brown (Treasurer)			
Sheila Ralston, Home Economics			

<b>Agenda Item</b>	<b>Notes</b>	<b>Action</b>

1.	<p><b>Welcome and Introductions</b></p> <p>CB opened the meeting and welcomed all in attendance. Introductions were made.</p>	
2.	<p><b>Apologies</b></p> <p>Noted above</p>	
3.	<p><b>Parent Council Clerk</b></p> <p>CB thanked Bridgeton behalf of Parent Council and welcomed Fiona</p>	
4.	<p><b>Minutes of Previous Meeting and Matters Arising</b></p> <p>The Minutes from meeting on 12 November 2014 were accepted as an accurate record.</p>	
5.	<p><b>School Catering</b></p> <p>Moira Ross and Vivianne Buller, Catering Programme Manager (Free School Meals &amp; Development) were present at meeting.</p> <p>A copy of the Leith Academy pupil council school meals survey was presented to all in attendance by JMS prior to the beginning of the meeting.</p> <p>Points raised by Parent Council were No menu displayed in school, menu on website different from food served, catering should provide what pupils want, not enough choice, presentation of food, vegetarian options, have to wait too long in queue, not knowing what was on offer while queuing, litter, throwing of food in dining hall, quantity is an issue, (especially a lack of popular items) maybe less choice with better quality, pasta needs to improve.</p> <p>CB acquired information that stated on average, 133 meal equivalents were served per day at the catering facilities in Leith academy (information provided by Laura Nisbet Development Officer - Food &amp; Health Edinburgh council) this is 133 out of a school roll of around 900 pupils.</p> <p>Ongoing discussions as per letter to City of Edinburgh Council from Hilary Marsh.</p> <p>Moira will address all issues with Gladys, Supervisor in LA. She states there is nothing difficult to resolve. Moira will delegate to Helen Kitt who will meet with Gladys over the next 3-4 weeks and Moira will email Hilary with update and progress.</p>	

	<p>JMS confirmed there are five staff on duty daily as well as Prefects to help with the litter etc.</p>	<p><b>Moira</b></p>
<p>6.</p>	<p><b>Pupil Council</b></p> <p><b>Carry Forward to next meeting as no representatives on 04/02/015</b></p> <ul style="list-style-type: none"> <li>- Offered to help to update the website on behalf of the Parent Council. They will speak to Mr Cookson about this.</li> <li>- They asked about the proposed mural. A winning design was selected at Diversity Day but it is yet to be realised. It was suggested that the TSB might once again provide volunteers and the Parent Council agreed they would fund materials. Very keen to progress this and see it brought to completion.</li> <li>- They also raised issues with the school toilets: doors not closing/locking; driers not working; soap being unavailable. It was agreed that the Pupil Council will speak to the janitor about the problems and follow it up by nominating a ‘toilet ranger’ (name to be advised) to check facilities are maintained. If they require assistance in this, FF has offered to help.</li> </ul>	<p><b>CJ/OS</b></p> <p><b>JMS</b></p> <p><b>CJ/OS/FF</b></p>
<p>7.</p>	<p><b>Headteacher’s Update</b></p> <ul style="list-style-type: none"> <li>- Speed Careers Event was successful once again and it is hoped to make it an annual event which will be aimed at S4 pupils in November. JMS thanked all who helped out.</li> <li>- Christmas concert went very well and thanks to all who took part.</li> <li>- iPads have been rolled out to pupils in S4 and Authority should provide matched funding. Positive feedback on usage in class. Possibly looking at another year group.</li> <li>- There is a change to the mobile phone policy – smartphones can be used to contribute in class. JMS has a draft policy which will be uploaded to website when ratified.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Microsoft is offering Office 365 for all Edinburgh pupils. Instructions will be sent out to all parents after February half-term.</li> <li>- Staffing budget based on pupil estimate of 924 for next August. Continue to staff at current levels but there will be a loss of approx £20k from budget on Advanced Higher.</li> <li>- Improvement planning for 2015-16 about to start with review of current plan (on school website) and identification of new priorities. This will be discussed at next meeting on Monday 27 April 2015.</li> </ul>	<b>JMS</b>
<b>8.</b>	<p><b>School Heating Problems and Parent Communication</b></p> <p>JMS stated that it was an almost impossible task to communicate to parents about the heating issues as the situation was constantly changing. Once information was available, JMS sent a text.</p> <p>Minimum temperature was being reached and instruction from Council not to close school.</p> <p>Work will start on the installation of a new permanent boiler system during the February holidays. It will not be completed until after the Easter holidays.</p> <p>The swimming pool will be CLOSED during February holidays while work is being carried out.</p>	
<b>9.</b>	<p><b>Communication – School Trips and Tutor Groups</b></p> <p>GB raised the issue on not enough notice or communication on trips. Could LA not supply a list of trips throughout the year with more details and costs?</p> <p>MJ said there used to be a school calendar with all details.</p> <p>JMS will ask staff for list and details of trips but added there is always the possibility that a teacher may decide to organise a trip after the list has been created.</p> <p>Suspended timetable Activity Day – last two days of term.</p> <p>JMS said information should be out soon.</p>	<b>JMS</b>
<b>10.</b>	<b>Any Other Business</b>	

Maths Career Fair which is being run by Andrea Campbell on Wednesday 11 March 2015 from 0900-1200hrs.

Aimed at groups S4, S5 and S6 and help from Heriot Watt, Royal Bank of Scotland, looking at subjects: Maths, Business Education, CDT and Science Dept.

This has been very successful and brings great opportunities to pupils as well as job offers.

They are looking for help from the Parent Council and would appreciate if anyone can to email [andrea.campbell@leith.edin.sch.uk](mailto:andrea.campbell@leith.edin.sch.uk) direct please.

BL asked about the dummy run on S6 choices.

Before choices are made pupils need to know more information.

Pupils must be aware that they need to travel to other school depending on subject. Eg: Portobello, Trinity.

Will there be discussions on this at parents evening on 02/03/15?

**Date of Next Meeting**

Monday 27 April 2015 at 7:00pm