

**minutes of meeting held on: 09 September 2013**

<b>In attendance</b>	<b>Initials</b>		<b>In attendance</b>	<b>Initials</b>
Trisha Emblem (Chair)	CW		Agnieszka Kopp	AK
Diane Anderson	DMA		Angela Mercer (Clerk)	AM
Christine Wallis	CW		Su Hay	SU
Jack Simpson ( Headteacher)	JMS		Amia Bowman	AB
Fiona Fitzgerald	FF		Eva Kivacs	EA
Pamela Dunn	PD		Attila Furedi	AF
Sharon Kasbia	SK		Shiva Limbu	SL
Jane Laidlaw	JL		Meena Shalma	MS
Maire Johnston	MJ		Roslyn Gaunt	RS
Bridget Linton	BL		Monica Rowe	MR
Kamala Gautam	KG		Gizeporz Pietrzak	GP
Dagman Kurwolska	DK			

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<b>Apologies</b>	<b>Initials</b>		
Jackie Beer	JB		
Gordon Munro (Cllr)	GM		

<b>Minutes</b>	
Angela Mercer (Clerk)	AM

<b>Agenda item</b>	<b>Notes</b>	<b>Action</b>
<b>1</b>	<p><b>1. Introductions</b></p> <p>2. TE opened the meeting and welcomed all in attendance. Introductions were made. TE noted the significant number of attendees.</p>	
<b>2</b>	<p><b>Apologies</b> noted – as above</p>	
<b>3</b>	<p><b>3. Minutes of the meeting held on 11 June 2013</b> - were accepted as an accurate record.</p>	
<b>4</b>	<p><b>Work Plan for 2013/14</b></p> <p>TE gave a brief outline of the previous year's Work Plan and made particular reference to areas that needed further work in the following areas:</p> <ul style="list-style-type: none"> <li>· The Parent Council needs to engage further with parents and have more of a presence during events. It is hoped that members of the Parent Council will attend meetings and events although more parents are required to come forward to share this task.</li> <li>· The website needs further development and updated. This was started but the BT Refresh affected progress. CW and Gordon Cookson are working on this. Useful links are to be created allowing parents to access information on: <ul style="list-style-type: none"> <li>o Mental Health</li> <li>o Health Issues</li> <li>o Parent Council Minutes</li> </ul> </li> </ul>	

- The parental e-mail database is an ongoing issue that requires regular updates. JMS hopes to send out a form via tutor groups asking parents to update us on their e-mail address.
- *Leith Links* is already used to inform parents of the work of the Parent Council. It is hoped this will continue and grow offering parents more information throughout the year.
- The Breakfast Club is to be financially supported again this year. It offers an early substantial breakfast to pupils from 7:45 – 08:15 Monday to Friday.
- TE asked JMS to convey to the Pupil Council that ideas are being sought for the Pupil Council to suggest good ideas that the PA can support on their behalf.
- Strong links with Active Schools have been developed over a number of years and it is hoped the PC can further support Craig Renwick in the future.
- Speed Careers Evening – It is hoped that this will go ahead at the end of October. Volunteers are required. Parents wishing to share their career experience should contact TE ASAP. It will be an informal evening.

#### **Head Teacher's Update:**

- a) Staffing – The year started unusually with a full complement of staff but already advertisements have been organised for temporary teachers of both Art and English. Scott Pye (PT of PE) has a new post at Craigmount and LA will advertise his post as soon as possible.
- b) Budget – CEC has still to inform JMS of the school's budget. So far JMS has only been given a staffing allocation.
- c) School Calendar 2014 – JMS informed parents of a change to the 2014 school calendar. Pupils will no longer be on holiday on 5<sup>th</sup> June 2014. They will however be on holiday on Thursday 22 May 2014. This is due to the EU elections taking place and schools being used as polling stations.
- d) Active Schools – Pupils should sign up for new after school clubs through Craig Renwick. It only cost £20 per year for pupils to join as many clubs as they wish.
- e) Exam Results - JMS delivered an analysis of this year's exam results:
  - **Standard Grade (S4)**
    - o 24% gained 5 or more Credit passes
    - o 65% gained 5 or more General passes

- o 88% gained 5 or more foundation passes
- **Intermediate 1**– 14 pupils presented
  - o Pass rate 79% which is above the national figure of 77.8%
- **Intermediate 2**– 30 pupils presented
  - o Pass rate 71% which is below the national figure of 81.8%
- **Higher (S5)**
  - o 41% gained 1 or more
  - o 19% gained 3 or more
  - o 8% gained 5 or more
  - o S5/6 pass rate 79% which is higher than the National figure of 77.4%.
- **Advanced Higher**– 52 pupils presented (increased from last year)
  - o 16% gained 1 or more which is an improvement on last year
  - o 69% pass rate which is below the national figure of 82%

Overall Leith Academy pupils are leaving school with more qualifications than in previous years.

### **Parent Consultation**

JMS pointed out the need to reverse the trend of the drop in numbers attending parental consultations. There is a clear indication that attendance is dropping and some Year Groups are better than others with attendance being 70% but some year groups have only 60% of parents attending. MJ - pupils may not be giving the information to parents.

After wide ranging discussion the majority agreed that parent consultations can be very stressful as pupils make appointments without taking into account the logistics of getting to the next appointment. JMS agreed that he may consider a smaller area to hold parental consultations that might make it easier to get from one appointment to the next.

TE suggested the PC attend all Parent Consultations to meet new parents and inform parents of the work of the PC. TE will attend the next Parent Consultation meeting on 9<sup>th</sup> October 2013.

Finance Report – carried forward to next meeting (in JB’s absence).

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**AOCB**

· DMA asked JMS to reiterate the sending home procedure when a pupil feels unwell. JMS - parents should be called if the Welfare Assistant intends to send a pupil home. DMA pointed out that a parent had not been contacted when their child had been sent home with a head injury at 14:45. JMS asked the parent to contact him directly to discuss the matter. JMS stressed that the Welfare Assistant is not a nurse (as the pupils call her) but does her best when making decision to send pupils home.

· MJ – reported that her child had been absent and she had informed the school but received 3 text messages to state that her child was not at school. She contacted the school 3 times to inform them she knew this and had reported it but was still messaged even as late as 5pm. JMS – unfortunately the messages are automated and continue until the parent contacts school. On this occasion the office may not have updated the system when she made contact.

	<p>· EK – asked how often homework is issued to S1 pupils. JMS - it is issued regularly and the school is working on a guide to send to parents so that they are more informed of what to expect.</p>	
	<p><b>TE closed the meeting at 20.30</b></p> <p><b>Next meeting – 19 November 2013, 6.45 for 7.00 start in Staffroom</b></p>	