

## Draft Record of Meeting<sup>1</sup>



Kinross High School Parent Council  
Kinross High School  
Loch Leven Community Campus  
Muirs  
Kinross  
KY13 8FQ

### **Kinross High School Parent Council Ordinary Meeting Tuesday 21st November 2023 7.15pm-9.00pm**

#### Attendees-

Euan Pirie (EP) (Chair), Susan Pirie (SP) (Secretary), Sarah Brown (SB) (Headteacher), Cllr Dave Cuthbert (Co-opted member, PKC Councillor), Fiona Eastop, Elyse Kirkham, Fiona Brand (ASN Representative Co-opted member), Christine Sellars, Sharon O'Kane, Ann Marie Neave, Graeme Verden Anderson, Nicola Carmichael, Stuart Younie.

Apologies- Sarah Hall, Vicki Mclean, George Reid, Kathryn Hodgson Neil, Sadie Allan, Lou Johnston, Val Lockhart, Katharine Wallace, Esther Blackburn

	Item	Outcome
1	<b>Welcome/ Introduction /Apologies</b>	Introductions -Chair, Secretary, Headteacher and 2 Co-opted members.
2	<b>Corrections to Minutes 24 Oct 2023</b>	No corrections. SB - PKC policy may not permit publication of minutes to KHS website until agreed. Will check to verify with Karen Robertson. EP - all minutes are agreed as per the Parent Council constitution prior to being released and we endeavour to do this quickly to provide updated details to parents following meetings. Happy these are sent as 'draft' to parents with a footnote stating subject to any corrections to be noted at the following Parent Council meeting but prompt sharing with parents is important. KHS website is in addition KHSPC ability to share via Linktree and Facebook page.
3	<b>Finance Update</b>	KHSPC have full control of the accounts with 2 signatories on the mandate (Chair and Treasurer). The intention is to add further ordinary members. (SP is not being added to the mandate). Admin account £2543, Fundraising account £6638 with the increase in total due to interest accrued. Payment to be received from Stevensons has been chased up £2277. RBS online banking works based on a single approver only. EP confirmed it is the intention that GR (treasurer) will be the approver but with clear email exchange evidencing all expenditure is agreed. Any material spend will be agreed with Ordinary members. KHSPC to hold an ad- hoc meeting to discuss all administrative jobs before January which will include adding 2 additional ordinary members to the bank mandate. In response to a query regarding expenditure of funds, EP confirmed intention is to spend money and KHSPC will have a process for this.

<sup>1</sup> Amendments to these minutes may be raised at the next meeting on 30<sup>th</sup> Jan 2024

4	<b>Update to Actions from Oct 23</b>	<ul style="list-style-type: none"> <li>• PC to look at ways communications /IT can be clearer for parents e.g., school policies and frame what would be helpful. Action completed.</li> <li>• PC communication to parents in support of school approach to vaping and sharing nationally sourced information leaflet as attachment. Action completed.</li> <li>• SB to check if tickets for a Parent Council fundraising event can be sold via ParentPay. Action completed. This would only be possible if the funds from ticket sales were being retained by KHS.</li> <li>• SB communication to parents re zero tolerance approach to vaping. Action completed.</li> <li>• SB: possible talk to PSE to ask if vaping covered as class topic Complete-NHS Intent content used by PSE as part of curriculum.</li> <li>• SB to provide information on reasons for school website down. Action completed. Issue with domain renewal now partly resolved. Parent security was not compromised as the website holds no personal data. KHS to renew website contract in 2024 via PKC procurement process.</li> <li>• SB to provide timeframe to PC for submission of parental views to be submitted for School improvement plan 2024-5.SB shared the ways school gather parent views. EP confirmed school process is in addition to the statutory responsibilities of a Parent Council with a view to all experiences used by school collaboratively and to reflect as much of the experiences of the Parent Forum as possible. A request was made to SB by KHSPC Office bearers regarding information relating to the quality indicator priorities within the current improvement plan and the timeframe for presenting parent views to school. Upon further request by Cllr Cuthbert, SB confirmed March would allow for sufficient time for views collated by the Parent Council to be considered within planning. EP advised KHSPC will undertake this task, possibly in survey form and may take advice from the school regarding areas of feedback that relate specifically to the School Improvement Plan.</li> </ul>
5	<b>Results from Parental Views- IT/ Methods of Communications</b>	<p>Results to be circulated to Parent Forum.</p> <p>Discussion included making parents aware that not all forms of communication are controlled by the school. Some are apps controlled by PKC.</p> <p>Suggestion made paper report cards issued to parents first prior to report card issue on Parentsportal to remove frustrations caused when doesn't work.</p> <p>SB said Xpressions has not been highlighted by school as previous Parent Council feedback was there were too many mechanisms for information sharing. She also shared the possibility of linking a new website to an app in future. Parents shared good and bad experiences of apps linked to website used at Primary schools.</p> <p>Parent views shared and agreed that communication is fundamental to everything, and it is helpful when sharing school intent.</p>
6	<b>Update from sub-groups</b>	<p><b>Careers Sub-Group-Update from Ann Marie Neave</b></p> <p>Good first meeting. Contact made with Wendy Ely to work collaboratively for proposed event. Provisional date Tues 6<sup>th</sup> Feb 6.30pm-8.30pm. Request for Parent/community engagement in December Newsletter article with link attached to provide details. Would like to gather Pupil voice via survey of how to best provide information. Group are trying to focus on gathering a breadth of</p>

		<p>careers information and would like to encourage former pupils to get involved in sharing their career paths too. The group will also look at ways to gather the details to be used as snippets of career information with the aspiration to begin a database of occupation details that can build on itself each year.</p> <p>SB was asked about Alumni but confirmed the school do not maintain an Alumni list. Parent asked if the school hold the Historical data on careers choices completed by pupils and if this could be used to support the event?</p> <p><b>Fundraising Sub-Group</b> – Update from Elyse Kirkham</p> <p>Following first meeting a Pub Quiz event will be booked for 1<sup>st</sup> March 2024 at the KGV Pavilion. The quiz will comprise of teams of 4 with a charge of £15 for each team (A quiz table will be gifted to KHS staff) This will be a family friendly event which is not only a fundraiser but an event to get KHS Parent Forum together. Tables can be secured by emailing the Parent Council and then paid in cash on the night. The group need a Quizmaster, raffle prizes and there may also be an auction. Request made for the school to help promote the event along with Newsletter article, posters, Facebook and other avenues within the community. Lots of volunteers will be required to make the event a success. Discussion around a trophy as a prize and this becoming an annual event if successful.</p> <p><b>Sports Sub-Group</b> –Update from Stuart Younie</p> <p>Wide range of discussions at first meeting including</p> <ul style="list-style-type: none"> <li>• Work with Cath Devanney to communicate sport opportunities.</li> <li>• Ask pupil's what opportunities for sport they would like.</li> <li>• The challenge of getting volunteers</li> <li>• Potential of pupil involvement in lunch activities</li> <li>• Possible sports awards. Cath Devanney to find out from PE teacher how this worked at previous school to possibly adopt same system at KHS.</li> <li>• Proposal for sports awards to be provided to SB.</li> <li>• Group to support Health and Wellbeing to create a culture of physical activity and volunteering.</li> <li>• Possibly looking at other school's practice</li> </ul> <p>Cath provided a helpful summary of the approach to delivering sport and how P.E is structured at KHS.</p>
7	<b>Update from PKC ASN Focus group</b>	<p>Fiona Brand feedback from the PKC ASN Focus Group meetings since the Focus group began.</p> <p><b>April 2023 meeting</b> Key themes included: Relationships, Inclusive Ethos, Support for Families, Visibility, Support from school, Communication, placing requests, Child plans, Tribunals, Young Persons Plan (YPP) and the difficulties for parents dealing with their child's complex needs, supports and adjustments. Via discussions it was agreed that there was the necessity for clear, accessible information for parents to be provided by PKC and that provision of support was crucial.</p> <p><b>August 2023 meeting</b> Key themes included: Parent collaboration, staff training, ASN communication, literature, transitions, vocational training, Parent information on rights and resources, The current need for parents to research policy and law when the information should be given to them by PKC, workshops.</p>

		<p>Educational Psychologist gave background to Circle Framework being implemented in PKC schools. Feedback from the meeting was this needed to be consistent, there were many variables, and it could be open to interpretation.</p> <p>Next meeting to be held <b>Jan 2024</b>- Inclusion officer to discuss Young Person Plans and need for updated documentation. Fiona asked for information to be sent to the Parent Council to allow more parents to attend.</p> <p>Fiona advocates for parents with ASN children in Kinross and would like to see a support network for parents here from other parents who have been in a similar situation. She suggested an ASN drop in area at Parents evening or a regular meeting space. This was the Folly café run by ASN pupils at KHS prior to covid.</p> <p>Parent asked if KHSPC can support a Peer-Peer Network. To be considered. Cllr Cuthbert shared that PKC were pursuing transformational ASN strategies.</p>
<b>8</b>	<b>Parent Forum Discussion</b>	Due to limited time no further points were added for discussion.
<b>9</b>	<b>Planning for Future Meetings</b>	<p>Action-December ordinary meeting cancelled due to Christmas concert and other school events. An administrative meeting for Ordinary Co-opted members/Office bearers and HT will take place prior to the January meeting.</p> <p>Action-Career Subgroup to share Pupil voice survey with SB to be circulated on agreement to the pupils of KHS. Parent voice survey to be shared to maximise engagement. KHSPC to follow up whether historical data can be used from previous pupils.</p> <p>Action-Fundraising Subgroup to book KGV, organise Quizmaster and raffle prizes.</p> <p>Action-Sports Subgroup to continue to discuss community engagement.</p> <p>Action-SB to clarify publication of minutes on KHS website with PKC.</p>
<b>10</b>	<b>Any other business</b>	None
<b>11</b>	<b>Close</b>	Many thanks to all who attended. The minutes will be issued within the next few days. <b>The next meeting will take place on Tuesday 30<sup>th</sup> January at LLCC, 7.15-9.00pm.</b>