



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

**Kinross High School Parent Council Ordinary Meeting**  
**Tuesday 16<sup>th</sup> April 2024**  
**7.15pm-9.00pm**

**Record of Meeting<sup>1</sup>**

Attendees: Euan Pirie (Chair), George Reid (Treasurer), Sarah Brown (Headteacher/HT), S Younie, K Wallace, E Kirkham, E Blackburn, V Lockhart, F Eastop, A Marwick, R Arrowsmith, F Brand, Cllr D Cuthbert, Cllr R Watters, Cllr W Robertson, J Bain.

Apologies: S Pirie, AM Neave, L Johnson, N Carmichael, Cllr N Freshwater

	<b>Item</b>	<b>Outcome</b>
<b>1</b>	<b>Welcome/ Introductions /Apologies</b>	Chair welcomed all and reminder given of Code of Conduct. In particular, the Chair welcomed three of the local PKC ward councillors who had been invited to help celebrate the significant spend associated with the Funding Awards. Cllr Freshwater, the fourth ward councillor, was absent through business commitments.
<b>2</b>	<b>Corrections and acceptance of minutes 30 Jan 24</b>	None
<b>3</b>	<b>Treasurer's Report</b>	Admin account balance approx. £3250 (includes annual award from PKC of £750).  Fundraising account balance approx. £8932, including £60 from blazer sales and £32 interest. This leaves £1321 to carry forward into next year after distribution of approved funding requests.
<b>4</b>	<b>Funding Awards</b>	Reflection from Chair and Treasurer this is a large, but corrective spend, as there have been no KHSPC spends in recent years. This gives scope to do so for the benefit of the young people of KHS. It is hoped this significant spend will encourage further fundraising to bring benefit to more of our young people. Given the significance of the amount of spend, the increase in size of fund to over £10,000 it was important to note that the process had been completed diligently, that it had been inclusive and undertaken in compliance with KHSPC constitution.

<sup>1</sup> Draft and subject to any corrections that may be noted at the June meeting.

		<p>Chair noted thanks to all who have contributed to the process, including sub-group, treasurer, teachers, young people, parents, attendance at year assemblies, Active Schools co-ordinator, Cath Devanney. Noted thanks to previous parent councils who had fundraised to help create the substantial funds. Applications were read out by different ordinary members on the allocated funds: Please see attached Funding Award Report as discussed at the meeting.</p> <p>EK happy to support Home Economics department with funding applications. Sarah Brown echoed thanks for awards, the sub-group and ongoing support to various departments.</p>
5	<p><b>Update to PC business</b></p>	<p><i>PKC PC Chairs Meeting 20.3.24.</i> Topics for discussion included:</p> <ul style="list-style-type: none"> <li>- Attendance: current approaches to improve</li> <li>- Anti-bullying strategy: collective approaches. Note ordinary members can make own comments on this strategy, but chair has responded.</li> <li>- Raising Attainment Strategy: key messages. Queried options for senior pupil. Digital learning options are being utilised to support delivery of some Advanced Highers where pupil numbers would be too low to enable course delivery locally.</li> <li>- Views from PC Chairs re structure of meetings and input for future agenda items</li> <li>- Able to provide support to other Chairs, e.g. governance, constitution, use of Connect.</li> </ul> <p><i>ASN Parent Forum Focus Group Meeting 2024 update from Fiona Brand</i></p> <ul style="list-style-type: none"> <li>- New Child/Young Person Planning paperwork to be introduced.</li> <li>- Sarah Stephen, Inclusion officer, gave guidance on new planning documents to be introduced over the coming months, designed to streamline planning processes.</li> <li>- A parental guidance document on the new planning paperwork is to be drafted for parent/carers.</li> <li>- Parents at the meeting felt the guidelines stating, 'reduces the requirement for the number of child/young person planning' was open to interpretation, and that the ASL Act states that 'planning to happen when required'. S Stephen agreed that PKC policy around this had not changed. Wording to be changed or removed.</li> <li>- Further discussion around positive progress re-supports/adjustments and that the new planning documents should 'trigger' assessments if these were not happening.</li> <li>- Parent feedback was that the last part of the planning document was rarely filled in (section 'Review Details') which agrees date for next meeting with all plan partners. S Stephen stated, 'this should always be filled in and that there should be a good reason why a review date has not been put on the form'.</li> <li>- Planning documents can cover all kinds of transition, class to class, (this can be year to year in primary school or class to class in high school) term to term or year to year, not just key changes such as nursery to primary school or primary school to high school. Many parents were unaware of this and felt that this information should be more widely shared.</li> <li>- Part time timetables - lots of discussion here, S Stephen stated 'guidance says that this should be reviewed on a 6-weekly basis'.</li> </ul>

		<ul style="list-style-type: none"> <li>- Further discussion around Parent/Carer guidance document with parent volunteers requested to feed into the guide. 8 parents volunteered at the meeting. FB had volunteered to review the completed document.</li> <li>- Next meeting of ASN group, 21st May, 6pm-7.30pm (hybrid). Topic will be discuss/review template for school handbook. Anyone wishing to attend this meeting please get in touch with PC to get information.</li> </ul> <p><i>KHSPC Communications</i></p> <ul style="list-style-type: none"> <li>- Ongoing with PKC re unresolved issues raised in Chair report 30 Jan 2024.</li> </ul> <p>Sub-group updates</p> <ul style="list-style-type: none"> <li>- Sports sub-group continuing work with Cath Devanney</li> <li>- Fundraising rebooked but unaware it was Good Friday/Easter holidays and majority of KHSPC away. No new date arranged yet.</li> <li>- Careers. Have not been able to progress as not enough volunteers from the community/parents and ideally would require 30-40 to make it worthwhile/informative for young people. Unaware Wendy Ely, DYW co-ordinator leaving KHS.</li> </ul> <p><i>School Improvement Planning - Parent Survey</i></p> <p>The link to this will be shared with the minutes of this meeting. The draft survey was shared with KHS HT in February and confirmation from PKC was received of the rights of KHSPC to issue surveys as part of its legal obligations to the Parent Forum. The results of this survey will inform school improvement planning via KHSPC consultation for 2024/5. Query by HT if could work together to draft surveys in the future. Chair understands issue re duplication but would always value an independent survey as important in discharging KHSPC duties and that parents may be more willing to complete more fully. The point was raised that different views may be sought by KHSPC to those requested by school. KHSPC will issue survey as planned but will aim not to have too many questions and keep communication concise and relevant.</p> <p>Had a stand at the Better Place To Live Fair 23<sup>rd</sup> March: good stream of visitors to the stand and some particularly worthwhile interventions/actions to support parents.</p> <p>Issue raised that the bulletin has outdated information meaning pupils missing out e.g. information shared on 16<sup>th</sup> April of an opportunity to register for a Lloyds banking day on 13<sup>th</sup>.</p>
6	<b>Discussions</b>	<p><i>Vaping monitors</i></p> <p>Parents raised possibility of these being fitted at KHS following information available on national media of their success. HT to investigate and report back to June meeting regarding this query. Chair understands difficulties of making changes to buildings within a PFI school.</p> <p><i>Zoom/hybrid meetings</i></p> <p>One request received for Zoom meetings. We have investigated the cost to be £175 and the decision for this, as coming from next year's budget should be taken by office bearers 2024/5. This may require a parent survey to determine wider appetite.</p>

	<p>Discussions around the use of the hybrid facility which KHSPC had booked for each meeting this year but not always been allocated and that we would need to be able to guarantee securing the room.</p> <p>Cllr Cuthbert thinks that KHSPC could use the council's Teams facility/license, but he will check and let us know.</p> <p>Some concern raised about the quality of the sound and connectivity both for those in the room and those online, although the consensus was to encourage as much participation in the meetings as possible.</p> <p>As only one more meeting scheduled before end of year, this is more likely to be in place for 2024/25 meetings.</p> <p><i>Mobile phone policy</i></p> <p>Number of parents contacted KHSPC sharing views around KHS mobile phone policy. Some noted conflicting signs around the school (one stating no phone zone and yet below it another with a QR code to submit views to the portal). It was confirmed that the 'no phone zone' sign related to the entrance to the PE corridor where phones are not permitted and the QR code applied in 'the Street'. There is a lack of awareness of the policy and where to find it.</p> <p>KHSPC is unaware of any pupil/parent consultation regarding the change of mobile phone policy or regarding the initial policy. Knowledge of the policy could help support the policy. Made aware that young people sometimes using phones in class but other times not.</p> <p>HT provided clarity that phones can be used in classrooms under the direction of the teacher. There was a consultation with the young people and there is a classification of:</p> <ul style="list-style-type: none"> <li>• Red – no mobile phone use allowed, e.g in corridors, changing rooms.</li> <li>• Amber – mobile phones can be used under the direction of staff, e.g. in classrooms as aid to teaching; in assemblies if questionnaires/polls, in pupil parliament.</li> <li>• Green – mobile phones can be used, e.g. social spaces, such as the street, where young people may use phones for games etc during breaks.</li> </ul> <p>Assorted questions (Q), answers (A) and reflections (R) during a wide discussion followed.</p> <p>Q: Who sets the mobile phone policy? PKC or the school?</p> <p>A: The school</p> <p>R: It's a challenging and changing situation as technology is evolving and evidence of/for use too</p> <p>R: There is a difference between policy and practice, so would be good if policy can be supplied by school to be attached to minutes, so parent forum is aware and can support policy with young people.</p> <p>R: Risk that some young people are using phones for inappropriate social use, but difficult to restrict use (set limits/downtime etc) if they are required for educational purposes.</p> <p>R: Would not have this challenge if, like some councils, the young people had their own tablets/council supplied devices</p> <p>Chair made the comment it would be helpful if the policy was listed on the website to make it easy for parents/pupils to find.</p> <p>Views were wide ranging at the meeting in relation to the mobile phone policy and Chair will undertake further engagement with our ordinary members to ascertain views on whether a change to the policy may be appropriate and if</p>
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so, whether KHSPC should undertake parent consultation or request that the school does so.

*Head teacher report issued 15<sup>th</sup> March to parent forum*

Concern expressed that this was issued by HT for several reasons.

- It was not requested as part of KHSPC's agenda.
- This type of information provided (such as business and operational matters) can be relayed to the parent forum via regular means of parental communication, e.g. Your Kinect and does not have to form part of the Parent Council communication process.
- If parents have any concerns about or wish further information in relation any items raised within such communications, they can request that they be raised at parent council meetings, e.g. pupil parliament as discussed at previous meeting.

HT previous experience of 14 years is that previous Parent Councils wanted to support the school by receiving more information about how it operates which is why a Headteacher Report includes operational matters e.g course choice, timetable and school attainment. Also stated she wants to provide a voice for the school in meetings and that previous Parent Council Chairs discussed the agenda with her in advance of the meetings.

Assorted reflections and opinions presented during a wide discussion that followed.

- Tonight's meeting is an excellent example of the opportunities to have open discussion e.g. mobile phone policy, follow-up of previous agenda point (vaping). Beneficial to all as parents/carers learn from HT and HT learns the wider parent forum view.
- Acknowledge that HT may not be able to respond at the time about all matters, but dependent on the discussion these items can be added to subsequent agendas. Unlikely that any item raised will require immediate resolution (as those scenarios are likely to be pupil specific and outwith remit of parent council).
- Everyone can request that items be considered for inclusion on the agenda, including HT, but it is the role of office bearers to control and determine final agenda.
- Agreed that the recent meeting format has been beneficial and engaging for those attending.
- Strong feelings meetings under previous parent councils had got out of kilter, became overly dominated by school matters and this put parents off from attending/contributing.

Chair closed discussion by confirming that parent council meetings are parent led in line with constitution and that this had been a conscious decision. The parent council is an independent body. While there are no barriers to relevant school information being provided/discussed, it would be inappropriate for the HT to play a role in setting agendas. HT is free to suggest items for consideration by the office bearers, but it is ultimately the office bearers who set the agendas as they have the primary responsibility to parent stakeholders and for the conduct of parent council business.

7	<b>Any other business</b>	<p>Date of next meeting:</p> <p>Cllr Robertson requested clarification of “part-time timetables” from Fiona and this was given.</p> <p>The March meeting was delayed until mid-April, due to Central groups concert (and national football match). The next date was 7<sup>th</sup> May but due to close proximity this this one, it was agreed that our next and final meeting of the school term will be on <b>4th June 2024</b>.</p>
8	<b>Actions from meeting</b>	<ul style="list-style-type: none"> <li>-HT to investigate vaping monitors being fitted in school</li> <li>-KHSPC to issue parental survey for 2023-4</li> <li>-Cllr Cuthbert to investigate KHSPC using Council’s Team licence.</li> <li>-KHSPC-possible poll re- teams/hybrid Parent Council meetings. To be discussed with ordinary members.</li> <li>-Fiona Brand to attend next PKC ASN Forum Focus group to report back.</li> <li>-HT to provide KHS mobile phone policy to be attached to these minutes and request made for this to be uploaded to KHS policies section on website.</li> <li>-Chair to update as progress is made with PKC.</li> </ul>
9	<b>Close</b>	<p>Chair thanked everyone for their attendance and invited everyone to be part of the photo to celebrate the funding awards process.</p>

Link to KHSPC Parent Survey 2023-4

<https://forms.gle/YthcgS8v9gUnm1jo8>

