

Draft Record of Meeting¹

Kinross High School Parent Council Ordinary Meeting Tuesday 30th January 2024 -7.15pm-9.00pm

Attendees- Euan Pirie (Chair), George Reid (Treasurer), Susan Pirie (Secretary), Sarah Brown (Headteacher), Stuart Younie, Elyse Kirkham, Christine Sellars, Valerie Lockhart, Mo Saunders, Angela Marwick, Nicola Carmichael, Esther Blackburn, Fiona Eastop, Sadie Allan. Graeme Anderson, Fiona Brand (ASN co-opted member), K Wallace.

Apologies- AM Neave, L Johnston, Cllr D Cuthbert

	Item	Outcome
1	Welcome/ Introduction	Chair wished all Happy New Year and a welcome back. Introductions - Chair, Treasurer, Secretary and Headteacher. Chair noted item 'Update on actions' will also be covered by the Chair Statement.
2	Corrections to Minutes 21 Nov 2023	No corrections made at the meeting. Minutes approved. The Headteacher requested clarification on the draft issued which Chair confirmed.
3	Finance Update Provided by the Treasurer	<p>Fundraising account £8840, includes £2267 from Stevensons blazer account. Administrative account £2500 Expense - £100. Following 21st November meeting, KHSPC were invited to accompany school staff and pupils on a tour of CHAS. Ordinary members approved a gift as part of building strong community relationships between KHS and CHAS. Books were purchased which are used by staff in their work with siblings of Rachel House residents.</p> <p>Digital banking now enabled which allows us to view statements online, but the account has no online payment capabilities, so payments still need to be made by cheque.</p> <p>Chair thanked previous Parent Councils for their substantial efforts raising these funds and the importance that they are spent for the benefit of KHS pupils.</p>
4	Chair Statement and Update to Actions from 21 Nov 2023	<p>Chair Statement It is a responsibility of office bearers and the Parent Council to make parents aware of discussions outwith ordinary meetings. As such, I am sharing the following information which will be recorded in the minutes of the meeting of 30th January 2024 to provide details to the parent forum.</p> <p>We have been in correspondence with Perth and Kinross Council (PKC), the Headteacher and Connect.Scot [advisory body] since the beginning of December regarding certain rights and responsibilities of this Parent Council and must advise members of the following:</p> <p>Operations and Functions Update to the Action from 21st November for the Headteacher to clarify whether PKC policy may not permit publication of minutes on Kinross High School website until agreed. The Headteacher forwarded an email sent to her by PKC's service manager responding on this matter. It confirms there is no PKC policy preventing publication of Parent Council minutes that are not yet approved by the Parent Council. The service manager also advised that minutes remain a draft until formally approved at the next Parent Council meeting and can be published provided they are clearly marked as a</p>

¹ Amendments to these minutes may be raised at the next meeting on 27th Feb 2024

draft. If any amendments to draft minutes require to be addressed, this is done and recorded in the minutes at the next meeting.

The service manager also quoted guidance issued by Connect.Scot regarding actions to be taken after Parent Council meetings:

- *As soon as possible prepare a draft of the minutes and discuss with the Chairperson before sending to other committee members and the Headteacher.*
- *If the headteacher's report features in the minutes, it can be a courtesy to show them the draft minutes for an accuracy check too. However, these are your parent group's minutes of your PC/PTA's meeting and should not be amended by non-PC/committee members, except for inaccuracies, or potential breaches of confidentiality etc.*

The office bearers sought advice from Connect.Scot and are satisfied that our policy and procedures regarding production of minutes are fully compliant with their guidance. Based on the statements made by PKC's service manager and the Connect.Scot guidance, we are also satisfied that there is no requirement for us to obtain KHS or PKC approval before our draft minutes are circulated to the parent forum.

Connect.Scot also advised that we should use all methods of sharing communication available to us, if and where our communications are withheld. This includes Facebook, Linktree, Kinross Community Newsletter and distributing printed copies of communication in Kinross public access areas. Our preference remains to issue minutes by email via the school and recent parent feedback suggested to us email is your preferred method of communication. I must advise parents that if draft minutes are not received within one week of the date of a Parent Council meeting, they should look to these alternative sources for the information.

In relation to the accuracy of minutes, Connect.Scot advice was that they should reflect the office bearer views of the meetings as well as statements made. For example, where a question remains unanswered, this should be stated within the minutes and their advice is to request whether there is an intention to answer, or to revisit at another meeting for full response.

In addition to the actions from November, an additional issue has formed discussions outwith those of the November meeting.

VSE visit October 2023

We were made aware of an October validated self-evaluation visit (VSE) informing school improvement planning in the December Kinect magazine. We requested clarification from PKC on 5th December why the Parent Council was not involved in this process as it forms part of school improvement planning which is a core Parent Council statutory function. Kinross High School Parent Councils have also been involved in previous VSEs. Information requested includes details relating to the involvement of external PKC staff, whether they requested Parent Council involvement and why the current Parent Council was not involved by the school. We are awaiting a full response and will update the parent forum when this is received. Advice on this matter from Connect.Scot is that best practice would have been to involve the Parent Council in the process as we would be expected to comment on school processes for improvement planning within any school inspection and are restricted in doing so where we have not been involved.

Sub-Groups

Update to the Actions from 21st November for the Parent Council sub-groups:

Draft minutes were shared by us with the school on 4th December with a request these were emailed to parents. These were emailed by school to parents on 12th January.

The original intention was to include as an addendum to minutes a parent form, requesting parents sign up to support a Careers event to be held on 6th February. We were unable to do so due to the lack of clarity over the possible PKC policy that was raised at the November meeting as mentioned earlier and not knowing when our minutes would be shared directly with parents. As a result, we paused the work of our subgroups as the timing and provision of information sharing was critical to the

planned events, as was parental engagement with these. We are disappointed events have been affected as these were good initiatives that may have provided enhanced experiences and opportunities to pupils at the school. An update to these will follow once a full position is established by PKC. In the meantime, I would like to thank all the sub-group and ordinary members for all their hard work and efforts.

Planning for Parental engagement

PKC Parental involvement and engagement strategy for 2023-26 states that “Parents will have access to a forum to provide them with a voice and Parent Councils will use the forum to consult and feedback to parents.”

We continue to work on your behalf to provide for this. As such, over the next few weeks we will be sharing a questionnaire with you to gather your views for school improvement. The office bearers have used Scottish government and Education Scotland guidance in formatting this parent consultation and following your feedback from the previous survey, have allowed for a 5-point scale to provide greater choice of response. The office bearers will consult with ordinary members regarding the terms of the questionnaire and seek their input before it is distributed to parents. We hope that as many of you as possible will engage with the questionnaire as the outputs from it will be presented to the school to contribute to its planning for improvement processes, of which we hope to be informed soon. As always, answers are anonymous so please do not use any names and make sure that no one individual is highlighted in your response if you complete the feedback box. We are looking for a general overview from the parent body.

This engagement forms part of our statutory functions under Section 8 of the Parental Involvement Act ‘to ascertain the views of the members of the Parent Forum as regards–

- I. the standards of education in the school,
- II. the quality of education which the school provides,
- III. the exercise by the(parent) council of its functions, and
- IV. such other matters as appear to the(parent) council to be of interest or concern to the Parent Forum.

And to collate those views and report them to–

1. the headteacher of the school,
2. the education authority, and
3. such other persons as it appears to the [parent]council appropriate to include ‘

End of Statement

Headteacher offered reassurance that the school wants to work in partnership with the Parent Council and allow it to fulfil its roles and has offered to meet with office bearers as feels there has been a misunderstanding.

The Chair wishes to wait for the formal response from PKC prior to any meeting.

It was noted the recent KHSPC communication survey found email the preferred communication method for parents and many did not use the website so any updates to KHSPC communications published there would not be read unless prompted. It was also the case that email was an established method of communication.

Chair confirmed the request had been made for minutes and the attached Communication survey to be shared by email on 4th December. It is important for inclusivity that those who cannot attend meetings be kept up-to-date quickly and this is the best way KHSPC have found to do so.

The Headteacher apologised as they had been uploaded onto the website but was unaware the subgroups were suspended due to the minutes not being issued directly to parents.

The secretary made the Chair aware of his email sharing that information with the Headteacher on 22nd December.

The Headteacher stated it was too late to action until the new term and the minutes were issued by email on Friday 12th January 2024.

		<p>Update to Actions</p> <table border="1"> <thead> <tr> <th data-bbox="375 165 943 203">Action</th> <th data-bbox="943 165 1503 203">Outcome</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 203 943 300">Administrative meeting to take place prior to the January meeting</td> <td data-bbox="943 203 1503 300">Meeting cancelled but proposal on funds distribution circulated and to be discussed tonight.</td> </tr> <tr> <td data-bbox="375 300 943 573">Career Subgroup to share Pupil voice survey to be circulated on agreement with HT. Parent voice survey to be shared to maximise engagement. KHSPC to follow up whether historical data can be used from previous pupils</td> <td data-bbox="943 300 1503 573">Hall provisionally booked for 6th February. Link for parents shared to Newsletter for parent/community involvement. Group activities suspended in December awaiting PKC response re-sharing of KHSPC communications. Possibly look at another date much later in the year.</td> </tr> <tr> <td data-bbox="375 573 943 1010">Fundraising Subgroup to book KGV, organise Quizmaster and raffle prizes.</td> <td data-bbox="943 573 1503 1010">KGV rugby clubhouse provisionally booked, and raffle prizes collated including Knockhill Motorsport Racing for 4, Grouse and Claret voucher for £140, original print from Tartan Kipper, Balgeddie Toll Tavern £30 voucher, Baynes Bakers 10x £5 gift vouchers, Chocolatarium workshop voucher. Work suspended as above. Chair will review a possible date and would encourage people to use the KGV as is a fantastic venue. He thanked the group for their fantastic efforts.</td> </tr> <tr> <td data-bbox="375 1010 943 1216">Sports Subgroup to continue to discuss community engagement</td> <td data-bbox="943 1010 1503 1216">Proactive meeting with Cath Devanny - discussions including awards night such as a 'Celebration of Sport' and Sport for ASN pupils. Information shared by Cath from P.E. staff at KHS and the group are keen to start work again.</td> </tr> <tr> <td data-bbox="375 1216 943 1489">Headteacher to clarify publication of minutes on KHS website with PKC</td> <td data-bbox="943 1216 1503 1489">Headteacher confirmed a response was provided from PKC in January and that she was unaware sub-groups had to be suspended. Chair confirmed this was due to awaiting clarity on process regarding the issue of minutes and to continue with these sub-groups, KHSPC needed minutes issued.</td> </tr> </tbody> </table>	Action	Outcome	Administrative meeting to take place prior to the January meeting	Meeting cancelled but proposal on funds distribution circulated and to be discussed tonight.	Career Subgroup to share Pupil voice survey to be circulated on agreement with HT. Parent voice survey to be shared to maximise engagement. KHSPC to follow up whether historical data can be used from previous pupils	Hall provisionally booked for 6 th February. Link for parents shared to Newsletter for parent/community involvement. Group activities suspended in December awaiting PKC response re-sharing of KHSPC communications. Possibly look at another date much later in the year.	Fundraising Subgroup to book KGV, organise Quizmaster and raffle prizes.	KGV rugby clubhouse provisionally booked, and raffle prizes collated including Knockhill Motorsport Racing for 4, Grouse and Claret voucher for £140, original print from Tartan Kipper, Balgeddie Toll Tavern £30 voucher, Baynes Bakers 10x £5 gift vouchers, Chocolatarium workshop voucher. Work suspended as above. Chair will review a possible date and would encourage people to use the KGV as is a fantastic venue. He thanked the group for their fantastic efforts.	Sports Subgroup to continue to discuss community engagement	Proactive meeting with Cath Devanny - discussions including awards night such as a 'Celebration of Sport' and Sport for ASN pupils. Information shared by Cath from P.E. staff at KHS and the group are keen to start work again.	Headteacher to clarify publication of minutes on KHS website with PKC	Headteacher confirmed a response was provided from PKC in January and that she was unaware sub-groups had to be suspended. Chair confirmed this was due to awaiting clarity on process regarding the issue of minutes and to continue with these sub-groups, KHSPC needed minutes issued.
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5	<p>Distribution of Parent Council funds</p>	<p>Funding process forms issued to parents with the agenda. The aim is to spend around £7500, leaving £1300 for next year. The process is similar to previous years and will conclude before Easter. It will target a wide range of applicants. A sub-committee of three ordinary members will be established to assess the initial applications with the Chair and Treasurer. The only criteria set is monies are not to be requested where spend is a PKC obligation. Two ordinary members volunteered for the sub-committee during the meeting. Secretary requested Headteacher circulate the funding application to include any other eligible applicants, not suggested on form.</p> <p>Funding link has been included in Kinross Newsletter March edition to share details with parents currently involved in supporting KHS extra-curricular activities.</p> <p>Parent Council may be able to speak with pupils at house or year group assemblies to identify pupil priorities for spend. Will consult with school on appropriate time. Headteacher asked if there was a specific communication for staff but treasurer felt the form should be suitable for all but happy to provide if required.</p>												

		<p>Discussion around this being a large spend. This is a catch up for previous years where no monies were spent, and it was agreed a contingency of £1300 was fair. It was pointed out it may be demotivational if applications are turned down, but the committee will look at ways to scale up the cash to encourage more fundraising and the hope is when parents see the benefit of the expenditure to pupils, this will encourage future fundraising events.</p>
6	Discussions	<p>Emails to KHSPC requesting discussion of school-parent communication regarding uniform. Issues raised included logos, limited budget and the importance of the policy in relation to other priorities.</p> <p>Through discussion, the following parent views were noted:</p> <ul style="list-style-type: none"> • difficulties in parents knowing what pupils are choosing to wear. • inconsistent messaging to pupils • apparent change to uniform policy in November rather than start of school year. • communications did not inform which child the message related to • parents will have multiple views on this so there will never be agreement. <p>Headteacher explained the pupil's name should have been on the email. There was a consultation on school uniform in 2022 and the school noticed recently that standards had slipped so this is not a change but a reinforcement of policy. The tie is the only specific item. Optional items include black top/jumper/hoodie (all logo free) and plain black shoes. Blazer is optional. Through pupil voice, pupils asked for uniform to be addressed first thing in the morning. The process for raising issues is that TSG speak with the house team who then have individual conversations with parents and children. Communications sent where there is an issue also highlight where to access funding for school uniform if needed. Thanks was given to parents as it is important to maintain standards.</p> <p>Acknowledged by parent that the recent Kinect did state that to be all black when replacements were required.</p> <p>Email received by KHSPC prior to November carried forward was a request to make school aware of the difficulties ASN pupils experience with dress down days, the anxiety this causes and that there appeared to be a number in quick succession and requested this is considered by school.</p> <p>Information was requested about the formation of the Pupil Parliament. Headteacher explained it was an idea gained from visiting another school. Parliament allows pupils to raise issues, debate, make decisions and contribute to school improvement. This is the first year it has operated at KHS and is run by the House and Vice Captains. They ask for motions from other pupils, get a member of the SLT to support the motion. It is discussed and then voted on by pupil parliament. They have been given an initial budget of £500 that they must decide how to spend. Parents asked if it would always only involve the Captains and Vice-Captains and the general view was parents would like to see this opportunity broadened to be representative of the general pupil body and include other pupils, especially where some have experience they could share from other initiatives such as the Scottish Youth Parliament and where others may gain in confidence from being involved in such an initiative.</p>
7	Any other business	<p>Secretary informed that KHSPC will be represented at the Better Place to Live Fair in March.</p> <p>Headteacher wished to raise two items. Chair noted he had requested but had not been provided information on these ahead of the meeting.</p> <ol style="list-style-type: none"> 1. Headteacher submits apologies for the February meeting. Another member of the Senior Management Team will attend.

		<p>2. Headteacher commented usually she was given the opportunity at meetings run by previous Parent Councils for a Headteacher report to keep parents up to date. She believes that her offer of this has not been taken up by the current Parent Council. If parents wish this, they should approach the Parent Council.</p> <p>Chair explained discussions had already taken place between himself and the Headteacher regarding this and any parents wishing information can approach him after the meeting as this is not an appropriate discussion for an open public meeting.</p>
8	Close	<p>Our next meeting will be held on 27th February at LLCC 7.15-9.00pm. Many thanks to all who attended tonight.</p>
	Actions arising from meeting	<ul style="list-style-type: none"> • Secretary - Request KHS office circulates funding forms to the listees. • Headteacher - To forward funding applications to other applicable candidates. • Treasurer - To contact Senior Learning Team for suitable time to meet pupils re-sponding priorities as soon as possible, given the timescales for applications. • Chair - To action reinstating sub-groups.

Note to Parents:

The Funding application process went live 4th February 2024. If you have difficulty accessing this on KHS website, you will also find the application form here.



 linktr.ee/kinrosshsparentcouncil