



Hermitage Academy Parent Council
4 November 2017
Library 7pm-9pm

Attending

		Year Group Rep	Attending
Stella Kinloch, Chair	SK	S4	X
Anne Turner, Vice Chair	AT	S5/6	X
Sheena Wain, Treasurer	SW	S3	X
Jo O'Donnell, Secretary	JO	S2	
Val Reynard, Vice Secretary	VR	S4	X
Andy Horrocks	AH	S1	X
Nanette Clark	NC	S1	X
Elizabeth Lambert	EL	S1	X
Donna Hicks	DH	S2	X
Tracy Niblock	TN	S2	X
Gilan MacLeod	GM	S3	X
Pamela Pettit, ASN Rep	PP	S4	
Jane Keightley	JK	S5/6	
Suzanne McCallum			
Robert Williamson, HT	RW		X
PC Stamp, Police Scotland	PCS		
Derek Munro, PT Maths	DM		X
Roseanne McKay, DHT	RM		X

Agenda Item	Actions
<p>1. Welcome & Apologies SK: Welcome Mr Williamson, Mr Munro (DM) PT Maths Edmodo Presentation, Mrs Mackay (RM) UCAS info update. Apologies from Suzanne MacCallum</p>	
<p>2. Edmodo Presentation SK: In previous meetings, with the PC & PF there has been many discussions on homework, homework apps etc. Prior to a working group to investigate other systems in use in other schools DM presentation will show us what our existing systems in HA are capable of.</p>	
<p>a. Please see attachment for DM presentation</p>	
<p>b. DM will give a step by step instructions on accessing Edmodo & how Edmodo can support the parents to support their pupils.</p>	
<p>SK – PF are looking for more of a dialogue about homework..... what homework is set, how well it is completed, not waiting for Tracking & Monitoring Reports to find out how the pupil is getting on. Edmodo is a offering a support for homework which is a useful tool and this is bridging the gap until another solution is found</p>	

RM – As well as the Parents Evening once a year you have 3 T&M Reports and assessments are in line with the T&M Reports. Homework is included in the T&M Reports and here parents will be given a feedback on homework.

SW – Accuracy of Reports, some feedback we receive is that the T&M Reports is not reflective as to where the pupil is.

RW – Cases will be looked into.

SW - Ed Scotland brought up Tracking.

RW – Senior Phase was complemented, BGE area for concern.

SW – Have changes been made?

RM – Replicating Senior Phase into BGE. Parental Feedback forms returned to Guidance who follow up who is most appropriate to respond.

SW, SK – Mixed experience with feedback forms.

SK – Parents don't want to wait for T&M Reports, they would like to be able to act on concerns immediately.

AT – The support the Maths department is offering through Edmodo is excellent, can we expect this in all departments.

SK – Can this be replicated throughout all departments

DM – Has presented training sessions in Professional Learning Days as a result of "i-pad in a box".

Follow up training tomorrow night.

3. UCAS information Evening, relevant info delivered to relevant Year Groups

SK – Looking for more information about the info which was delivered and how relevant it was for year groups. The start of the UCAS journey, open days RM – In response to parent enquiries we delivered a presentation at the Open Evening, for parents and pupils for current applicants 2018 & deferred entry 2019. For this group only as UCAS changes year on year.

Careers & Pathways evening was introduced last year with Universities, Colleges, Apprenticeship providers attending. Open for all years.

Information evening in Feb for S5s going into S6 UCAS info included.

All pathways are important 40% of our pupils go to Universities, 60% other routes.

DYW (Developing Young Workers) Twitter has been running for 18 months, allowing RM to tweet lots of information.

SW – Raised concern that Twitter is not widely used by parents. DYW has 105 followers, out of some parent body of 1300 pupils. In the followers 40/50% were other organisations (members of the school etc) & an inappropriate follower.

RM – There was one inappropriate follower who was blocked some time ago. If there's any more it is not because I haven't been checking.

SW – To summarise, there is only about 50 parents who receive your twitter feed.

RM – HA Twitter re-tweets the info posted in conjunction with newsletters with up to date websites for information. This alongside the presentation last week gives current info. My world of Work ambassadors also presented at the Open Night.

SW – The feedback we received from the PF is that they would prefer the info the academic year before.

VR – Parents get a better understanding of the process of UCAS, if they are engaged with it for at least a year prior to when their pupils are applying. So that one is not looking at it for the 1st time at the very crucial time of applying. Parents tend to have a much more successful experience of UCAS when it is being done with their 2nd child as they understand the process.

SW – SK has posted more about career opportunities on HAPC Facebook than we have had from HA.

SK – Twitter is not an effective means of communication for the PF. When HA collect PF emails they should be asking what forms of communication they would prefer. Facebook seems more effective, and parents can respond out with school hours asking questions relevant to the subject posted.

RW – Any info on Twitter, we shall post on Facebook.

AT – Agrees with RM that there are many pathways, but for parents wanting to support their pupils through UCAS it is very challenging for the 1st time. On the UCAS website it states that you must engage minimum a year in advance. The info night last week not enough time was given. Monday notice for Thursday presentation & Parents from S4,5 who were wanting to go were told no. Their

info will be Choices night in January. However, there will be many other events & not the opportunity to have a 30/40 min UCAS presentation for those who it is relevant for.

RM – I did not turn anyone away. I explained in emails I received that the evening is aimed at current applicants.

AT – There were a few parents wanting to attend the would have been room in the Assembly Hall for the few interested parents.

RM – Historically we ran UCAS info evenings, but the numbers fell away, which was why they were no longer delivered. On the Friday I had a request for a UCAS Info Presentation, an Xpressions invite was to be sent out for the Open Evening on the following Thursday. There was concern too much info had been sent that day. It was due to go out later that evening. But wasn't received until the Monday.

SK – Concerned that it should be scheduled in the School Calendar. The last Careers Night was a success as the PC requested that the evening was open for all. Anyone interested could come along.

SW – I requested a UCAS info presentation and as a S5 parent I wasn't allowed to attend.

RM – Yours was not the request I was acting upon. There was a parent who emailed, and it was their request I was acting on. In response to AT, I intend to build on the success of last year's Careers and Pathways Night. With different sessions on Apprentiships, UCAS etc I have invited the parents who contacted me to look at the presentation I did and inform me what else is required.

SK – It is difficult to know what to ask for if we don't know ourselves, we need you to inform us.

Which is why it should be delivered to all parents interested in order for them to pick up some info to enable them to return the following year with some understanding of the process, whether its UCAS, Apprentiships, Colleges etc

NC – It would be useful to know when the University Open Days are to enable to plan ahead.

RM – By using DYW Twitter the information is then retweeted, and relayed onto the school website. Open days I tweeted back in March, this didn't include Glasgow School of Art, I have since contacted GSA and we will now be included in their communications. For the S6 pupils, we have an induction day how to choose a University Course, how to prepare etc last year Strathclyde Uni attended. This goes along with the Apprentiships, Careers info etc Clearly this info hasn't worked we shall look again.

RW – We shall take this onboard & review it get back to the PC and put out to PF to find out exactly what we are looking for. Maybe design something for the younger age groups who don't have any plans as yet.

SW – Our positive destinations is quite below our Virtual Comparator. Which is a real concern. We need to rethink what we are doing.

RM – Higher, further education is working, the areas of concern are employment and alternative provision. We are working with our partner agencies to improve this. We are doing very well with UCAS

SW - This is because parents are finding out about UCAS themselves, filling in the gap that HA is not doing they are doing the research for themselves. Parents opinion is that HA is delivering everything is a year too late. There have been so many own goals from HA; taking pupils to Apprentiship Day on the wrong day, not informing about the GSA Open Day, Mr Millar (RM) telling pupils they can't go to University Open Days unless you are leaving at end of S5. The parents and pupils need to know now.

RM – This is not the info that should be going out at Assemblies, I shall speak to Mr Morgan (DM) & RM. HA limits pupils to 2 open days 3 if required, as we don't want their learning to suffer from attending too many open days.

VR – Universities offer Open Days at weekends.

RM – We are sitting 5% above national success rate for UCAS applications.

SW – We should be in top 20 schools in Scotland, currently we are 113th out of 130 schools

RM – We shall make improvements following your comments to help the parental experience.

NC – Its great it has improved, but there is always room for improvement. We need to see how we can improve. Twitter, we have 40 parents out of 1300 pupils. What can we do to move forward?

AT – Can we have communication prior to the meetings in January/February to let us know what to expect and when the meetings are. Its good you put the presentation on the HA website, but parents only go onto the website when they are looking for something in particular. Now we have Facebook, Xpressions inform parents that it is there. Communicate with parents.

<p>RW – We shall now get the PC involved in the early stages of planning and what the procedures should be.</p> <p>SK – This should now be timetabled, not there is a gap and asked by a parent for it to be filled.</p> <p>VR – Could the school calender be used, not just for events, but at stages within the academic year stating what should be happening when.</p>	
4. Acceptance of minutes of previous meeting –	
<p>SW, VR</p> <p>Amendments - Remove GS from Apologies as he is no longer on the PC</p>	JO'D
5. Matters Arising	
<ul style="list-style-type: none"> • Library RW – S6 group considering how to change its use to a study room SK – We would like to collect information with key area for concern having a quiet area for lunchtime study • Pupil Equity Fund RW – Mainly looking at Outreach workers, require to look into what exactly the role of these workers would be and would it be possible to get the talent within these roles. Also asked the departments to put in some submissions as there are some pupils who when taught within the classrooms need some differentiation. More investigation into this is required. • Internal Exclusion Figures RW – I don't believe in the term, if we are still engaged with Young People then it is not an exclusion. We can look at how we record these figures and talk about what engagement is. SW – Is this why it is done this way? RW – The reason as to why we keep Young People within school is not to hide statistics it is because the exclusion may not be appropriate for that Young Person, sometimes there is no-one at home who can deal with the behaviour. We keep them here to keep them engaged, what would the value be for the Young Person to fall behind with their work. AT – We were looking for statistics for exclusion when these points were not a part of it. We required the statics as we need to know if there is an issue with exclusion or not. We need to know that behaviour which may results in an exclusion is being dealt with. VR – We need to remember the victims, we cannot only concentrate of the perpetrator. They need to feel that they are valued and they are a part of this. RW – The victim would be fully engaged with this process. Sometimes it is appropriate for them (the perpetrator) to be removed for social justice. • PC Grant Application SW - Application still to be released, will lias with PTA • School Lockers RW – Corridors too narrow, Main Hall already restricted for number of pupils at lunchtime. Invited the PC to go for a walk around to look for a suitable area. SK – David Mitchell had spoken about bringing in a company who will better find a solution. RW – Has a meeting with David Mitchell on Friday & will ask for company suggestions. SK – There is strong Parental concern about the pupils carrying too much weight so if we have a meeting look to see if there is a solution and how much of a cost there would be. RW – Even if it's a small locker there can be some benefit as it means carrying only a few lessons worth of books introduces ownership for that area of the school as well. 	<p>RW</p> <p>RW</p> <p>RW</p> <p>RW</p> <p>RW</p>
6. Canteen Price List/Menu/Lunch Hall experiences	
<ul style="list-style-type: none"> • Lack of Seating RW – Had a walkabout, there were some free seats in the hall. Outdoor area maybe more of a potential for extra seating. Weather dependant. This idea introduces more litter, larger area of seating also means additional staff are required. SK – If bags were taken off tables in the Main Hall at lunch it would help with the numbers. RW – SLT are also taken up with monitoring the crossing of the Main Road to Waitrose. • Cashless Catering Card 	RW

SK – Take screen shots to aid the technical support	SK to inform PF
7. School Trip – School Trip Policy/process review	
<p>SK – Mentioned Previously and a matter of concern was the School Trip which left HA on the wrong day and was not reported to the HT. Have lessons been learned and is there now a process in place that a bus cannot leave the school without someone double checking. The person who is taking responsibility for the pupils should be contacting HA immediately should an incident takes place.</p> <p>RW – The member of staff concerned has apologised and letters were sent to parents. The SLT have accepted that a letter should have been sent to parents, the HT was out of HA that day which is why he wasn't informed. The SLT now accept that HT should have been informed.</p> <p>SW, VR – He was not informed for 5 days, he was not told until it was was spoken about at the PC meeting.</p> <p>RW – Reports that it was a mistake.</p> <p>SK – A bus of pupils left HA and no one knew where they were. Xpressions app in this incidence should have been critical in this situation. A message should have been sent to the parents informing that a mistake had been made and the pupils would be returning to school. Had anything happened, & the parents thought that their children were in Glasgow in a certain building and this was not the case, HA & A&BC would have had huge ramifications. There should be a robust process with the ultimate decision maker knowing that that process is in place.</p> <p>SW – Cost implications, in excess of £500.</p> <p>SK – Is this going to come out of the school budget?</p> <p>RW – The member of staff concerned has committed himself to raising funds for this. There are a number of ways e.g bag pack</p> <p>SK, SW – Parents cannot be asked for any more money & the pupils should not be asked to participate in a bag pack.</p> <p>RW – Whole school fundraising.</p> <p>SW, VR – This is not whole school fundraising, we should not be funding his mistake.</p> <p>RW – Cannot ask him for the funds.</p> <p>Many PC – Why not if in business you would</p> <p>VR – To me the biggest problem was the lack of respect he & the SLT showed to his HT at the time. Mr Mitchell may well have been out of school, but all they had to do was inform him. They should not have shown such lack of respect to their HT.</p> <p>SK – We now need to know that there is a robust process, and everyone is well aware of that process.</p> <p>SW – Going back to lack of respect, another incident not informed to the HT at the time was the Vale of Leven Academy pupil who came into HA. The fact that this was not informed to Mr Mitchell either isn't showing that this is a mistake. It illustrated that this is a policy by this team to keep things to themselves which is concerning.</p> <p>VR – Two major events in the one week with the VofL pupil entering HA Police Scotland were involved, Social Work were informed and yet no one discussed this with the HT. This is not a slip up.</p> <p>RW – This is certainly not correct procedure.</p> <p>SW – Twice the SLT have behaved in the one week in a manner which we find alarming and nothing has happened. This is how it is perceived by parents.</p> <p>SK – We need assurances that staff are well aware of their responsibilities.</p> <p>AT – We need assurances that the SLT are going to change, we cannot say whether these events were towards Mr Mitchell, as it's also towards parents, the PF and it's lack of communication.</p> <p>SK – We have to be clear that we expect that there is a robust and clear guidance in process for all members of staff. And when that is communicated every teacher in this school who should be signed up to that and know what they should be doing. When those things don't</p>	

<p>happen we expect actions to be taken. In the event of someone not being in or someone is unsure about whether to contact someone the process is absolutely clear as all staff signed up to it the guidance is there. A clear set of instructions which could be issued as a policy document.</p> <p>SW – The guidance is already there, the General Teaching Council of Scotland (GTCS) Standards of Management are very clear of what they should have done and they fell below that.</p> <p>SK – I’m talking about what happens in this school, which we can issue as a policy document and be by signed every teacher in this school, issued by yourself as HT. We cannot get to a point when we have several of these incidences. We are certainly looking for reassurances particularly for the school trip and security issues which PC Stamp was going to get involved in (when the VOL pupil came in to the school and dressed as a HA pupil).</p> <p>SW- Anybody could be entering the building, twice recently I have entered the school. I have buzzed the office the blind has been down, nobody looked and I was allowed to enter. I don’t think that this is acceptable.</p> <p>AT – The security is frightening considering the possibilities of what could go wrong. It is an absolute disaster.</p> <p>Floor – Is there a camera?</p> <p>AT, SW – No</p> <p>Floor – So if the blind is down no-one can see.</p> <p>AT – They have an intercom there which no-one uses, they just open the door.</p> <p>Floor - I work in a Primary School and when someone buzzes, we see an image and we speak to them prior to opening the door. If they are not a member of staff I then go and meet the person as they enter the building.</p> <p>SK – There is a window right there in place and they are not using it. All these issues are about the safety of the pupils whether they are on a School Trip or the Main Hall. So we will look for an update from you (RW) that something has been put in place.</p>	<p>RW</p>
<p>8. Tracking Reports</p>	
<ul style="list-style-type: none"> • Covered earlier 	
<p>9. S1 Online Booking System for Parents Evening</p>	
<ul style="list-style-type: none"> • Online <p>Floor – There are 2 local primary schools as well as S1 Parents Evening all on the same night. No times were issued. I had to phone the office on Monday to ask so I can try and organise myself between 3 schools. 4.30 – 6.30pm. My husband works in Glasgow, that left no time for him to arrange his day, meetings etc to allow him to come down for it. The Primary schools offer 2 time slots. Even if there was 2 weeks notice, my husband could have re-worked his diary.</p> <p>SK – This is too late.</p> <p>Floor – Even waiting for the online system to open it is too late to organise the evening for parents.</p> <p>SK – This has to be more flexible</p> <p>Floor 2 – I have 1 child at primary and 2 in S1 this has left no time for organisation.</p> <p>SK – Leave this with you (RW)</p> <p>SW – The scheduling of the Years Parents Night within the academic year.</p> <p>SK - We have spoken before about S5 being too late in the year</p> <p>RW – I take your point, its very late. I’m not sure if we can move it this year. I’m hoping the Tracking will help with this.</p> <p>SK – Do we just inform the concerned parents to call the school and make arrangements to meet with teachers?</p> <p>RW – Yes</p> <p>SW – When planning next years Parents Evening, please can you include the PCs concerns about timings and maybe consult us to find out what parents want?</p> <p>RW - Absolutely</p>	<p>RW</p> <p>RW</p> <p>RW</p>
<p>10. Canteen Price List/Menu/Lunch Hall experiences</p>	

<p>SK – Can the menu and prices be published? There is concern about the kids going through their money and parents are wondering how much items cost.</p> <p>RW – Sure.</p> <p>SK – The menu was asked for previously and we were told it would go up. Lunch Hall experiences, money registered on the machines in the Lunch Hall doesn't seem to be transferred to the online system. There is a disparity. A couple of parents have given examples. The school office had to look it up to confirm the money had been credited onto the card. It sounds like an IT problem. I shall ask for the names of whos cards and for the pupils to take a photo of what the machine is saying.</p>	RW, SK
<p>11 Effective Communication – Twitter</p>	
<p>SK – We touched on this before, I really think that Facebook is the main social media and the one that you can get the engagement back from.</p> <p>RW – I have set it up and was testing the security settings, they are all closed.</p>	RW
<p>12 Study Club – expectations vs experience</p>	
<p>SK – The expectation is that study club is heads down focus study club, the experience which has been expressed back from parents is that it is not meeting expectations. There is not always a teacher, a teacher has to cover 2 class rooms</p> <p>VR – A parent raised that she was under the impression that the kids would be taught how to learn, how to study.</p> <p>Floor – 2 examples of study club. 1 working well, 1 used for self-reading and homework</p> <p>RW – We are currently looking at bringing a body in for it. I asked Mr Urquhart</p>	RW
<p>13 Head Teachers Report on</p>	
<p>RW – Gave a presentation on the HA academic results compared to Virtual Comparator.</p> <p>SW – Pointed out the figures showed artificially high numbers of highers sat as the pupils in last 2 years had 6 subjects in S5 instead of 5, there will now be a decrease as numbers are dropped down to 5 subjects being presented in S5.</p> <p>RW – Have been involved in schools where the turnaround can take up to 11 years, in Boclair Academy had taken 11 years to go from 14% to 52% 5 higher.</p> <p>Floor – We don't have that long, there is slight improvement from previous years, what can we improve on to enhance this.</p> <p>RW – Improvement is not always down to improvement in teaching. Need to make sure pupils are in the and encouraged to stay in the right courses. Further engagement with parents to make sure this is the case, pupils are very persuasive at talking parents into dropping a course or going down one to make life easier. Tracking is important to profile the pupils, so we know where they are and we know what they should be attempting. There should be a path for all pupils to follow, early identification is crucial in this.</p> <p>SW – Ed Scotland's report showed concerns about how effective the staff were assessing the pupils' ability. Whereas RM said earlier that this is OK.</p> <p>RW – There was also mentioned Teacher lead creativity, lack of creativity as well. We need to build confidence and this is why we are putting training in place.</p> <p>SW – SLT came across as "Weak", the teaching came above the SLT. Why are we prioritising Teaching & Learning when Es Sc said that the Managers were weak and what was letting us down.</p> <p>RW – I would always prioritise teaching.</p> <p>SK – Who would manage and lead? You talk about creativity and how all that comes about, this does not happen without a Senior Manager to encourage all that. So if that leadership is Weak I would suggest that maybe an issue as how would they know how to encourage that change to bring that onboard, motivation.</p> <p>AT – We could loose our teachers.</p> <p>RW – I think that a school runs from its class rooms. What we have to do is get the Middle Leaders up to speed as well on ensuring that the quality is of a high level. The Principle Teachers are crucial in this.</p> <p>SW – We had a PT in here this evening who was showing innovation & drive who outperformed the SLT tonight.</p> <p>Various – Agreement</p>	

RW – They are very different areas.
 SW – He is already driving change what are we going to do with the SLT?
 SK – The concern is that isn't recognised, we need to take these good practices and make sure that they are happening across the school. It is about the Leaders being able to recognise that.
 RW – The Inservice which Gordon Urquhart lead was the delivery of innovative practices across the school, getting staff engaged and involved. Which they seemed excited about, they are very happy to learn from other schools.
 SW – My concern is that we should go back to Ed Sc scoring Leadership of Change Weak.
 SK – We have to go back to the School Improvement Plan (SIP), what were the areas of concern from Ed Sc. We have to see that they are being worked towards improvement, what they are and how are they being delivered. This is also about how we are not involved in the SIP, but we still need to have a look at it have a look at the data, the concerns. Improvements will not be made at meetings, it will be done through the SIP.
 RW – Absolutely
 SK – So we have to take from that that we will be part of that discussion.
 VR – We need to show DM that his presentation tonight was fantastic, we are supporting him, the school supports him. We do not want to lose teachers like him to other schools. He needs to be supported from the top down and he needs to be able to respect his SLT. The SLT will change the school ethos and move the school forward.
 AT – We have lost too many decent teachers.
 RW – Yes, and that is an issue as well, there are lots of things to build the relationships which is complex as well. Staff need to know that they are valued, and I am having those conversations as much as I can and that they can go to the SLT and look support there as well.

14. RW – Handed out HTs Report due to time constraint

Report was handed out as time critical with the presentations this evening

Staffing

We have appointed Teresa O'Donnell, currently teaching at St. Peter the Apostle to the role of Principal Teacher of Business and Computing. Start date to be confirmed.

In-service 19th/20th October

Variety of presentations and workshops took place centred on learning and teaching (see attachments). Thursday was delivered by Live-N-Learn and Friday by various partners. Feedback from staff extremely positive.

School Improvement Groups

Update on Self-evaluation Group and Learning and Teaching Group attached.

Open Evening 2nd November

Successful event, thanks to all who supported us.

S1 Parents' Night

New online booking and 'centralised' delivery being trialled. Feedback from all concerned will follow.

Pupil Council

Junior Council meeting took place on 1st November. Issues to be presented to HT on Monday 13th November. Senior Council organising a meeting for Wednesday.

Facebook

Now launched. Any suggestions welcome. 237 new likes this week!

Dates for the diary

Thur 9 Nov – JST S1-3

Sat 11 Nov- PTA Xmas Fair

Sat 18 Nov – Fri 24 Nov – Spanish exchange

Thur 16 Nov – Guidance Meeting

Thur 16 Nov – S1 Parental meetings 4:30-6:30pm

Mon 20 Nov – S3 T&M Teacher Deadline

Wed 22 Nov – Staff Meeting

Thur 23 Nov -JST S4-6

Thur 23 Nov – S3 PT / DHT check

Sun 26 Nov – Sunday @ Seven (Music performance)

Mon 4 Dec – Curriculum Management Meeting

Wed 6 Dec – S6 Health conference

Thur 7 Dec – JST s1-3

Thur 7 Dec – S3 Parental meetings 4:30- 6:30pm

11-15 Dec – Chaplaincy Team Assemblies

Mon 11 Dec – S4-6 T&M Deadline

Mon 11 Dec – Christmas concert

Wed 13 Dec – Xmas dance

Wed 13 Dec – Xmas Tree Festival

Fri 15 Dec – S4 T&M PT / DHT check

Fri 22 Dec – School closes

Mon 8 Jan – School reopens

Date of next meeting: T.B.C

APPROVED, 7/12/2018