



H.A.P.C Meeting
Wednesday 7th February 2018
Venue: Hermitage Academy –Library
7pm – 9pm

		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	Apologies
Val Reynard, Vice Secretary	VR	S4	X
Andy Horrocks	AH	S1	X
Nanette Clark	NC	S1	
Elizabeth Lambert	EL	S1	X
Donna Hicks	DH	S2	X
Tracy Niblock	TN	S2	X
Gilan MacLeod	GM	S3	Apologies
Pamela Pettit	PP	ASN	Apologies
Jane Keightley	JK	S5/6	
Suzanne McCallum	SM	S5/6	X
Robert Williamson, HT	RW		X
Frank Hotchkiss, DHT	FH		X

Speaker	Topic	Action
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1. Welcome & Apologies

AT	AT Chaired meeting. Welcomed FH to HA & asks him to introduce himself.	
FH	Head of S2&3, enjoying meeting pupils & parents, DHT for 6 years at Irvine RA, seconded to SQA to be a Subject Implementation Manager helping with revised Nat 5s & Highers. With the SQA spend time at schools and colleges delivering CPD for the staff. Always been involved in SQA & will continue to be so in HA as well. Focusing on S2&3 FH is also concerned with raising attainment & qualifications. Married 1 son, prior to teaching worked with A&BC. Directed the Savoy Group in Helensburgh. Worked with RW in Balfron. In previous school at the start of FH time there it received a poor HMIE inspection. The school then went through the process of putting into place improvements and after a year had a fantastic report when HMIE returned. Impressed with meeting pupils of HA. The A&BC review happening just now was due to have a HT from another school who is unable to attend A&BC have asked FH to step in. Enjoying meeting PF & Pupils hearing them talk with pride of HA their ideas on how to improve HA. Attended S2 Parents Night, good feedback. FH sees his role as supporting RW & the rest of the staff, wider school community to try to make HA the best school we can.	

2. Acceptance of Minutes of previous meeting

SK	Change Date from October to November	VR
Proposed	AT	
Seconded	SW	

3. Matters arising

	Library	
RW	Speaking to the other HTs at the meeting in Oban, variety of different options happening. The school must still provide library services. Oban HS has distributed the Non-Fiction books into departments. Keeping Fiction books here. Sectioning off books, keeping area free for Computers and providing a 6 th Year Study Area, as requested by the Senior Pupil Council. (This is not working just now as occasionally teachers overlapping with students for the use of the library). Looking into walling off the books (perhaps concertina style). Perhaps investigate the use of another room when 50+ of the 6 th Years require the library for study at one time. Some schools have 6 th Years or members of local community running the library (looking into whether this is a possibility, as staff were laid off we are unable to hire a librarian. Guidelines state library provision should be provided. Will look for a more adventurous solution next year, for now will move quickly with the study area.	RW
SK	Has it been investigated as to whether it is possible to create a post which is not qualified librarian but could be similar to Library Assistant post?	
RW	Discussion that this would not be replacing like for like but would provide sufficient support to provide library provision. With money available from PEF. Will look at the job descriptions as to whether this is possible. As this comes under Literacy, PEF funding would be available. Whole staff meeting 28/02/2018, will bring it to the staff for input.	RW
AT	This is good for 6 th Years with their self-study, but we need to provide the area for safe study for the junior part of the school. Perhaps for the ones who don't have computers at school, who use the library at lunchtime. So maybe consider providing staffing over the lunchtime break.	RW
RW	Computing department should have a computer classroom, & there is WIFI in the building and so should be making use of that. There is not always the need for the computers for self-study.	
SW, FH & RW	Some pupils used the library as a Safe Place. Some Pupils are putting a petition together through the Pupil Council for A&BC to bring back the librarian. Discussion of PC putting our weight behind the Petition, help promote their voice. Unfortunately, with A&BC it ties in with cancelling Mobile Library provision. It is a much larger issue which will be a hard fight to win. Consideration of involving Helensburgh Library.	
SW, SK	Concern over a working library closing and change of use will mean that we never have a library re-installed.	
RW	Use of libraries have changed, we need to assess what would be best suited. Consult with staff to find out what high quality resource is wanted.	
AT	Consult the Pupil Council	RW
	PEF Fund	
RW	2 Post have been approved by Anne Patterson and will be advertised shortly. Re-do the bid as we have not spent this years money yet £76,000 per year. Will be going to departments as closing the gap is also to do with finding out what high quality resources they require. This will be covered at the staff meeting, especially resources which will impact whole school. Still looking into a mini bus to help the outreach workers, the mini bus will also help with other areas, reducing costs of school trips etc The 1 st Inservice RW will have is May and this is often where you get good collaborative work and ideas and responses.	
AT, VR, RW	Why not use the A&BC mini busses? If we are going to organise a program of Outreach, it has to be 100% reliable, it can't be reliant on booking a vehicle.	

	Any other ideas how to spend the PEF? It is about Learning, Teaching & People, need to look at posts to see if there are any which would make a massive difference.	
AT, RW	Timescale of when it is to be spend? The dates keep on being extended. Show my Homework. PT of English, Hyndland Academy coming to speak to staff on implementation of app. School homework Policy needed before the app. Show my homework aids teaching staff with workload.	
SK, RW	Evidence from Oban Parent that Show my Homework goes well.	
SW, RW, FH	Summer term enough time to implement writing a policy, consultation with staff, parents, pupils etc	
SW	Grant Application We were turned down for Show my Homework Looking into supporting the school as they investigate implementing Show my Homework.	
RW	School Lockers Health & Safety not available until 26 th Feb. RW is expecting to be able to house 1300 lockers, but for now looking at 600. Will ask for confirmation from pupils and parents that they are required and prepared to be rented. HA will buy them and reclaim the cost through renting. Costs +/- £23/locker. RW suggests that 6 th Years get a locker, AT points out they have lighter bags than the 1 st & 2 nd Years. VR confirms that most concern on FBook of lack of lockers is for 1 st & 2 nd Years & transported pupils. RW ideally would like it mixed.	
AT/VR/RW		
Floor, VR	Possibility of family sharing lockers, this happens in other schools.	RW
RW	Outdoor Seating School Canteen looking into similar set up to Dunoon Grammer's Coffee Barrell. Once we find out where that will be situated then we can place seating in the same location. Pupil Council also requested we looked into outdoor Gym Equipment.	
SW, SK	British Airways Community Fund for funding or other local Companies to sponsor Outdoor Seating/ Equipment.	
RW	S.P.S make good quality outdoor seating at a reasonable price. Supports their work, they also offer to come to the school to talk to the pupils	
RW	As requested by the 6 th Years. Staff seating not being used will be realised for pupils who may require a quieter table this will be monitored by Support Staff.	
SW, RW	Consider using the upstairs Hall? Yes, need to look into staffing and observe that it is a carpeted area.	
AT	School Security Concern over School Trips which took place on the wrong date and also the front door of the school.	
RW	There is a camera which staff use before they let you in.	
AT, SW, RW, VR, SK	No one speaks to the you when you buzz, asking your business. No one checks to make sure that you do go round to the internal Office window. Anyone can go straight into the Main Hall. The blind is still down at the first window, this window should be used for signing in and for stating your business. This is what it is designed for. First impressions on security are poor. During lunchtimes the school is not secure.	
	Online Booking System for Parent's Evening	
AT, RW	Initial feedback positive, however S2 Parents Evening not properly advertised & the system was not set up when opened for Parents to book appointments.	
AT, RW, SW, DH, FH	Need to review different forms of communication, FBook, Glo, Xpressions.	RW, FH
SK, AT, RW	Confirms that the initial trial of online booking and Hall based Parent/Teacher Evenings is over. This will be the format from now on. Signage required. Online booking appointments needs spaced out with 5 mins in between each appointment & grouping the Main Hall appointments together before & the Upstairs hall appointments. Review feedback & improve the few problems.	
	Look into where in the academic year Parents Evening is placed for each Year Group.	SW
AT, RW	School Canteen Menu Canteen menu and prices to be published	RW

AT, RW	Study Clubs Expectations vs experience. S2 parents observation seems to be more of a Homework Club, not showing pupils different studying techniques.	RW
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4. Library Review

AT	Covered through matters arising.	
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5. Parental Communication; including Tracking reports; Expressions App review

AT, RW, SK	<p>SK wrote a document outlining Communication Concerns, attached below.</p> <p>Xpressions not being used effectively, but also requires to be reloaded often. A&BC should go back to Xpressions for support. Hermitage Primary use it effectively. Newsletter of events happening the following week as well as upcoming events. A good reminder for parents.</p> <p>RW - Google Calender on the website should be more effectively. Looking into the admin staff roles. Who should be updating this.</p> <p>The Office Staff who field the phone calls from parents about enquiries & concerns should be able to then take the initiative to post on Xpressions (or whichever communication is appropriate) giving up to date advice if it was initially not handed out.</p> <p>RW getting representatives from different departments to look into a specific format for posts to be written in for FBook all info will be forwarded to one member of staff who will take control of posting. Members from the Office, Social Subjects, Computing, Maths, looking for all facilities to be represented.</p> <p>Confusion over the HA FBook page</p>	
VR	There is another HA page which has recent posts on. The PTA have been posting on it legitimising the wrong HA page. As this causes confusion, RW will look into sorting this out.	
AT, RW	Twitter feeds onto FBook, this is not favoured by all. FBook, twitter & the calender on the HA website will be looked into getting sorted out and updated to make it user friendly.	RW

	Tracking Reports	
AT	Tracking Reports are inconsistent with their comments, often comments are a definition of the grade, no personal comments or action plan when grades are slipping. More often happens in Senior phase.	
SW, AT, SMcC, DH	SW was advised that it is school policy that "comments in Tracking are only mandatory if the child is not meeting their potential". RW is not aware of this. There are Tracking Reports when grades have slipped, and no comments were made. It is not consistent, evidence of good Reports for S2 pupil, poor Reports for S4, good for S6. Return Slip - there little evidence that they are audited. S2 Tracking Reports have all been returned to FH. This indicates that this is an inconsistency. RW would like to hear from anyone who finds has concerns.	
TN, VR, SK, FH	Using the PEF Funded employee, could this be part of their remit as presuming that the disengaged parents do not use the Return Slips. Digital Reports emailed to parents will make regulating and auditing them easier. Teachers time could be used more efficiently if the system is set up for collating information. Show my Homework will be a good start to this and perhaps there is the possibility of utilising its system alongside SEEMiS.	
The Floor	JLB Primary already do this.	
SW, RW, FH, VR, SK	Consistency required for Grading, different teaching staff have different views on how to Grade pupils. The process for the Tracking Reports is:- Teacher puts in the Working & Target Grade, Effort, Behaviour & Homework Grades, the comments and then the quality assurance is done by the Principle Teacher for the subject. The SLT doesn't look at them prior to the Reports being sent to Parents. The SLT should be sample checking, but there is the expectation that the staff compiling the reports are doing their jobs correctly. Due to S5 Parents Night being so late in the year the Tracking Report takes on a greater importance. When is the intervention and by whom. In an East Renfrew School the Tracking	

	Report includes a Traffic Light System which is understood by all. If the pupil reaches the Red Warning Signal, a member of staff is put in place as a mentor. Parents and Pupils are involved along the way. If the HA has a system in place pupils and parents are unaware of it. RW assures that HA has had good reviews on the Tracking Report and that a system is in place.	
SW	Parents however are unaware of it & the experience is inconsistent.	
RW	Would like to hear directly from parents to his email address of any concerns with Tracking Reports.	RW

6. Supporting Communities Fund – update

SW	Rejected	
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7. School lockers- update

AT	Covered via matters arising	
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8. Authority School Bus Service & Train Service

AT	Looking into a survey to be done, behaviour still an issue	
RW, SK	Clarity on contingency when trains do not run. A statement from the school will help for the Community Council Meeting where this is being raised. Only once has a bus been sent up from the school to collect the pupils. But no one knew that it was happening	
VR, SK	Scotrail should inform the school of cancelled train service to allow a replacement bus to be organised. If A&BC pay the extra £50/pupil/year the pupils could take the service bus. The pupils should know the procedure. Looking for the easiest least administration solution to this.	

9. Headteacher's report

RW	Staffing, welcome to FH. Advertising for Maths, Biology, Science Technician. S1 Parents Night feedback very positive. Senior & Junior Pupil Council wish list. Outdoor Table Target in the Spring. Staff Tables in the Mail Hall addressed. Smoker's Areas to be checked by RW, Buddy Monday to be reviewed. Recycling Bins to be asked for in the Main Hall. Lockers. Coat hooks in classrooms. Vegetarian Options in Canteen. Covered Seating Areas. Film Club & Photography Club requests. Gardening Club requests for planting by the path to Waitrose. End of Term Activity Week, possibility of trips to be run only in this week. Young Scot Card. Litter in toilets, flooding and damaging. Sanitary bins. One-way stair system. Prelims to be reviewed, noise was an issue. Christmas for Africa, £1692 raised. UCAS success rate good.	
SW, VR	Information Evening poor, no questions from the floor.	
SW, RW	New Nat 5 course, Application of Maths. RW will look into it.	RW

10. HAPC Reps: S1, S2, S3, S4, S5&6, P.S

	Covered in previous agenda items	
VR	Can we have recognition for the exceptional talent of some musical pupils. Alex Barker NYOS Symphony Orchestra (seldom are Secondary & Fergus Butt for example have got into NYOS, NYO GB	FH, RW
SW	Georgia Trip, no correspondence from School	RW

Date of next public meeting: Wednesday 4th April 2018

Purpose

The purpose of this paper is to promote discussion in respect of the communication channels being used by both the school and the parent council to engage with the Parent Forum. The paper reviews issues and barriers, and aims to identify meaningful contact with the Parent Forum by their preferred choice of contact.

Introduction - School Communications

Following Education Scotland report, the HA Parent Council were keen to progress with measures to improve communications between the Parent Forum, the Parent Council and the School by ensuring open, easy to understand communications which are updated regularly to provide parents with the current position across all school matters.

Xpressions App

Previous school communications which were paper-based often failed to arrive on time, or indeed at all were the views of many members of the parent forum. The Parent Council are pleased that improvements have been made authority wide with the use of the Groupcall Xpressions App and web based notification system. There are ongoing issues in the main with bugs in the app software which can lead to frustration and opting out for some parents/carers.

A quick straw poll was undertaken with the HAPC facebook group which found 74% of parents who answered found the app satisfactory. However a number reported the app being unresponsive and requiring to be re-installed to access messages and receive notifications.

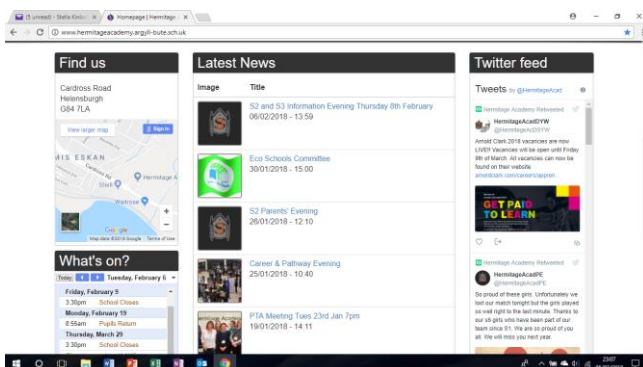
The school has previously reported issues encountered when engaging with the Parent Forum, particularly for events arranged to provide more information/discussion with parents. The volume of information provided by the school is most helpful, however many dates; schedules can be lost and overlooked in the busy day to day lives of families. Beauty of the xpressions app is for quick, short messages to get key information out to parents; easily achieved with links to documents where necessary.

The app has provided a great improvement in the way in which the school communicates however the structure and content now require further review. Parent council would suggest that the new app has been in place for over a year and this would be an appropriate time for the authority to evaluate use and parent opinion. Reflection in the areas for improvement and shadowing and coaching from those schools who are progressing well with its use; in particular as a 2 way communication tool, particularly for sign off permissions with quick response times.

HA Webpage

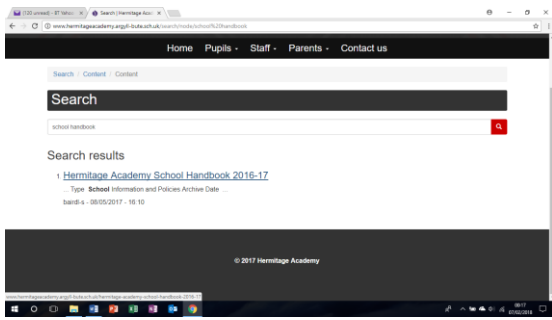
The school website sadly remains out of date and a poor first point of contact for current and prospective parents to the school.

- ❖ School website requires, again, a review to improve navigation and access to relevant information much easier. Information must be up to date and relevant. Searches are locating out of date information which has not been deleted resulting in misinformation. Some examples.....



Above provides a good example of 'What's On?' pages not linking up with the 'Latest News' items which are all key dates in the year groups. Also noted are the titles which also display the date and time of posting which can be misleading. For example the Career and Pathway Evening in the example above as a date of 25/01/2018 (you may think you've missed it!) when the actual date is 08/02/2018.

New to the area – perhaps a copy of the school handbook would be helpful? Sadly the 2016-17 version is the only search result, which details Mr Urie as HT. As a fresh start our parents are delighted to have a new Head Teacher and seeing an up to date (albeit perhaps a little shorter pending completion) handbook with our HT welcome and perhaps a few photos of the key contacts listed (Contact Us page) always nice to see who we're speaking to (even if it is by email!)



A search on School Improvement returns results which are now out of date and parent council information is also out of date (although updated links are in the header menu).

Overall the website clearly needs a dedicated resource with the time allocated to review the content; update regularly and if the PC could suggest an integrated link to the school email address at the bottom of every page which is simply states: *Something wrong with this page? Please let us know!*

Social Media

- ❖ Use of Social Media for school business, with appropriate restrictions is a key consideration. Great news that the school have a facebook page to give parents other means to view the latest news from the school. Sadly at the time of writing 06.02.2018 the last post was 2nd November.
- ❖ School twitter feed provided by several departments and a school wide account retweets relevant achievements. In terms of pushing information out in a generic new account this is working well.

So who says the school communications are not working as well as they could be?

Below are a quick sample of recent posts in the last month on the HAPC facebook page...

Can someone please tell me.....

Anyone else having problems with Xpressions?

What is this?

I'm trying to find out.....

I'm confused?

The HAPC will of course always be in a position to signpost and provide support to the forum in all these matters and would like to offer our services in a working group to help establish the improvements that will positively impact the parental engagement and technical engagement within the school.