



Hermitage Academy Parent Council  
Monday, 01 February 2021  
Zoom 7:pm-8:30pm

**Attending**

HAPC:		Year Rep	
Lisa Johnstone Chair	LJ	S5	X
Thomas Dennett Vice Chair	TD	S2	A
Elizabeth Lambert, Secretary	EL	S4	X
Philip Hartley, Treasurer	PH	S2	X
Jo Gaughan	JH	S3	X
Nanette Clark	NC	S4	X
Claire Walker	CW	S6	X
Donna Hicks	DH	S5	X
Lois Smith	LS	S2	X
Tracey Niblock	TN	S3	X
Kathleen Daly	KD	S4	X
Angela Bakker (ASN Rep)	AB	S1	X
Ruth Munro	RM	S1	X
Douglas Morgan, HT (A)	DM		X

Agenda Item	Actions/Notes
<b>1. Welcome</b>	
Lisa Johnstone Welcomed everyone to the meeting. Including the SLT Senior Leadership Team members	Abbreviations used in these minutes. DHT Deputy Head Teacher (A) Acting – short term appointment FH Faculty Head BGE - Broad General Education ASN – Additional Support Needs
<b>2. Head Teacher Report</b>	(DM)
Introduction with remits by Douglas Morgan	D Munro DHT (A) SLT (DM) M Stewart DHT(A) SLT (MS) K Muir DHT SLT (KM) R Mackay DHT SLT(RM) C Kennedy FH (CK) J Harvey (JH)
<b>3. Hub Provision (DM)</b>	
The hub is providing care for keyworker children and vulnerable pupils. They are set up for learning all pupils are socially-distanced around the library and down the subject corridors. So no one will need to go off if one is tested positive. This is especially important to key workers. They wear masks, have temperature checks	It is staffed by ASN / Classroom Assistants on a rota basis. The hub is also supported by clerical, janitorial and catering staff. You tube has been activated in the hub for remote learning as set by the teacher and is supervised by the staff on duty.
<b>4. Support for young people with ASN - both in hub and at home</b>	(CK)
The department are actively supporting learning needs with real time support available for remote learning Running Maths and English support groups online. Extra lessons providing 1-1 support are being arranged for	Recent Departmental Newsletter was issued to parents/carers outlining the types of wellbeing support on offer during this period of lockdown.

<p>those who would benefit from the opportunity of being in school.</p>	<p>Department keen to continue to engage with families who may need support in this area and would ask that they get in touch with Mrs Kennedy and her team as required.</p>
<p><b>5. Remote Learning</b></p> <p>Health and Wellbeing is being delivered across the wider classrooms in the house system.  S1-S3 having live HWB with guidance teachers.  The online learning is set out in a period by period format but it doesn't need to be done at the set time that young people would normally have that subject in school. This is intended to give young people and their families flexibility in their day so that they can establish a structure that meets their collective needs  Google Meets were initially offered to the Senior school for 2 per session. This has been increased to offering a number of core subjects to the BGE years S1-3.  Google Meets are not offered in BGE subjects that receive one or two periods per week on the school time table as this would repeatedly involve the same member of staff. We have also had to take into consideration teachers own home commitments when looking at live provision.  The survey reported that over 70% of parents thought that the work was set at the correct level and that the work load of their young person was appropriate. 13% of parents thought that the workload was too much and 15% thought that it was too little. Over 80% of our young people thought that the work was set at the correct level and that 60% of them thought that the work load was appropriate. 1% said the workload was not enough and 39% thought that it was too much.  Looking ahead some elements of online learning will remain and will enable a shared approach across the authority to link schools and share resources.</p>	<p>(DM)</p> <p>Thanks to parents for their support.  As a school we have to be mindful that our approach has to be manageable for your young people, families and staff. Many of our teachers have family or care responsibilities of their own at home at home and we have to find a balance that work for them and departments.  Some pupils may also be able to access the e-sgoil offerings depending on subjects and timetables. Mrs Harvey is exploring building the 'Big Question' from e-sgoil into a Monday, Wednesday and Friday for appropriate S1-3 pupils.  Going forward we will look at the balance of work across departments  Increasing deadlines for set work Improving the continuity of the way tasks are set with follow up instructions.  Continuing training on Google Classrooms with gurus in each department. Using the in service day to share best practice  Digital troubleshooting guides are available for parents and pupils on the school website.  <a href="https://sites.google.com/ab.glow.scot/pupil-digital-site/help">https://sites.google.com/ab.glow.scot/pupil-digital-site/help</a></p>
<p><b>6. Monitoring engagement - quick process then intervention</b></p> <p>Mrs Harvey will be monitoring engagement online under the remit of raising attainment non engagement will be flagged up to House leaders to make contact. Together with parents we will decide if the pupils require support or intervention strategies to help them.</p>	<p>(JH)</p> <p>Late submission of assignments or missing a live lesson will not be considered reason to contact parents. As long as they are engaging in the work set that is fine.</p>
<p><b>7. Tracking, monitoring and reporting</b></p> <p>Google Guardian is still being rolled out and parents can now sign up via e-mail. (rather than needing to submit a paper form)  The Google Guardian parent help sheet is available on the school website.</p>	<p>(MS)</p> <p>Any parents wishing to sign up to Google Guardian or experiencing difficulties please contact the office via  <a href="mailto:enquirieshermitageacademy@argyll-bute.gov.uk">enquirieshermitageacademy@argyll-bute.gov.uk</a></p>
<p><b>8. SQA Assessment</b></p> <p>The SQA have published guidance for each subject for assessment and produced exam level questions that can be used by teachers for assessment.  The plan is still to run assessments after a week of return to school.  Pupils to continue to engage in work that is set for them and prepare for future assessments.  The final date for submission has been set by SQA as 18<sup>th</sup></p>	<p>(KM)</p> <p>(DM) wants both parents/ pupils and the wider community to know that pupils have worked and gained any final award and deserve it to be celebrated.  The national submission date to SQA for provisional awards in 18<sup>th</sup> June. The Local Authority has an internal deadline of 28<sup>th</sup> May and our school deadline in preparation for this</p>

<p>June. After a process of national sampling of evidence. our school deadline in preparation for this will be 21<sup>st</sup> May.</p>	<p>will be 21<sup>st</sup> May.</p>										
<p><b>9. Course choice and careers support</b></p>	<p><b>(RM)</b></p>										
<p>College applications are underway a virtual meeting recorded with FAQ's is on the website.          Developing the Young Workforce DYW have developed a Virtual Career Fair          Skills Development Scotland have delivered lessons to help with career and course choices.          Apprenticeship information will be given out the first week of February via Google Meets          Year Group Course Choice Presentations will take place S2-S5 week being 15<sup>th</sup> February.</p>	<table border="1"> <tr> <td data-bbox="874 246 1002 421"> <p>Mon 8th Feb</p> </td> <td data-bbox="1007 246 1461 421"> <p>S3 Broad General Education Specialisation booklet and Senior Phase Course Choice booklet available on school website and on google classrooms</p> </td> </tr> <tr> <td data-bbox="874 427 1002 633"> <p>Tue 16th Feb</p> </td> <td data-bbox="1007 427 1461 633"> <p>S2 Course Choice Information Session via Google Meet (18.00-18.30)            S3 Course Choice Information Session via Google Meet (18.45-19.15)</p> </td> </tr> <tr> <td data-bbox="874 640 1002 846"> <p>Wed 17th Feb</p> </td> <td data-bbox="1007 640 1461 846"> <p>S4 Course Choice Information Session via Google Meet (18.00-18.30)            S5 Course Choice Information Session via Google Meet (18.45-19.15)</p> </td> </tr> <tr> <td data-bbox="874 853 1002 958"> <p>Fri 26th Feb</p> </td> <td data-bbox="1007 853 1461 958"> <p>Deadline for initial submission of course choices for S2-5 pupils</p> </td> </tr> <tr> <td data-bbox="874 965 1002 1070"> <p>1st- 19th March</p> </td> <td data-bbox="1007 965 1461 1070"> <p>Course choice interviews</p> </td> </tr> </table>	<p>Mon 8th Feb</p>	<p>S3 Broad General Education Specialisation booklet and Senior Phase Course Choice booklet available on school website and on google classrooms</p>	<p>Tue 16th Feb</p>	<p>S2 Course Choice Information Session via Google Meet (18.00-18.30)            S3 Course Choice Information Session via Google Meet (18.45-19.15)</p>	<p>Wed 17th Feb</p>	<p>S4 Course Choice Information Session via Google Meet (18.00-18.30)            S5 Course Choice Information Session via Google Meet (18.45-19.15)</p>	<p>Fri 26th Feb</p>	<p>Deadline for initial submission of course choices for S2-5 pupils</p>	<p>1st- 19th March</p>	<p>Course choice interviews</p>
<p>Mon 8th Feb</p>	<p>S3 Broad General Education Specialisation booklet and Senior Phase Course Choice booklet available on school website and on google classrooms</p>										
<p>Tue 16th Feb</p>	<p>S2 Course Choice Information Session via Google Meet (18.00-18.30)            S3 Course Choice Information Session via Google Meet (18.45-19.15)</p>										
<p>Wed 17th Feb</p>	<p>S4 Course Choice Information Session via Google Meet (18.00-18.30)            S5 Course Choice Information Session via Google Meet (18.45-19.15)</p>										
<p>Fri 26th Feb</p>	<p>Deadline for initial submission of course choices for S2-5 pupils</p>										
<p>1st- 19th March</p>	<p>Course choice interviews</p>										
<p><b>10. Parental Communication</b></p>	<p><b>(DM)</b></p>										
<p>Have meet with the pupil Council and House Captains          Trying to use Twitter, Facebook and the website to get communication out to parents so they feel supported and know what is happening and where to access support.          The Communication working group (staff &amp; PC)are looking at issues around Google Guardian which is a regular reports issued to parents showing whether homework has been issued and submitted.          Looking at consistency of use across Google Classroom to help parents and pupils. The teachers are being up skilled in their use of Google classroom with mentors in each department to share skills.          Improving content and access for information on the school website.</p>	<p>800 parents are signed up to Google Guardian          There is a help sheet on the school website to troubleshoot set up issues</p>										
<p><b>11. Staffing</b></p>	<p><b>(DM)</b></p>										
<p>Two new Acting DHTs appointed: M Stewart and D Munro          New extended SLT remits agreed          Three new Acting PTs Appointed:          K Johnson - PE &amp; Sport          O Morrison - Social Subject/RME          G Orr - Maths          E Whitfield (Family Liaison Officer) permanent appointment</p>	<p>Remits have been shared with the PC</p>										
<p><b>12. Health and Wellbeing staff</b></p>											
<p>All staff have a weekly HWB check in with their line manager. There is a daily email update and weekly full staff meeting to keep everyone in the loop as the feedback had been that previously some staff had felt isolated.</p>	<p>Staff HWB group to continue slot of weekly full staff meeting.          Weekly staff HWB check-ins with line managers will continue throughout lockdown.</p>										

Staff HWB group have a slot on the weekly agenda to encourage staff to look after themselves.	
<b>13. Mental health</b>	
New Health and Wellbeing Twitter account to stream information. Pupil Council undertaking First Aid for Mental Health Course	Faculty twitter - @hawellbeing
<b>14. Parents Evenings</b>	
M Stewart is liaising with schools within the Local Authority where Online Parents Evenings have been utilised previously to see if this is something we could use during the current lockdown.	
<b>15. Transition</b>	
Going ahead as normal all Hooked on Hermitage items will now take place on a virtual platform.	Mrs Harvey will be leading on P7 Transition and will be working closely with staff across our associated primaries to ensure a positive experience for our young people.
<b>16.School Improvement Plan (SIP)</b>	
The Pupil Council have been looking at producing a version of the SIP showing it's main objectives and deliverables for the coming year. The plan will be shared with the Parent Council at the next meeting.	The SLT will deliver the objectives where they fit under their remits

**Date of next HAPC meeting: Monday 29th March 2021 7pm**