

**Minutes of Broughton High School Parent Council Meeting
(2nd November 2011)**

Present: Alison Bourne, Carole Melee, Corinne Wilson, David Martin, Graeme Robertson, Harald Tobermann Hugh Duffy, Iain Macdonald, Jill Franklin, Pamela Tosh Richard Bourne and Sharee MacKerron.

Item		Action
1)	Welcome and apologies.	
	Harald Tobermann welcomed everyone to the meeting.	
	Apologies received from Ruth Gray, Tom Christie, & Councillors Stuart McIvor and Tim McKay.	
2)	Minutes of last meeting.	
	PC Meeting (11 th May 2011) – Accepted.	
3)	Matters arising:	
	Action under (previous PC Meeting (11th May 2011) item -	
	2)i. Meeting timing	Action Complete
	From January 2012 the meetings will be organised for a 06.30pm start	
	2)v. Parking in Fettes Avenue and Carrington Road	Action Complete
	It was not possible to influence this after the event	
	3) 'Attendance performance' and suggestions on how to improve it.	Action Complete
	The way forward is outlined in item 5, following.	
	4)ii ..rewards for individuals who help on a voluntary basis etc..	Action Ongoing
	Transferred to BA	DM
	7) and 9)	Actions complete and superseded, respectively
	Action status update (AGM PC Meeting 13/Sep/11) -	
	Item 5, ongoing HD; item 7 complete; item 8 ongoing GR; item 11 complete and item 14 complete.	HD GR
4)	PC themes and priorities paper	
	This was presented (see attached) and discussed. 3 of the 4 targets / 'x's' were agreed on: email distribution – to be increased by 25%; BA fundraising events – to be 3; and 200 club membership increase – to be by 10 members. The outstanding figure of '£X to be disbursed' is to be discussed and agreed at the Management Support meeting.	HD
5)	'Attendance performance' and suggestions on how to improve it.	
	As previously stated there is a clear link between attendance and performance, and pupils are constantly reminded of this at assemblies. A broader approach is somewhat curtailed by manpower constraints. The need for 100% attendance should be spelt out via the BHS PC website.	TC
	Further it was agreed that the Management Group should refine the detail of a proposed initiative to reward those who achieve 100% attendance through entry into a raffle prize draw.	HD
6)	Sub Group reports	
i.	Management Support	
	Hugh Duffy briefed on the issues discussed at their end of September meeting and reiterated the need to get the Comms vacancy filled.	All
ii.	Broughton Association	
	David Martin briefed those present on the issues discussed at the BA meeting at the end of October and made special mention of the effort applied, and the success of the 24 th September Fair.	

7)	Head Teacher's Report	
	The Acting Head Teacher, Sharee MacKerron, presented a very detailed brief to those present and some of the issues were as follows: Roll; (currently 906 and the revised school allocation); Budget (Monthly forecast completed but concern expressed over the 2012/13 financial constraints); Staffing (praise for the way the SMT has coped despite having to cover for increased absence level e.g. a DHT out for 5 weeks to date, and also future concerns over the imminent loss of the very competent bursar); CfE (good progress with consultation led by Pauline Cumming – details will be on the school website); Learning and Teaching (praise for the work done in this area – detailed in the next item (8)); Post Inspection activities (Improving approaches to meeting the needs of learners and improving consistency in learning and teaching); ICT service redesign (a huge improvement in bandwidth is about to happen enabling wireless technology and updates from desktops to laptops); S1 survey (results are currently being collated); S7 Parents evening (Wednesday 16/Nov/11 PC involvement is highly desirable - Action Hugh and Gill); Timetable of Subject headlines (has been created and was discussed (attached)); Home study opportunities (a significant number - outlined in the October 2011 newsletter).	HD JF
8)	Learning and Teaching Groups	
	This work, being undertaken by Pam Tosh, as part of her work towards SQH candidature, merited positive mention in the HM Inspectorate of Education 6/Sep/11 report, under the section headed 'How well does the school improve the quality of its work?'	
9)	Budgets	
	Covered above (mainly in item 7).	
10)	Head Teacher's Post	
	John Wilson, currently at Newbattle, has been appointed. Harald Tobermann requested that a 'Vote of Thanks' be recorded for Sharee's competent stewardship in the interim.	
11)	Parental Involvement	
	Any steps, beyond the agreed earlier meeting time (of 18.30), are to be considered by the Management Group for recommendation.	HD
12)	Parental Engagement Seminar	
	Sharee will attend this event, being held in the WHEC on 9/Nov/11.	
13)	Any Other Competent Business (AOCB)	
	Cathy Ratcliff had contacted Hugh expressing concern at the demise of the Edinburgh Secondary Schools Orchestra (ESSO). It was decided that the views of Tudor Morris should be sought. Sharee took an action to do such.	SM
14)	Date of next meeting – Tuesday 31st January 2012 at 18.30.	