

# Broughton High School Parent Council Management Support Group



## Meeting – Wed 4 May 2011

### Minutes

- Present : Richard Bourne, David Martin, Lesley Johnston, Graeme Robertson, Harald Tobermann
- Apologies : Hugh Duffy, Morag Riley, Alison Bourne, Tom Christie, Virginia Ratcliffe, Sami Hand, Sharon Cetrangolo, Arthur McIvor, Jack McLuckie / Ruby Zajac
- Retirement
  - Lesley confirmed that she is intending to take early retirement at the end of term
- Matters arising (from March meeting)
  - School website ready to go live
    - ACTION** : Lesley to confirm upload date (May envisaged)
  - Extend 200 Club to Granton, Flora Stevenson and Stockbridge – Graeme still to action
    - ACTION** : Graeme to develop materials for re-launch (carried forward)
  - Attendance/Absence Management – encouraging parental support  
Discussed as an Agenda Item (see below)
  - YMI Open Day – was successful but was over-staffed.
- Correspondence
  - Graeme advised there was nothing to report
- Attendance / Absence Management
  - Lesley advised there will be a prize giving for junior school for high attendance
  - Procedures – are children/parents adequately aware?
  - Impact of absence – make people aware (90% attendance tends to lead to achieving one grade lower at Standard grade than 100% attendance)
  - Ideas? Literature/internet ideas for solutions. Set up Working Group?
    - ACTION** : Raise matter at next week's Parent Council meeting
- New Timetable
  - 32-period week will be implemented from 13 June
  - Lesley and team working on finalising the timetabling requirements
- CCWP
  - David advised the CCWP had not met since the meeting at Tynecastle last term. Since then, there has been very little to report since the progress following on from the budget announcements
- Head Teacher's Report
  - There have been a lot of holidays since last meeting so not much to report
  - Senior staff structure to be developed but need to find out about protocols (eg interviews required for jobs?) Lesley working on points and job sizing to make savings and develop a staff structure
  - Head of Art and one Guidance Teacher are leaving
  - Job sizing – Lesley unsure if salary secure for 3 years but this follows the 2-year pay freeze, so no immediate cost saving
  - Facilities charging – Council has introduced different rates for Primary Schools (contrary to previous instruction) so have a range of rates now
  - Role – looking like 911 next year. Increase attributable to specialist musicians, dancers and footballers, plus more pupils staying on into S5 and S6

- Lesley Leaving
  - Should check if any recruitment training for parents may be required.
    - ACTION:** Graeme to canvas PC members re training status
    - ACTION:** Graeme to check Council for scheduled training
- Succession Planning
  - Graeme advised that as he will have no children at Broughton next year, he should stand down from MSG Chair. Happy to remain a Group member if the Group so desires
  - Parent Council Chair – not clear if Arthur is likely to remain in the role
  - Hence, a requirement to seek people who are willing to take over. These are likely to be people who are already active. Whilst there will be a new income of S1 parents, unlikely to wish to be thrown in as Chairs immediately. Single volunteers or a number of people that would require a vote?
  - **ACTION** : Raise matter at next week's Parent Council meeting
- Race Night
  - David highlighted the Race Night is to be held on 3 June but there has not been much progress (no tickets, flyers, support). Focus seems to be on 24 September Fair.
  - Discussion – primary age to be free, secondary pupils - £1, adults - £2. Focus on getting people to attend rather than raffle prizes. Bar with crisps/similar snacks rather than food
  - **ACTION** : Graeme to pass ticket and flyer templates to Lesley to arrange printing
- AOCB
  - Nothing additional raised

### **Future MSG Meetings**

- Tuesday 7 June (7:00pm)