



Meeting of the Craigmount High School Parent Council by Microsoft Teams meeting on Monday 6 September 2021 at 19:00hrs

#### MEETING PACK

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## CRAIGMOUNT HIGH SCHOOL PARENT COUNCIL

Meeting held via Teams on-line

Monday 6<sup>th</sup> September 2021, 7.00pm

<b>Present</b>	Jane Crewe (Chair) (JC) Dale Graham (Treasurer) (DG) Alistair Turnbull (Secretary) (AT) Alison Thomson Gilly Herbert (GH) Ian Batty Jeanette Ross John McLeod Mark Bingham Phil Wild
<b>In Attendance:</b>	<b><u>Craigmount HS Leadership Team</u></b> Colin Meikle, Head Teacher (CM) Karen Coull, Deputy Head Teacher (KC) Ali Clark, Deputy Head Teacher (AC)  Members of the Parent Forum (details retained by secretary)
<b>Apologies Received from</b>	<b><u>Council Members</u></b> Nicola Currie-Mullan <b><u>Councillors</u></b> Mark Brown Claire Bridgman

**1 Welcome and Apologies:**

Jane Crewe welcomed all to the meeting. Apologies received were as noted above.

**2 Approval of Minutes:**

AT noted that minutes from the previous meeting and AGM of the Council had been approved by Council members over WhatsApp. Matters arising were dealt with during the meeting.

**3 Craigmount Update (formerly Head Teacher's report: attached to these minutes):**

CM introduced Craigmount's new Deputy Head, Ali Clark, to the meeting and the Council extended their welcome and best wishes for her new role.

CM then took the Council through his update. Points highlighted in the presentation:

**Staffing:** CM reported the return of Johnny Gaughan to the English faculty following his career break, the permanent appointment of Angus Galloway in the Social Subjects department and the appointment of Terry Gilliland as part time PST for Braid House.

**Return to School:** CM took the Council through the return to school arrangements and priorities, including the home learning arrangements in place (via Teams) for students required to isolate for COVID.

CM reported that the school had had to dispense over 1700 masks due to pupils not bringing their own but that this had been significantly reduced following an appeal to parents via Sway.

CM noted that it was hoped that extra-curricular activities would be able to commence shortly. An announcement was expected before the September break.

**Timetable and Curriculum:** CM noted that as – per current government guidance – exams are expected to go ahead next June - focus and priority had been given to the senior S4-6 year groups in timetabling longer periods

**SLT remits:** CM presented an overview of the revised Senior Leadership Team remits following Ali Clark's appointment, details of which will be found on the school's new website, which is scheduled to go online later in the month.

**Pupil Support Structure:** CM drew the Council's attention to the phased move over 2 years within the SLT to Heads of Year vs the current Heads of House structure that was communicated to parents prior to the end of the last session

**Attainment:** CM gave a high level overview of the key trends on attainment from the recent SQA results. Since these had only recently been received, he proposed that these be considered in more depth in a future PC meeting [**Action Point 1**]

**Other Matters:** CM noted that Ali Clark would provide more detail in her presentation on the proposed roll out of iPads planned for all pupils this session. He also noted that the School Improvement Plan was being finalised with staff and pupil stakeholders and that he would present this to the Council at the next meeting [**Action Point 2**]

#### **4 Senior Leaders' Updates:** Presentations attached to these minutes

##### **Attendance Matters (led by Karen Coull, DHT)**

KC led the meeting through a presentation on the school's initiative around attendance monitoring and support, which was part of a broader City of Edinburgh Council (CEC) initiative.

KC highlighted the potential impact that small attendance drops can have on performance. CHS's pre COVID average was 93%, which equates to 13 days lost learning. Given that each 5% drop equates to a further 10 days lost learning, it was critical to keep an eye on attendance to avoid the impacts to learning, social relationships that absence can bring. KC noted that COVID inevitably was having some impact on attendance figures and that this would be taken into account in tracking and monitoring attendance.

KC then took the Council through the attendance process (managed through the SEEMIS system in operation across CEC schools). Absences are captured by way of a register check at the beginning of periods 1-7 and would be checked against any notified absences. Unaccounted absences would lead to a notification (via text) to being sent to carers to establish where pupils were (for safeguarding purposes as well as making them aware of absence). For this reason KC highlighted the importance of parent notification of absences prior to 0825 each morning of absence to ensure that the register was up to date.

KC also explained that if absence patterns were noticed, PSLs will engage with pupils and parent/carers to understand reasons and work together (ie with parents/carers, staff and other support resources) to seek to remove any blocks or barriers to attendance.

KC also drew the Council's attention to the various sources of support available for parents/carers (see the last slide in her deck).

##### **Empowered Learning (led by Ali Clark, DHT)**

AC prefaced her presentation by mentioning that COVID had provided a catalyst to the digital evolution already present in schools pre COVID. The reliance on the school's digital estate during COVID had also presented a valuable learning opportunity for parents staff and carers. AC also pointed out the importance of developing digital skills as a skill for the workplace generally as well as the importance of the tech sector within the jobs market (currently 3<sup>rd</sup> largest employer).

AC reported the Scottish government's programme of rolling out devices on a 1:1 basis to all secondary students, together with a complimentary refresh of staff devices. AC noted that, with respect to CEC schools, iPads would be rolled out to schools and pupils from September onwards, with Craigmount due to receive its roll out later in the session. AC pointed out that this later roll out had its advantages inasmuch as it would allow Craigmount to fully prepare for the roll out to make sure that pupils and staff will hit the ground running on roll out. AC mentioned by way of examples of this that a Wifi mapping exercise was underway within the school with a view to ensuring that coverage would be available across the school on roll out and that an upgrade programme was underway on existing hardware to maximise performance with the programs to be used on the new devices.

AC noted that the digital roll out needed to be accompanied by communication, training and cooperation of staff, pupils and carers in order to maximise its impact. To this end, AC was setting up a working group on Empowered Learning and would be inviting interested parents/carers to join (initially via direct email to her at [alison.clark@craigmount.edin.sch.uk](mailto:alison.clark@craigmount.edin.sch.uk)). AC noted that the School would be looking to achieve the Digital Schools Award in its rollout programme, which requires successful applicants to achieve a successful "whole school" approach to the use of digital technology.

*Questions from the meeting:*

Q: Will CEC be learning the lessons from recent roll outs by other authorities (eg Glasgow/Borders)

A: Yes – representatives of other councils who have completed roll out are part of the CEC working group, so this should be achieved. In addition, at the school level, we will be in touch with others (eg in Midlothian) who have also recently rolled out their digital estate.

Q: How did school see digital roll out with respect to revision – would this see a shift from classroom-based/teacher-led revision to online/remote? Had any consideration been given to impact on eyes of increased usage of screens?

A: With respect to revision, the roll out of devices should not be misunderstood as a wholesale shift to digital. It is intended as an enhancement to learning and would be one tool among others, which would remain part of the mix. With respect to usage, this would be one of the areas that would be worked through in the working group and in training and communication to pupils and parents/carers.

Q: Are there any criteria for who gets devices/in which order?

A: Every pupil will get a device (so there are no criteria as such). The roll out would happen in a very short period (around a week) so there should not be any noticeable delay between year groups, although senior year groups are likely to receive their devices first. The pupil parliament will be involved in the roll out.

Q: How will loss and damage to devices be addressed? What would happen in the case of deliberate vs accidental damage/misuse?

A: A fair use policy will be in place on all devices, but there will be insurance and repair services provided centrally through arrangements made by CEC on loss/damage to devices. With respect to pupil's taking care of devices, this would be a topic covered with pupils in the roll out but ultimately this will be a matter of trust. CM mentioning (from his experience of similar roll out in previous role) that the number of cases of deliberate misuse were very small (but would in such cases, be dealt with appropriately).

Q: How will school prevent against risk of distraction? Can games etc be downloaded to device for example?

A: This will be dealt with through a combination of trust (which from experience has worked) some sensible controls on the device (preventing games downloads) and software (eg Apple Classroom, which gives teachers appropriate control over devices/usage within the classroom/subject).

***Positive Relationships (led by Ali Clark)***

AC then went on to discuss the school's positive relationships initiative, which looked to revisit and establish clear and consistent expectations around positive behaviours within the school. This would be an initiative that would involve staff, parents and pupils

AC mentioned that this would be supported through an investment in Class Charts, a CEC approved app that provides parent/interface with the school in which information regarding learning and progress within the classroom could be shared with parent/carers.

CM noted that the school was also reviewing Parent App (used in other authorities across Scotland) which achieved broadly similar/better functionality – overall the idea here was to improve the information flow to parents. The timing of roll out was yet to be decided and would need to be considered alongside the device roll out to avoid too much overload.

AC concluded by inviting parents interested in participating in the working group to be led by her on this topic to contact her directly (see contact details above).

The Council thanked Karen and Ali for their presentations.

## 5 Points raised by Council Members/Parent Forum

**Resumption of Work Experience:** CM noted that with the easing of restrictions the school would be looking to resume work experience but given that this would need to work with the continuing guidelines around pupils and workplace, would need to be prioritised. CM mentioned that as part of the review of curriculum (led by Tracey Urquhart) thought was being given to integrating work experience around the senior years' timetabling.

The meeting noted the importance of this both to those looking to enter the workplace as well as those possibly making university choices as well as the willingness of some employers to do some level of WE virtually. CM suggested that any parents interested in offering up work placements make contact with Tracey (via the admin account) so that she can follow this up.

**Home Learning:** The Council noted that there was perhaps a lack of clarity around the process where pupils were isolating (ie who to contact to get access to home learning materials) and some inconsistency in the provision of home learning materials between faculties. CM acknowledged this and reported that there had been a staff meeting on this topic late last week and that communication would follow on Sway later this week to hopefully make the process clearer: while there was some obvious difference between faculties in terms of content with respect to what can be done at home, each class should be set up within Teams to enable those isolating and able to work to access home learning. **[Action Point 3]**

**Young Scot:** CM clarified that the school would be processing Young Scot applications for S1 and S2 pupils using the class photos taken on return to school. For those who missed the photos through absence/COVID isolation, arrangements would be made to make sure that these were taken and that that they would be included within the Young Scot registration. CM did note that given the volume of applications being processed (essentially 2 year groups vs the usual one), there would be some short delay in completing this, but that this would be completed. CM would make a communication on this via his Sway on Friday **[Action Point 4]**.

## 6 Treasurer's Report:

DG reported that the balance of the Council's funds (excluding the 200 Club) stood at £3,644.93, including petty cash of £57.27. It's anticipated that the Council will shortly be in receipt of the annual CEC grant of circa £1k.

## 7 Fundraising:

GH reported that we have secured a £500 donation from the Craigmount Community Wing Foundation (who are winding up their organisation). The Council recorded their thanks.

GH also noted that Sunrise Dental had indicated they were prepared to sponsor the football and netball teams strips and that she needed contact names to take this forward **[Action Point 5]**.

GH finally mentioned that she was waiting to hear from possible funders for the Drop Down Curtain and Rail on the stage in the main hall and would update when she had any news [Action Point 6].

AT mentioned that the fundraising team would be meeting up with Colin and the Extended Leadership Team with a view to getting new ideas for the wish list.

## **8 Other business:**

Q: What are the plans around after schools clubs and intra schools matches/competitions

A: CM mentioned that some have started but that a full list would be made available by the end of September (and meantime within communication within the school to pupils to make them aware)

Q: What plans are in place for incoming S1s/those who have missed out on Benmore and WOW?

A: CM recognised the positive experiences these experiences bring to students and his desire to make these available to as many as possible. He mentioned that early conversations have started around WOW for next year (it was too early to be planning anything else at the moment given guidelines as well as insurance concerns). He mentioned that these activities may not be able to be residential but day trips were being considered as a possibly alternative. It would be easier to be clearer after a little time had passed under the current guidelines.

Q: When was it intended that the Student Council would be meeting with teachers?

A: AC reported that a Pupil's Parliament Teams page was in operation and that an invite would be going out to tutor groups for a meeting scheduled for this coming Friday.

## **9 Date of next meeting:**

The next meeting will be held on-line via Teams on Monday 11 October at 7.00pm.

**MATTERS ARISING REGISTER – 06/09/21**

<b>Meeting Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Status</b>
07/09/21 (AP1)	Presentation of Attainment Results – to be scheduled for future PC meeting	JC/CM	
07/09/21 (AP2)	Presentation on School Improvement Plan at future PC meeting	JC/CM	
07/09/21 (AP3)	Sway Communication re accessing Home Learning materials	CM	
07/09/21 (AP4)	Sway Communication re Young Scot registration	CM	
07/09/21 (AP5)	Update on Curtain funding (when responses heard)	GH	
07/09/21	Contact for football/netball strips/Sunrise Sponsorship	CM/GH	



## **Craigmount Update**

### **Monday 6 September 2021**

#### **Staffing**

- As a result of the rising school roll and review of Craigmount Senior Leadership Team structure, Ali Clark has been appointed into a new role as Depute Headteacher.
- Johnny Gaughan has returned from a career break into the English faculty.
- Angus Galloway has been appointed into a permanent role in Social Subjects teaching History and Modern Studies.
- Four teachers have started/are continuing on temporary contracts as follows:
  - Kirsten Brown in the Art & Business faculty as an Art & Design teacher.
  - Grace Harwell in the Mathematics faculty as a Maths teacher.
  - Marie Gianfrancesco in the Modern Languages faculty as a French teacher.
  - Nathan Moore in the Science faculty as a Biology teacher.
- Callum Watson has been appointed to the Curriculum Leader Art & CDT role part-time (0.35 FTE) and will work between Craigmount High School and Forrester High School.
- Nine probationer teachers have started in the following subjects: CDT, Business, Religious and Moral Education, Modern Languages, Music, Physical Education, Biology, Biology/Chemistry and History/Modern Studies.
- Terry Gilliland has been appointed as a part-time temporary Pupil Support Teacher (0.35 FTE) working in Braid House.

#### **Return to School post Summer**

- Craigmount continues to follow current Government Guidance (will be reviewed after 6 weeks) and health and safety mitigations set out by the Government.
- Focus on the following areas:
  - Pupil (and staff) wellbeing with the return to school;
  - Curriculum content including SQA course information;
  - Understanding current strengths and area for improvement;
  - Learning and teaching practice – longer periods of time in subjects and digital learning;
  - Wider curricular experiences;
  - Working with partners as part of the curriculum;
  - Return to post-COVID uniform and timings;
  - Identified school improvement priorities.
- Staff have reported that pupils have made a good start to the term.
- Higher prevalence of COVID-19 in Scotland. We are following current Government Guidelines and working with Test and Protect where appropriate. Work is available on Teams for any pupils who have to self-isolate due to COVID.
- Following guidance, we are currently planning for the re-introduction of extra-curricular activities and our extra-curricular programme will be shared prior to the September weekend.
- Dates for reporting and parents' consultations have already been shared in the sway but a full calendar is currently being collated.





## Timetable and Curriculum

- The new timetable started on Monday 14 June.
- Integrated one-week timetable which encompasses relevant curricular areas and plans for longer periods of time in all year groups, but especially in the senior phase (S4 – S6).
- Pupils had to opportunity to make any changes to their subjects in light of their results in the first week of term.

## Senior Leadership Team Remits

- As a result of the change in the Senior Leadership Team, there has been a change to the SLT remits. They are shared on our website.
- The key priorities for the SLT are:
  - School Leadership and Improvement – Colin Meikle (Headteacher)
  - Curriculum & Pathways – Tracy Urquhart (Depute Headteacher)
  - Improvements in Performance – Scott Pye (Depute Headteacher)
  - Learning & Teaching – Ali Clark (Depute Headteacher)
  - Pupil Support – Karen Coull (Depute Headteacher)
  - School Resources – Carol Bryce (Business Manager)

## Pupil Support Structure

- Information shared about the Pupil Support structure prior to the summer holiday.
- We are transitioning from a House structure to a Year Group structure over a two-year phased model.
- Year 1 – Depute Headteachers as Head of Year as follows:
  - S1– Scott Pye
  - S2 – Ali Clark
  - S3 – Tracy Urquhart
  - S4– Scott Pye
  - S5 – Ali Clark
  - S6 – Tracy Urquhart
  - Identified Pupils across all year groups – Karen Coull

## Attainment

- Information shared about school attainment for 2021 SQA results.

## Miscellaneous

- New school website under construction and hoping to launch at the September weekend.
- One-to-one iPad roll out for all pupils will take place this session.
- School Improvement Plan is currently being finalised following staff and pupil consultation.



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**ATTENDANCE MATTERS**

*every student, every day*

Our whole school community needs to work together to ensure students at Craigmount attend to ensure they access maximum teaching and learning.

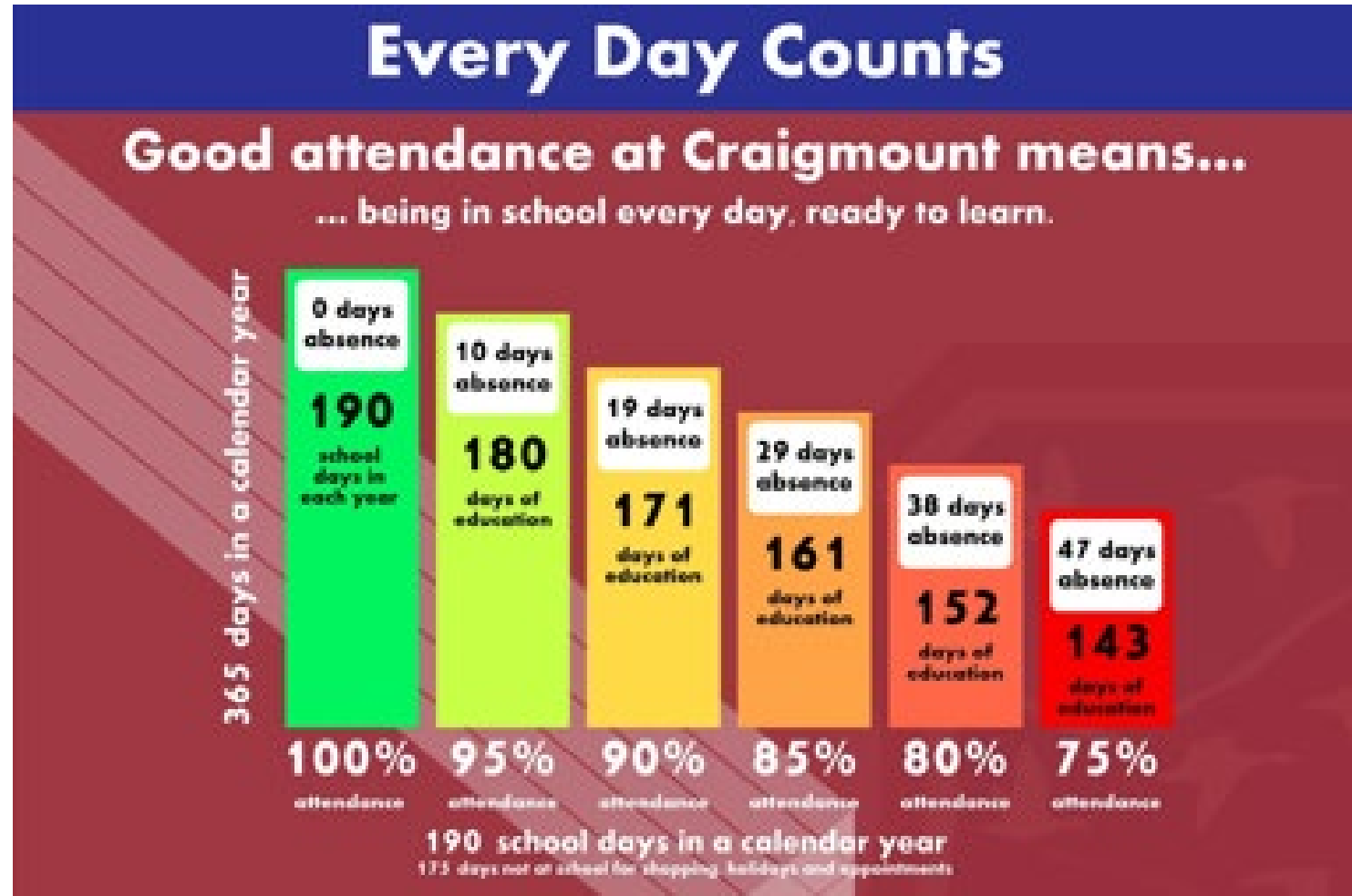


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Craigmount  
Attendance  
average  
attendance is  
93%





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# Promoting Attendance and Managing Absence School Procedure



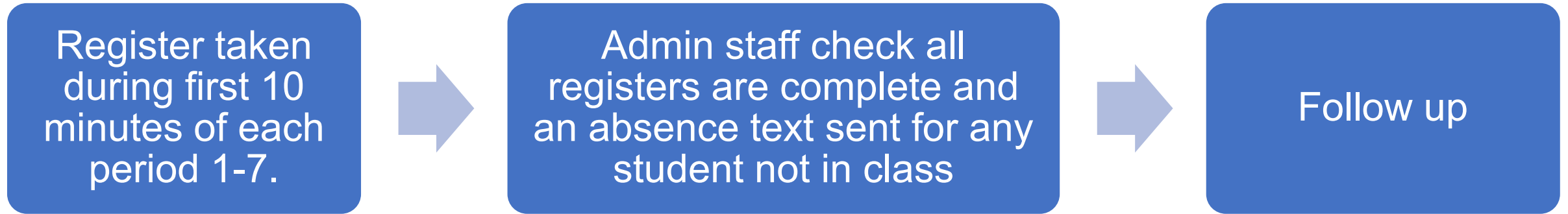
**SEEMiS**Group LLP





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## Process at Craigmount

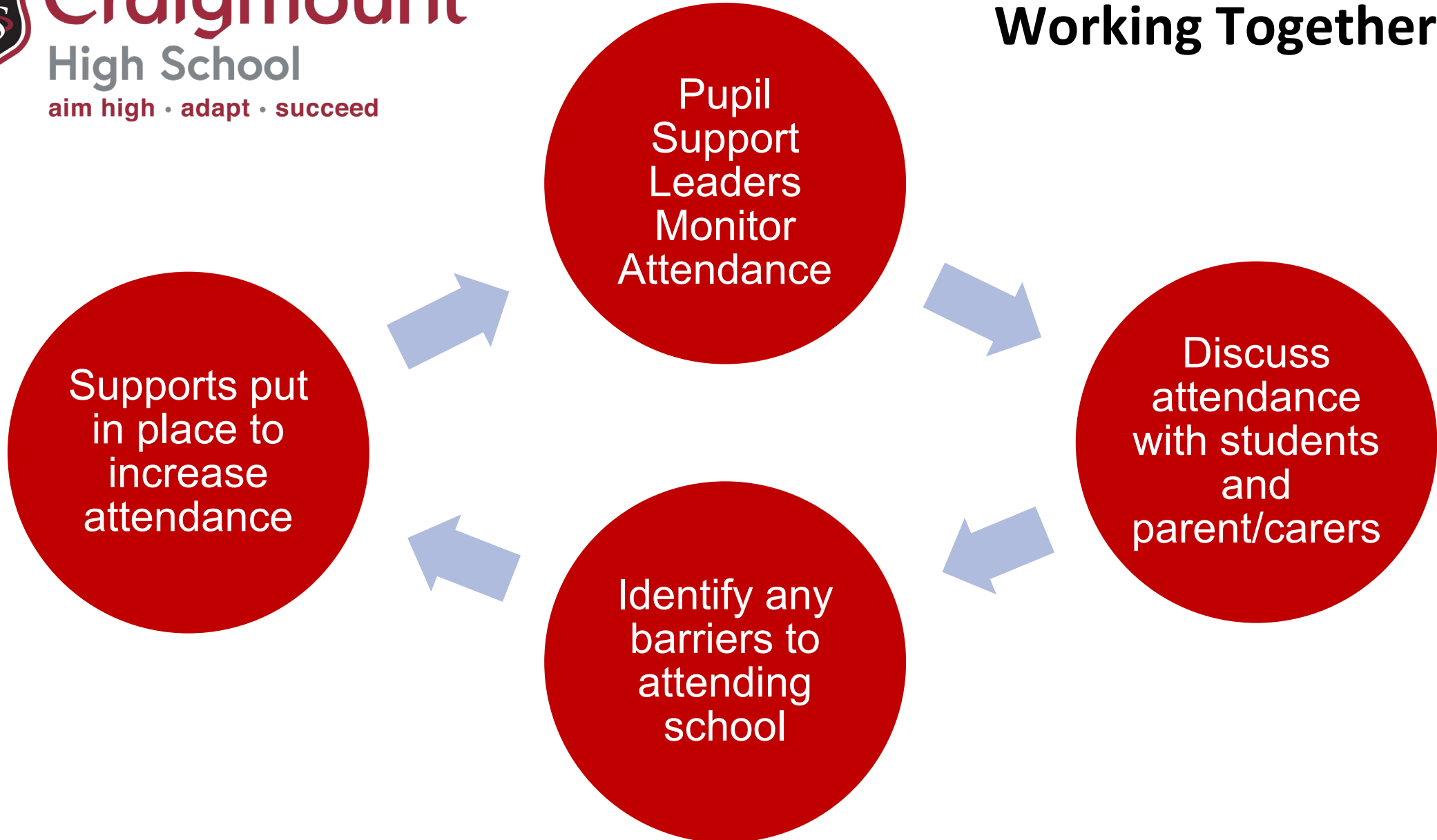


All absences should be notified prior to 8.25 each morning to allow the register to be accurate as possible



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## Working Together





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# Wellbeing





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## Further Information & Supports



[School attendance: a guide for parents - gov.scot \(www.gov.scot\)](http://www.gov.scot)

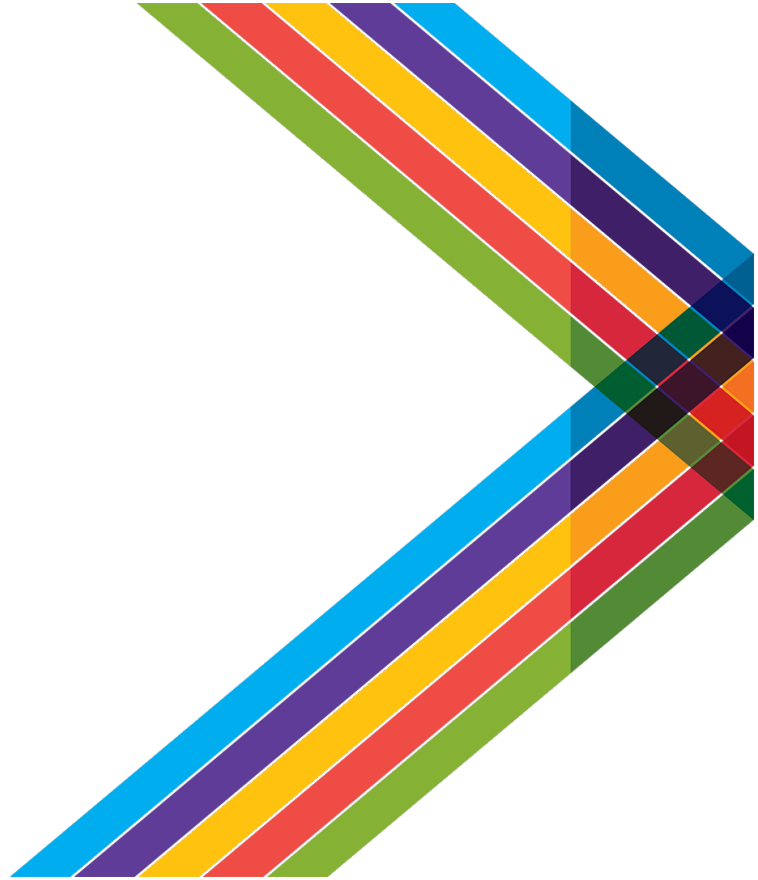


[Scotland's National Children's Charity | Children 1st](http://www.children1st.org.uk)



[Parentzone Scotland | Parent Zone \(education.gov.scot\)](http://education.gov.scot)





# Questions...



**Craigmount**

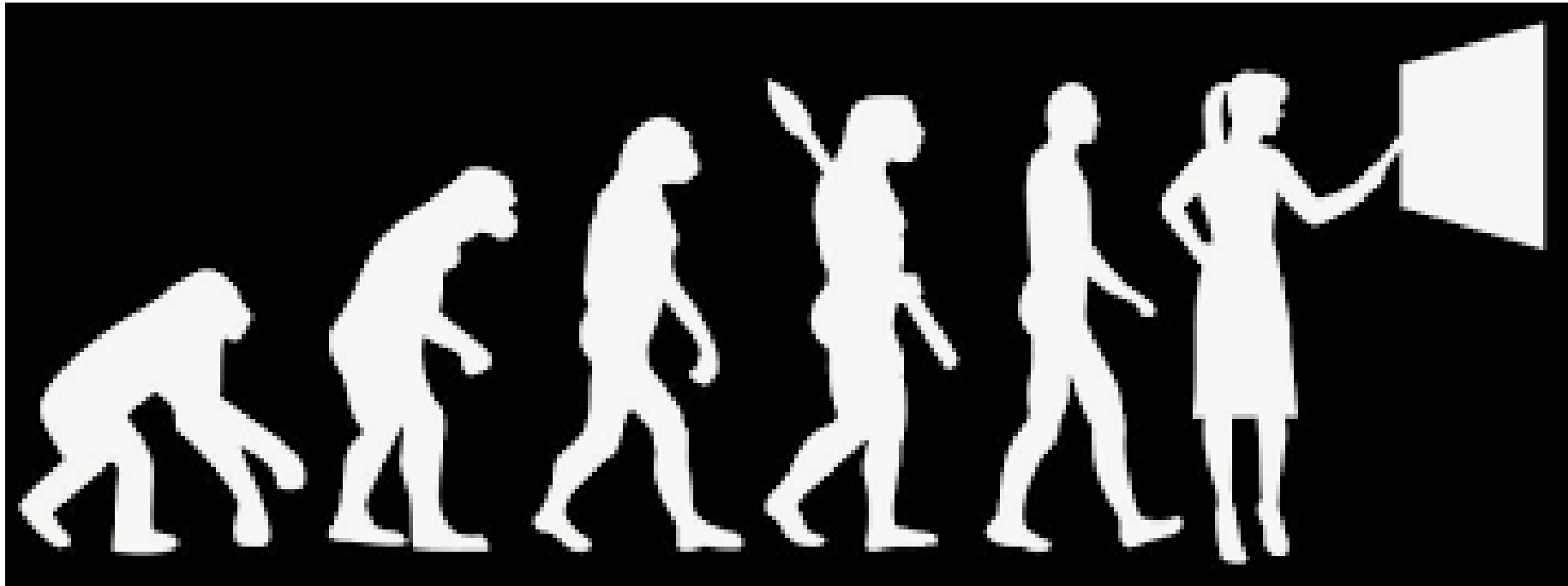
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# Empowered Learning Parent Council Update

Monday 6th September 2021

# Our Digital Evolution



 awareness  drive  aspiration  purpose  trust

# The Digital Future



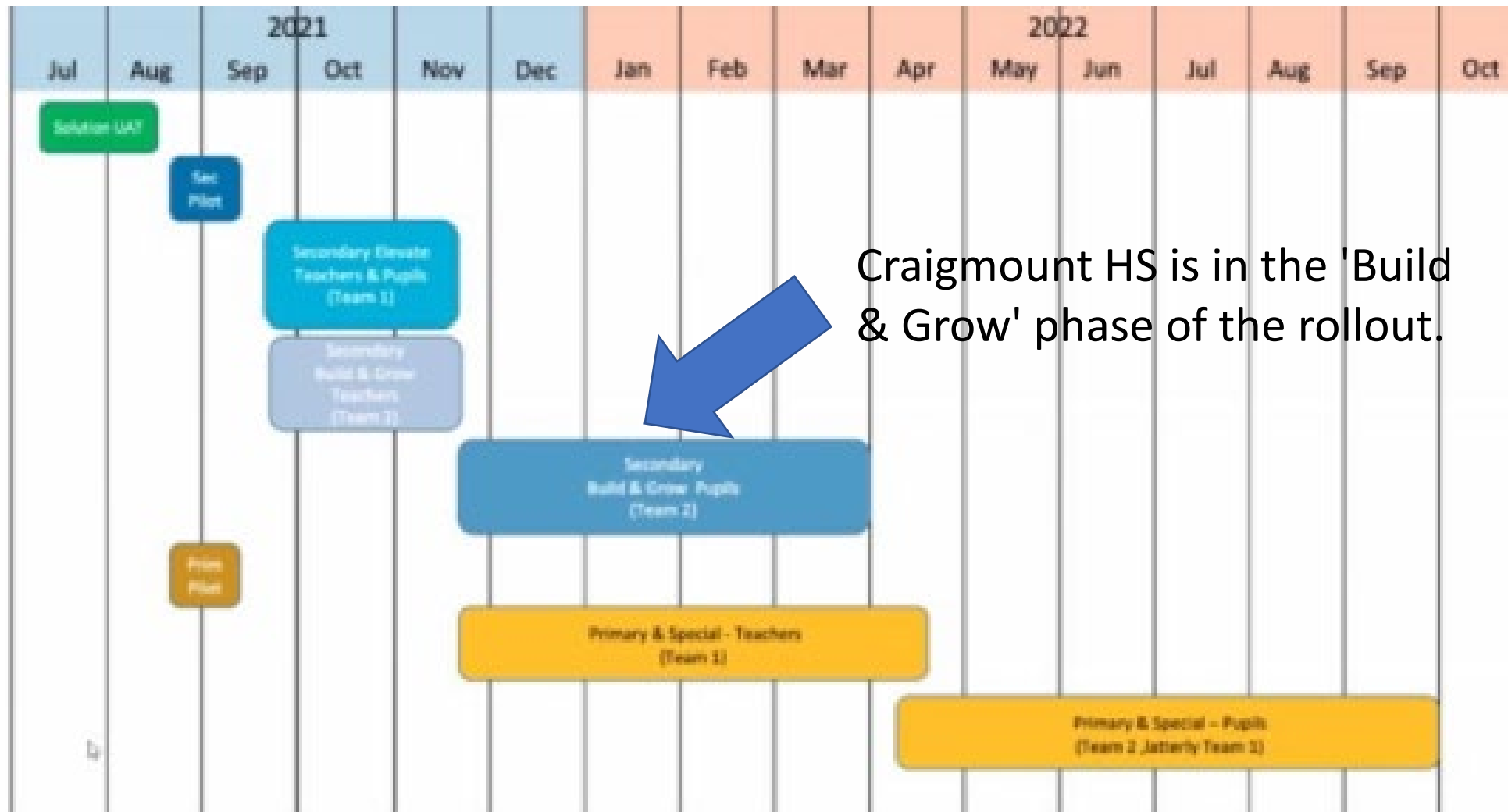
 awareness  drive  aspiration  purpose  trust

The Empowered Learning programme will give every school pupil from P6 to S6 in Edinburgh their own digital device.

This device is an Ipad with keyboard.



The 1 to 1 rollout begins in September. By the end of the session 2022, all Secondary students will be issued a device and all staff will have a refreshed device.



Craigmount HS is in the 'Build & Grow' phase of the rollout.

# Key Actions for 2021-22

- Development of Digital Infrastructure.
- Staff Professional Learning and Upskilling.
- Developing Student Digital Skills.
- Supporting Parents & Carers with digital skills.
- Innovative, integrated approaches to using digital technology to support ongoing learning and teaching in school and at home.
- Achieve Digital Schools Award.

We'd like to invite interested parents/ carers to work with us as part of our **Empowered Learning** working group.

If you are interested, please get in touch with [alison.clark@craigmount.edin.sch.uk](mailto:alison.clark@craigmount.edin.sch.uk).



For more information, please have a look at the ***Empowered Learning*** website [here](#).



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# Positive Relationships Parent Council Update

Monday 6th September 2021

# Key Actions for 2021-22

- Revisit clear and consistent expectations for promoting positive behaviour and relationships to support learning.
- Investment in Class Charts as a system to support this.
- Focus on praise and positive communications.
- More regular communication with home through Class Charts app.

We'd like to invite interested parents/ carers to work with us as part of our **Positive Relationships** working group.

If you are interested, please get in touch with [alison.clark@craigmount.edin.sch.uk](mailto:alison.clark@craigmount.edin.sch.uk).



## Treasurers Report August 2021

Treasurers summary & highlights:

- Overview of current funds balance
- A confirmation that YE 2021 accounts have been prepared and are yet to be independently verified
- Final cash count shall be performed at year end 30 April

Current balances	£
Treasurers Account	3,587.66
200 Club	tbc
Petty Cash	57.27
<b>Total</b>	<b>3,644.93</b>

Grant Application	Date	Purpose	Amount	Outcome
				tbc
				tbc
				tbc
<b>Total</b>			<b>£tbc</b>	

Committed spend	Amount	Date
CHS Wish List	tbc	tbc
200 Club Spend	tbc	tbc
<b>Total</b>	<b>£tbc</b>	

*Dale Graham*  
Treasurer  
6<sup>th</sup> September 2021

**Craigmount High School Parent Council**  
**Income and Expenditure Summary to 30th April 2022**

	Current Year to 30th April 2022				Current Year to 30th April 2021			
	Bank of Scotland	200 Club	Cash	Total	Bank of Scotland	200 Club	Cash	Total
<b>Opening Bank / Cash Balance</b>	<b>£3,543.02</b>	<b>£212.06</b>	<b>£57.27</b>	<b>£3,812.35</b>	<b>£1,322.91</b>	<b>£542.86</b>	<b>£737.27</b>	<b>£2,603.04</b>
<b>Income</b>								
Quiz Sales				£0.00			£0.00	£0.00
M&S Bag pack for LGBT Gold Award				£0.00			£0.00	£0.00
Edinburgh Council				£0.00	£1,121.62			£1,121.62
Corstorphine Fare				£0.00				£0.00
Grant income				£0.00	£2,068.00			£2,068.00
200 Club Member Contribution				£0.00		£1,182.00		£1,182.00
Bank Interest/Refund Charges				£0.00				£0.00
Easy Fundraising	£44.64			£44.64	£68.49			£68.49
<b>Total Income</b>	<b>£44.64</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£44.64</b>	<b>£3,258.11</b>	<b>£1,182.00</b>	<b>£0.00</b>	<b>£4,440.11</b>
<b>Expenditure</b>								
200 Club/Quiz Prizes				£0.00		£512.80	£0.00	£512.80
Parent Council Banner				£0.00				£0.00
Clerks Fee				£0.00				£0.00
Corstorphine Fair Registration				£0.00				£0.00
Support for School Projects								
Wellbeing Fund / Activities				£0.00	£520.00		£680.00	£1,200.00
This is Language				£0.00		£1,000.00		£1,000.00
Laptops - People Know How				£0.00	£50.00			£50.00
ICT				£0.00				£0.00
Calculators				£0.00	£468.00			£468.00
Python Books				£0.00				£0.00
Library Update - Non Fiction				£0.00				£0.00
LGBT Gold Award				£0.00				£0.00
Library and Brainstick				£0.00				£0.00
Equity Funds				£0.00				£0.00
Performing Arts/Dance Club				£0.00				£0.00
Debating Competition				£0.00				£0.00
S3 Zoo Business Trip				£0.00				£0.00
Beanbag				£0.00				£0.00
CDT				£0.00				£0.00
Seasons for Growth Materials				£0.00				£0.00
P7 Cluster Schools Maths Event				£0.00				£0.00
FCT				£0.00				£0.00
Raspey Pi USB Ports				£0.00				£0.00
<b>Total Expenditure</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,038.00</b>	<b>£1,512.80</b>	<b>£680.00</b>	<b>£3,230.80</b>
<b>Surplus / (Deficit)</b>	<b>£44.64</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£44.64</b>	<b>£2,220.11</b>	<b>-£330.80</b>	<b>-£680.00</b>	<b>£1,209.31</b>
<b>Closing Bank /Cash Balance 30/04/22</b>	<b>£3,587.66</b>	<b>£212.06</b>	<b>£57.27</b>	<b>£3,856.99</b>	<b>£3,543.02</b>	<b>£212.06</b>	<b>£57.27</b>	<b>£3,812.35</b>
<b>Committed Funds - Outstanding Cheques</b>								
CHQ1								
CHQ2								
CHQ3				£0.00				£0.00
<b>Available Funds for future projects</b>	<b>£3,587.66</b>	<b>£212.06</b>	<b>£57.27</b>	<b>£3,856.99</b>	<b>£3,543.02</b>	<b>£212.06</b>	<b>£57.27</b>	<b>£3,812.35</b>