



Meeting of the Craigmount High School Parent Council by Microsoft Teams meeting on Monday 7
March 2022 at 19:00hrs

MEETING PACK

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CRAIGMOUNT HIGH SCHOOL PARENT COUNCIL

Meeting held online via Teams

Monday 7 March 2022, 7.00pm

Present	Jane Crewe (Chair) Alistair Turnbull (Secretary) (AT) Dale Graham (Treasurer) Alison Humphreys Claire Labelle Gilly Herbert Jeanette Ross John McLeod Lucy Hunter
In Attendance:	<u>Craigmount HS Leadership Team/Staff</u> Colin Meikle, Head Teacher (CM) Karen Coull, Deputy Head Teacher (KC) Laura Savage (LS) S6 House Ambassadors Urvi Goyal Keira Mather Members of the Parent Forum (details of attendees retained by secretary)
Apologies Received from	Ian Batty Nicola Currie-Mullan Mark Brown Sheila Sutherland-Clark

1 Welcome and Apologies:

JC opened the meeting. JC welcomed the Council's two new members, Claire Labelle and Lucy Hunter, to the meeting.

Apologies were as noted above.

2 Approval of Minutes and Matters Arising:

The minutes of the meeting of the Council on 17 January 2022 were approved.

The matters arising register attached to these minutes (and its updates) were reviewed. See revised matters arising showing updates [and additional **APs 1 & 2** from this meeting].

3 Craigmount Update (presentation attached to these minutes)

COVID guidance: CM updated the meeting on the latest COVID mitigations in effect in the school, noting that further change was expected in the First Minister's update later this month.

Keira Mather and Urvi Goyal, two of CHS's S6 ambassadors joined the meeting to present the Key Events since the last meeting, including an update on the school's first diversity festival, the activities undertaken during LGBTQ Month and the national successes of pupils within the Future Asset initiative, the Oxford Computing Challenge, the Mother Tongue Other Tongue competitions as well as the continuing strong

performance of the school's netball and football teams. The Council thanked Keira and Urvi for their update and offered its congratulations to all students whose successes had been mentioned in their report.

CM added that, having successfully launched the new Senior Years pathways on the school website this year, which was generally seen as informative and beneficial to students and parents alike, the school was consulting as to how this could continue to be improved in the future.

CM also mentioned that guidance from SQA was expected this week with respect to revision support that was to be provided with respect to the upcoming examination diet. Many of these materials would be made available online for home learning either via the SQA website or via the school website and/or classroom Teams. CM would update pupils and parents following the SQA announcement.

4 Senior Leaders' Updates: (presentations attached to these minutes).

(a) Inclusion and Support Update (see attached presentation led by KC and LS)

CHS Transition to Enhanced Support Base for Inclusion and Support

KC noted that CHS was one of 4 secondary resource provisions (SRPs) for inclusion and support within the City of Edinburgh Council. This resource supported pupils with Additional Support Needs (ASN) in all year groups. One of the disadvantages of the current support was the difficulty of pupils attending the SRP from out of catchment to forge friendships.

CEC were looking to increase provision of this resource in all schools. It was proposed that the current SRP would be phased out gradually and replaced with an enhanced support base (ESB) from the beginning of next session. The support for the current S1-5 pupils would remain in place from next session.

The ESB would provide support for 10 pupils allocated by CEC. These pupils will be in the ESB for the majority of their learning, but that this would be bespoke so as to permit those pupils to participate in mainstream learning.

Wellbeing Hub (WBH)

KC mentioned that CEC was looking to roll these out in all secondary schools. These would be staffed by a Curriculum Leader (CL) together with a Pupil Support Assistant. LS has been appointed to the position of CL for CHS's Hub.

LS mentioned that the WBH would be fundamental to learning and enjoyment of school life. While CEC would provide guidance as regards the broad aims of the WBH, CHS retained wide discretion to fit these to the particular needs of the school.

LS explained that the WBH would provide support for S1-3 interventions around mental health and wellbeing for those pupils identified by PSOs as needing this (and there would be coordination with feeder primaries for transitioning P7s). It would provide a nurturing space with home-type settings to allow pupils having difficult episodes in a day to reset. It would also provide mindfulness and coping strategies to pupils to assist pupils using the facilities to transition back to mainstream learning. LS emphasising that the aim of the WBH was not as an adjunct to school life but an integrated support facility for those who need it that was part of school life.

KC referred the meeting to the Next Steps set out in the slide presentation.

Questions from the Meeting

Q: Where would the space be found given the current space constraints within the school? And would additional funding be required?

A: Funding was already provided in the staff budget. CEC would provide set up funding for the WBH. Space has been identified within the school campus, and the proposal would not see any adverse impact to current school space, although this proposal has not been finalised and will be announced when it is.

Q: Is this support just for S1-S3 or is it available to older years? What was the relationship between this and the school's current TLC initiatives?

A: The WBH was intended primarily for S1-3. Other options were in place for senior years (including the Living in the City initiative, work experience and college opportunities). CM mentioned that TLC was something CHS did on its own initiative – parts of this would be delivered through the WBH but the TLC will remain.

Q: How would this be integrated into school life?

A: CM explained that this would not be a drop-in centre but would be actioned by the Pupil Support Faculty to reinforce positive behaviours and support for those who were identified as needing it.

(b) Equalities Update

KC set the update in context: ie the reports that followed in the wake of BLM in 2020 assessing how well CEC schools addressed equalities. KC also noted that this was part of CHS's improvement plan with 23 members of staff within the school improvement group. Dave Sansom was leading this within CHS – KC forwarded his apologies for not being able to attend this update to the PC.

KC then took the meeting through the initiatives set out in slides 5-7 of her presentation together with some additional information on findings. She asked if any members of the PC (or Parent Forum) were willing to work with the pupil action group that had been set up to lead translation of initiatives into action and the culture, not least in reinforcing the "speak up" culture within the school. [AP3].

Questions from the Meeting

Q: There was some concern expressed by PC as to some of the findings presented to the Council – eg that 10-20% of pupils had experienced sexism/racism. The findings re religious and homophobic discrimination also were of concern.

A: CM reporting that these were being treated seriously by leadership and staff – ie that there was no hiding or avoiding from these and that he would not be happy until these had been addressed. While not in any way detracting from this point, CM did make the point that some of these findings are a reflection of wider societal views being carried into school life.

Q: The pupils support group is tasked with dealing with some fairly difficult issues on sensitive topics – what support will be given to this group to deal with this

A: CM mentioning that the PS team would be working alongside the PSG to give them the support that they would need. It was in his mind crucial that the PSG have the position they have within the initiative: this was in his mind the best way to ensure their voice was at the centre of changing culture and awareness, encouraging the speak out culture as well as the peer to peer embedding of positive attitudes and behaviours.

Q: Is there an update on the LGBTQ gold award/accreditation? Would CHS be the first CEC school to reach this level?

A: CM reported that there were two more parts to complete in this accreditation and it was expected that these would be completed by the end of this session. CM would check vis a vis whether CHS would be the first.

JC thanked KC, CM, DS and the wider team for the initiative taken in this area. This was a very difficult area and the PC was appreciative of the honesty and approach taken to face into these issues.

CM noted that this was very much a journey, key to which was continuing to foster, promote and encourage a speak up policy. With this in mind, he highlighted the importance of the PSG and the support the school would give to this group to ensure continuing progress.

(c) Week of Wellbeing

CM reported with respect to the WOW, a combination of factors, including ongoing COVID mitigations (which had already delayed and curtailed WOW activity and planning) and the availability of staff that it was planned that each of the S1-S3 year groups would have one day per year group of wellbeing activities instead of the usual Week of Wellbeing, to take place during the exam study period. Details were being finalised so that an announcement on activities could be made in the next fortnight to allow parents time to pay any contributions needed.

Questions from the meeting

Q: Will PC funding be needed for any of the Day of Wellbeing activities?

A: It was expected that any funding requirements can be met from the Pupil Equity Fund. If additional support were required, the PC will be approached.

(d) S6 Update

One member of the Council reported that, with the changes to the timetable in S6, particularly with respect to additional leadership periods (1-2 periods), there was some confusion that could benefit with some follow up.

CM reported that all S6s should have gone through coursing discussions to hopefully clarify timetabling options (and if not, pupils/parents should get in touch). As had previously been explained in curriculum updates, the expansion of pathways and options was new but in response to university and employer feedback (as well as observed results on pupil destinations) that CHS's focus had been on academics more than the wider range of experiences that the school (and the wider education provision: eg colleges, work experience) could offer.

With respect to the leadership periods, CM reported that S6 students will have no more than two periods of these as part of their S6 curriculum. Those electing to take more than two periods would have less curriculum study time, but this was left to individual choice. With respect to the content of these periods, there was lots of choices and activities - CM reported that Ali Clark had led pupil consultation on this. These should be on the school website – he would check and make these available if not.

5 PC Members Points

(a) Health and Wellbeing Census

CM reported that the census would be conducted year group by year group over the next 5 weeks.

With respect to the concern expressed that the pupil identifier (the pupil's SCN number) might undermine the anonymity of the census, CM had received assurance from CEC that only a very select group within CEC, under very tight restrictions would have access to enable identification of a pupil from his/her responses and that this would only be done in the exceptional circumstances where a census response indicated the need for safeguarding intervention.

CM also noted the confusion caused in the form of consent issued by parent pay. This had been fed back to CEC and noted for the future.

6 Treasurer's Report:

DG noted that current balance (before approval of the £1k of expenditure noted in matters arising and the other pending £2k matters) was £5789 with petty cash of £57.

7 Fundraising

Fundraising principles were discussed briefly in the meeting. It was noted that while the PC had largely been consistent in the way it had applied funds, it was necessary also to retain some flexibility to be able to react to needs as they arose.

AT noted that the PC had held a separate meeting to discuss fundraising and that he had met with CM to discuss follow ups last week.

Corstorphine Fair arrangements would continue via WhatsApp as well as in the PC social planned later in the month.

It was noted that applications were being submitted for picnic tables for the school.

8 Other business:

None (or reflected in minutes above).

9 Date of next meeting:

The next meeting will be held on-line via Teams on Monday 9 May at 7.00pm via Teams.

MATTERS ARISING REGISTER – 07/03/22

Pending/Current Matters

Meeting Date	Action	Responsibility	Status
11/10/21 (AP3)	Finalisation of wish list template and bringing forward of funding requests by end of year	AT/CM	Excel list sent and considered. Circa £1k funding approved with a further £2500 conditionally approved. More requests welcomed from staff.
07/03/2022 (AP1)	School expansion/development – meeting re scoping formal consultation exercise to be organised pre-Easter holidays	CM (JC, AT, possibly Mark B attending)	
07/03/2022 (AP2)	Signposting of study resources for home study for senior exams to be made via Sway/pupil Teams/website once resources confirmed by SQA	CM	
07/03/2022 (AP3)	Equalities: encourage PC/parent participation with pupil action group via FB/Sway	CM/(PC: JR/NC-M)	
07/03/2022 (AP4)	Recruiting parent focus group for planned School day consultation: CM to prepare brief for publicising on FB	CM/(PC: JR/NC-M)	
07/03/2022 (AP5)	AT to coordinate “JDs” for vacant Treasurer and Secretary roles to push on FB and via Sway	AT	

Completed Matters

Meeting Date	Action	Responsibility	Status
07/09/21 (AP5)	Update on Curtain funding (when responses heard)	GH	School has purchased curtain
17/01/2022 (AP1)	Minutes of November meeting to be circulated and approved via WhatsApp	AT	Circulated and approved.
17/01/2022 (AP2)	AT to be trained on new website to upload minutes and Parent Council page	AT	Trained and website updated.

Meeting Date	Action	Responsibility	Status
17/01/2022 (AP3)	Update on WOW plans	CM	Update provided in 07/03/22 agenda



*Craigmount
Update*

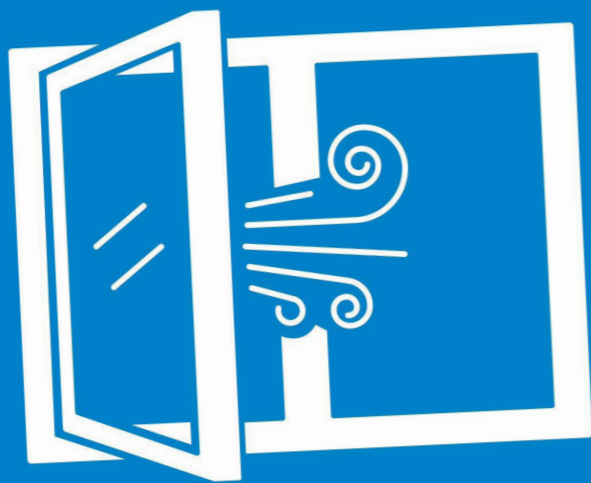
Craigmount High School

Health & Safety Routines



Masks

Expect windows to be open when indoors. Pupils should dress to take account of changing temperatures.



Four easy stages of a rapid COVID-19 self-test

NHS Test and Trace

- 1 Set-up:** sanitise testing area and hands, unpack kit, read instructions
- 2 Swab:** throat then nose
- 3 Process test:** place swab in liquid in tube, squeeze liquid onto test device
- 4 Read result:** ensure test device is on a flat surface, wait and read result at 30 minutes

Distance

Craigmount High School

Staffing Updates



Business – Ms Victoria Matthews

Art & Design – Miss Josie Hudson

Drama – Miss Mhairi Gilroy

PSA – Lauren Fraser

Craigmount High School

Key Events



Diversity
Festival

Future
Asset

Tree of
Knowledge

LGBT History
Month

Course
Choice

Pathways
Website

MTOT

Computing
Challenge

Sporting
Success

Craigmount High School

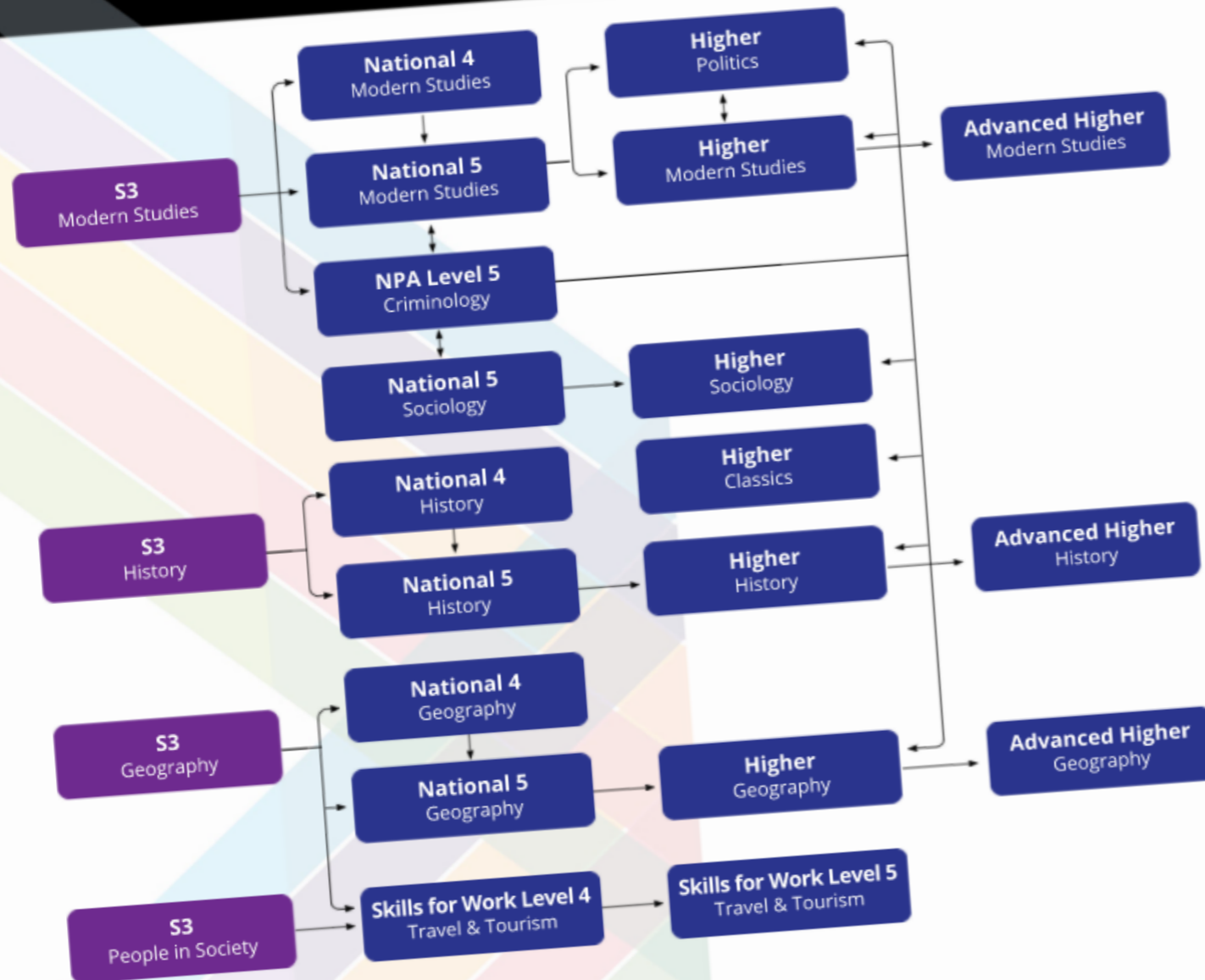
Pathways Website



Craigmount High School
aim high · adapt · succeed

Senior Phase - Social Subjects Pathway


Explore the Senior Phase pathway in Social Subjects by clicking on a course to find out more information.



Craigmount High School

SQA



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[Home](#) > [National Qualifications](#) > [National Qualifications in 2021-22](#) > Revision support

Modifications and revision support 2021-22

With the disruption to learning and teaching caused by the pandemic, we made modifications to course assessments at the start of the session. (More information on these [modifications](#).)

We will publish the following revision support during the week beginning 7 March to help learners with exam preparation.

Learners and parents/carers can also speak with their/their child's teacher or lecturer.

Please filter the table by subject using the search box.

Show entries

Subject	Level	Type of Modifications and revision support
Accounting	National 5	Modifications made at start of session: Assignment removed for 2021-22 and advance notice of content that will not be assessed Revision support for exam to be published in March: Advance notice of content that will be assessed
Accounting	Higher	Modifications made at start of session: Assignment removed for 2021-22 and advance notice of content that will not be assessed

Inclusion & Support

Secondary
Resource
Provision



Enhanced
Support Base
(S1 August 2022)

Wellbeing Hub
(S1-3 August 2022)



Queensferry High School's Wellbeing Hub



Next Steps

Staffing for ESB

Set up the space for
both ESB & WBH

Through our Pupil
Support Group identify
students who would
benefit from WBH

Transition students
joining ESB allocated
by CEC to CHS

Work as an integrated
support team to
embed our ESB & WBH



EQUALITIES AND

DIVERSITY

UPDATE

LGBTQ+UPDATE



- Staff trained via LGBT Youth Scotland. Recognition of impact of language used in Classes and empowering colleagues to challenge negative language
- Gender and sexual alliance (GSA) created for LGBTQ people and allies
- Staff were left with the reflective questions "Has anything changed in your classroom? Did this training impact you?"
- Policy has been updated

DIVERSIFYING THE CURRICULUM

- Faculties being asked to complete representation baseline before Winter holiday
- Time given at CAT to allow faculties to set SMART targets in this area.
- Members of the group engaged with Scotdec on unconscious bias in preparation for this.



SEXISM AND GBV



- Equally safe at school project started.
- Student survey done in conjunction with UoG and rape crisis Scotland
- All staff have been given time to complete e-module in the area of gender based violence
- Policy has been updated

RACISM

- Student views sought through focus groups.
- Clarity on reporting procedures to relevant staff
- Show racism the red card will deliver to all staff during May INSET day
- Policy has been updated



Pupil action group

- Now formed and will link up with the leads from the staff equalities group
- Aim to make these groups set targets and talk to the correct people to "get things done"
- Looking at anti-racist teaching, the culture of the school, policies and procedures and empowering every member of the community to use their voice.



Equalities



EQUALITIES AND

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UPDATE

LGBTQ+UPDATE



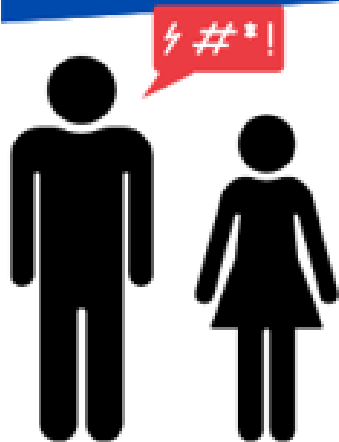
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Treasurers Report March 2022

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 is performed annually at year end 30 April
- 200 Club statement and balances are held by N Currie-Mullan, verbal balance update follows at meetings and Inc & Exp summary is prepared annually for accounts

Current balances	£
Treasurers Account	5,089.51
200 Club	tbc
Petty Cash	57.27
Total	5,146.78

Grant Applications	Date	Purpose	Amount	Outcome
The Fundraising Committee shall confirm which applications are approved and the status thereof at each meeting	tbc	tbc	tbc	tbc
Total				

Income to date	Date	Purpose	Amount	Notes
Easyfundraising	Quarterly	PC	£143.87	
Edinburgh Council – annual funding	Nov21	PC	£1,202.80	£81.18 > PY Oct20
Craigmount Community Wing Donation	Oct21	Not defined	£500.00	School Uniform
Sponsorships (various)	Nov21	U14 football / TLC Room	£580.00	F/R Committee to update
Sponsorships (various)	Dec21	Neilsons / TLC Room	£450.00	F/R Committee to update
Sponsorships (various)	Feb22	Sunrise Ortho/ Girls Football	£200.00	F/R Committee to update
Total			£3,254.46	

Committed spend	Amount	Date	Notes
Computing Dept	£398.00	7/3/22	Wish List
Calculators	£240.71	7/3/22	Wish List
TLC -	£200.00	7/3/22	Mortgage Care tbc
CHS Wish List – other items for approval	tbc	tbc	F/R Committee Update
200 Club Spend	tbc	tbc	N Currie-Mullan Update
Total	£tbc		

**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
Opening Bank / Cash Balance	£3,543.02	£212.06	£57.27	£3,812.35	£1,322.91	£542.86	£737.27	£2,603.04
Income								
Quiz Sales				£0.00			£0.00	£0.00
M&S Bag pack for LGBT Gold Award				£0.00			£0.00	£0.00
Edinburgh Council	£1,202.80			£1,202.80	£1,121.62			£1,121.62
Corstorphine Fare				£0.00				£0.00
Grant income				£0.00				£0.00
Sponsorships	£1,407.79			£1,407.79	£2,068.00			£2,068.00
Donations	£500.00			£500.00				£0.00
200 Club Member Contribution				£0.00		£1,182.00		£1,182.00
Bank Interest/Refund Charges				£0.00				£0.00
Easy Fundraising	£143.87			£143.87	£68.49			£68.49
Total Income	£3,254.46	£0.00	£0.00	£3,254.46	£3,258.11	£1,182.00	£0.00	£4,440.11
Expenditure								
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				£0.00				£0.00
School Uniform	£500.00			£500.00				£0.00
U14 Football Strips	£380.00			£380.00				£0.00
Girls Football	£377.97			£377.97				£0.00
TLC Room	£450.00			£450.00				£0.00
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
Total Expenditure	£1,707.97	£0.00	£0.00	£1,707.97	£1,038.00	£1,512.80	£680.00	£3,230.80
Surplus / (Deficit)	£1,546.49	£0.00	£0.00	£1,546.49	£2,220.11	-£330.80	-£680.00	£1,209.31
Closing Bank /Cash Balance 30/04/22	£5,089.51	£212.06	£57.27	£5,358.84	£3,543.02	£212.06	£57.27	£3,812.35
Committed Funds - Outstanding Cheques								
CHQ1								
CHQ2								
CHQ3				£0.00				£0.00
Available Funds for future projects	£5,089.51	£212.06	£57.27	£5,358.84	£3,543.02	£212.06	£57.27	£3,812.35

o/s NC-M to update PC