



Craigmount High School Parent Council – Meeting of Council on 4 September 2023 at Craigmount High School

Meeting Pack

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**CRAIGMOUNT PARENT COUNCIL MEETING
ON 4 SEPTEMBER 2023 AT 7PM AT CRAIGMOUNT HIGH SCHOOL**

AGENDA

	<u>Item</u>	<u>Leading</u>	<u>Indicative Timing</u>
	Welcome, Apologies and Membership Update	AT	1900-1905
1.	Minutes and Matters Arising	AT	1905-1910
2.	Craigmount Update	CM	1910-1920
3.	Staff Presentation - School Improvement Plan - School Trips	CM Ali Clark/Craig Beattie	1920-2010
4.	Treasurer's Report		2010-2015
5.	Fundraising Report		
6.	PC Issues - School Meals		2015-2025
7.	AOB		2025-2030
			90 mins

Dates of Upcoming Meetings in Session

<u>#</u>	<u>Date</u>	<u>Proposed Format</u>
2	9 October	Teams
3	13 November	In Person @CHS
4	8 January	Teams
5	4 March	In Person @CHS
6	29 April	Teams
7	3 June (including AGM)	In Person @CHS



CRAIGMOUNT PARENT COUNCIL MEETING

4 SEPTEMBER 2023 7pm at CRAIGMOUNT HIGH SCHOOL

MINUTES of meeting

WELCOME and MEMBERSHIP UPDATE	CHAIR: ALISTAIR TURNBULL (AT) welcomed everyone to the meeting and introduced Tony Allan(Secretary),Jennifer Knipe(Treasurer)and Marie Allan(Clerk) to the meeting. AT also welcomed Jeni Mackay and Michelle Appleby who had joined the Council since last session.	ACTION/Who/When
PRESENT APOLOGIES	AT, Tony Allan, Gilly Herbert, Alison Thomson, Jeni Mackay, Jane Crewe, Mark Bingham, Nicola Currie-Mullan, Lucy Hunter, Jeni Knipe (all Parent Council) Colin Meikle (HT), Alison Clark(DHT) Marie Allan(Clerk) and 9 parents. Ian Batty, Michelle Appleby, Claire Labelle, Jeanette Ross. Dale Graham	
1.Minutes of last meeting	AGM 5 June 2023: approved via WhatsApp prior to the meeting. Copies were made available at the meeting.	
2. Matters arising	<ul style="list-style-type: none"> O/s from last session was sending a letter to the caterers expressing concern about the quality of food. AT noted that the pupil consultation scheduled for late last session would be held next week (see below) and that a new menu was in operation. AT suggested that CM report back on outcomes and that letter would be considered in light of feedback 	CM to report to AT post meeting. AT to take forward letter based on feedback

	<ul style="list-style-type: none"> • There is still an outstanding list of questions to be answered re concerns about the ongoing developments in the local area (see below) • Fundraising: a way is being decided to streamline requests from staff for this session • Bank mandates are being updated and necessary new signatories added 	<p>AT to circulate this week and pass to CM</p> <p>AT, CM and GH; by next meeting</p> <p>AT to action together with Dale Graham before next meeting</p>
<p>3. Items for discussion:</p> <p>a. Craigmount Update</p> <p>b. Staffing</p>	<p>CM presented an attainment overview from 2023 results. A more detailed overview will be given to the council after more time and virtual comparator data has been received to allow a more comprehensive analysis of the results.</p> <p>As has been reported nationally, CM noted that this exam diet has represented the second diet on full pre COVID terms with grades nationally typically taking a dip from 2022. One of factors in this trend is attendance which has still to return to pre-covid levels, which has been reflected at Craigmount to a degree as well. In general Craigmount's results are holding up well with national and local comparators and in several cases the school's performance is better.</p> <p>CM gave an update on staffing with 22 new members of staff including 10 probationer teachers. The main concern is the lack of 7 pupil support assistants which reflects the pattern nationally.</p> <ul style="list-style-type: none"> • CM also showed the pupil support structure as it now exists. • CM has also submitted a design brief to the authority related to the ongoing increases in pupil numbers detailing the number of classroom spaces needed, social spaces and facilities. Alan Childs (Parent Forum) asked for his 	<p>AT/CM to schedule for November (in person) council meeting.</p>

	<p>concerns to be reiterated about the slow progress in this area and current lack of social spaces. Alan Childs suggested that it was time to push for a new high school as the required legislation is a slow process. It was noted that as a PFI school, Craigmount is hampered by what can be developed on the existing site.</p>	
c. School Improvement Plan	<p>CM explained the process by which the new session's improvement plan had been achieved using How Good is our School (4), the National Improvement Framework and the CEC Improvement Plan. There are 6 key areas in the plan which will be evaluated by staff and all appropriate partners including pupils to feed into the next improvement cycle in June 2024. There are 9 school improvement groups (SIGs) with members of staff and 5 pupil action groups (PAGs) supported by staff with no limits on pupil involvement. CM reported that the school's evaluation of its performance against last year's SIP was being finalised (to take into account results) and would be published on the school's website later this week. CM would publicise this on Friday's Sway communication</p>	<p>CM to publish report and mention in Sway on 8/09.</p>
d. School Trips	<p>Ali Clark(DHT) started by explaining that there are still restrictions imposed by the authority which had come into place because of Covid but despite this there had been over 100 day trips last session with every faculty hosting at least one and 55% focused on the senior phase. In outlining the plans for this session which included a residential in May 2024 for S1 and a similar one in June for senior pupils, concern was raised by parents that the current S3 has never had the opportunity for a residential experience in primary or secondary due to Covid restrictions. Could the proposed S1 residential be given to S3? AC explained that S1 were already expecting a residential. In light of the strong feeling</p>	<p>CM and AC asap</p>

	<p>expressed by several parents CM under took to look at the issue.</p> <p>AC also had explained how costly some foreign trips now were and was concerned about affordability for many parents.</p>	
4. Treasurer's report	AT presented the report which showed a current surplus of £2974.56. The CEC grant was still to be received and some sponsorship contributions.	
5. Fundraising report	Gilly Herbert gave details of sponsorship and donations which she has obtained. A separate meeting will be held to look at the dispersal of funds. Staff will be asked to submit requests. GH was thanked for her successful work in this area.	GH, CM and AT by end of month
6. Parent Council Issues	<p>School meals: Why are there no hot meals now on a Friday? Also pupils have complained that at the second sitting during the week, some of the dishes have often run out.</p> <p>CM said that there was now a new menu offered but he would be meeting with catering managers and S5 pupils would also be doing so when these issues can be discussed.</p>	CM and S5 pupils – report to Chair/PC to follow after meeting next week
7. AOB	<p>Streaming in classes: CM explained the thinking behind current arrangements especially in English and Mathematics classes. English has no setting in year groups and Maths which had previously had a more traditional setting in classes would now have broad banded classes in the majority of year groups . Research has shown that setting in all classes has little impact on pupil performance. There may be bi-level classes in the senior phase depending on the numbers taking the subject.</p> <p>Easter study break: CM confirmed that this would still be in the first week of the Easter break.</p> <p>Twitter page: AT announced that the Parent Council would now have a page and asked for volunteers to administer. GH offered in the first instance. CM mentioned he would share some guidance the school follows in its Twitter</p>	CM to share guidance doc with AT before end Sep

	activities to assist in maximising impact and visibility of Twitter feeds.	
8. Date of next meeting	9 October by Teams. The meeting closed with thanks to the Chair.	



School Improvement Plan

Craigmount High School

School Improvement Plan



What is our capacity for improvement?		
Leadership and management	Learning provision	Successes and achievements
How good is our leadership and approach to improvement?	How good is the quality of the care and education we offer?	How good are we at ensuring the best possible outcomes for all our learners?
1.1 Self-evaluation for self-improvement 1.2 Leadership of learning 1.3 Leadership of change 1.4 Leadership and management of staff 1.5 Management of resources to promote equity	2.1 Safeguarding and child protection 2.2 Curriculum 2.3 Learning, teaching and assessment 2.4 Personalised support 2.5 Family learning 2.6 Transitions 2.7 Partnerships	3.1 Ensuring wellbeing, equality and inclusion 3.2 Raising attainment and achievement 3.3 Increasing creativity and employability

Craigmount High School

School Improvement Plan



Our vision for education in Scotland

- **Excellence through raising attainment:** ensuring that every child achieves the highest standards in literacy and numeracy, as well as the knowledge and skills necessary to shape their future as successful learners, confident individuals, responsible citizens, and effective contributors;
- **Achieving equity:** ensuring every child has the same opportunity to succeed, with a particular focus on closing the poverty related attainment gap.

Key priorities of the National Improvement Framework

- Placing the human rights and needs of every child and young person at the centre of education
- Improvement in children and young people's health and wellbeing
- Closing the attainment gap between the most and least disadvantaged children and young people
- Improvement in skills and sustained, positive school-leaver destinations for all young people
- Improvement in attainment, particularly in literacy and numeracy.

Craigmount High School

CEC Improvement Plan



Health,
Wellbeing &
Resilience

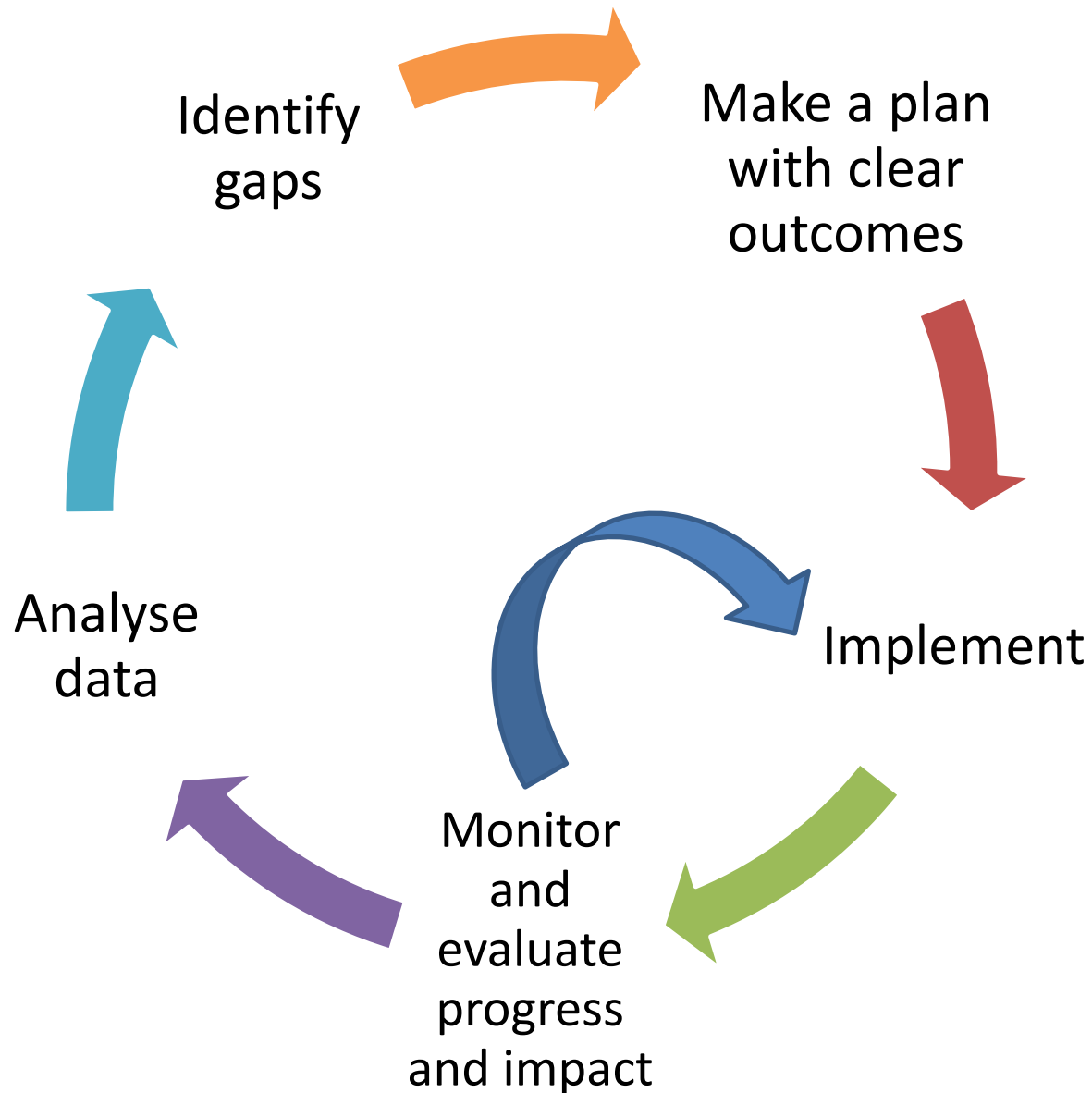


Teaching,
Learning &
Assessment



Equalities,
Equity &
Inclusion





WHAT do we do?

WHEN do we do it?

HOW do we do it?

Craigmount High School

School Improvement Plan 2023-24



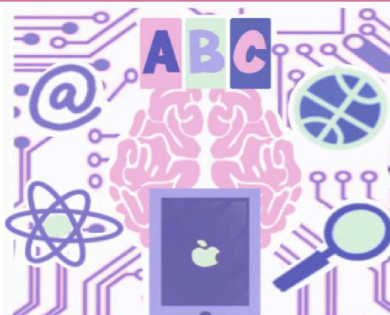
Leadership for All

Provide opportunities for pupils and staff through collaborative leadership at all levels.



Learning at Craigmount

Develop high quality learning and teaching which activates, builds and consolidates learning.



Equalities

Embed an inclusive school environment which promotes diversity and develops a deeper understanding of everyone in our Craigmount community.



Craigmount High School Improvement Plan 2023-24



Expand our range of partners to better meet the needs of all young people for learning, life and work.

Partnerships



Focus on attainment and achievement for all pupils through rigorous tracking, use of data and interventions at all levels.

The Craigmount Gap



Widen our pathways to support all young people to achieve their potential and progress to an appropriate positive destination.

Curriculum

Positive Relationships

Self-Evaluation

Sustainability

Wellbeing

Attendance

Craigmount High School

School Improvement Groups



Equalities

Wellbeing

Transitions

Developing
the Young
Workforce

Learning at
Craigmount

Interventions

Rights
Respecting
Schools

Skills

Project
Learning

Craigmount High School

Pupil Action Groups



Mental Health

Equalities

Digital
Champions

Sustainability

Charity &
Equity



Craigmount
High School
aim high • adapt • succeed

CRM Trips Parent Council

4th September 2023

 awareness  drive  aspiration  purpose  trust

Trips & Activities



- ✓ Support and enhance the learning in class
- ✓ See how learning is applied in real life contexts and environments
- ✓ Visit higher and further education institutions
- ✓ Experience employment environments
- ✓ Widen curricular experience
- ✓ Provide opportunities to work with experts and professionals
- ✓ Develop skills not readily present in school curriculum
- ✓ Expand worldview and experience beyond the
- ✓ Support health, wellbeing and personal development



Trips 2022-23



- ✓ Over 100 trips in session 2022-23
- ✓ All faculties hosted Curricular Trips
- ✓ Universal offer of EPIC Days across S1-S3.
- ✓ We funded places for 45 pupils through 'Gift of an Epic Day'
- ✓ 55% were focused on our Senior Phase (S4/5/6 Pupils) to support with qualifications.





Treasurers Report, 4 September 2023

Treasurers' summary & highlights:

- Welcome to Jennifer Knipe, incoming Treasurer
- Overview of current funds balance
- 200 Club balance has been transferred to PC account, £1 retained for account closure
- Petty Cash balance is currently nil
- Annual accounts to 30th April are independently verified and presented at the AGM in June

Treasurer

28th August 2023

Balances at 28/08/23	£
Treasurers Account	2,973.56
200 Club	1.00
Petty Cash	0.00
Total	2,974.56

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
tbc				

Income to date	Date	Purpose	Amount	Notes
See detailed I&E statement that follows				
Total			£1,772.60	

Expenditure to date	Date	Purpose	Amount	Notes
See detailed I&E statement that follows				
Total			£3,013.40	

Committed spend	Amount	Date	Notes
CHS Wish List – other items for approval	£tbc	Before end session 2023	Committee to confirm
Total	£(tbc)		

Craigmount High School Parent Council
Income and Expenditure Transactions 1st May 2023 - 30th April 2024

Income and Expenditure Transactions: 1st May 2020 – 30th April 2024				
Current Year to 30th April 2024				
	Bank of Scotland	200 Club	Cash	Total
Opening Bank / Cash Balance	£4,214.36	£1,251.26	£0.00	£5,465.62
				£0.00
Income				
Quiz Sales				£0.00
M&S Bag pack for LGBT Gold Award				£0.00
Edinburgh Council				£0.00
Corstorphine Fair				£0.00
Grant income				£0.00
Sponsorships	£400.00			£400.00
Donations				£0.00
200 Club Member Contribution	£1,250.26			£1,250.26
Edinburgh Council				£0.00
Cash banked from Petty Cash float				£0.00
Bank Interest/Refund Charges				£0.00
Easy Fundraising	£122.34			£122.34
Total Income	£1,772.60	£0.00	£0.00	£1,772.60

Expenditure				
200 Club/Quiz Prizes				£0.00
Parent Council Banner				£0.00
Corstorphine Fair - Registration				£0.00
Support for School Projects				£0.00
School Uniform				£0.00
U14 Football Strips				£0.00
Girls Football				£0.00
TLC Room				£0.00
Wellbeing Fund / Activities				£0.00
This is Language				£0.00
Laptops - People Know How				£0.00
ICT				£0.00
Calculators				£0.00
Python Books				£0.00
Computing Department				£0.00
Library Update - Non Fiction				£0.00
LGBT Gold Award				£0.00
Library and Brainstick				£0.00
Equity Funds				£0.00
Performing Arts/Dance Club	£700.00			£700.00
Debating				£0.00
S3 Zoo Business Trip				£0.00
Beanbag				£0.00
CDT				£0.00
Music Dept				£0.00
Mental Health initiatives	£1,700.00			£1,700.00
Seasons for Growth Materials				£0.00
P7 Cluster Schools Maths Event				£0.00
FCT				£0.00
Picnic Tables				£0.00
DND Funding				£0.00
Netball Posts				£0.00
Breakfast Club	£500.00			£500.00
Raspery Pi USB Ports				£0.00
Admin				£0.00
Clerks Fee				£0.00
MS Office subscription	£113.40			£113.40
Transfer to Close		£1,250.26	£0.00	£1,250.26
Total Expenditure	£3,013.40	£1,250.26	£0.00	£4,263.66

Surplus / (Deficit)	-£1,240.80	-£1,250.26	£0.00	-£2,491.06
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Closing Bank /Cash Balance 30/04/24	£2,973.56	£1.00	£0.00	£2,974.56
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Current Year to 30th April 2023			
Bank of Scotland	200 Club	Cash	Total

£4,130.80	£889.06	£57.27	£5,077.13
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			£0.00
			£0.00
£1,202.80			£1,202.80
£1,708.72			£1,708.72
£4,700.00			£4,700.00
£200.00			£200.00
£581.50			£581.50
	£917.00		£917.00
			£0.00
£57.47			£57.47
			£0.00
£42.80			£42.80
£8,493.29	£917.00	£0.00	£9,410.29

	£554.80	£554.80
		£0.00
£30.00		£30.00
		£0.00
£380.90		£380.90
		£0.00
		£0.00
		£0.00
£378.95		£378.95
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
		£0.00
£230.00		£230.00
		£0.00
		£0.00
		£0.00
£200.00		£200.00
£2,200.00		£2,200.00
		£0.00
		£0.00
		£0.00
£4,100.00		£4,100.00
£136.00		£136.00
£728.33		£728.33
		£728.33
		£0.00
		£0.00
£25.55		£25.55
	£57.27	£57.27
£8,409.73	£554.80	£9,021.80

£83.56	£362.20	-£57.27	£388.49
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£4,214.36	£1,251.26	£0.00	£5,465.62
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**Craigmount High School Parent Council - Bank of Scotland Account
Income and Expenditure Transactions 1st May 2023 - 30th April 2024**

DATE	Details	INCOME	No
01/05/2023	BALANCE BROUGHT FORWARD	£4,214.36	
	Income		
16/05/2023	Easyfundraising	£89.00	
15/05/2023	Sponsorship	£200.00	
01/06/2023	Transfer from closure of 200 Club Account	£1,250.26	
05/06/2023	Cash banked from Petty Cash float	£0.20	
06/06/2023	Neilsons sponsorship	£200.00	
22/08/2023	Easyfundraising	£33.14	
	Total Income	£1,772.60	
	Expenditure		
04/06/2023	WBH Outdoor Kit	£300.00	
04/06/2023	Bugsy Malone Show PC funding	£500.00	
04/06/2023	Breakfast Club	£500.00	
04/06/2023	Mental Health First Aider	£1,400.00	
04/06/2023	Drama Sponsorship	£200.00	
04/06/2023	M365 Licence	£64.80	
15/06/2023	M365 Licence - mthly SO	£16.20	
15/07/2023	M365 Licence - mthly SO	£16.20	
15/08/2023	M365 Licence - mthly SO	£16.20	
	Total Expenditure	£3,013.40	
	Surplus for Year	-£1,240.80	
30/04/2024	Balance Per Bank Statement	£2,973.56	

Outstanding Cheques - None

Craigmount High School Parent Council - 200 Club - TSB Account
Income and Expenditure Transactions 1st May 2023 - 30th April 2024

DATE	Details	INCOME	No
01/05/2023	BALANCE BROUGHT FORWARD	1,251.26	
	Income		
31/05/2023	Member Contribution		
30/06/2023	Member Contribution		
31/07/2023	Member Contribution		
31/08/2023	Member Contribution		
30/09/2023	Member Contribution		
31/10/2023	Member Contribution		
30/11/2023	Member Contribution		
31/12/2023	Member Contribution		
31/01/2024	Member Contribution		
28/02/2024	Member Contribution		
31/03/2024	Member Contribution		
30/04/2024	Member Contribution		
	Total Income	-	
	Expenditure		
DATE	Details		No
31/05/2023	Prize Money		
30/06/2023	Prize Money		
31/07/2023	Prize Money		
31/08/2023	Prize Money		
30/09/2023	Prize Money		
31/10/2023	Prize Money		
30/11/2023	Prize Money		
31/12/2023	Prize Money		
31/01/2024	Prize Money		
28/02/2024	Prize Money		
31/03/2024	Prize Money		
30/04/2024	Prize Money		
02/06/2023	Account closures and transfer to BOS	1,250.26	
	Total Expenditure	1,250.26	
	Surplus/(Deficit) for Year	(1,250.26)	
30/04/2024	Balance Per Bank Statement	1.00	

Craigmount High School Parent Council - Cash Float
Income and Expenditure Transactions 1st May 2023 - 30th April 2024

DATE	Details	INCOME	No
01/05/2023	BALANCE BROUGHT FORWARD	£0.20	
	Income		
30/04/2024	Quiz Sales	£0.00	
	Total Income	£0.00	
	Expenditure		
DATE	Details		No
05/06/2023	Pay petty cash into current account	£0.20	
30/04/2024	Quiz Prizes	£0.00	
	Total Expenditure	£0.20	
	Surplus for Year	-£0.20	
30/04/2024	Petty Cash Per Cash Float	£0.00	

Analysis of Float	No.	Value
£20.00		£0.00
£10.00		£0.00
£5.00		£0.00
£1.00		£0.00
£2.00		£0.00
£0.50		£0.00
£0.20		£0.00
£0.10		£0.00
£0.05		£0.00
£0.02		£0.00
£0.01		£0.00
		£0.00