Craigmount High School Parent Council – Meeting of Council on 5 September 2022 at Craigmount High School

Meeting Pack

Outline Agenda 5/9/2022

1	Apologies and Welcome	AT	19:00-19:05 (5 mins)
2.	Craigmount Update - Staffing Update - Update on 2022 SQA examination results	CM	19:05-19:25 (20 mins)
3.	Staff Presentations - School Improvement Plan - Empowered Learning	CM	19:25-20:05 (40 mins)
3.	Issues Raised by PC - Industrial Action - Litter Picking - School Meals	JMcL, DG NC-M JC	20:05-20:20 (15 mins)
4.	Treasurer's Report	DG	20:20-20:25 (5 mins)
5.	Fundraising Report	AT/GH	20:25-20:30 (5 mins)
6.	AOB - Minute Taking - OneDrive - Open Office Bearer Positions - Bank Mandates - Online vs In Person Meetings	AT	20:30-21:00 (30 mins)

CRAIGMOUNT HIGH SCHOOL PARENT COUNCIL MEETING

MONDAY 5 SEPTEMBER 2022

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PARENT COUNCIL MEMBERS

Present: Alistair Turnbull (Chair), Dale Graham (Treasurer), John McLeod, , Nicola Currie Mullen, Jane Crewe, Lucy Hunter, Mark Bingham

Apologies Received: Ian Batty, Jeanette Ross, Alison Humphreys, Claire Labelle, Gilly Herbert.

PARENT FORUM MEMBERS IN ATTENDANCE

Kenny Morton, Julie Trevisan-Hunter, Beverley Connolly, Jane Smith, Julie Gardiner, Allan Giles, Maria Louisa Alliota, Lauren Blair, Ian Harvey

STAFF

Colin Meikle (Head Teacher), Alison Clark, Craig Beattie, Laura Stevens

1. WELCOME AND APOLOGIES

Alistair (AT) took the chair and welcomed everyone back to the new session, in particular the members of the Parent Forum in attendance. AT noted the apologies above and noted that apologies had been received from Councillors Euan Hyslop and Edward Thornley.

2 APPROVAL OF MINUTES AND MATTERS ARISING

The minutes of the previous Meeting would be circulated via WhatsApp and approved there. No action points were identified other than those noted elsewhere on the agenda.

3 CRAIGMOUNT UPDATE

CM noted that at future meetings, there would be a return to last year's practice of senior students being involved in the delivery of this section.

Matters arising as follows:

- Noted that the school was now fully staffed. The increased role has allowed for 17 new recruits whilst only 4 departures. There are also 9 probationers in the school this year. Full complement is 92 FTE, which is currently accounted for by 115 teachers.
- Of last year's 9 probationers, 6 had moved into permanent employment by the start of term.
- There was a presentation on the updated Pupil Support Structure. Noted that Pupil Support Leaders were full time PSE staff members but that those acting as Pupil Support Links will work in support of Pupil Support Leaders but will still have teaching responsibilities in their own subject area.
- Whilst there will be less emphasis on the house system, it is still used for tutor groups and there will still be some inter-house competitions.

Update on SQA results

- At present, only high level information is available. More detail will be provided at the November meeting. Results at all levels were considered to be more than satisfactory and the school appears to be outperforming national trends.

4. SCHOOL LEADERS UPDATES

School Improvement Plan

The draft school improvement plan was distributed and considered. It was noted that the format and content was heavily influenced by the Education Scotland publication "How Good is Our School 4". Noted that the National Improvement Framework was focused on raising attainment and achieving equity.

School Improvement Groups have been set up covering area including Wellbeing and Ethos. There is a staff group and a pupil group covering each area.

This year, there will also be Pupil Action Groups (PAGs) focusing on different areas of interest.

Part of the improvement plan is to have greater 'Parent Voice' within the school. However, in common with most secondary schools, generating parental engagement is a challenge.

School iPads – roll out pending. Machines have arrived but signed user agreements must be received before tablets are issued. Training videos available on website. 'Digital champions' from S6 will assist. A charging block will be available in school for those running out of charge or unable to charge at home. Equity is considered – annual cost of home charging believed to be around £6. iPads are configured to allow safe and school-relevant use only (no Netflix or iPlayer access). School will carry a small surplus stock to cover for loss or broken tablets. Some of these may be older models.

Parent Council Topics

Upcoming Support Staff Industrial Action – Noted that this was not going to affect Edinburgh Schools.

Litter Picking – noted that this is being covered by a Pupil Action Group focused on sustainability and environment. However, janitors do litter picking in the school grounds on a regular basis.

School Meals – Issues raised regarding quality and quantity of food served. Raised by pupil ambassadors but they felt from the meeting that nothing could be done. Catering is managed by CEC and Amey rather than by the school management. CM advised that catering people will shortly be meeting with S5 reps to discuss.

Exam Result Support – it was reported that there was confusion between guidance issued by the school re 'on-the-day' support and advice given out by the SQA (SQA said contact the school re issues whereas the school advised that staff were not available). It was also suggested that the guidance regarding priority appeals was unclear. CM indicated that he was happy to take feedback and adjust the communications for 2023.

Parents Nights – Issue re lack of slots. CM indicated that this was being addressed but there remained a big problem at S2 level when pupils could potentially have 22 different teachers (including for example, separate teachers for each of the social subjects). 2 S2 Parents' Meetings will be held this year to try to address this issue.

GroupCall - Noted that the system now had the functionality to send notifications to more than one email address per pupil.

Sway – CM noted that the weekly 'Sway' is attracting 1200-1500 views per week, including about 600 'deep reads'.

Breakfast Club – CM noted that this was not yet up and running again but would be reconstituted soon.

AOB

Due to shortness of time, the AOB items on the original agenda would be deferred to a separate meeting.
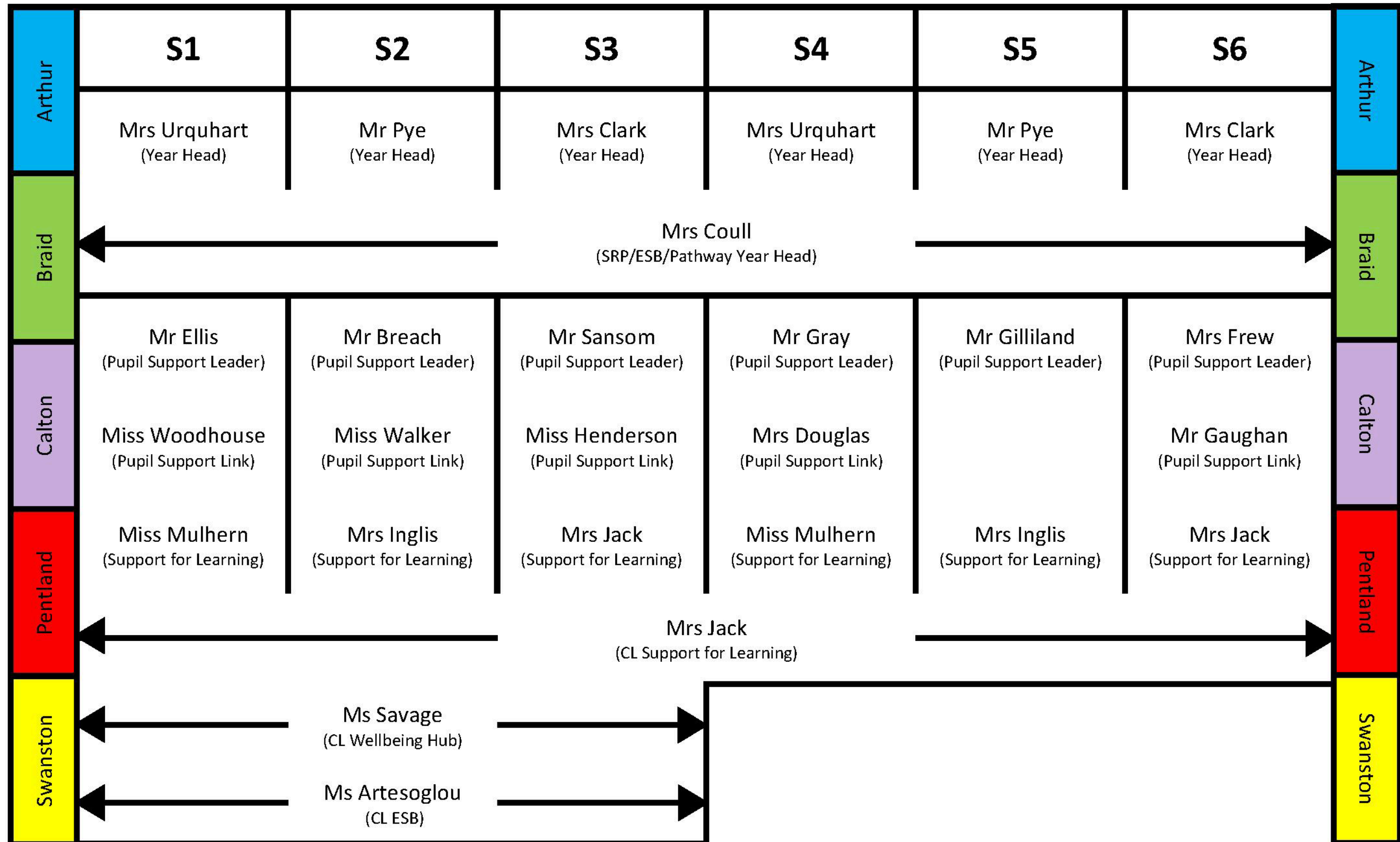
Craigmount Update

Craigmount High School
New Staff/Roles

Art & CDT	Business & Computing	English	FCT & RME	Mathematics	Performing Arts
Tara Lawson	Lauren Thomson	Sara Basso de Marc	Megan Burgoyne	Nusrat Ahmed	Mhairi Gilroy
Jessica Slater	Steven Wright	Pauline Millar	Elle Coulter	Eddie Sanjuan	
		Caitlin Beveridge	Emilie Chalmers		

Physical Education	Pupil Support	Science	Social Subjects	Support Staff	World Languages
Scott Hutchinson	Rikki Breach	Graham Harkins	Gregor Shepherd	Cheryl Spence	Emma Lynch
Sophie Cowan	Gavin Ellis	Erin Sandison	Amy Mcfarlane	Katie Cheetham	Keith Young
Georgia Davis-Grierson		Eddy Barratt		Lauren Dunn	Tracy Mulligan
Sean Melvin		Nathan Moore		Rose Murray	

Craigmount High School
Pupil Support Structure

	S1	S2	S3	S4	S5	S6
Arthur	Mrs Urquhart (Year Head)	Mr Pye (Year Head)	Mrs Clark (Year Head)	Mrs Urquhart (Year Head)	Mr Pye (Year Head)	Mrs Clark (Year Head)
Braid	\← Mrs Coull (SRP/ESB/Pathway Year Head) → (spans all columns)					
Calton	Mr Ellis (Pupil Support Leader)	Mr Breach (Pupil Support Leader)	Mr Sansom (Pupil Support Leader)	Mr Gray (Pupil Support Leader)	Mr Gilliland (Pupil Support Leader)	Mrs Frew (Pupil Support Leader)
	Miss Woodhouse (Pupil Support Link)	Miss Walker (Pupil Support Link)	Miss Henderson (Pupil Support Link)	Mrs Douglas (Pupil Support Link)		Mr Gaughan (Pupil Support Link)
Pentland	Miss Mulhern (Support for Learning)	Mrs Inglis (Support for Learning)	Mrs Jack (Support for Learning)	Miss Mulhern (Support for Learning)	Mrs Inglis (Support for Learning)	Mrs Jack (Support for Learning)
	← Mrs Jack (CL Support for Learning) → (spans all columns)					
Swanston	← Ms Savage (CL Wellbeing Hub) →					
	← Ms Artesoglou (CL ESB) →					

School Improvement Plan

Craigmount High School
School Improvement Plan

Education Scotland
Foghlam Alba

How good is our school?

4th EDITION

LOOKING INWARDS: knowing ourselves inside out through effective self-evaluation

LOOKING FORWARDS: exploring what the future might hold for today's learners and planning how to get there

LOOKING OUTWARDS: learning from what happens elsewhere to challenge our own thinking

Transforming lives through learning

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	**2.1** Safeguarding and child protection	**3.1** Ensuring wellbeing, equality and inclusion
1.2 Leadership of learning	**2.2** Curriculum	**3.2** Raising attainment and achievement
1.3 Leadership of change	**2.3** Learning, teaching and assessment	**3.3** Increasing creativity and employability
1.4 Leadership and management of staff	**2.4** Personalised support	
1.5 Management of resources to promote equity	**2.5** Family learning	
	2.6 Transitions	
	2.7 Partnerships	

Craigmount High School
School Improvement Plan

Our vision for education in Scotland

- **Excellence through raising attainment:** ens... standards in literacy and numeracy, as well as... shape their future as successful learners, co... effective contributors;

- **Achieving equity:** ensuring every child has th... particular focus on closing the poverty related a...
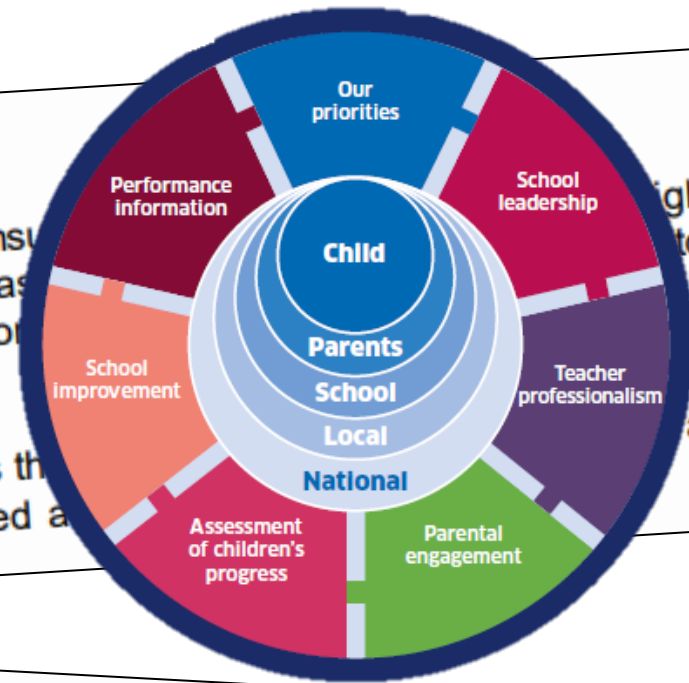
Key priorities of the National Improvement Framework

- 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
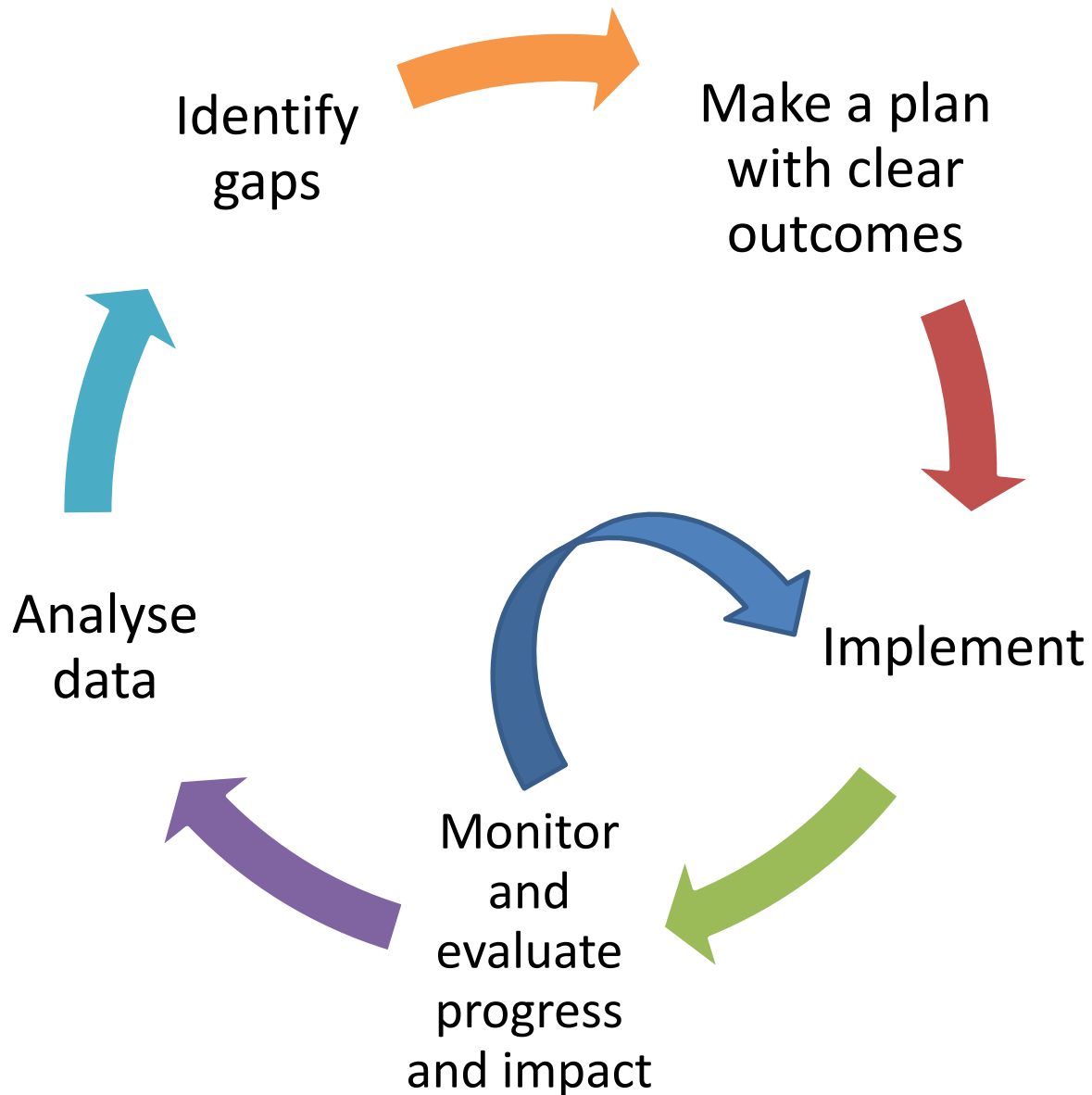
Craigmount High School
Evaluating the School Improvement Plan

Wellbeing and Ethos

Provide opportunities for pupil and staff physical and mental wellbeing

Highlights/Improvements/Actions

Senior pupil focus
- Exam stress workshops

BGE pupil focus
- 10 key coping strategies
- Wellbeing tracker developed

Staff focus
- 2 x HWB CAT sessions
  1. Activity afternoon
  2. Brainstorming and CLP
- Wednesday communications

Next Steps
- Rollout of BGE and senior wor[k]
- Staff HWB actions through soc[ial]

🛡 awareness 🛡 drive 🛡 aspiration 🛡 p[...]

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colinmeikle + 28 • 3mo
Wellbeing and Ethos

Strengths

Regular updates on health and wellbeing
♡ 1

Student anxiety group
♡ 1

Liked wed staff ideas
♡ 1

Increased focus wellbeing
♡ 0

Next Steps

Identify the needs of all staff and tailor activities to address their needs
♡ 0

Something to draw staff to the staff room at break times and lunch again, as the split lunch means that staff are more likely to just work through lunch
♡ 1

More staff involved with the student stress support

Evidence

Staff discussing
♡ 1

F45 staff circuits class was fun
♡ 0

Observation
Staff being happy after handball!
♡ 0

F45 was brilliant
♡ 0

Craigmount High School
Evaluating the School Improvement Plan

1.3 Leadership of Change
- Developing a shared vision, values and aims relevant to the school and its community
- Strategic planning for continuous improvement
- Implementing improvement and change

We are committed to ensuring that we achieve the highest possible standards and success for all learners and that all staff show commitment to shared educational values and professional standards. At all levels in Craigmount High School we strive for collaborative leadership to develop change and improvement which is meaningful and relevant.

The key priorities from our School Improvement Plan which contributed to this quality indicator were centred on these areas:

Wellbeing and Ethos
Provide opportunities for pupil and staff physical and mental wellbeing

Staff & Pupil Leadership

Communication

In session 2021-22, we focused on the following areas:

- We have developed a revised process for evaluating and co-creating our Sch Improvement Plan. All staff and pupils were involved with the evaluation of our 2020 renewal plan and, as a result, we decided on six key priorities which have been the f of our work this session. The priorities in the improvement plan were support by Sc Improvement Groups (SIGs) and a member of staff (either teacher or middle leader taken the lead role in each SIG. The progress of each SIG (and therefore the improve plan) was subject to regular review and formally evaluated in both January and Jun
- We have started working with Tree of Knowledge to provide all middle leaders w opportunity to take part in the VIBE course as part of their professional learning w GTCS accredited. To date, six members of the middle leadership team have comple course. All participants evaluated VIBE as helpful in supporting their lea development.
- Following limited opportunities for meaningful pupil leadership throug pandemic, we have re-established our pupil leadership structure with representa every year group creating year group councils which feed into our pupil parlian increased the number of pupils who contributed to our formal pupil leadership with a total of 60 pupils involved in the pupil year group councils this session.
- As a result of a review of our pupil support structure, we agreed to transition Team structure which will be fully introduced in session 2022-23. This session a phased move to this structure by changing to a 'tartan structure' whe headteachers were year heads while pupil support leaders remained with Hous continued to plan for move to a Year Team structure by providing time to middle leaders through three planning days and also dedicated time throug activities to plan for this change.

- Strong communication is a feature of Craigmount High School, however, we recognised that throughout the pandemic multiple platforms were being used to communicate information. In order to streamline communication, we devised a communication strategy for pupils, parents and staff. For pupils, this meant the introduction of year group Teams accounts to effectively share information. For parents, this involved the launch of our new website, a move to a weekly Craigmount Update via sway and also the introduction of a new school app. For staff, a new communication policy has been devised and a new intranet has been created to provide consistency in communication.
- Senior and middle leaders have developed more robust working practice for sharing information and a shared programme for leading improvement in the school. This has included the introduction of weekly middle leadership information sharing, a programme of link faculty or year team/depute headteacher meetings, a revised use of the extended leadership meeting time and regular middle leadership planning days.
- All senior and middle leaders took part in a planning day focused on leading change and the improvement planning process. All members of staff who took part in this rated it highly and all members of staff felt this would impact their practice in improvement planning going forward.

Next steps and focus for session 2022-23:

- We will introduce a reviewed pupil leadership structure with the introduction of Pupil Action Groups (PAGs), year group ambassadors and a senior pupil leadership structure of Craigmount ambassadors.
- All senior and middle leaders will take part in a leadership of learning programme delivered by OSIRIS called 'Leading through Leadership of Learning'.
- We will continue to offer the VIBE programme – specifically targeted at aspiring leaders.
- We will increase the opportunities for staff to lead on aspects of school improvement.
- We will implement our new Year Team structure.

Craigmount High School
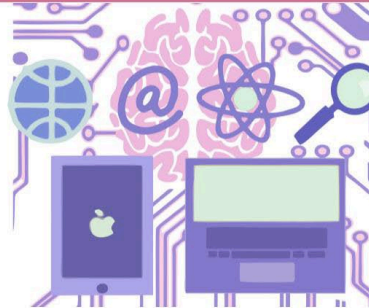## School Improvement Plan

Positive Relationships

Embed a positive culture for learning through consistent approaches to wellbeing and behaviour in all classes.

Learning & Teaching

Support high quality learning and teaching with a focus on digital learning and differentiation.

Equalities

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

Craigmount High School Improvement Plan 2022-23

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

Focus on attainment for all pupils at all levels through rigorous tracking and faculty interventions.

Review our curriculum structure, courses and pathways to support all young people to achieve their potential and progress to an appropriate positive destination.

Leadership for All

The Craigmount Gap

Curriculum Review

| Wellbeing | Key Transitions | Self-Evaluation | Communication | Attendance |

Craigmount High School
Faculty Improvement Plan

Positive Relationships
(HGIOS QI 2.3, NIF Priority 3)

Priority Area	Responsible	Timescale	Impact/Outcome	Progress 1 (January)	Progress 2 (May)
Consistent approaches to whole school policy	ALL	June 2022	To engage in all new whole school approaches and use this as faculty standard to promote positive relationships and strengthen	• Class chart engagement across faculty • Posters displayed in all classrooms and referred to in class time	• Faculty wide use of class charts with most referrals positive (90%) • Timely response to negative referrals has made staff feel supported and improved behaviour as evidenced in feedback at department
Celebrating success within faculty • Award/postcard termly tracking of gold and improvers	DA				

The Craigmount Gap
(HGIOS QI 3.2, NIF Priority 1 and 2)

| Priority Area	Responsible	Timescale	Impact/Outcome	Progress 1 (January)	Progress 2 (May)
Focus on 5@4 • Introduction and development of N3 in S3 RMPS elective - AW • Continued N3 in Practical Cookery with addition of N3 or N4 in HFT - DA • S4 and tracking/monitoring with targeted interventions -AT/TG	ALL	June 2022	• Continued development and streamlining of banking N3-4 in S3 to ensure it captures all learners. • Close monitoring of new SFW:Hosp course and reinstated RMPS course in S4 to improve faculty attainment in S4. • Tracking and monitoring across faculty OneNote with updates and DM discussion	• AW N3 unit pass for World Religion • AW N3/N4 unit pass planned for Morality & Belief course • All S3 RMPS students to complete RBV Award – starting after February holidays • All S3 FCT students now completing units at N4 level with those that pick it as a subject completing the AVU before summer	• 100% S3 RMPS elective students gained N3 RMPS • 100% S3 elective students gained 2 N4 unit awards. • Majority S3 core RMPS students gained L4 RBV award • Most of S3 RMPS creative minds students gained N3 RPQ unit • Most of S3 FCT creative minds students gained L4 craft baking award • Most of S3 FCT gained N3 in N3 Practical cookery • Majority of S3 FCT gained N3 in N4 Health and food technology • Majority of N4 candidates in S4/5/6 gained level 5 REHIS qualification at end of year in addition to N4.

Empowered Learning iPads
Key Information

What is Empowered Learning?
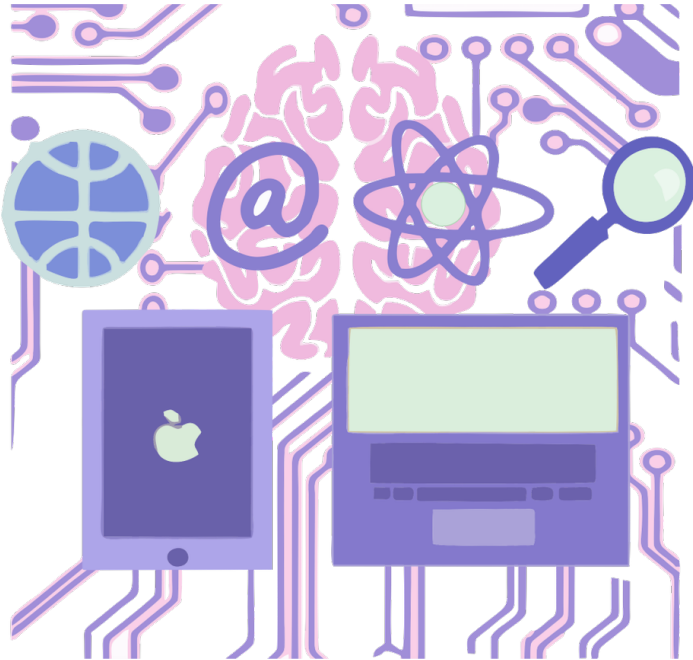
All Craigmount High School pupils will be given an iPad during the week beginning 12th September.

awareness   drive   aspiration   purpose   trust

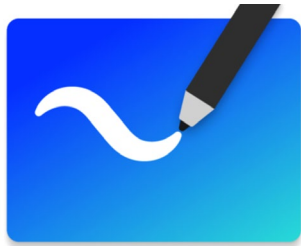# What are the benefits of having an iPad?

Personalised Support

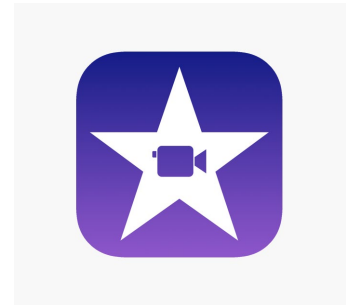Opportunity for exciting and innovative learning
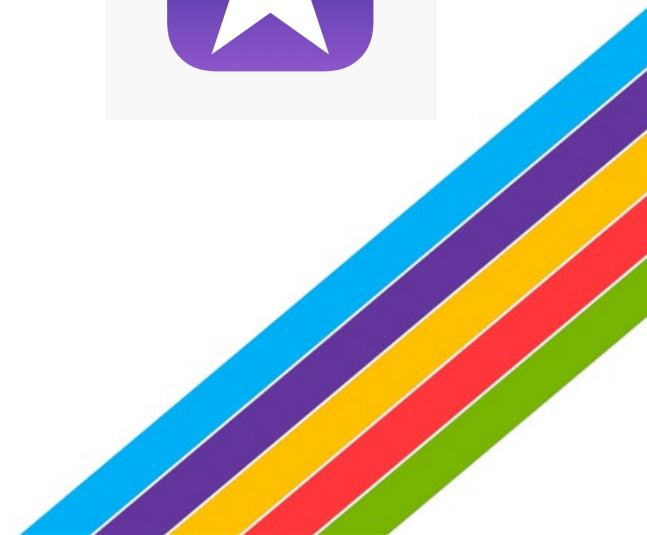
Immersive Reader

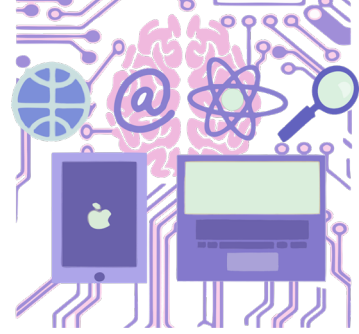Access to Microsoft Apps

Range of apps to support learning

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Impact of iPads on L&T

'Pupils are far more engaged in lessons when the iPads are used.'

'Pupils who miss lessons are able to keep on top of learning more effectively and less time is spent at the photocopier'
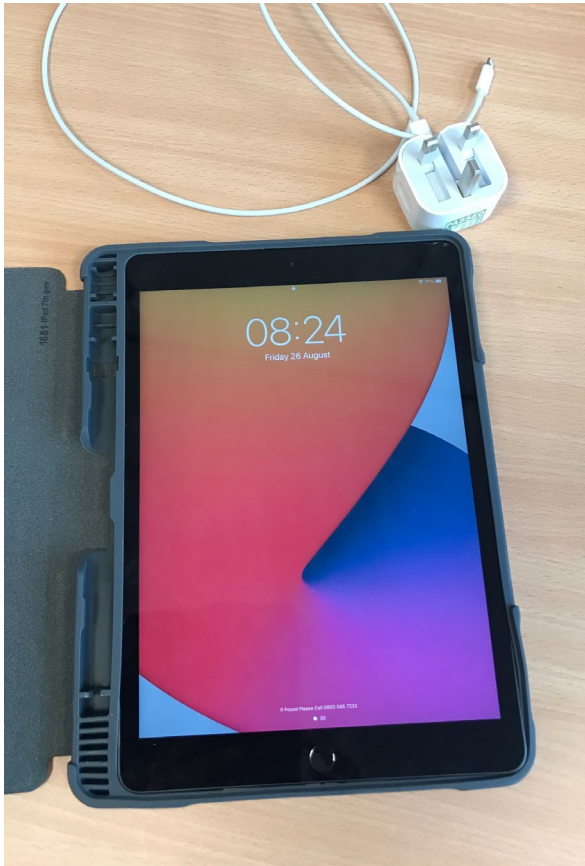
'It has given teachers more freedom to implement personalisation and choice in lessons.'

'Much easier to support learners with ASN.'

'Pupils see iPads as learning tools and their phones as the place of their social life.'
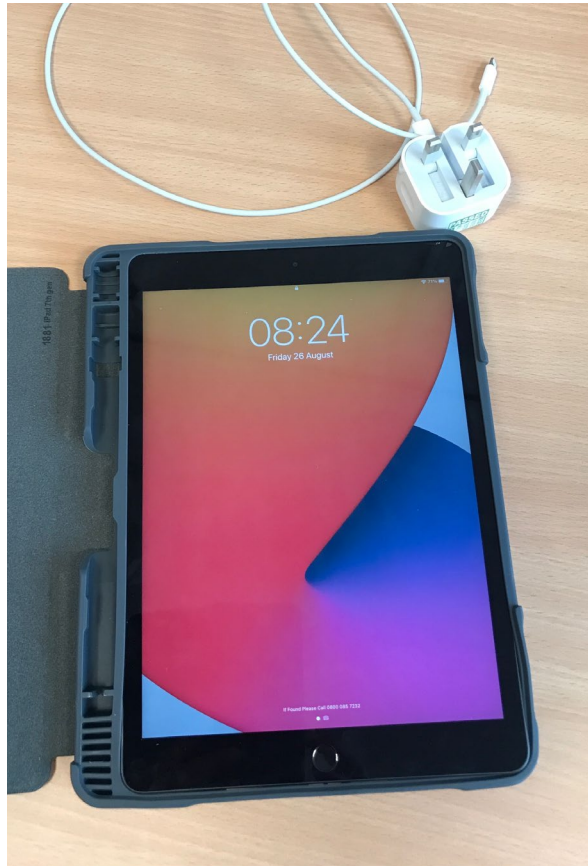
Preparing for Deployment

- 1300 iPads delivered.
- Need to unbox, record Serial Number and Asset Tag for each.
- Case and iPad Code of Conduct
- Put into Class Groupings
- Collate and check who has signed the Agreements of Use.
- Store ready for order of deployment.
- Set up system for recording pupil to asset for deployment.

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Pupil iPad

Pupil iPads come with a charger and a case.

During the iPad set up, we will help students link their iPad to their Microsoft account.

Learners will also receive an Apple ID and be able to add other approved apps to support learning.

Touch ID is being added to pupil iPads and we will include this as part of the set up for security and preventing 'forgotten password' issues.

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Pupil iPad
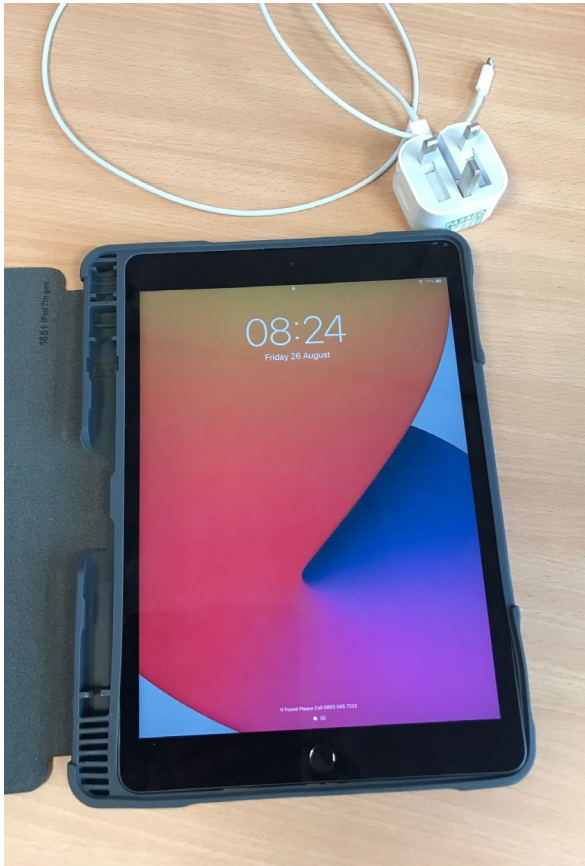
Pupil will only be able to download the approved apps.

Even if pupils hotspot or use own Wifi, they are restricted to use appropriate with user agreements.

Air drop has been turned off for the initial launch period.

Log inappropriate use of technology on CC.

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Craigmount High School
aim high · adapt · succeed

iPad Code of Conduct

- ✓ Come to school with a fully charged iPad and bring your charger with you too.
- ✓ Make sure that you keep your IOS up to date.
- ✓ Do not use any other iPad apart from your own.
- ✓ Only take photos or videos for learning with your teacher's permission.
- ✓ Only send pictures or files with your teacher's permission.
- ✓ Save all your files to One Drive.

Consequences for not following the Code of Conduct

- ➢ Your iPad use may be restricted in the lesson.
- ➢ Your iPad may be confiscated and returned at an appropriate time.
- ➢ Your parent/carer may be contacted to discuss expectations.

Having an issue with your iPad?

Try accessing the support videos available through the school website or log an issue by scanning this QR code and we will organise help.

If your iPad is broken, please see your Pupil Support Leader.

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Building Digital Skills

- Technology Tuesdays in Tutor

- My Learning Hub videos on school website

- Parent Support evenings

LP01 - Getting started with your iPad
3 videos

LP02 - Personalising your iPad to support your learning
5 videos

LP03 - Creating and Editing Photos on your iPad
5 videos

LP04 - Creating and Editing Movies on your iPad
7 videos

LP05 - Workflow and your iPad
4 videos

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Getting to know your iPad

iPad Settings
- iOS update
- Accessibility settings

Gestures
- Screenshot
- Apps switcher
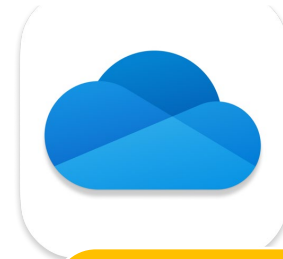
OneDrive
- Setting up folder
- Saving to OneDrive
- Finding files
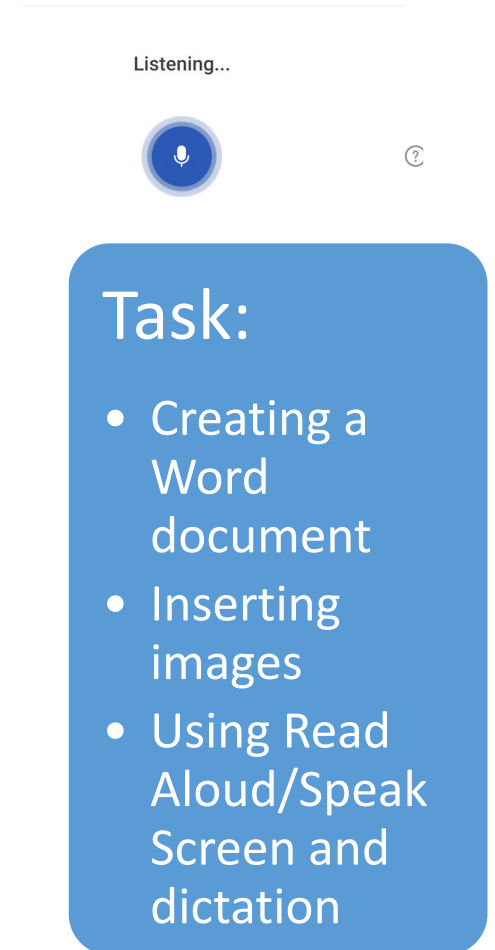
Task:
- Creating a Word document
- Inserting images
- Using Read Aloud/Speak Screen and dictation

Listening...

Equity

Emergency charging stations to use at break and/ or lunch in the library and PSL support bases.

Extra chargers ordered to have in each faculty, to use with charging towers.

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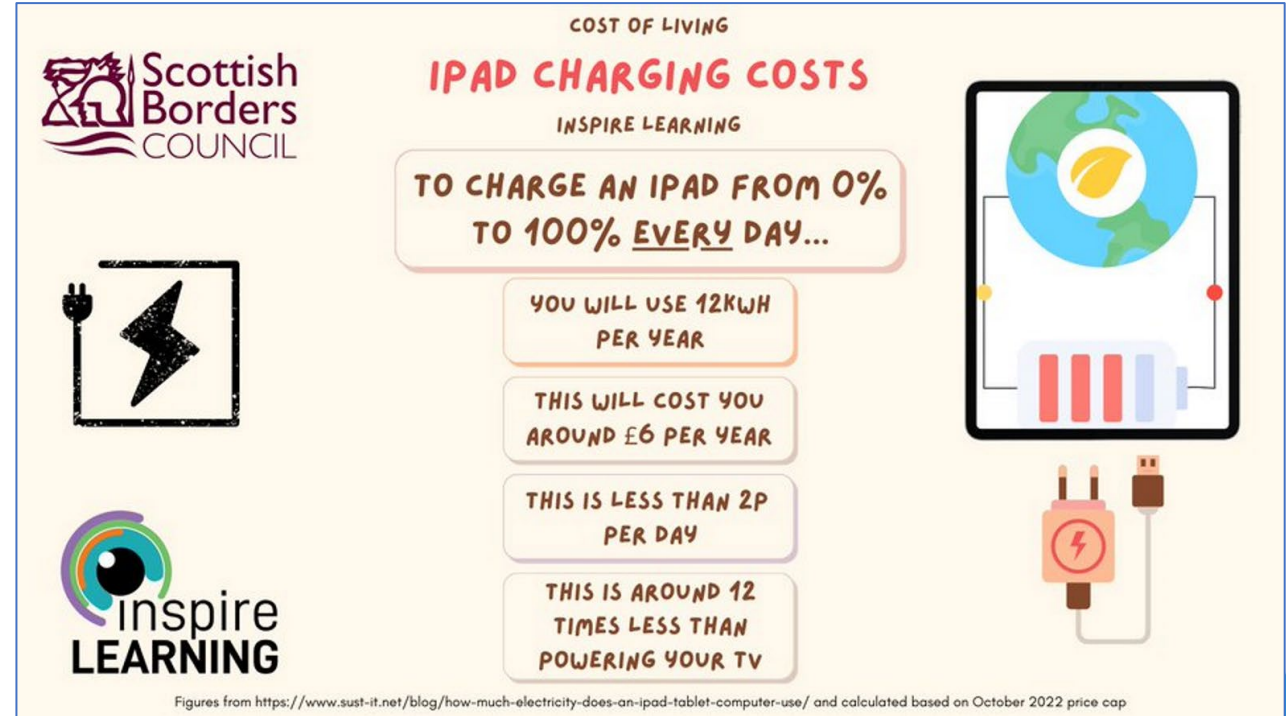
Digital Champions

- ✓ Early testers for deployment.
- ✓ Run a help desk at break times in the Concourse.
- ✓ Channel on Year Teams
- ✓ Support in class.

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SAMR Model, for integrating technology

Substitution

Involves doing the **same thing as you would do without the technology** without any modification of the task.

Augmentation

Involves some **functional improvement** but is still a direct tool substitute.

Again **the task is not changed,** but perhaps use of features of the technology are incorporated.
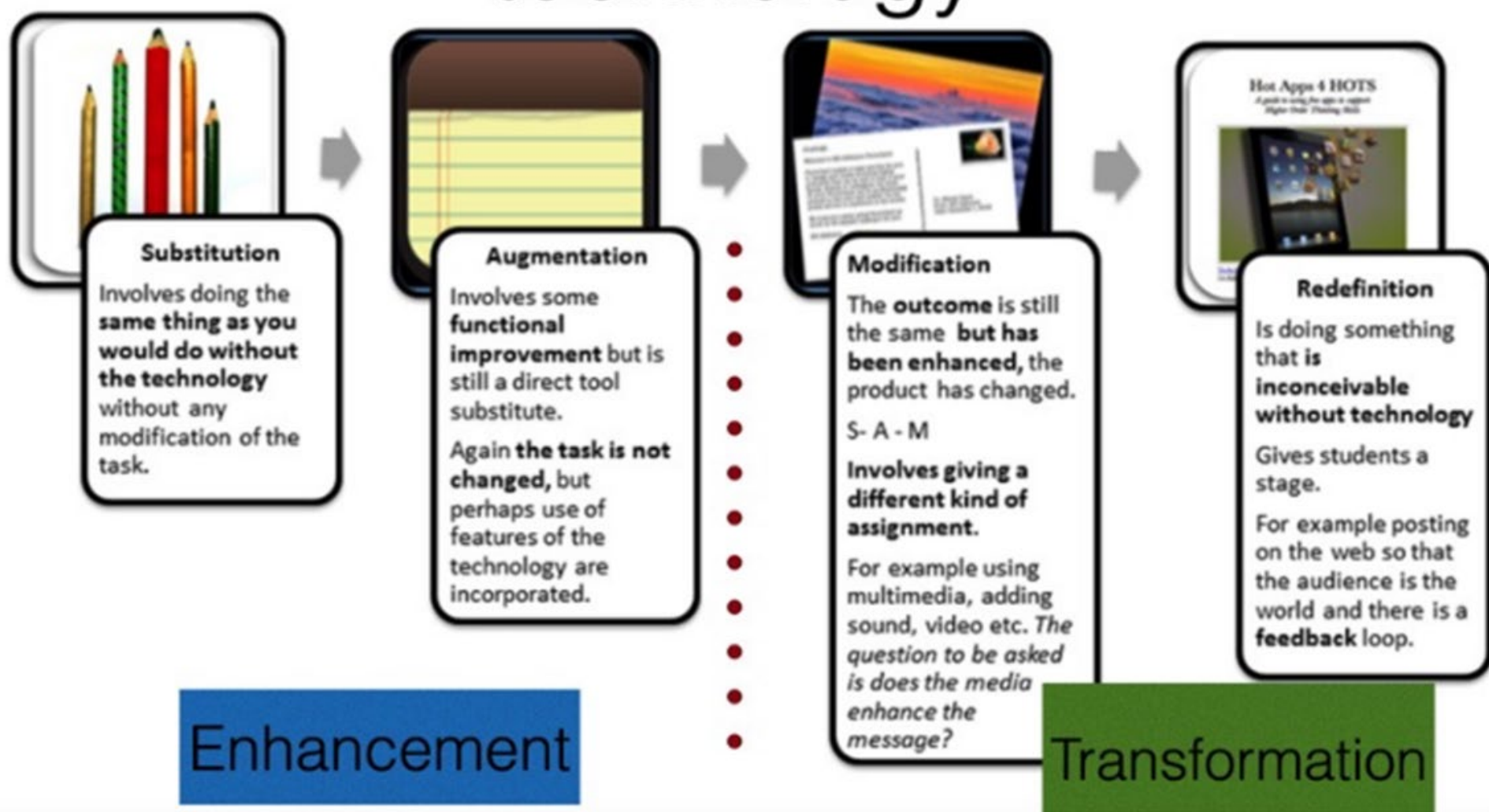
Modification

The **outcome** is still the same **but has been enhanced,** the product has changed.

S- A - M

Involves giving a different kind of assignment.

For example using multimedia, adding sound, video etc. *The question to be asked is does the media enhance the message?*

Redefinition

Is doing something that **is inconceivable without technology**

Gives students a stage.

For example posting on the web so that the audience is the world and there is a **feedback** loop.

Enhancement

Transformation

Help for Parents

✓ Links to CEC videos on our website.

✓ Showcases and Q&A at our upcoming parent and open evenings.

✓ Invite families requiring support into school.

PUPIL VOICE

LEADERSHIP

OPPORTUNITY

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Treasurers Report, 5 September 2022

Treasurers summary & highlights:

- Overview of current funds balance
- accounts are in the process of being independently verified
- 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
- Final cash count is performed annually at year end 30 April
- A Turnbull added to the bank mandate and P Wild shall be removed in due course

Balances at 31/08/22	£
Treasurers Account	6,200.27
200 Club	889.06
Petty Cash	57.27
Total	7,146.60

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
Picnic Tables	11/7/22	School grounds	£4,100	Pd to school 28/7

Income to date	Date	Purpose	Amount	Notes
Corstorphine Fair Stall	4/6/22	PC	£1,678.72	*Net amount*
Easyfundraising	7/6/22	PC	£20.75	*Received quarterly*
Total			£1,699.47	

Committed spend	Amount	Date	Notes
CHS Wish List – other items for approval	c£2,000	Likely September 2022	Committee to confirm
200 Club spend	c£800	Likely September 2022	Committee to confirm
Total	£2,800 (tbc)		