**Dalkeith High Parent Council & PTA Meeting Minutes**

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**DATE:** Monday 9 November 2022

**Attendees**

Cara Chambers - PC Chair  
Emma Ormerod - DHS Head Teacher

Diane Ward - PC Secretary

Diane Hedlund - Treasurer  
  
Sara McDermott – PT guidance

Parents/Carers x 8 attended representing S1, S2, S4, S5 & S6

**Apologies**

Gail Currie MLC Parent & Learner Liaison Officer

**Previous Minutes**

**Actions from previous minutes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action | owner | update | Carried over | Action Complete Date |
| Dates for EO introductory sessions for Junior & Senior year parents | EO | EO to confirm by next PC in Jan 23 | Carried over to Jan 23 |  |
| OM to present more on DHS attainment at next PC meeting | EO |  |  | 9 Nov |
| Recruiting of new DH | EO |  |  | 9 Nov |
| Work Experience | EO | feedback PC input to staff and issue an update on timings, support for pupils, process how staggered missed lessons would be managed | Update required Jan 23 |  |
| Prelims Dates | EO | All issued |  | Nov 22 |
| Parent evenings survey – done | EO |  |  | Nov 22 |
| Tracking & report – | EO | Seniors have had 2 reports – ongoing programme |  | Nov 22 |
| SMH – | EO | Need more info/input from council on MLC preferred tool – looks to be Google Classroom | Further update required |  |
| Discipline – | EO | Improvements seen | check in updates ongoing at PC |  |
| Study clubs | EO | comms been issued |  | Nov 22 |
| Toilets | EO | No complaints have been raised since last PC. Main toilets are open at break & lunchtimes. Getting cleared by SLT at end of breaks |  | Nov 22 |
| S6 common room space | EO | Not due to lack of space in school |  | Nov 22 |
| Parental involvement in extracurricular activities | CC | PC to put something out on FB page if EO has any special requests | ongoing | ongoing |
| Buses – | EO/ | no update – new transport team now in place that are looking into transport for schools | ongoing | ongoing |

**Actions from this meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | owner | Action | Date |
| Staffing vacanciesAction | EO | more updater on this to follow | EO to confirm |
| Breakfast club | SM | Kellogs offering 1000 toward breakfast club – SM to look into | ASAP |
| CC & DW to arrange a call with Gail Currie | CC |  | By end Jan 23 |
| State of school IT infrastructure and update to equipment such as musical instruments | EO  CC  DW | CC tro draft a letter to can  MLC councillors to fight for action.  EO to investigate state of musical instruments at HT meeting with other MLC schools  Can PC/PTA fund raising help?  Once funds issue known for instruments DW to help look into resources to help with any repairs | Update at Jan PC |
| Parents need clarity of who they can contact about which topic, how and expectations of a process. | EO | Action for EO to update website | ASAP |
| Next PC topic focus to be coursing & tracking | EO |  | Jan 23 PC |

**HT update – Emma Ormerod**

1. Staffing

* Pupil care & Welfare officer – new infrastructure being worked on -
* New DH pupil support – starts 4 Jan, 10 years exp in pupil support (PE 7 yrs)
* 2 new learning support assistants (+ 1 more to fill)
* IT & Business positions to be filled

**More updates to follow**

1. School captains

Regular meetings with EO

Will have an update in the Weekly Bulletin every fortnight

Fed back on two areas of concern:

* Coursing – options
* Preparation for prelims – feeling of being under prepared. Seniors having sessions for study skills next week

1. Quality Improvement visit – areas covered during this session:

* Integrated pupil support team
* Attainment focus – continued & drive
* Course choice & pathways – Traditional & Non-traditional – what they mean
* Self-evaluation model

**Presentation from Sara McDermott – PT guidance**

Presentation given on ‘Creating equity beyond the classroom’

* Closing the disadvantage gap
* The issues
* Breakfast club – at least 30 a day. Staff support this on a rota. Soft start and engagement. Porridge, cereal & fruit at present. Looking to expand the choice.
  + Free for all pupils
  + Local shops supporting

**Feedback from PC : Kellogs offering 1000 toward breakfast club – SM to look into**

* In house hub being creating ‘The essential’ – being brought in to access resources to support wellbeing…
  + Hygiene products (deodorant, makeup, wipes, shower gel, face wash, sanitary
  + Clothing – winter jacket appeal, socks, underwear, Hats, Gloves
  + School uniform, Hoodies, Jumpers, trousers, Bags
  + Prom Boutique – Formal wear
* Care is a strategy for raising attainment
* Christmas present appeal for our school community

Staff have donated to this in the past

Nest steps include:

* Comms coming out for donations
* Twitter
* Next bulletin
* PC FB page
* Was announced at 3rd year Parent/carer evening
* Want families to be able to engage and allow them to come in
* Want to open by the end of the month.
* In youth work-room
* Re-use & sustainability message
* Open to whole school
* Donations welcome

**Comments:**

* **The community Pantry was mentioned they may have some resources they**
* **1 Dalkeith should be something school can link up to in the future.**
* **Smalls for all**

**Continued update by EO**

How non-equitable DHS IT infrastructure as so poor.

* Appears to be the have the worst provision across the authority.
* Only 10 smartboards were currently operational.
* Support of our school is really lacking.
* EO has completed a full audit.
* Brought to the highest attention & would value support.
* Is this something the PC can raise up to council?

**CC to draft a letter to councillors to fight for action**

School is really lacking and needs updating.

Instruments – equity across learning estates or just DHS?

**Update on latest insights Data & Attainment - EO**

Presentation by EO

Update in Sept weekend post exam results and every Feb with national benchmarks

The following notes provide some information of what was covered, and at a high level (as there was a lot covered)

* We compare the school to the VC = virtual comparator – made up of pupils from across Scotland who have similar characteristics
* Data can be presented in different ways & Daily mail presented data which did not create a fair comparison. Emma presented a meaningful representation
* S4, S5 & s6 data shown.
* Shows a lot of variances, some areas of concern, some positives (s5 & s6)

EO confirmed this needs more investigation and a priority for her. Ongoing updates will be given.

Benchmarks & Targets

* EO has set benchmarks which has never been done at DHS before.
* Teachers are being made accountable for what is on tracking reports.
* Based on a 5 year trend and a plan to improve year on year
* A lot to be fixed
* So much aspiration from staff to see pupils to do well.

Q: How do we raise attainment in the school?

EO continued to help answer this vital question…

* Leavers at end of s4 – program coming in end of Nov for intervention
* All S5s sitting 5 or more higher getting a mentor will get meetings with mentor & parents

EO confirmed there is a lot of work to be done.

***At this point there was a lot of conversations which proved there is a lot of questions and lacking clarity.***

***Common themes of frustrations and true reflection of feedback coming to parents.***

***System has a lot of limitations.***

***Homework is a common theme of concern and missing and why reported as problems but not being raised ahead or tracking reports.***

***Parents need clarity of who they can contact about which topic, how and expectations of a process.***

* EO advised PTs have access to a text/phone system that could be getting utilised. And a pilot is being planned.

**Action for EO to update website.**

***Curriculum coursing - Why only 6 NAT 5s? 6 in S5 & 6 in S5***

* ***Goes from super broad in junior years and comes into so narrow in S4 – S6***
* ***Crashing Highers to fill timetables. Why doing 6 in 5th year***

*EO: Needs to be the right course which you start & finish*

*More to come on this.*

***Tracking reports – no comments to support results or next actions/pathways***

***Could we have more open nights?***

*EO confirmed ‘working time directive an issue to support more out of school our activity’*

***Communications – not clear and different levels communications from differing teachers in same departments. Can core information come from Dept head and come to all parents?***

**Next PC topic focus to be coursing & tracking**

EO continued…

* **Lunchtimes** – looking to possible extend lunchtime to enable extracurricular activities.
* Menu is going to be increased with new ideas.

**Update from PC Chair – Cara Chambers**

**As Gail Currie** was not able to attend, CC covered:

* Background of her role
* Groups of Midlothian PC chairs at a presentation last year
* Main role is to improve liaison & interaction between school & parents
* Figure out resources
* Help guide us to make the most of our PC meetings
* Areas parents can get involved in (shared via newsletter)

CC will share any relevant details/events/opportunities on FB

& will give updates when available

We will see if CC & DW can get a call since Gail was not in attendance

**Fund raising**

* PC – post on FB
* Senior football team need strips – look at outside sponsorship.

Next PC: 12 Jan 2023

Thanks & Close