**Newbattle Community High School - Friends of Newbattle Meeting**

**23rd January 2019**

Present Apologies

K Maynard Parent M Horsburgh

J Kettrick Parent

A Westaby Parent

C Beattie MSP

P McIntosh Parent

A Donaldson Parent

S Fairley Parent

C Park Parent

Jena McGhie Parent

F Oswald Parent

M Leslie Staff

G McMillan Advisor

W Wilson Clerk

Minute of the previous meeting

Minutes of the previous meeting were agreed.

Account Balance/Transaction Summary

C Burt had prepared the account update and this was distributed to all members present. S Fairley queried if the raffle funds from the summer show Grease had gone to FoN or towards the cost of the show. W Wilson to query with C Burt.

Donations/Funding Requests

We agreed that a donation of £100 could be agreed out-with meetings if authorised by named post holders from FON & Parent Council. (ie Chairpersons & Vice-chairpersons)

A funding request for the “Healthy Breakfast Week” had been sent to FoN and they agreed to donate £100 to this event. Each pupil at Newbattle High School will receive a healthy breakfast Goody Bag on Thursday 31st January/Friday 1st February.

Another request was received from Mr R Watt for the Vex Robot Team who are travelling to Telford in March to take part in the UK finals. It was agreed a donation would be made but would like more information from Mr Watt regarding travel costs etc. W Wilson to contact R Watt.

Further discussion took place regarding funding requests and what would be most advantageous for the pupils. Suggestions followed regarding trips, travel, toiletries, uniforms, PE kit, food banks etc. JK suggested covering the cost for the construction group to travel to Granton however GMcM advised the group has no reason to travel as we had all the facilities they require in school. A suggestion was made by C Beattie to contact Handicabs if we require transportation for any groups.

W Wilson will email all staff to remind them they can apply to FoN for financial assistance.

Matters Arising

The stalls at the Christmas Concert went well however, a few stalls were set up that the FoN/Parent Council had no knowledge of. In future, if anyone wants to reserve a stall table, they must do this through FoN to enable them to control the number and types of stalls as well as ensuring a fair opportunity is given to the numerous groups trying to raise funds.

Dates for Diary

28th March – Fast Track Celebration Evening. FoN/Parent Council could possibly provide refreshments this night. More info to follow once the layout for the evening has been decided.

AOCB

A new community facility “The Gorebridge Beacon” was opened at the weekend, if anyone is going, please raise awareness of the FoN/Parent Council.

Pop Up Banners – W Wilson to check in storage cupboard for the pop-up banners.

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Matters Arising

New Tracking Update

GMcM explained in detail the new TAMAR system which is used by all staff in school for tracking, monitoring, attendance, coursing etc. A few parents have said they found it confusing however this was due to some information not being included in text boxes. This has now been rectified and the text boxes have been enlarged to allow for more information to be entered. Staff have received extensive training. Suggestion was made to hold an open evening for parents to attend and also for the layout of the report to be changed to include the key on the front page. Parents would also like it be recorded if work was missed due to music lessons, show rehearsals or other out of class activity. GMcM will discuss this with Mr Davidson.

Staff are happy to receive communication from parents and this would be best done via email to the Newbattle High School email box.

Merit System

M Leslie explained the merit system. Newbattle High School host a Merit Awards Ceremony 3 times a year. Merits are awarded for a whole host of reasons – attendance, behaviour, helpfulness, respectful etc. Pupils have the opportunity to earn Bronze, Silver and Gold Awards. Miss Bruce has recently taken over the Merit System.

Toilet Pass/Time Out of Class

An email was received from a parent regarding toilet passes. The House Team have toilet passes that can be issued on a daily basis as and when requested/required. Pupils need to go and speak to the House Team who will issue them with a pass. GMcM will explore the possibility of Homeroom Teachers also having a supply of Toilet Passes. The toilets are well used between classes/break time and lunchtime. Teaching staff use discretion when allowing pupils out of class to go to the toilet but are also mindful of disturbing teaching and learning.

School Review 12th – 14th March 2019

GMcM presented on what is involved in a school review and what information will be expected. 10-12 members of FoN/Parent Council will be requested to attend for approximately 1 hour to speak to the review team. More information to follow.

Christmas Arrangements in School

A parent was concerned that the “religious meaning of Christmas not being much in evidence this year”. GMc explained that the school is in line with Government recommendations with their Time for Reflection/Religious Observance documents as a non-denomination school. We had the normal Christmas Events in school (assemblies/lunch/trees/concert/music etc) except the S1 Christmas Party which was cancelled earlier in the term due to difficulties with staffing and also focusing on preparing senior students for prelims.

Parents Night Layout of Rooms

Parents find it difficult to get around the school in the time allocated. It was decided that for future Parents Evening’s, a map of the school would be available on the booking site and will also include room numbers to allow parents to plan own appointments. GMcM will speak to staff regarding keeping to time, appropriate seating arrangements in rooms and putting appointment sheet on door.

AOCB

C Park received an email from Connect inviting members of the Parent Council to join the board. See below:

*Connect are currently looking for nominations to elect new parent and teachers to our Board, and I was hoping you could help spread the word through your networks.*

*As a director of Scotland’s only independent national parents’ membership organisation, this is an excellent opportunity for parents and teachers to help shape Connect policy, support our members, and offer a parental perspective to policy makers and the media.*

*Directors are expected to share Connect’s values (set out in the nomination form), attend regular Board meetings (usually 6 of these are held each academic year in Edinburgh), comment on draft papers, reports and consultation documents, and offer advice to staff. Directors may also be invited to attend conferences and meetings on behalf of Connect, and expenses incurred during Connect business will be paid by the organisation.*

*The deadline for nominations has been extended to 7 February 2019.*

*Nominations will be put forward to be voted on by our members at our AGM at 6pm, Thursday 14 March 2019, at Discovery Point, Dundee. Successful nominees will then go to the Board for ratification.*

*More information, including the nomination form, can be found on our website at* [*https://connect.scot/membership/become-director*](https://mail.midlothian.gov.uk/owa/redir.aspx?C=Hrdhg-0dnfRNM9NruK3Q3IIt912qLHe_9FsFCOMJvFpO-3n7FoXWCA..&URL=https%3a%2f%2fconnect.scot%2fmembership%2fbecome-director)*, and potential nominees can contact Eileen Prior, Executive Director, to discuss further at* [*eileen@connect.scot*](https://mail.midlothian.gov.uk/owa/redir.aspx?C=OMl_eNnDygwAaD2pTbTR_D0Wuf2Rr_5jlG5atPg7IN5O-3n7FoXWCA..&URL=mailto%3aeileen%40connect.scot)*.*

DOE Volunteering

Aniston Football Club are looking for volunteers to teas and coffees during home matches. This could possibly be a volunteering opportunity for any DoE pupils.

Date of next Meeting

Wednesday 27th February

Friends of Newbattle 7.00pm

Parent Council 7.30pm

Borthwick Suite, Newbattle High School