

MINUTES OF THE MEETING OF KELSO HIGH SCHOOL PARENT COUNCIL

HELD ON TUESDAY 16TH January via Zoom



Attendance - Harriet Campbell (Chair), Leri Payne, Jill Lothian (Head Teacher), Jeanette Aitchison, Pam Guthrie and Ailie Ramage.

Apologies - Euan Robson, Tom Weatherston, Simon Mountford and Kirsty Banks.

Chairperson Harriet Campbell welcomed everyone to the meeting.

Minutes of Previous Meeting - Minutes from 13/12/23 were approved by Harriet and Ailie.

Matters Arising

Action Tracker - review and discussion on actions noted.

Discussion around update on Neurodiversity support with KHS, Mrs Dyer scheduled to attend the next meeting. Is there anything to address? Update of needs to staff, spreadsheet available on Team so accessible via iPads now. Sharing good practices and information within cluster.

Chair's Report

Harriet confirmed that there had not been a meeting with SBC, no update at this time.

Head Teacher's Report

Staffing Updates

- Warm welcome to our new staff
 - Sam Middleton and Lyndsey Paterek, our new Pastoral Support Assistants
- Vacancies
 - Information Technician, interviews take place on Monday 22nd
- Absence
 - Miss Carragher – we have secured Science supply for 2.5 days a week

Role of our Pastoral Support Assistant

- Deal with enquiries related to young people, promote parental engagement and improve links between yp, parents and staff.
- Contribute to raising standards of achievement and attainment.
- Provide assistance and support to yp to overcome barriers to learning and participation across the school.
- Promote the values of Kelso High School.

- Focus on restorative approaches, arrange and manage restorative conversations between yp and/or staff.
- Provide universal and targeted support by being the first point of contact for young people on issues such as behaviour or attendance.
- Triage the support for young people, staff and parents to ensure the most appropriate person deals with the issue and investigate incidents as appropriate.

School Strapline

Following the feedback from staff and young people we have now established our top five. With 'Values in Action' being added following the discussion at our last meeting. Our next step is to establish a panel to review and select their preferred one that we would then use. Deadline for completion is end of January.

Respectful Relationships & Anti Bullying

We will complete our KHS statement adding in the following views from:

- Young People – Focus groups are planned to allow us to capture learner views for our school statement
- Parent/carers– our KHS statement will be shared with the Parent Forum to ensure we add parents views into our school statement.

Stepped Interventions

We have revised Behaviour Management Procedures – Kelso High School Stepped Interventions. We have used feedback from our consultation with staff and our young people. Our focus will continue to be on promoting positive behaviour however when required we will use stepped pathways:

- Values in action – promoting positive behaviour and recognising when our yp demonstrate our school values.
- Class Teacher Pathway – low level disruption, introduction of a Class Teacher Target Card
- Principal Teacher Curriculum Pathway – supporting yp and staff, introduction of a PTC Monitoring Card
- Pastoral – support staff/families and young people, parental meetings
- Senior Leadership Team – interval exclusion, formal exclusion

Mobile Phone Policy: 'Off & Out of Sight'

Having a mobile phone in school is not a requirement or necessary. Any learner can ask the school to contact home during the school day if required and learners will be supported to do this by any member of staff.

In Kelso High School mobile phones should remain "*Off and Out of Sight*" to allow learners to focus on their learning and keep all lessons a positive learning environment.

Senior Phase Formal Assessments

Positive feedback from our invigilator team with all our young people demonstrating our school values. Each day, our staff team consisting of SFL PT (E Dyer) DHT Senior School (A Wilson) and Head Invigilator (G McFadyen) discuss any concerns or issues and agree plans for the final exams in May 2024.

Our teaching staff are currently marking and will ensure the papers are returned to our young people asap from Monday 29th.

Course Choice Timeline

Over the past few weeks, we have been consulting with our current S4 and S5 learners to complete 'Mock subject choices' for session 2024-25. This will support the timetabling process.

Before the end of February, we will be inviting parent/carers and learners within S3 to join a member of staff for a 1:1 interview about the course choice process. Each meeting will be scheduled for 20 mins preferably face-to-face but could also be arranged online.

Questions / Discussion

Attendance – what is the picture with KHS? Same as nationally.

Demerits – can we differentiate between use of iPad and phone? Not easily.

Multiply – Numeracy for parents, evenings at Abbey Row?

Work with P7 parents, help you to help your child.

London Trip – how were pupils chosen? Confusion around who was able to go/ limited places. Confirm with Ms James.

Ailie Ramage has taken up new role from August as a Community Childrens Nurse and would like to offer help in whatever way is needed. Happy to attend events e.g. Careers Fayre etc if that may be beneficial.

Would it be helpful to have a School Nurse / Community Nurse presence at Parents' Evening?

What are the pathways for Health / Mental Health / GP / School Nurse / Quarriers?

CAMHS – training for cluster referrals.

New Head Team – invite to a future meeting.

Treasurers' Report

Lottery Account

The balance of the PC Lottery account as of 16.01.24 is £3,119.55. A cheque has been issued to SBC for the annual gambling license (£20), this has not been cashed yet.

The next lottery draw will take place on Monday 29.01.24. The prize fund is currently sitting at £1000.00. The prize fund must be won so numbers will be drawn until we have a winner.

There are currently 264 active lines. This equates to £132.00 going into the prize fund and £132.00 into the account for funding requests.

There have been no winners since Rory Bell won £1,030.00 in March 2023.

TOTAL AVAILABLE TO SPEND £2,099.55

Following the introduction of the MS teams form sign up we have received **30** new requests to join the lottery!! Not all requests have been set up yet, but I am actively following these up.

It was agreed at the last meeting not to pay for a dedicated advert/page to promote the lottery within Kelso Life however we have added a small part into our normal KHS entry with the QR code to encourage members of the community to sign up.

Main Account

The balance of the PC Main account as of 16.01.24 is £933.41.

At the Christmas Fayre / Concert volunteers served tea and coffee, £79.58 was received in donations for the refreshments. This has been paid into the account.

Huge thanks expressed to Sonya and her volunteers for kindly organising and serving the refreshments at the Xmas event, this was greatly appreciated.

A cheque was issued to the Clerk/Treasurer, and this has now been cashed.

TOTAL AVAILABLE TO SPEND £933.41

This means there is a whopping £3000 available to spend, what should this be used for? Look to promote this available funding, ask staff for thoughts / suggestions. Big ticket item to aim for? Discussion around the various funding streams and a joint funding form, to be reviewed at forthcoming Finance Committee meeting.

Date of Next Meeting – Thursday 22nd February 2024 at 7.00pm in person (please note this meeting is not via Zoom as previously detailed)

Harriet thanked everyone for attending and closed the meeting.