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|  **Castlehead High School Parent Council****Minutes of Meeting 15/3/2023** |
| **Present** | **Graeme Lawrie (GL) Joint Chairperson****Kirsteen Forrest (KF) Joint Chairperson**Gordon Menzies **(GM) Headteacher** Claire Wilson **DHT** Iain Stephenson **(IS)** **Treasurer**Alison McKeary **Secretary**Sameena JavedMichele StarkSharon LawrieMargaret McLeod **(MM)**Karen McArdleCaroline Johnstone |
| **Apologies** | Elaine Wong, Lesley Turnbull  |
| **Minutes of Previous Meeting** | Previous minutes agreed  |
| **Head Teacher Report** | * PC given an overview of the Homepage for the new CHS website. This included navigation and links which will be available. Some small issues still to be resolved and information populated however, website should be up and running soon.
* Staffing – currently a number of vacancies being advertised on myjobscotland
* Easter school timetable for Seniors has been released along with information on e-Sgoil Easter study webinars available.
* Masterclasses will run in school in the run up to exams.
* Options process well underway with Senior interviews concluding this week.
* Advanced Higher provision to be slotted in when timetable produced.
* As part of on-going self evaluation GM has spent time observing in each department. Questionnaires issued to all learners, parents, staff to obtain baseline and assist with improvement plan across the school community.
* Pupil Parliament to be launched after the Easter break.
* Awards Ceremony Martyr’s Church – currently under review, potentially a whole school ceremony as opposed to Senior pupils only.
* Pupils from Higher Leadership Team are presenting promotional video for the school.
* School Vision & Values under review. Last review 2019, many internal and external changes in that time. Focus groups already taken place with staff, brainstorming ideas. Further discussion around the PC group and going forward in the coming weeks focus groups planned with pupils.
* Project for Photography students from West College Scotland working with CHS to create a pupil gallery at school entrance.
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| **Other Matters Arising** | * Recent PC Liaison meeting minutes available on request to anyone who wishes to read.
* Handout given of upcoming Connect events being run. Anyone wishing to attend can obtain email link from PC.
* Change of Signatories underway
* Current balance PC funds £2560.86 (pre monies owed)
* IS will arrange reimbursement to KF for Uniforms and EW for lottery licence.
* What can PC assist school with?
* Further need to add to school uniform bank – CW provided PC with list of requirements.
* Requirements in terms of audit of PC funds – PC to link in with Connect for guidance.
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| **Questions Received** | * Communication – key dates/events to be added to calendar on school app
* STEM – Projects/Grants – Opportunity for help with applying for grants for the school. MM successful in securing around £15k total for feeder primary. Has good knowledge of requirements/processes. MM to link in with GM to progress.
* Request for all clubs to be more visible on socials/app not just sports related.
* ECO Committee – relates back to grants/projects/skills for work and understanding what CHS have in order to assist.
* Anti bullying – Current policy is Renfrewshire Local Authorities. CHS currently working on bespoke policy for the school.
* School Upgrades – MM employer operates Company Service Day. Can arrange a team of volunteers for a day in May to come in and help with school improvements. Eg Local Authority provide paint they can refresh some of exterior. MM will link in with GM to progress.
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| **AOCB** |   |
| **Date of next Meeting** | Next Meeting will be the AGM - 7th June 2023 |