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| **Castlehead High School Parent Council**  **Minutes of Meeting 06/11/2024** | |
| **Present** | **Karen McArdle (KM) Chairperson**  **Caroline Johnstone (CJ) Chairperson**  Gordon Menzies **(GM) Headteacher**  Alison McKeary **(Secretary)**  Hannah Cunningham  Lesley Turnbull  Elaine Wong  Claire Wilson **(CW) DHT**  Rachael Livingston |
| **Apologies** | Sharon Lawrie, Iain Stephenson **(Treasurer)** |
| **Pupil Parliament** | Short presentation from 2 members of the pupil parliament detailing their main objectives under discussion. Pupil parliament have a budget of £500 to use on whatever they deem most appropriate. Areas they identify include toilets/locks/water fountains/more bins to reduce rubbish/doing up social areas. Suggested from PC include approaching stores such as B&Q/The Range where discontinued items such as paints or possibly more are obtainable free. This will free up the budget to build on enhancing social areas. |
| **Attendance – CW DHT** | CW shared with PC guidance around Safeguarding and Protecting Children & Young People. Details covered what is considered as potential CP concerns and what actions to take should a concern be raised to anyone within the group. Handout provided details.  Attendance Policy is currently under review. A survey has gone out to all parent via groupcall with a second planned to generate more responses. Pupils are also involved in creating the new policy along with cluster schools so there will be one Cluster school policy instead of individual ones.  This topic tied in with another item on the agenda where some concerns were raised regarding the accuracy of text alerts to parents for child absence. A couple of groups members shared their own experiences which may mean not getting a true reflection of absence. CW/GM will look into. |
| **Minutes of Previous Meeting** | To be agreed at next meeting |
| **Head Teacher Report** | Overview of recently attended Secondary Attainment Meeting. Handout with further details provided.  Power point presentation of the Learning & Teaching Portal, a new platform to support teachers in providing the best classroom experience for pupils. Aiding the planning and delivering of high quality lessons in the classroom.  Flight Path Fund – Sow & Grow order agreed with Dobbies details for order will be passed to PC for order and payment. |
| **Treasurers Report** | Update at next meeting |
| **Other Matters Arising** | Christmas Concert & Fair – Plans underway to introduce a Christmas Fair in conjunction with the Annual Christmas Concert. Stalls including some in school pupil led and approx 10 external stalls.  Discussion around area to be used/type of stalls/Decoration and Santa presence.  KM organising flyers and details will be shared on PC Facebook page, other local pages, cluster schools and local community.  No entry fee, agreed donation at the door.  Interim meeting date TBC to finalise plans |
| **AOCB** |  |
| **Date of next Meeting** | Next Meeting – Wednesday 29th January 2025 |