



Bell Baxter High School Parent Council

Minute of Meeting held on Wednesday 25th January, 2017 at 7.00 p.m.
in the Conference Room, Bell Baxter High School

Present: Karen Brown (Chair), Mandy Bateman, Elaine Blake, Holly Clark, Paula Falconer, Steve Fearn, Clare Finnie, Julie Goad, Ian Jones, Chantelle Kidd, Alex Moodie, Faith Nicholson, Anita Petrie.

School Representatives: Philip Black (Rector), Neil Ritchie, Finlay Adams (School Captain) and Rachel Blair (School Captain).

1. **Welcome and Apologies:**

Karen Brown welcomed everyone to the meeting.

Apologies from: Cllr Kennedy, Julie Struthers

2. **Previous Minutes:**

Approved.

3. **Presentation – Monitoring and Tracking**

Neil Ritchie, Curriculum Leader (2nd tier) Technologies, presented to the group as chair of the monitoring and tracking group in school. Neil presented on the role of the group, the introduction of a new teacher recording system and the summary reports introduced for all year groups.

Question:

Targets are they individual to each pupil. NR Targets are for senior pupils based on SQA banding individual reports.

Are ASN reports in SEEMiS – not at present due to technical reasons but staff complete a word template on the same format.

Will you analyse the results of inputting this system?

Comments from the group on the strong quality of the reports and level of feedback from teachers.

Rachel Blair commented that she found tracking helpful as a pupil to know progress in a subject. Finlay explained how targets are discussed and agreed with the teacher.

4. **Rector's Report**

Cashless Catering – we have been pursuing with Fife Council the ability to take online payments for many years. This is now being introduced as part of the process to remove the cash loaders for the MyFife cards from school.

5. **Staffing Update**

Information shared to the group prior to this meeting. The staffing shortages at present are an unusual set of circumstances. Work has been ongoing to recruit new staff with interviews completed, appointments made and awaiting these staff starting. In the meantime we have supply teachers in place to cover vacancies.

6. **Chairperson's Update**

Parents' Evenings – request for volunteers to support these events in February and March. Request for a member of the group to organise Parents' Evenings to sell raffle tickets, speak to parents etc.

Raffle – volunteer required to create a hamper with the items donated. Anita Petrie volunteered.

Governance Review – acknowledgement received for the submission

Getting It Right For Every Child – communication with Michelle McLean, Getting It Right In Fife Mentor.

Colours Committee – request received from the school

7. **Treasurer's Update:**

£613.50 fundraising account - £205 raised from the Parents' Evenings in November and December.
£1,838.63 500 Club account – only 92 members now.

8. **A.O.C.B.:**

Mobile Phones - Request on use of mobile phones in school, only for use in class if a teacher thinks it is appropriate to use their phone as a calculator, camera etc. In the main mobile phones should not be used in class or when walking about corridors.

9. **Date of Next Meeting:** Thursday 9th March, 2017 at 7.00 p.m.

Sylvia Docherty,

Clerk

25th January 2017.