

the National Parent Forum of Scotland

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Meeting held in Optima Building, Glasgow 3 September 2011

1. Present/Apologies

Aberdeen	Tony Rafferty
Aberdeenshire	Vacancy (since August 2011)
Angus	James Ewens
Argyll and Bute	Vacancy
Clackmannanshire	Vacancy
Dumfries & Galloway	George Jamieson
East Ayrshire	David Fraser
East Dunbartonshire	Vacancy
East Lothian	Carol Snow
East Renfrewshire	Joseph McLachlan
Edinburgh	Tina Woolnough
Falkirk	Margaret Leitch
Glasgow	Joanna Murphy
Glasgow	Richard Porter
Highland	Alistair Todd
Midlothian	Louise Gough
Moray	Colin Noon
North Ayrshire	Billy Gibson
North Lanarkshire	Vacancy
Perth & Kinross	Jason O'Flynn
Renfrewshire	Debbie Newlands
Scottish Borders	Steven Whalley
South Ayrshire	Angela Card
South Lanarkshire	John Rice
Stirling	Julie Wild
West Dunbartonshire	Iain Ellis (Chair)
West Lothian	David Mitchell
West Lothian	Eric Lumsden

Apologies

Comhairle nan Eilean Siar	Fiona Black
Dundee	Kiran Oza
Fife	Amanda Ferguson
Inverclyde	Glen Miller
Orkney	Charlotte Harrison
Shetland	Bob Cree-Hay

In Attendance

Education Scotland	Irene Russell
Education Scotland	Lindsay Jane Murray (minutes)
Scottish Government	Lorraine Sanda



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2. Minutes

- 2.1 Wording to be changed to 4C5 which is to read “Joanna and Lorraine reinforced the importance of the parental role in CfE”.
- 2.2 4C6 the word “just” is to be removed.
- 2.3 Proposed by Steven Whalley and agreed by Joseph McLachlan

3. Matters arising from previous minutes

- 3.1 Over view of key terms and features Factfiles along with the letter from Joanna Murphy has been sent out to all parent chairs.
- 3.2 Joanna highlighted to the group that the letter mentioned in 4C3 has been well received with Educational circles.
- 3.3 Tina received quotes for an induction pack cover, newsletter and headed paper which has been given to Iain Ellis.
- 3.4 Julie will resend out the survey for members to respond with a deadline for response.
- 3.5 The ASLIG meeting has been postponed which Billy is unable to attend and Louise Gough will go in his place on the 10 October 2011.
- 3.6 List of contacts to be sent to new members to highlight who the emails are from and not marked as spam. It was suggested that all emails start with NPFS.

4. Groups Update

4A ASN Group

- 4A.1 NPFS was offered a place on the ASLIG group that was originally the group that advised Scottish Government on the implementation of the ASL act 2009. Scottish Government would like the group to continue, meeting on 10 October will look at what the group will be doing.
- 4A.2 NPFS have been invited to sit on the CALL steering group which Tina will be attending. Information on CALL can be found on GLOW and how to guides can be located on the Education Scotland website.
- 4A.3 There will be an ASN discussion group where a number of organisations have been invited to attend.
- 4A.4 There was a discussion held about the availability of digital exams for children with specific needs. **Action: Billy to email Stuart for comments regarding concerns raised by members.**

4B Governance Group

- 4B.1 New induction packs are modular and available for all members; new members will be posted an induction pack. Updates will be sent out which can be replaced in the packs for the roles and responsibilities and the new constitution. Steven requested the group use the policy condition of the NPFS when attending meetings to capture issues etc. Volunteer form is also available in the packs for new members who will be paired with a buddy to help support them filling this form out.



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4B.2 Due to Steven being nominated as Vice Chair, Joe will be taking over as new lead for the Governance groups.

4B.3 The group is looking at a work plan on how to get views from parent councils on what's important to them and how the group disseminates this back.

4C GTC

4C.1 Tony and Irene met to discuss how to make glow more user friendly, Glow is in the process of being redesigned within a short timescale.

4C.2 GTC redevelopment is well under way and moving into consultation phase with parents and teachers. Once the arrangements have been finalised for parents Tony will disseminate this information to the group. The working groups will start in October in Dumfries and Galloway of which Tony will be involved in the meeting held in Aberdeen.

4D Communications

4D.1 The collaboration work on the E-newsletter has been sent to all schools. The next newsletter will be in January so if anyone has any items they will like to add anything to contact Julie Wild.

4D.2 Tina requested members contact their Local Authorities on how parents communicate with parent councils. Tina suggested it would be good to have a database of all parent council and parent database which Tina is looking into.

4D.3 NPFS will be hosting a stand at the conference which Tina will be manning, members to take turns on the stand and support Tina.

4D.4 Enquiries are monitored by Tony who sends to the relevant representative. The representative then replies to enquire inbox for Tony to send out response. Tina to be given access to the inbox to see the types of enquiries sent in.

4E Early Years

4E.1 Julie to look at how to communicate with parents as most early years establishments do not have parent councils.

4F Policy Group

4F.1 All groups have been requested to send a briefing paper to the policy group so the policy group can update where NPFS are at.

4F.2 Working group will be meeting in Dumfries and Galloway which consists of 4 proactive Head Teachers who will be looking at a terms of reference for school councils.

4F.3 Policy group looking at how concerns are raised concerning teachers, the protocol on how it is reported and managed by the Head Teacher.

4G CfE Group

4G.1 Joanna attended CfE management board meeting on Thursday held in Optima building. The topics covered at the meeting are confidential and can only be released after.



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The management board were please with work involved by CfE group and Lorraine on the new fact file. All fact files and newsletters can be printed and located on parent zone. There was discussion at the management board on the NPFS second annual conference.

4G.2 Work currently underway on parent zone pages regarding assessment and reporting.

4G.3 SQA were approached by book sellers Waterstones regarding the new national qualifications and advice on this. Waterstones have agreed to display SQA's current parent leaflet in Scottish stores which will be displayed in the academic section. It was be good to have reference to NPFS on the new leaflet.

4G.4 Children currently in S2 who are the first to be sitting the new national 4 and 5 qualifications there is contingency arrangement for exceptional circumstances in departments that are not ready. The contingency will be that the department will sit the intermediate 2 for one year only.

5. New Expenses Form

5.1 There is a new yellow expense form which was handed out to members and will be sent to members absent from the meeting. This form must not be copied and sent in its original form to be processed and sections A, B and E should be filled out and sent to Lindsay Jane along with your NPFS expenses form and any receipts.

6. Conference

6.1 The programme has been pulled together and a list of workshops and marketplace contributors will be emailed to the group once finalised.

6.2 A list of delegates registered was handed to the group and updates can be given upon request from Lindsay Jane.

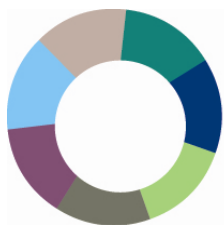
6.3 Members are encouraged to attend workshops, make contacts and assist Tina with the NPFS market stand where possible.

7. General Discussion

7.1 There was a general discussion where members suggested a topic for general discussion and further research into one of the following:

- Standardising school holidays
- School Health Service
- School start dates for boys and girls
- Composite classes
- Catchments for nurseries
- School Lunches
- Physical Exercise and Healthy Eating
- English as an additional language
- Longer school day
- Consultation with parents on decisions made by LA's so parents can become more involved

It was suggested that better representation on education committees at local areas to tackle some of the above issues.



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7.2 It was agreed by the group that the members who put a topic forward to do some research into their subject and canvas between group members.

8. AOB

- 8.1 Steven requested that members refer to the group as "National Parent Forum of Scotland".
- 8.2 Members to promote the event and online conference.
- 8.3 Tina asked if the group were happy to have their name and which LA they represent on the website. Members who are not present will be emailed by Tina.
- 8.4 Joanna handed out hard copies of the senior phase statement to the group.
- 8.5 SPTC have a group called the parents voice, Iain suggested NPFS have something similar where every member get 10 parents to sign up. They will be contacted on specific matters on various subjects to the groups.
- 8.6 Irene updated the group that parent zone website will be restructured and more information added under recognising achievement, assessment, reporting and profiling along with Lorraine Sandra, Joanna and Development Officers within Education Scotland.
- 8.7 There is a CPD resources is available on Education Scotland to help schools reflect on parental involvement and generate ideas on how to promote and enhance parental involvement.
- 8.8 Vote was held within the group if a database should be collected of parents, the results were as follows: **For: 15 and Against: 3**

Date of next meeting and close

Date: 26/11/2011

Time: 9.30 – 3.00

Venue: Melting Pot, Edinburgh

9. Actions

- 9.1 **Billy** to email Stuart Aitken for comments regarding concerns raised by members at the meeting.
- 9.2 **Irene** to add updated contact list which highlights which members are on groups, this will then be uploaded to Glow.
- 9.3 **Tony** and Irene met to discuss how to make glow more user, Glow is in the process of being redesigned.
- 9.4 **Tony** to work on 32 generic emails for members to send emails out without giving out personal emails.
- 9.5 **Julie** to send terms of reference of the Early Years group to Steven Whalley.
- 9.6 After discussions, the policy group that not all education committees in Scotland have a parent representative. This will be added to agenda for next meeting.
- 9.7 Topic raised by group members to be canvassed to group members and research brought to next meeting. **All**
- 9.8 **NPFS** groups to look at gathering 10 parent email addresses from 10 different parent councils to be sent gathered and sent to Tina to build a database.



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9.9 Tina to look at how to gather database of parent email addresses and how this will be used.

9.10 Lindsay Jane to email Tina last year's delegate list from the NPFS conference.

Glossary

ASLIG	Additional SUPPORT FOR Learning Implementation Group
CALL	Communication access Literacy and Learning
COSLA	Convention of Scottish Local Authorities
EIS	Education Institute Scotland
GTC	General Teaching Council
NAR	National Assessment Resource
SEQIA (New LTS/HMIE Organisation)	Scottish Education Quality and Improvement Agency
SPTC	Scottish Parent Teacher Council
SPION	Scottish Parental Involvement Officers Network
QIO	Quality Improvement Officer