



# the National Parent Forum of Scotland

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Meeting held in City Chambers, Edinburgh 20 November 2010

**Present:**

Aberdeenshire	Reid Hutchison (Vice Chair)
Angus	James Ewens (Vice Chair)
East Dunbartonshire	Gerry McTiernan (Chair)
East Renfrewshire	Joseph McLachlan
Edinburgh	Tina Woolnough
Glasgow	Richard Porter
Highland	Dr Moira Tregaskis
North Ayrshire	Billy Gibson
Orkney	Charlotte Harrison
Perth and Kinross	Jason O'Flynn
South Ayrshire	Mary Clive
Scottish Borders	Steven Whalley
Stirling	Julie Wild
West Dunbartonshire	Iain Ellis
West Lothian	David Mitchell, Eric Lumsden

**Apologies:**

Comhairle nan Eilean Siar	Fiona Black
Dumfries & Galloway	George Jamieson
Aberdeen	Tony Rafferty
East Lothian	Carol Snow
Glasgow	Joanne Murphy
Dundee	Kiran Oza
South Lanarkshire	John Rice

**In attendance:**

Convener of the Education, Children and Families Committee	Cllr Marilyne MacLaren
Development officer , Parental Involvement , LTS	Irene Russell
National Parental Involvement Coordinator Scottish Government	Lorraine Sanda



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## Welcome

1. Gerry McTiernan welcomed everyone to the meeting and thanked them for their continued commitment to the Forum. He thanked all of those involved for their support and hard work in making the National Parents Conference, 30/10/10, a success. Gerry highlighted the importance of the representatives sharing good practice in their Local Authority and the need for effective communication to reach all parents.
2. Councillor Marilynne MacLaren, City of Edinburgh Council, Convener of the Education, Children and Families Committee welcomed the representatives. She reinforced the need for effective communication and partnership working with parents particularly in the current financial climate. She also highlighted that Curriculum for Excellence is the Key to improving the quality of education for our young people and that she was aware of an abundance of good practice that exists.
3. Cllr MacLaren left the meeting at this point.

## 4. Minute of 5<sup>th</sup> June meeting and matters arising

Minutes proposed by Joseph McLachlan and seconded by Reid Hutchison

- **Matters arising:**
  - Page 2 of minute – Tina Woolnough did not accompany John Rice to parental officer meeting in South Lanarkshire.
  - GLOW

The meeting asked for some clarification regarding the Glow futures planning. Gerry McTiernan will consult with the Learning and Teaching Scotland management board to establish how the roll out is to be managed for Phase 2.

A discussion followed on the current policy in each of the local authorities roll out of Glow. There is variation across the authorities in terms of those groups who have access i.e. teachers, pupils, parents. Some members raised concerns regarding the need for staff CPD and a local authority's ability to release staff to facilitate this. The point was also raised that there was the need for equality as not all children and young people were able to access Glow. It was agreed that it would be useful to establish the current situation in each authority by creating a survey on Glow.

Representatives will be asked to complete the survey for their own authority.

The meeting also agreed the need for a generic email address for all local authority representatives to the Forum. This will be actioned by Kiran Oza, Forum, in consultation with Neil Stewart, Glow team LTS.



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## 5. Presentation – What is the Forum

Reid Hutchison facilitated the opening session by giving a presentation to delegates on the Forum. This included the rationale and background to the formation of the Forum, its purpose and role. He went on to highlight communication links between the Forum, parent council forums, steering groups, Parent Councils and the wider Parent Forum. This was followed by some discussion on the need for effective, positive communication between forum members and how best to distribute information to all members to allow them to participate fully.

The presentation will be available as a resource for all the Forum representatives when speaking with Parent councils or at other parent events. Reps were reminded to work together in creating subsequent resources/presentations in the Forum, corporate style.

## 6. Secretariat support, introduction to LTS

Irene Russell was welcomed to the meeting. Irene has recently taken up her post with LTS as Development Officer with the specific remit for parental involvement. Lindsay Jane Murray from LTS has been appointed Parental Involvement Project Administrator and Event's coordinator and will provide secretariat support to the Forum. There followed discussion about how best LTS can support the parental involvement agenda and in the planning and support of the Forum's key priorities.

## 7. Action Plan

Gerry McTiernan led a general discussion on what the key priorities for the coming year would be for the Forum. The delegates spent some time in small group discussion to consider the action points to take forward the key priorities. The following key priorities were agreed:

Key priority	Lead	Supporters
Curriculum for Excellence	Gerry McTiernan	
School Closures	Charlotte Harrison	
Budget	Iain Ellis	Joseph McLachlan
Additional support Needs	Billy Gibson	Mary Clive , Steven Whalley , Tina Woolnough
Governance /Support	Reid Hutchison	Julie Wild

Gerry McTiernan will contact all Forum members and inform them that they should contact the lead for the group in which they would like to participate. The meeting agreed that to help



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facilitate the work of each group the lead person will draw up the terms of reference and the objectives for their group.

David Mitchell left the meeting at this point.

## 8. Roles and responsibilities

- **Curriculum for Excellence**

Members discussed the following points:

- Forum will have continued representation on the CfE Management Board
- Need to improve communication to parents on developments of CfE
- Need for clarification on developments on assessment framework
- The setting of a base line by Scottish Government for Local Authorities to meet regarding the implementation of CfE
- Feedback from HMIE on Curriculum for Excellence implementation

- **School Closures:**

Members discussed the following points;

- Role of Forum in signposting parents to appropriate information
- What is process in different local authorities
- Need for lobbying for parental involvement from the earliest stages.

James Ewens informed the meeting that he would be involved in meetings regarding the School (Consultation) Act.

- **Budget**

Members discussed the following points:

- Need to keep Parent Councils aware of issues affecting them locally and nationally
- Need to raise Parent Council awareness of consultation process and how they can feed into this process

- **Additional Support Needs**

Members discussed the following points:



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- Implications of changes in legislation and strategies in place for councils to check implementation of legislation
- Resources allocation
- **Governance**
  - Strategy to improve effective communication with chairs of Parent Councils
  - Use of Glow as tool for communication.
  - Roles and responsibilities of Forum members
  - Need to support new members including development of an induction pack
  - Continued use of weekly roundup facilitated by the chair and vice chairs
  - Members were asked to upload their profile on Glow to include their areas of experience; expertise and interest which will help inform the allocation of roles and responsibilities. Reid Hutchison to liaise with local authority representatives to establish accurate membership of Forum.
  - The Production of the Parent Council Newsletter, January publication and possible content was discussed. Irene Russell will consult with the leadership team and Lorraine Sanda regarding this.
  - Agree protocols for events management, Scottish Government consultation, expenses.

## 9. Budget report

Joseph McLachlan led a discussion regarding the Spending Review and how this translates to the Scottish Government Budget and subsequently to Local Authority Budgets. Reps had an opportunity to share local experiences of likely budget cuts and the timescale that Local Authority Budgets would be announced in February 2011.

## 10. School Handbook Consultation

Lorraine Sanda gave the background to the Act and rationale for the consultation. The [consultation paper](#) can be accessed on the Scottish Government website and parents can complete an [online survey](#) to have their say about the information parents and carers should receive about their child's school in the future. The consultation process will run until 15/03/2011 and any appropriate changes to the 1982 Regulations made by autumn 2011.

Link: <https://web.questback.com/scottishgovernment/schoolhandbookconsultation/>



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In addition there will be a number of engagement events which will run between 10/01/2011 and 10/03/2011. An independent researcher is being contracted for each event. Lorraine discussed with the meeting the mapping out of these events across Scotland and the grouping of local authorities for this exercise. The meeting discussed the need for coordination with Parent Council/ Forum meetings or events already scheduled during this period. Discussion followed as to how the Forum representatives could help facilitate parental involvement in these engagements. Suggested support from the Forum included helping design the events in liaison with Scottish Government and feedback to locations. The meeting agreed all members attend and support events for their joint local authorities. Lorraine will produce a list of joint local authority groupings and dates for the events. The dates and venues will be agreed by 15/12/2010 in liaison with Forum members. Reid Hutchison agreed to provide Lorraine with an updated list of Forum members and contact details.

Proposed Groupings:

Aberdeenshire/Aberdeen City
Falkirk/Stirling/Clackmannan
Glasgow, Dunbartonshires
Renfrewshires, Inverclyde
Ayrshires
Lanarkshires
Dumfries and Galloway/Borders
Midlothian, East Lothian
Edinburgh, West Lothian
Highland/Moray/
Tayside (Angus/Dundee/Perth/Fife)
Western Isles
Argyll and Bute
Orkney/Shetland

## 11. Update from working groups, meetings – Local representative update

**Gerry McTiernan, East Dunbartonshire**, has a meeting pending with the chairs of the parent councils regarding the local authority proposed budget cuts. He has a meeting with the curriculum for Excellence Board on 16/12/10. Gerry will contact Bob re the suggestion regarding the newsletter.

**Iain Ellis, West Dunbartonshire**, attended the Launch of the Education Awards and has been invited to attend a Scottish Government conference in January. Iain has met with the West Dunbartonshire Strategy group to discuss the budget cuts.



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**Richard Porter, Glasgow**, represented Forum member Joanne Murphy. Richard and Joanna are both members of the Glasgow Parent Council Forum (GPCF) committee. They attended a GPCF meeting where the Director of Education detailed the suggestions going to the councillors for their decision regarding the proposed cuts. They will attend a further meeting when the budget definite is announced.

**Mary Clive, South Ayrshire**, has recently become the Forum member for the authority. Mary has setting up communication links with the chairs of the parent councils and with the Parental Involvement officer. The authorities are hosting a Curriculum for Excellence conference in January.

**Moira Tregaskis, Highland**, is stepping down from the forum. Gerry McTiernan thanked Moria for her contribution and support.

**Eric Lumsden, West Lothian**, spoke on behalf of David Mitchell. Eric reported that meetings with the parent council chairs continue and that David has met with the strategy group to discuss budget cuts.

**Charlotte Harrison, Orkney**, continues to be in dialogue with the local authority regarding Glow access for all parent council chairs and in setting up a local parent forum which has the support of the Director of Education. She advised the meeting that the local authority were having a public consultation between October and January on proposed budget cuts.

**Jason O'Flynn, Perthshire**, is liaising with Avril Kerr of the Education Dept in Perth & Kinross council who is facilitating contact with parent council chairs. Jason is scheduled to attend a conference in Stirling on 2nd December on 'Outdoor Learning.'

**Stephen Whalley, Scottish Borders**, reported that the meetings with parent council chairs continue. Stephen is a member of the budget committee. Scottish Borders local authority are currently carrying out a consultation on school holidays. Stephen is scheduled to attend Curriculum for Excellence conference.

**James Ewens, Angus**, has a meeting with the Director of Education regarding proposed budget cuts. James reported that the access for Parent Council chairs was almost complete. He is currently



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on a Carg for Modern Languages and will be attending the Schools (Consultation) Act - working group. James attended the UCAS SPQG - Curriculum for Excellence: the Senior Phase.

**Joseph McLachlan, East Renfrewshire**, is making a presentation on the Forum at the next parent council chair meeting.

**Julie Wild, Stirling**, reported there would be the first parent council chair meeting in November. She is meeting with the Parental involvement officer on a monthly basis.

**Reid Hutchison, Aberdeenshire**, had been invited by the Acting Director of Education to attend the Education Committee's away day.

## 12. AOCB

- **Education awards**

Iain Ellis attended the Scottish Education Awards 2011 launch by the Education Secretary, Michael Russell on Friday 19 November 2010. Entry to the Awards is open to all publicly funded schools, including nursery, primary, secondary and special schools across Scotland in 17 categories. There are three new awards – Partnership for Learning, Literacy Across Learning and Numeracy Across Learning. There are opportunities for Parent Councils to be nominated.

Lorraine Sanda informed the meeting that Forum members may be involved in the judging panels

Nominations are open until **Friday 4 March 2011**.

- **Curriculum for Excellence/ Senior Phase**

The meeting agreed that representatives from SQA and HMIE be invited to the Forum's meeting in March to update the forum on the Building the Curriculum developments, the senior phase, qualifications and assessment.



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- **Scottish Parental Involvement Officers Network**

Iain Ellis proposed a future meeting with representatives from SPION. The logistics of this may prove difficult and it was hoped that all officers and reps would be having regular meetings. Reid Hutchison agreed to consult with SPION and explore the potential.

## **HMIe – Inspection Framework**

Gerry McTiernan will talk to Joanne Murphy about drafting a reply and circulating to members.

- **Forum Logo**

Tina Woolnough informed the meeting that there had been a request for the use of the Forum logo and link on the web page from Engage for Education. The meeting agreed that this request be accepted. Tina asked for clarification on the procedure regarding future requests. The meeting agreed that future requests for use of the Forum logo be delegated to the Chair and Vice Chairs to make a decision. They would liaise with Scottish Government and LTS as necessary.

## **13. Action Points:**

- Consultation with the Learning and Teaching Scotland management board to establish how the roll out is to be managed for Phase 2. **Gerry McTiernan**
- Survey on Glow group to access each authority. **Irene Russell/ Neil Stewart LTS**
- Members to complete the Glow survey for their own authority. **All**
- Creation of generic email address for the Forum. **Kiran Oza, Neil Stewart, Glow team LTS.**
- Distribution of Forum presentation to all members. **Reid Hutchison**
- All Forum members to be informed of key priority groups. **Gerry McTiernan**
- Personal profiles to be uploaded on to Glow. **All**
- Lead person for key priority group to draw up the terms of reference and the objectives for their group. **Lead person**
- Update of forum membership. **Reid Hutchison**
- Parent council newsletter. **Leadership team, Lorraine Sanda, Irene Russell**
- Dates, venues, groupings for School handbook consultation **All , Lorraine Sanda**



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- Contact Bob re the creation of a Forum newsletter. **Gerry McTiernan**
- Contact SPION regarding joint meeting with Forum reps. **Reid Hutchison**
- Ask Joanna to prepare a Forum response for circulation to reps. **Gerry McTiernan**

## 14. Date of next meeting and close

**Date:** 05/03/2011

**Time:** 9.30 – 3.00

**Venue:** Learning and Teaching Scotland

The Optima, 58 Robertson Street, Glasgow, G2 8DU

[www.LTScotland.org.uk](http://www.LTScotland.org.uk)