

the National Parent Forum of Scotland

**National Parent Forum of Scotland
Meeting held in Melting Pot, Edinburgh on 4 June 2011**

Present:

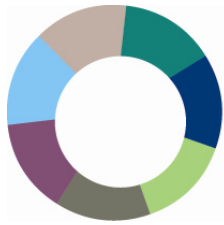
Aberdeen	Tony Rafferty
Aberdeenshire	Reid Hutchison (Vice Chair)
Dumfries & Galloway	George Jamieson
East Ayrshire	David Fraser
East Lothian	Carol Snow
East Renfrewshire	Joseph McLachlan
Edinburgh	Tina Woolnough
Glasgow	Joanna Murphy
Highland	Jill Kent
Midlothian	Louise Gough
North Ayrshire	Billy Gibson
Orkney	Charlotte Harrison
Perth and Kinross	Jason O'Flynn
Renfrewshire	Debbie Newlands OBSERVER
Scottish Borders	Steven Whalley
South Lanarkshire	John Rice
Stirling	Julie Wild
West Dunbartonshire	Iain Ellis (Chair)
West Lothian	David Mitchell

Apologies:

Angus	James Ewens
Comhairle nan Eilean Siar	Fiona Black
Falkirk	Margaret Leitch
Fife	Amanda Ferguson
Inverclyde	Glen Miller
Moray	Nigel Tiddy & Colin Noon
Shetland	Bob Cree-Hay
South Ayrshire	Angela Card

In attendance:

Glow Development Officer, LTS	Jennifer McDougall
Events Coordinator/Project Administrator, LTS	Lindsay Jane Murray (minutes)
West Lothian	Eric Lumsden SUBSTITUTE



the National Parent Forum of Scotland

Welcome

1. Iain Ellis welcomed everyone to the meeting and introduced Jennifer McDougall from LTS, Jill Kent from Highland and Debbie Newlands **AN OBSERVER** from Renfrewshire.

2. **Glow**

Jennifer McDougall updated the group on the new features to Glow including the Glow meet tool.

3. **Minutes/ Matters Arising**

- 3.1 Following changes are to be made to minutes from 5 March

- Change Action Point 1 from Tina to Joanna
- Number the bullet points and action points so it is easier when referring to the minutes
- Amend the 9th action point to state that the Governance Group will provide a template for the terms of reference(s) for the groups to complete.
- Changes Point 4 under CfE group update-take out NAR and add Assessment
- Add changes suggested by Carol Snow under point 6 regarding press statement, school term dates and the Forum calendar into own calendar query

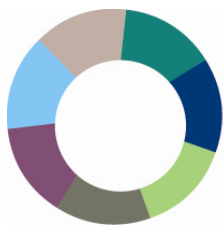
- 3.2 All action points from previous meeting have been completed.

- 3.3 Billy Gibson and Tina Woolnough agreed minutes subject to amendments as stated in 3.1

4. **Feedback from Groups**

4A Policy Group

- 4A.1 Lorraine Sanda is supporting the group to develop terms of reference remit



the National Parent Forum of Scotland

4A.2 The group are also looking into areas such as the McCormack Review, Donaldson Review, and CfE etc where consultation is important to members.

4A.3 Feedback will be given to each of the groups to give direction and suggestions when necessary but will not undermine their work.

4A.4 The group will also look into what groups already exist, ensure there is correct balance within each of these groups and look at the terms of reference.

4A.5 George updated the group that he is in the trying to obtain a parent a seat at his local authorities education committee.

4A.6 Group will also be looking at local issues in local councils and parent councils, progress on this issue will be updated at the next meeting in September.

4B ASN Group

4B.1 Billy Gibson informed the group that all Local Authority policies are available on the ASL Act are available on the Enquire website.

4B.2 The report from the Working Smarter Together Conference is available on Glow, summary under ASN.

4B.3 Scottish Government meeting last week was postponed due to Jonathan Moore leaving. His replacement is Colin Spivey who will lead on HWB and ASN. An update will be given after the meeting with Colin.

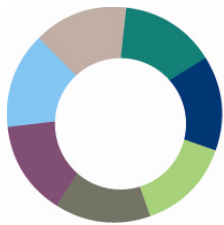
4B.4 Tina provided an update about the organisation CALL which is an Edinburgh based organisation that supplies new technology for people with physical, communication or sensory difficulties support For more information please visit the website-

<http://www.callscotland.org.uk/Home/>

CALL is looking to raise awareness and to have an information day in November for parents to come along. The group agreed this could go ahead. If you would like to find out how to use this organisation please contact your Local Authority to check if they have registered to use this service. Books for All is also available through CALL, Tina highlighted to the group that all teachers have a SCRAN password where this enable pupils with ASN can enlarge text, print of sections of text etc for more information please follow link-

<http://www.callscotland.org.uk/about-us/Projects/Books-for-All/>

4B.5 Louise informed the group of the 2 day the 'No Mind Left Behind' conference, organised by Scottish charity Mindroom, which took place at Glasgow Royal Concert Hall on the 29 and 30 March 2011 to discuss, update and exchange latest findings on autism, dyslexia, ADHD and other neurodevelopmental disorders. Fifty two of the world's leading experts in the field of social communication and learning difficulties met to share new information with the 800 delegates that attended on the subject of the social and educational needs of some of the youngest and most



the National Parent Forum of Scotland

vulnerable members of society.,. The conference fee was £600 for the two days and she got one of only 8 available bursary places..

4B.6 Parents can arrange for digital exams/special arrangements which will need to be pre-arranged well in advance of their child taking their exams.

4B.7 The Enquire newsletter is now available on Glow.

4C CfE Group

4C.1 Fact files are now available for Outdoor Learning, Numeracy, Literacy and 3-18 Transitions. These will be going to schools electronically.

4C.2 Joanna updated the group on the Glossary the group is working on, which has been reduced from an 18 page document down to 8 pages and again reduced to a double sided document and is aimed at parents. This will go out with a cover letter from Joanna on behalf of NPFS. A discussion was held and majority voted that the letter would be sent in June with an email reminder in August to every parent council chair.

4C.3 The Senior Phase statement is available on Glow and on parent zone website. The CfE Management Board is also about to release an implementation priorities document with a cover letter from Colin McLean, Director of Learning for Scottish Government. This will go to all heads of schools, LA chief execs, Directors of Education and CLD managers. This table has had a great deal of input from the CfE group.

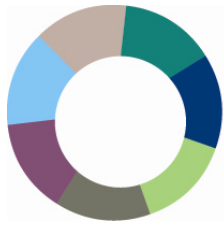
4C.4 Every secondary school is putting together their own senior phase which many parents are not aware of. Parents should request these plans and enquire into this further. Similarly parents of primary pupils should take an interest in the plans for their feeder secondary as younger children will be affected by the changes as well.

4C.5 Joanna and Lorraine Sanda (Scottish Government) are constantly adding in “and parents” and representing the parent body in all matters concerning the management and implementation of CfE.

4C.6 The new inspections are due to start in August. Parents will just be getting a double sided letter explaining the inspection, with the PC chair getting a confidential copy of the record of inspection findings (RIF). There is a possibility that the full parent council will be able to discuss the RIF. This can be asked for under freedom of information..

4D GTC

4D.1 The group will be sending information to parents and teachers to invite parents to comment on CPD.



the National Parent Forum of Scotland

4D.2 There is research currently being carried out to look into if teachers should be re-trained if they are inactive teaching for a specific amount of time. If teachers do not meet the criteria set they will have to be re-trained and then re-tested.

4E Governance Group

4E.1 Steven updated that induction packs have been drafted and comments from the group are to be sent to Steven by 1 July. This induction pack will be given to all new members.

4E.2 Tina will be looking at the cover design for the induction pack. The group felt this was very much LTS branded and should reflect the NPFS brand.

4E.3 There will be an information sheet in the induction pack about the forum for members to use.

4E.4 Julie has drafted a survey to be completed which will assist in giving new members information and guidance. Feedback on this survey to be sent to Julie Wild as soon as possible.

4E.5 David suggested that we should spend more time looking at the important issues and debating them.

4E.6 There will be a new process in place to add items to the agenda which will be drafted and sent to members.

5. Updates from Chair/ Vice Chair

5.1 Change the numbers on subsequent bullet points

5.2 Groups are to meet using Glow meet on a regular basis and team leaders are requested to feed updates on process within each group to Iain and Reid. Iain and Reid will then disseminate updates to all members.

5.3 Draft financial regulations were given to the group, feedback to be sent to Joseph McLachlan by 11 June.

5.4 Expenses have to be approved by chair/vice chair before contacting LTS. All receipts are to be attached to the claim for everything apart from mileage claims.

5.5 Iain and Reid will be meeting Colin MacLean Director of Learning, Bill Maxwell, Education Scotland, Sir Peter Housden, Permanent Secretary, and Mike Russell, Cabinet Secretary for Education and Lifelong Learning to raise NPFS profile. Iain will be emailing members to attend the meeting with Mike Russell in due course.

5.6 Iain is organising live online conferences 5 days leading up to the the main conference which will be held on 1 October in Bishopbriggs Academy. There will be one question everyday and one running for the whole week. It will be open from 10am to 10pm to raise the profile of the conference.



the National Parent Forum of Scotland

Vacancies:

Argyll & Bute
Clackmannanshire
East Dunbartonshire
Lanarkshire
North Lanarkshire
Renfrewshire-5 nominations

Moray has appointed 2 representatives to job share and Falkirk also has a representative now.

6. AOB

- 6.1 Members who have a parent or pupil representative on their Authority's Education and Lifelong Learning committee to email George.
- 6.2 SLF- NPFS to consider taking a stand at this year's SLF.
- 6.3 Joseph McLachlan raised awareness of the overlap present between SPTC and NPFS. General discussion followed. Members to keep this into consideration when attending meetings/conferences and members of SPTC are present.

7. Actions

- 7.1 Press statement to be added onto Glow. **Iain Ellis**
- 7.2 Comments regarding the induction pack to be sent to Steven Whalley by 1 July. **All**
- 7.3 Column to be added to new member's document to collate what group each member is participating in. **Reid Hutchison**
- 7.4 New draft cover for the induction pack to be created. **Tina offered to check with her friend re quote Tina Woolnough**
- 7.5 Feedback to be sent to Julie on the survey created for new members. **Julie to issue. All to reply**
- 7.6 Process to be drafted and sent to all members on how to add items to agenda for NPFS meetings. **Governance Group**
- 7.7 Team leaders to feed updates on process within each group to Iain and Reid will then disseminate updates to all members. **Team Leaders, Iain and Reid**
- 7.8 Feedback regarding financial regulations to be sent to Joseph McLachlan by 11 June. **All**
- 7.9 Budget breakdown will be sent to all members for information. **Iain Ellis**
- 7.10 Information on the forthcoming event Mike Russell is participating in to be sent to members if the event is going ahead. **Iain Ellis**
- 7.11 Iain requested members respond to emails when requested for their input. Feedback forms to be filled out for meetings attended by members. **All**
- 7.12 Members who have a parent or pupil representative on their Authority's Education and Lifelong Learning committee to email George. **All**

8. Glow action Points

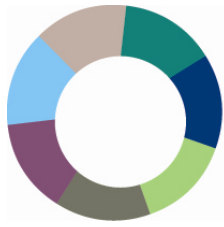
- 8.1 **Neil Stewart** will be asked to check that all members have the tools required to share and discuss on Glow meet tool. **Irene**
- 8.2 Groups are to meet using Glow meet on a regular basis. **All**

Date of next meeting and close

Date: 3/09/2011

Time: 9.30 – 3.00

Venue: The Optima Glasgow



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Other meeting dates will be 26 November, Melting Pot Edinburgh,

3 March The Optima Glasgow

9th June Melting Pot Edinburgh

Crèche facilities will be available for members that require the service.

National Conference 1st October Bishopbriggs Academy

Glossary

CALL	Communication, Access, Literacy and Learning
COSLA	Convention of Scottish Local Authorities
EIS	Education Institute Scotland
Education Scotland (from 1 st July)	New LTS/HMIE Organisation
LTS	Learning and Teaching Scotland
RIF	Record of Inspection Findings
NAR	National Assessment Resource
SPTC	Scottish Parent Teacher Council
SPION	Scottish Parental Involvement Officers Network
QIO	Quality Improvement Officer