



the National Parent Forum of Scotland

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Meeting held in Optima Building, Glasgow 5 March 2011

Present:

Aberdeen	Tony Rafferty
Aberdeenshire	Reid Hutchison (Vice Chair)
Angus	James Ewens
Comhairle nan Eilean Siar	Fiona Black
Dumfries & Galloway	George Jamieson
Dundee	Kiran Oza (Attended via Glow)
East Lothian	Carol Snow
Edinburgh	Tina Woolnough
Glasgow	Joanna Murphy, Richard Porter,
Highland	Alistair Todd
Midlothian	Louise Gough
North Ayrshire	Billy Gibson
Orkney	Charlotte Harrison
South Ayrshire	Mary Clive
South Lanarkshire	John Rice
Scottish Borders	Steven Whalley
Stirling	Julie Wild
West Dunbartonshire	Iain Ellis (Chair)
West Lothian	David Mitchell, Eric Lumsden

Apologies:

East Renfrewshire	Joseph McLachlan APOLOGIES
Fife	Amanda Ferguson
Perth and Kinross	Jason O'Flynn
Shetland	Bob Cree-Hay

Observers:

East Ayrshire	David Fraser
Renfrewshire	Debbie Newlands, Sandra Love - observers

In attendance:

Parental Involvement Project Administrator/Events Coordinator, LTS	Lindsay Jane Murray
Development officer , Parental Involvement , LTS	Irene Russell
National Parental Involvement Coordinator Scottish Government	Lorraine Sanda



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1. Welcome

Iain Ellis welcomed everyone to the meeting and thanked them for their continued support. Iain also asked for the Forums thanks be recorded to, Gerry McTiernan for his commitment and support as the former chair.

2. Minutes of 20 November and matters arising

- Change to spelling of Joanne to Joanna
- Steven Whalley added to Governance Group as a supporter
- Page numbers to be added to minutes.

Minutes proposed by Julie Wild and seconded by John Rice.

3. Matters arising:

- Irene Russell is meeting with SPION on 8 March.
- Members to speak to Irene Russell if they require access to glow. Forms were available at the meeting for members requiring guest accounts.

4. Update from working groups

If members need advice or guidance they can contact Lorraine Sanda, Scottish Government.

- **Governance Group**
 - Steven Whalley updated that this group will be re-forming and terms of reference will be drafted up to show what the group are trying to cover.
 - They are working to check there is no overlap in work.
 - The group will clarify roles and look at who makes decisions etc
 - Processes to be put in place for how the group communicate and capture information.
 - Looking at how to recruit people- support on how to do this.
- **Policy Group**
 - George Jamieson's group will look at how to manage resources and processes.
 - Group will formulate policy and ensure it goes to where it should go.
 - The group will ensure that the quality of work is of a high standard and will liaise with the chair and vice chair of the NPFS.
- **Curriculum for Excellence Group**
 - If any members have children in S1 and P7 Joanna Murphy requested that they speak her to allow information to be gathered.
 - Members of the group who have children at school are to email Joanna what their children are doing in reference to CfE.
 - Next CfE meeting will be on 9 March with Jackie Brock, Deputy Director, Curriculum Unit, Learning Directorate.
 - Group will look at Assessment/NAR and how to report back to parents concerning experiences and outcomes in CfE.
 - Group were given Parental fact files by Scottish Government for comment. Comments are to be returned by 9 March.



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- **Work Experience Group**
 - John Rice met with Bob McGowan from Scottish Government regarding a working document. This has been reduced to a 20 page document which John has been asked to review. Comments on the above paper will be sent to Bob McGowan and also be distributed to the group.
 - The group are looking at issues raised regarding public bodies not providing financial support for work placements for young people.
- **ASN Group**
 - Billy Gibson updated that the group met with Scottish Government in February.
 - 4 SG representatives and 4 NPFS representatives met with Enquire who are keen to work with them.
 - Enquire will be publishing parent information.
 - The Equality Act and DDA will be reviewed and brought together in the UK.
 - The group are keen to be involved in review of the Equality Act.
 - There is a meeting arranged on the 16 March and group will feedback after this.
 - Louise to attend No Mind Left Behind conference on 29 and 30 March. Enquires newsletter will be published in April and will be put on Glow to raise profile of NPFS.
 - Billy will collate and cascade through group and put information on Glow.

5. **Glow training and update**

- Irene Russell requested that members of the group who don't have access to glow fill out the paperwork and Irene will get the members access once this is complete.
- Tony Rafferty demonstrated how to access the Glow group and Glow meet. Guidance documents were distributed to the group
- Tony notified the group that there will be changes to the layout of Glow meet and how it can be accessed. Neil Stewart from the Glow team, LTS, has offered to facilitate training for the group at the next meeting.
- If you would like any tabs added to Glow you can contact Tony direct to discuss this.
- Lorraine Sanda discussed with the group how they could raise the profile of the Forum with parents and other partners.

6. **Updates and discussion**

- A discussion was held re the restructuring of the school day in Primary Schools.
- Carol Snow mentioned the ability to download the NPFS google calendar into your own personnel file



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- **Clusters**
- **Discussion took place regarding cluster groups to carry forward**
 - Iain recommended the group use glow for meetings and utilise this tool across the group.
 - Copies of the SPTC –manifesto- A vision for the Future of Scottish Education (2011) were distributed.
 - Joanna and Iain have met with SPTC and will meet again.
 - School Handbook Consultations: The attendance at the meetings varied with some events not being well attended by parents. However the information and issues raised from the discussions were very useful. The most well attended event was held in Dundee with 40 parents
- **Action Points**
 - CfE Management Board group to be added to engagement database. **Tina Woolnough**
 - Minutes to be summarised before uploaded onto the glow site and Parentszone. **Iain Ellis/ Reid Hutchison**
 - Minutes to then be out on glow and Parentzone. **Lindsay Jane Murray, LTS**
 - Follow up with members unable to attend meeting. **Iain Ellis and Reid Hutchison**
 - Minutes to be sent to Iain **Ellis/Reid Hutchison** early next week to give members time to become familiar with and overtake action points through their actions. **Lindsay Jane Murray, LTS**
 - Remits for each of the groups to be drawn up by 1 April- Stage 1 and sent to Governance Group. **Team Leaders**
 - Members to look at communications protocols. A generic statement will be sent to members to use when dealing with the press. **Tina Woolnough**
 - Members to email engagement requests to **Iain Ellis/Reid Hutchison. All**
 - Governance Group will provide a flowchart of procedures. **Steven Whalley**
 - Members of the group are to email Joanna what their children are doing in reference to CfE. **All**
 - CfE Group members to make comment on parental fact files by 9 March. **All CfE Group**
 - Tony Rafferty to email the group guidance papers on how to access glow to members. **Tony Rafferty**



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- Members to email Irene if they wish to attend the Parental Conference on the 26 March. An agenda will be available from Irene and members to let Lindsay Jane Murray know if they require travel booked.
 - Programme regarding the Parental conference will be sent out next week. **Lindsay Jane Murray**
 - Scottish Government to send requested policy's to George Jamieson. **Lorraine Sanda**
 - Glossary to be available with the minutes. **Lindsay Jane Murray**
 - Information on NPFS function what they are doing etc. **Tina Woolnough**
- **Glow action Points**
 - Member to complete the Glow survey for their own Authority. **All**
 - Personal profiles to be uploaded on to Glow. **All**
 - Members to contact Irene if they experience any problems accessing glow. **All**
 - **Members to start using glow All**

Date of next meeting and close

Date: 4/06/2011

Time: 9.30 – 3.00

Venue: TBC

Glossary

COSLA	Convention of Scottish Local Authorities
EIS	Education Institute Scotland
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