



the National Parent Forum of Scotland

National Parent Forum of Scotland

Meeting held in the MacDonald Holyrood Hotel, Edinburgh on 4th March 2012

1. Present/Apologies

Aberdeen	Tony Rafferty
Aberdeenshire	Jenna Storey (new representative)
Clackmannanshire	Vacancy
East Ayrshire	David Fraser
East Dunbartonshire	Vacancy
East Lothian	Carol Snow
East Renfrewshire	Joseph McLachlan
Falkirk	Margaret Leitch
Edinburgh	Tina Woolnough
Glasgow	Joanna Murphy
Inverclyde	Roslynn Oliver
Highland	Alistair Todd
Midlothian	Louise Gough
North Ayrshire	Billy Gibson
North Lanarkshire	Barrie Sheppard (new representative)
Orkney	Charlotte Harrison
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	Eric Lumsden

Apologies

Angus	James Ewens
Argyll and Bute	Dee Hancock
Comhairle nan Eilean Siar	Fiona Black (resigned, seeking replacement)
Dumfries & Galloway	George Jamieson
Dundee	Kiran Oza
Fife	Amanda Ferguson
Moray	Colin Noon
Moray	Nigel Tiddy
Shetland	Bob Cree-Hay

In Attendance

Education Scotland	Irene Russell
Education Scotland	Lindsay Jane Murray (minutes)
Ossian Communications	Lorraine Spalding (Observer)
Education Scotland	Con Morris (arrived at approx. 9.40am)
Scottish Government	Lorraine Sanda



2. Minutes from previous meeting

- 2.1 Change surname to 'Browning' in section 7B
- 2.2 Add 'GTC' in front of CPD in 7H.1
- 2.3 In 7K take off 'K' at the end of McCormack
- 2.4 Change date of training day to 3th-4th
- 2.5 Add 'parent' before the word database in 11.2

Previous minutes proposed by Billy Gibson and second by Tina Woolnough

3. Matters Arising

- 3.1 Con Morris, National CPD Team Advisor, Education Scotland introduced the NPFoS online Community on CPD Central he has created. All members were requested to have signed up to the site prior to the meeting. Lorraine Spalding, Ossian Communication, was in attendance. Lorraine is carrying out a strategic planning exercise on behalf of the National Parent Forum of Scotland.
- 3.2 John Rice is hosting a market stall in South Lanarkshire on 15 March 2012. Lindsay Jane will provide NPFoS post cards.
- 3.3 NPFoS hosting a stand at the Education Scotland Parents as partners in learning : Assessment and Reporting Event on 24 March 2012
- 3.4 Families Project- Kelly David and Katrina (?) will be compiling a report and have carried out interviews with some reps and will also be conducting external interviews. They will be looking at where the forum are at, achievements and challenges, informal and formal impact on national policies, future direction, relationship and infrastructure of the forum They are looking to have a draft by early April for the forum. .
- 3.5 Charlotte Harrison, Lorraine Spalding, Lorraine Sanda and Iain Ellis met on Friday 2 March; Lorraine Spalding will develop a strategic/business plan on behalf of the Forum. She is looking to have a small, short term working group for around 3 months to work on this. If any reps are interested please contact Charlotte, if nobody comes forward Charlotte will contact members personally. Lorraine Spalding is a consultant who previously worked in the voluntary sector for over 10 years, she then moved to Scottish Government as a secondee in the Youth Justice Policy Team and from there to the Getting It Right For Every Child Team (GIRFEC) for 4 years.
- 3.6 Con Morris discussed how the forum can share information, tips, presentations, Glow meet, blogging and discuss issues in the CPD glow group created by Con. Reps to tag in groups for example #npfs, #parental, #hwb; this will share with the communities tagged. The meeting agreed there would be a private area set-up for reps to discuss issues privately and upload documents, presentations from e.g. the training day f. If reps would like more information or were unable to attend the forum meeting or have any issues please contact Con Morris- con.morris@educationscotland.gov.uk . Con will add NPFoS as a National group as requested by the forum.



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4. CfE

4A NPFoS position on issue of any delay in CfE

4A.1 There was a discussion around the issue of any delay in CfE and the implications of the delay. It was clarified that it is a delay in the introduction of the new qualifications not a delay for all of CfE.

A4.2 Joanna, Tina and Iain to work on a statement on NPFoS view on this issue which will be emailed to the forum by Tuesday 6 March 2012.

4B Communicating assessment approaches

4B.1 There was a discussion regarding how schools communicate assessment approaches to parents and carers. A series of questions around the areas of assessment and reporting have been submitted by NPFoS to Education Scotland, Scottish Government and SQA. These are currently being addressed and when completed this Q and A will be posted on Parentzone. The questions were previously circulated to members in early November 2011. Following the focus groups that are currently undergoing, at which these questions will be considered, responses will be collated.

Work is also being progressed on support for parents and carers to get the most out of parent evenings, consultation meetings, open days etc. This material will be in the form of a number of questions and will be posted on Parentzone when completed.

4C Qualifications

4C.1 It was brought to the attention of the group that standard grades will cease in 2013. August 2013, National 1, 2, 3, 4 and 5 will be available.

New Highers will be introduced in August 2014 and the new Advanced Highers will be available from August 2015.

5. Feedback from training day

5.1 There is an evaluation to be completed and returned to Lindsay Jane.

5.2 The forum felt this was a worthwhile day and the balance between the speakers and the discussions were good. The feedback from the Children's Parliament, feedback from the reps, presentations from speakers and filming will be available in due course.

6. Parents evenings

6.1 To be carried over to the agenda for next meeting where this will be discussed by George Jamieson who raised this issue.

6.2 Forum members to consider - re there any good models of consultations that do work?

7. Two reps per Council area

To be carried over to the agenda for next meeting where it will be discussed by the rep who raised this issue but who was not in attendance..

8. Reports from the Groups



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8A ASN

8A.1 Events- Enquire conference on 8th March at which Louise will be hosting a table to gather views on parental involvement-what makes it work in ASL. Feedback will be provided after the event and the NPFoS website will be updated.

8A.2 The team have been asked to contribute to the call for evidence in the Doran review (review of learning provision for children and young people with complex additional support needs). A focus group will be held on the 13 March in Bright Spark's Unit, Bonnyrigg. This will be facilitated by Irene Russell and the evidence will be submitted to the Doran review by Tina.

8A.3 Billy will be hosting a further discussion group at the end of April; this is a follow up from the discussion group held at the National Conference last year in Bishopbriggs Academy on 1 October.

8A.4 Louise and Billy sit on the ASLIG advisory group (Billy to provide new name of this group) the group recently submitted the report to parliament on ASL implementation. This was then sent to the reps and issues raised have been passed on.

8A.5 Laura Meikle, Scottish Government, has invited the ASN group to meet and discuss various topics such as GIRFEC in April and an update will be given at the next meeting.

8A.6 Billy and Tina now have a subscription for Children in Scotland, Billy sends the information to the group.

8B CfE

8B.1 Briefing paper will be sent on Tuesday.

8B.2 CfE is not just about exams.

8B.3 Group/reps to start finding/sharing good practice with group and highlight these to Joanna.

8B.4 The Management Board will be meeting on 29 March.

8C Governance Group

8C.1 Updated the work done on the induction pack, adding in logos and formatting still work on-going.

8C.2 John working on having an NPFoS group position/standpoint on the material the forum has.

8C.3 Joe raised the issue where the parent representative rep on an education committee is not an NPFoS member and the need for the Governance Group to have a mechanism in place to allow the representative to liaise with NPFoS. Tony will circulate how this can be facilitated and allows the representative to report back to NPFoS.

8D Donaldson Review

8D.1 Debbie attended the first two meetings, the initial meeting was to inform representatives what groups they were in and familiarise themselves with each other. Debbie was unable to attend due to illness but asked that the questions be sent to her which



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she was able to answer prior to the meeting. The next meeting will be on the 2 May and a further update will be given in due course.

8E Early Years

8E.1 Julie is now sitting on the Early Years Task Force group, this group is made up of representative's from a number of agencies out with education including the Police, NHS.

8E.2 Julie is looking at how to support the National Parenting Strategy.

8E.3 Julie highlighted that funding in the Early Years Taskforce will be moved from crisis spend to preventative spend in Local Authorities which will predominately be for 0-3.

8E.4 Two book 'every days a learning day', were distributed to the reps. 'Every Day's a Learning Day' consists of two books produced by Education Scotland for parents and carers of children aged between birth and 3 years, and 3 to 6 years. The aim is to help parents support their child's development in the crucial areas of health and wellbeing, literacy and numeracy. The books will be distributed through the Scottish Book Trust's Book bug programme. Parents of new babies are set to receive a copy of the birth to 3 books from their health visitor. The second book, which supports parents with children aged 3 to 6 years, will be issued when their child turns 3 and starts nursery. Julie and Irene were members of the focus group and input into the development of the resource. . The resource was launched at the Early Years Conference on Saturday 24 February which Julie attended. Irene highlighted that further support is being developed for staff in Early Years establishments to support parents to use the resources. Work is also being developed for colleagues in the health service, making them aware of the resource how they can help parents to use it..

8E.5 Julie will be working on how NPFoS Communicate within Local Authorities an issue which was raised at the last meeting. Julie will be considering how to communicate with parents of those children who are not in mainstream education and in private nurseries, partnership nurseries or in the birth-3 pool.

8F One Planet Schools

8F.1 Jason handed the group a summary explanation of One Planet Schools. The meeting Jason attended looked at what the definition, further updates will be available in due course.

8G Outdoor Learning

8G.1 Jason attended an Outdoor Learning Network meeting in Stirling, which focused on CPD. One of the Donaldson recommendations was to move away from events to sharing of Glow etc.

8G.2 Alistair highlighted to the group that he will be sitting on a PE and Physical Activity Committee, with the first meeting being held in Perth on Tuesday 6 March 2012. Alistair will feed back to the group after attending this meeting.

8H Devolved School Management



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8H.1 Eric attended the Devolved School Management meeting on 29 February, the final version of the draft was sent, regulations were updated and assessment tool for Local Authorities to assess best practice.(?) The toolkit has been distributed in draft form and final feedback is due on 7 March.

8I Policy Group

George not present at the meeting, update to be given at the next meeting.

8J Languages Working Group

8J.1 Carol updated the meeting that the group had met several times and are working towards draft reporting. Carol will be contacting the Children's Parliament to get their views, which will be presented at the next meeting scheduled at the end of March. This report will be due in April and there will be two further meetings following the one in March.

8K GTC

8K.1 Tony has finished his induction training to take his position on the GTC on the 14 March.

8K.2 A pilot will be conducted across all Local Authorities soon to look at the CPD structure for teachers to become re-accredited.

8L ICT

8L.1 The next meeting is on the 14th March, Tony will update the group after attending this meeting.

8M Budget

8M.1 The draft budget for 2012-2013 was distributed to the group and discussion followed on how this was broken down and the forecast spending for 2012-2013. The forum gave approval to the chair to proceed with the draft budget.

8M.2 Once the budget has been approved a budget report will be produced at each forum meeting for reps.

8N Communications

8N.1 Education Scotland is setting up a communications group for CfE, NPfOS have been asked to be involved in this group. Plans will be drafted up later in March and Tina will receive a copy of the draft.

8O McCormac Review

George not present at the meeting, update to be given at the next meeting.

9. AOB

9.1 Iain thanked Tony and Sarah Burton, Education Scotland, for their work and support on the website.



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- 9.2** Education Scotland are hosting Parents as partners in learning: Assessment and reporting event on 24 March, Irene has requested reps advertise this. There will be a crèche and a shuttle bus from Stirling Station to the Stirling Management Centre. NPFoS will have a marketplace stand at this event, Margaret Leitch will be representing NPFoS.
- 9.3** Angela updated the group that South Ayrshire has taken forward her request to have a parent on the local Education Committee. Angela is looking for the key messages from NPFoS, Jason and Tony will send the relevant information on this issue raised by Angela.
- 9.4** Tony highlighted 'my world of work' by Skills Development Scotland which will be linked to Glow in the future. The website is looking for feedback from parents on a possible parents section of the website and what this should look like. The will be emailed from Tony to the generic emails for reps to cascade out.
- 9.5** There will be an ASN mini summit planned again this year which is currently being organised by Billy.
- 9.6** Margaret asked the meeting if reps can set-up local Facebook pages. This was approved by Iain and will be up to individual reps.
- 9.7** Iain updated the group that the focus groups have been well received. There will possibly be a further 8. The next focus group is scheduled for the 17 March in Highlands. Reps were asked to come forward and express an interest in facilitating a group in their local authority to allow a spread across the country. It will be the reps responsibility to get 10-15 parents to attend. Reps are requested to look at possible venues, and inform Lindsay Jane. Reps are asked not to book venues but to liaise with Lindsay Jane who will book the venue and catering on their behalf. The focus groups will look at various subjects such as Outdoor Learning, Languages etc. allowing NPFoS to feedback on issues based on wider parental views, when attending committees etc.
- 9.8** There was a discussion about NPFoS involvement in SLF and it was agreed that Margaret and Tina will lead on submitting a call for participation to deliver a seminar. The deadline for submissions is the 30 March 2012.
- 9.9** Iain informed the group that plans are currently underway for this year's National Conference which will be held in Bishopbriggs Academy on 6 October 2012. This is at the planning stage. Joes suggested having seminars for parents and seminars for children. Iain will be looking at having satellite events this year and is looking for three authorities to take part; reps will need to support this in their LA. Iain has requested that reps who know of good practice that can be shared with parents to put this forward to Iain and the group.
- 9.10** Iain thanked all reps who attend the weekend and to Irene and Lindsay for their organisation of the event and to Lorraine Sanda for her work on this.

10. Date of next meeting of the Forum/AGM Meeting and close

Date: Doodle poll sent to reps

Time: 10.00-15.30 approx.

Venue: Optima, Glasgow



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11. Actions

- 11.1 Irene to add a section to the forums contact list to highlight what groups, members sit on at a local level. This will be then uploaded to Glow by Lindsay Jane Murray. An engagement database is kept centrally of the group's members sit on at a national level. Reps should email their engagements prior to the meeting. Lindsay Jane will then remind reps of the meeting and arrange any travel, printing etc. required. All feedback collated after the event should be emailed to Lindsay Jane with your feedback form.
- 11.2 Lindsay Jane to email engagement feedback form, sheet to gather parents' names for the parent database and the evaluation from today to all reps.
- 11.3 Tony to set-up the parent database working with Tina. On-going
- 11.4 Irene to look into public liability insurance for National Parent Forum of Scotland.
- 11.5 Tina to send out the draft strategy, once comments received, to NPFoS members. Members to send updates/ stories and or items to be included for the April issue of the e-newsletter to Tina. On-going
- 11.6 Bob to create some graphics for the next e-newsletter to give visual impact and encourage target audience to read.
- 11.7 **ALL MEMBERS** to contact Irene Russell or Lindsay Jane should they require additional postcards. These promotional postcards are to encourage people to visit the website/ promote NPFoS and engage with parents. Lindsay Jane will send postcards to Billy, John, Jenna and Barrie.
- 11.8 Steven Whalley to send reps their actions after the meeting prior to the minutes being sent.
- 11.9 **ALL MEMBERS** to gather information and or photos from conferences they attend to send to Tina to improve and build on the NPFoS website.
- 11.10 **ALL MEMBERS** to consider how they communicate with pre-formal education. Those members who were unable to attend today's meeting can email Julie direct.
- 11.11 Irene will sign up new members to the Education Scotland news digest which is sent out every day and those members who do not wish to receive this can unsubscribe.
- 11.12 **ALL MEMBERS** to look at the website and give feedback on how to improve this by gathering information and or photos from conferences members attend and by highlighting good practice to assist Tina and Tony on building the NPFoS website.
- 11.13 **ALL MEMBERS** to ask their Local Authority to put the link to the NPFoS website on their home page.
- 11.14 Eric Lumsden updated the group that he had received a letter from Scottish Government confirming that they will administer the Gardasil vaccination for cervical cancer and genital warts.
- 11.15 ASN discussion report from the National Parents Conference is now available on the website.
- 11.16 ASLIG papers are now available on glow group for member's reference.
- 11.17 Bob to email all reps a list of Rural Schools in Scotland and information on schools closures procedures.



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- 11.18** Irene to add presentations and or descriptors from last year's National Conference to NPFS website.
- 11.19 ALL MEMBERS** who did not get a copy of the conference report to email Lindsay Jane.
- 11.20 ALL MEMBERS** to sign up to CPD website, reps that were not there please email Lindsay Jane.
- 11.21 ALL MEMBERS** to make their Parent Councils aware that digital exams are available to support young people with additional support needs as appropriate.
- 11.22** Question and Answers asked by NPFS which were submitted to Education Scotland and Scottish Government will be posted to the website and communicated to reps once available.
- 11.23 ALL MEMBERS** to email Lindsay Jane all local conference and or area forum dates they are involved in so NPFS is represented and supported with the appropriate promotional materials.
- 11.24 ALL MEMBERS** to email their evaluation from the training weekend if they did not hand this in on the day.
- 11.25** Lindsay Jane and Irene to collate all presentations from speakers, feedback from reps, Childrens Parliament and filming and upload to NPFS website. Please note this will be uploaded to a private area of the website created as discussed with the forum and Con Morris.
- 11.26 ALL MEMBERS** to add their photos to the CPD Glow site and add their personal intentions should they wish to be followed up on this.
- 11.27 ALL MEMBERS** to email Charlotte if they are interested working on the short working group with Charlotte, Iain and Lorraine Spalding on the strategic/business plan.
- 11.28 ALL MEMBERS** requested to communicate to Tina if there are any good models of consultations that do work.
- 11.29 ALL MEMBERS** to report back what is happening in their local authorities as suggested by Tina to bring to the next meeting.
- 11.30** Tony to circulate the document discussed on non reps reporting back after they attend education committee meetings.
- 11.31** Jason and Tony to send the relevant information on this issue raised by Angela in 9.3.
- 11.32** Tony to send 'my world' link to reps generic email address.
- 11.33** Lindsay Jane to send out the motion to all reps.
- 11.34** Tina to email parents to get suggestions for seminars at the Annual National Conference.



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Glossary

ASLIG	Additional SUPPORT FOR Learning Implementation Group
CALL	Communication access Literacy and Learning
COSLA	Convention of Scottish Local Authorities
EIS	Education Institute Scotland
CPD	Continuing Professional Development
GTC	General Teaching Council
GIRFEC	Getting It Right for Every Child
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