



# the National Parent Forum of Scotland

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Meeting held in The Optima Building, Glasgow on 9<sup>th</sup> June 2012

## 1. Present/Apologies

Aberdeen	Tony Rafferty
Angus	James Ewens
Clackmannanshire	Vacancy
Dumfries & Galloway	George Jamieson
East Ayrshire	David Fraser
East Dunbartonshire	Douglas Chappelle (new representative)
East Lothian	Carol Snow
Edinburgh	Tina Woolnough
Falkirk	Margaret Leitch
Glasgow	Joanna Murphy
Glasgow	Richard Porter
Midlothian	Louise Gough
North Ayrshire	Billy Gibson
North Lanarkshire	Barrie Sheppard
Scottish Borders	Steven Whalley (resigned, seeking replacement)
Stirling	Julie Wild
West Dunbartonshire	Iain Ellis (Chair)
West Lothian	Eric Lumsden

## Apologies

Aberdeenshire	Jenna Storey
Argyll and Bute	Dee Hancock (resigned, seeking replacement)
Comhairle nan Eilean Siar	Fiona Black (resigned, seeking replacement)
Dundee	Kiran Oza
East Renfrewshire	Joseph McLachlan
Fife	Amanda Ferguson
Highland	Alistair Todd
Inverclyde	Roslynn Oliver
Moray	Colin Noon
Moray	Nigel Tiddy (resigned, seeking replacement)
Orkney	Charlotte Harrison
Perth & Kinross	Jason O'Flynn
Renfrewshire	Debbie Newlands
Shetland	Bob Cree-Hay (resigned, seeking replacement)
South Ayrshire	Angela Card
South Lanarkshire	John Rice

## In Attendance

Education Scotland	Irene Russell
Education Scotland	Lindsay Jane Murray (minutes)
Ossian Communications	Lorraine Spalding (Observer)



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## 2. Minutes from previous meeting

Minutes proposed by Eric Lumsden and Seconded by Barrie Sheppard.

## 3. Matters Arising

4B.1 The work being developed by Education Scotland in partnership with NPFS on support for parents and carers to get the most out of parent evenings, consultation meetings, open days etc. is now available on Parentzone.

<http://www.educationscotland.gov.uk/parentzone/yourchildatschool/parentevenings/index.asp>

6. Parent involvement in parent evenings and how this could be improved was raised by George. The meeting discussed how the forum should be encouraging Local Authorities, Parent Councils etc. to encourage parents to speak to teachers and involve the children in this. The meeting agreed to a sub-group being formed which could take this forward e.g. identifying and breaking barriers to parental involvement, encouraging parents to be proactive in speaking with teachers and improving parental involvement.

7. The meeting agreed that it would be useful for each rep to have a deputy to support their work in each Local Authority, supporting work both nationally and locally. It was agreed that this to be taken forward by reps to build a local network of support. There was discussion as to how this could be funded, to enable the deputy rep to come along to meetings, training. One suggestion was that Local Authorities could cover costs. If any reps do have a deputy please email their contact details to Lindsay Jane Murray who will also arrange a welcome pack and NPFS badge for them.

### **Above from previous minutes**

3.1 It was suggested and agreed by the group that a sub groups will be set-up for consider parental involvement in parent meetings.

## 4. Presentation from Lorraine Spalding on Strategic Planning

4.1 Lorraine was impressed with the work that has and is currently undergoing by the forum. Lorraine suggested the main area for improvement is focus and look at impact on areas and where this is impacting. Lorraine give a brief overview of her initial findings She proposed that the overarching strategic aim is to position the forum as the collective and representative voice of parents in Scotland the conduit for local and national engagement by and for parents that has a positive impact on education service and policies for children. Lorraine highlighted her recommendations which will become the objectives once agreed by the forum and the next steps will be:

- Look at the role of Chair and Vice Chairs in terms of support and contribution
- Meeting with group leads and looking at what they do, looking at terms of reference and how effective these groups are
- Further meetings and working groups



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Steven thanked Lorraine for all the work she has done so far and looks forward to the next steps. Lorraine's report will be available in due course after the next steps have been completed and will be sent to all reps. The presentation can be made available upon request to Lindsay Jane Murray.

There was a discussion around the proposed model for best practice for NPFS and how this is a working model which highlight aspirations for NPFS.

**4.2** Tina highlighted that the mission statement has definition of ages of 3-18 in line with CfE which did not reflect that young people with ASN may stay beyond 18. This was taken directly from the NPFS mission.

## **5. Feedback from reps on what they are doing in the local area**

**5.1** Carol Snow, East Lothian: Carol attends The Association of Parent Councils in East Lothian and described the meetings as really productive. They have been looking specifically at how they engage with parents and getting them involved. Carol will be taking forward parental representation on the local authority Education Committee.

**5.2** Joanna Murphy, Glasgow: Joanna highlighted the good relationship she and Richard have with their Director of Education. Joanna highlighted that they are considering how to better represent all groups of parent in Glasgow. Glasgow have set up a twitter account which include MSPS, MPS Councillors, Parent Councils, schools and this is being further developed to improve communication across the authority with parents.

**5.3** Julie Wild, Stirling Council and covering part of Clackmannanshire: Julie highlighted that local authority do not have an education committee which affects communication with the local authority at Director of Education level getting into DOE level. In the last month a new Parental Involvement Officer has been appointed and this will help things move forward. Julie is looking to attend the Clackmannanshire forum meeting to keep them updated. Julie discussed having some focus groups, these will be on an informal basis and further updates will be given at future meetings. Julie has considered attending two parent council meetings of those parent councils that have not attended anything in the past 12 months, every half term to see how they can support the schools.

**5.4** George Jamieson, Dumfries and Galloway: George is looking at how NPFS can support Parent Councils Following discussion with the Director of Education a Head Teachers' Parental Forum consisting of four Head Teachers and four Parent Council chairs has been established. There have been two meetings, one held in Dumfries which with 70 attending and 50 attending in Galloway, this gave George an opportunity to explain about the role of NPFS and what they can do in terms of support. George is pursuing representation on the Education Committee and has requested support from the Aberdeen rep.

**5.5** Barrie Sheppard, North Lanarkshire: North Lanarkshire does not have a parent representation on the Education Committee. Barrie joined NPFS in March and is currently making contact with the parent councils in the authority which he is finding difficult as the only point of contact is the authority. Barrie has been involved in the development of the local authority anti-bullying policy in conjunction with Respectme.



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Materials include DVDs, workshops for children, young people parents and for both for Primary and Secondary schools.

- 5.6** Tony Rafferty, Aberdeen City: The convener attended the first meeting for the Aberdeen Parent Council Forum meeting and will be in attendance at all the meetings. The Quality Improvement Officers hold regular meetings for all those that aren't councils in addition to the forum meetings once every term and there is also an ASN forum.
- 5.7** Steven Whalley, Scottish Borders: The local authority organises the parent council chairs meetings. Steven has a standing item on the agenda where he has the opportunity to update the meeting on current issues.
- 5.8** David Fraser, East Ayrshire: David is chair of the local authority parent steering group.. They are currently reviewing how the parent representative is elected.
- 5.9** Eric Lumsden, West Lothian: Meets regularly with Chief Executive of Education every 6 weeks for general discussion and the opportunity to raise any areas of concerns on. Parents have been consulted on various issues; one issue that parents were not consulted on was the revised Council policy on school exclusions. This went to the Policy Development and Scrutiny Panel (PDSP) and then to consultation with Head Teachers. The parent rep on the PDSP raised the issue of lack of consultation with parents and as a result the report will be revised, following this consultation process. The local authorities are currently looking at the training provided for parent councils. The local authority would like the training to be more detailed e.g. interpretation of school improvement plan, school policies and they would like to see parents will lead on the training. Eric is looking at Secondary schools exam results sent by Head Teachers, and if there is a way of getting a comparison with a similar school of a socio demographic background to help determine if the schools are above or below national average.
- 5.10** Tina Woolnough, Edinburgh City: Tina is meeting the new education convener on Friday regarding how NPFS will fit in with the new structure and improving parent's representation. Some of the High schools are still catching up on CfE due to no timetabling or staff flexibility. Tina is currently using the CfE Management Boards implementation plan 2012-2013 under the actions section for involvement for parent council which has been cascaded to parent council chairs in Edinburgh.
- 5.11** Billy Gibson, North Ayrshire: Parent Council Chair meetings are still on-going and run every quarter and are organised by the Local Authority. The Head of Education and Director of Education are in attendance. Billy has asked how the attendance at these meetings could be improved and that they aren't council take more ownership of the meeting to bring their points forward. Billy will have the opportunity to meet with the DOE and Head of Education Billy is also a member of the working group involved in the revision of the local authority parent involvement strategy. . There is currently no parent representative on the Education Committee which billy is pursuing. Billy highlighted the local Parent Conference was not well attended but the content of Irene's presentation on parental involvement fitted in very well with NPFS presentation.
- 5.12** Margaret Leitch, Falkirk: Margaret will be delivering a seminar at this year's Scottish Learning Festival (SLF) on the 20<sup>th</sup> September, if any reps would like to get involved in



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supporting this please contact Margaret. Falkirk will also be hosting a parallel conference on the 6 October which links in with the NPFS National Conference. Margaret has been attending parent council training events and has had the opportunity to meet with the director Of Education. She has promoted NPFS through these channels and via twitter. Falkirk Council has generic address on their website for Parent Councils and Margaret emails them all to promote the parallel conference.

**5.13** Louise Gough, Midlothian: Since delivering last year's seminar at SLF Louise has been working jointly with East Lothian and taking the training and keynotes to head teachers, learning assistants and other members of staff, Midlothian have taken this on board and Louise and the Principal Education Psychologist have slots on the in-service days on building relationships between professionals and parents of children with additional support needs. Louise has been involved with senior management in setting up an ASN forum. The first meeting took place on Tuesday 5 June which was attended by over 30 people. Louise sits on the Support for Learning Steering Group for Midlothian and looks at planning and attending quarterly parent council meetings. Louise attends the ASLIG now known as advisory group which sits in the GIRFEC group. Louise was involved with the NQUAG conference and co-facilitated the workshops which have opened further opportunities.

**5.14** Douglas Chappelle, East Dunbartonshire: Douglas is a new representative and joined the forum today. East Dunbartonshire has a representative on the education committee, which are very much lead by the council and are very well represented by the council but only half the schools represented. Douglas brought up the issue of the number of vacancies of Head Teacher where in East Dunbartonshire and the number of applicants for vacant posts.

## **6. Chairs of Committees updates**

**6.1** Tony has requested that reps start using their generic emails, if reps have problems setting up of using this please contact Tony Rafferty.

**6.2** Tony has asked that all reps send on any generic email they have of parent councils to be added to the database.

**6.3** Lorraine Spalding to look at the process of selecting which meetings NPFS attend and or be represented on. .

**6.4** There was a discussion and issues raised regarding the equity of work load with in the forum.

**6.5** All reps to provide items for the agenda and where possible provide updates on meetings they have attended.

## **7. AOB**

**7.1** Irene and Margaret will meet to discuss the parallel conference in Falkirk.

## **8. Date of next meeting of the Forum Meeting and close**

**Date: Doodle poll sent to reps**





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**Time:** 10.00-15.30 approx.

**Venue:** Edinburgh, venue tbc in September.

## 9. Actions

- 9.1 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. There was an A3 sheet available on the day to collate what reps are doing nationally and locally. Reps that are not present today will be emailed the document to add their information to.
- 9.2 Irene to send public liability insurance information to Iain Ellis for National Parent Forum of Scotland.
- 9.3 **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.
- 9.4 **ALL MEMBERS** to gather information and or photos from conferences they attend to send to Tina to improve and build on the NPFoS website.
- 9.5 **Julie** to send questionnaire on how we communicate with pre-formal education. Reps to respond to Julie, over next two weeks, who will collate responses.
- 9.6 **ALL MEMBERS** to ask their Local Authority to put the link to the NPFoS website on their home page.
- 9.7 **ALL MEMBERS** to sign up to CPD website, reps that were not there please email Lindsay Jane. (Reminder)
- 9.8 **ALL MEMBERS** to make their Parent Councils aware that digital exams are available to support young people with additional support needs as appropriate.
- 9.9 **ALL MEMBERS** to email Lindsay Jane all local conferences and or area forum dates they are involved in so NPFoS is represented and supported with the appropriate promotional materials.
- 9.10 **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.
- 9.11 George to look at setting up a sub group to consider parental involvement in parent meetings.
- 9.12 **ALL MEMBERS** to look at parent reps on their education committees or equivalent. Lindsay Jane Murray will email reps to collate which Local Authorities already have a parent representative on their education committee or equivalent.
- 9.13 Lorraine Spalding to send round the proposed best practice model to NPFoS reps.
- 9.14 **Lindsay Jane** to send the link for registration to Scottish Learning Festival, this event is free of charge and **ALL MEMBERS** can send out as appropriate.
- 9.15 **Tina** to draft something for Margaret to promote the parallel conference which is due to be held on 6 October in Falkirk in conjunction with the main conference.
- 9.16 **ALL MEMBERS** to setup and use their generic emails.



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- 9.17 **ALL MEMBERS** to send Tony the email address of their parents council so Tony can add to the mailing list.
- 9.18 **Lorraine Spalding** to look at the model of how NPFS select which meetings, to engagements they can support.
- 9.19 **ALL MEMBERS** to suggest items for the next agenda and where possible provide reports from meeting they have attended and send to Lindsay Jane.
- 9.20 **Lindsay Jane** to send all reps the CfE Implementation form 2012-2013.
- 9.21 **Lorraine Sanda** to mail reps re-establishing parental involvement subgroup.

## Glossary

ASLIG	Additional SUPPORT FOR Learning Implementation Group
ASN	Additional Support Needs
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
SLF	Scottish Learning Festival
SPTC	Scottish Parent Teacher Council
SPION	Scottish Parental Involvement Officers Network
QIO	Quality Improvement Officer