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**Sat 31st August**

**Hilton Grosvenor Edinburgh**

1. **Present**

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| Tony Rafferty | Aberdeen City |
| John Lamont | Clackmannanshire |
| Mary O’Connor | Dundee City |
| Jill Sloan | Dumfries and Galloway |
| David Fraser | East Ayrshire |
| Carol Snow | East Lothian |
| Joe McLachlan | East Renfrewshire |
| Tina Woolnough | Edinburgh |
| Margaret Leith | Falkirk |
| Joanna Murphy (Vice Chair) | Glasgow |
| Richard Porter (Deputy) | Glasgow |
| Roslynn Oliver | Inverclyde |
| Billy Gibson | North Ayrshire |
| Charlotte Harrison | Orkney |
| Jason O’Flynn | Perth and Kinross |
| Debbie Newlands | Renfrewshire |
| Martyn Parsons | Scottish Borders |
| Fiona Nicholson | Shetland |
| Julie Wild | Stirling |
| Iain Ellis (Chair) | West Dunbartonshire |
| Eric Lumsden | West Lothian |

**Apologies**

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| Cara Ericksson | Aberdeenshire |
| Douglas Chappelle | East Dunbartonshire |
| Bill Hall | Highland |
| Louise Gough | Midlothian |
| Barrie Sheppard | North Lanarkshire |
| John Rice | South Lanarkshire |

**Vacancies**

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|  | Angus |
|  | Argyll and Bute |
|  | Comhairle nan Eilean Siar |
|  | Fife |
|  | Moray |
|  | South Ayrshire |

**Also in attendance**

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| Ian Mitchell | Learning Directorate |
| Clare Morley | Commission on the Delivery of Rural Education |
| Barbara Schuler | NPFS Policy Manager |
| Clair Halliday (Minutes) | NPFS Admin and Info Assistant |

2. **10:00 am Chair’s Welcome**:

2.1 Iain thanked everyone for coming and introduced two new NPFS staff members, Barbara Schuler (Policy manager) and Clair Halliday (Administrative and Information Assistant).

2.2 Iain announced written finalised guidelines will be forwarded to all reps shortly, regarding communications within NPFS, following the introduction of the new staff members.

**3. Guest Speaker Ian Mitchell, Learning Directorate**

Ian spoke to the group and led a discussion around the teacher numbers commitment, teacher to pupil ratios, headships and briefly legislation on school closures.

**4. Guest Speaker Clare Morley, Commission on the Delivery of Rural Education**

Clare spoke to the group and discussed the work of the Commission, and the implementation of their recommendations. In particular she focused on the Schools (consultation) (Scotland) 2010 act and the changes to school

closure proposals.

**5. Previous Minutes**

5.1 Debbie Newlands to be amended from Present to an Apology

5.2 Amended Minutes Proposed by Tony Rafferty and Seconded by Charlotte Harrison

5.3 No Matters Arising

**6. Chair’s Report**

6.1 Iain and Joanna have been spending time on developing the new relationship with Children in Scotland. Since the last meeting the two staff members were interviewed and appointed, and Iain and Joanna have been participating in various induction training and meetings.

6.2 Iain has been participating in the CfE management board and working group. They have published their report of the working group on the first year of the new National Qualifications which he showed to the forum.

6.3 Iain also updated that the CfE Assessment group’s report is in final draft stage and a response is expected imminently.

6.4 The Scottish Learning Festival is on the 24th and 25th of September and NPFS will host the ‘Parent’s Connect’ Zone in conjunction with SPTC. This will have exhibition space and host a series of speakeasy sessions from relevant organisations. All reps have received hard copies of the flyer and Clair will forward the electronic copy for wider circulation.

-NPFS reps will be needed for the stall and each rep confirmed their availability

 -At the SLF, the new Parent zone website may be launched. Any rep who wishes may go and look at the new Parentzone pages in Optima on dates to be confirmed.

- **Action Joanna**: to provide all reps with dates Parentzone will be available for looking at in Optima.

-**Action Joanna and Clair**: to make and circulate an SLF rota

6.5 The NPFS Annual Conference is confirmed for the 4th of October and the information is now on the NPFS website: Programme, Seminar Lists and Children’s Programme. A Flyer will also follow next week and Clair will forward the electronic version to all reps.

-There was discussion over the booking system and database and Iain explained that the current system is only for this year’s conference.

-NPFS reps will be required to assist at the conference wherever possible and should email their availability to Clair

- **Action Clair**: circulate links to flyers and check with Children in Scotland if the booking template can be simplified and made more parent friendly

- **Action All Reps**: Circulate flyers and Confirm conference availability with Clair

6.6 A newsletter will be circulated on week beginning 8th of September.

6.7 All secondary schools will this week be sent copies of the Higher English and Maths Nutshells, SLF Flyers, and a NPFS Conference flyer.

6.8 Tina will be developing a new Wood Commission Report Nutshell.

6.9 Iain and Joanna are in talks with Education Scotland regarding going out to the Highland and Aberdeenshire authorities and having a look at Parental Involvement in these areas, perhaps developing a toolkit which could then be used nationally.

6.10 NPFS are participating in the upcoming Primary Head teacher Conferences, delivering seminars entitled ‘Reporting on children’s progress’. Barrie will be participating and reporting back to the forum.

6.11 Iain, Joanna and Barbara are developing an Action Plan and Report for the funding agreement. Iain proposed that the two main areas are support for reps and the work of the groups.

- Support should be wide ranging but encompass arranging travel and providing briefing papers in advance. Barbara and Clair should be informed by all Reps details of their meetings. After a meeting reps should provide the office with a report of their meeting (written or verbal).

**Action All Reps**: Please provide details of all meetings to the office as soon as possible.

- Iain explained that the sub groups of NPFS need to work more effectively and will need to meet out-with the full forum meetings (face to face or via Skype)

6.12 Iain suggested an audit of CPD needs will occur soon and then NPFS can look into options.

6.13 CLTA meetings are happening this semester and NPFS reps will attend as follows: Middle years – Charlotte; IT- John; Expressive Arts – Jason; and Numeracy- Joe.

6.14 Iain had a meeting with Education Scotland on the subject of the Wood Commission report. As well as issuing guidelines, he has suggested running pilot schemes across the country where NPFS / Education Scotland go into schools who are then fully supported to reach a prearranged benchmark. A toolkit could then be developed to show how easy/difficult it is to get to that standard.

**7. Updates**

7.1 Billy provided written updates on AGASL and the Doran project. There was discussion of the availability of a national picture of complex needs, and how the local authorities collect data of complex needs children.

7.2 He also let the forum know he has accepted an invitation to join the Transport Group and will provide further details when they are forthcoming.

7.3 Tony Rafferty updated on GTCS. The main happening is that the 70,000 registered teachers all received a copy of Teaching Scotland which included a copy of the CfE report of the working group on the first year of the new National Qualifications. It was encouraging that there were many mentions of NPFS and this will raise awareness to teachers.

7.4 Tony has also been working on emails for Aberdeen schools. They now all have their own google email address and website.

7.5 Joe updated the group on Local Authority spending.

A discussion which ensued summarised that local authorities have difficult choices to make and local communities should become empowered to ensure they are consulted on cuts.

7.6 It was suggested that a consultation support document could be worked towards: a guide to consultation and parental involvement by NPFS.

7.7 Joanna updated the forum on the CfE Tackling Bureaucracy Group. The Directors of Education in every authority have bene contacted asking how they have implemented the guidelines, and the next meeting is in early October.

7.8 Joanna also gave a brief update on the Wood Commission. She confirmed Sir Ian Wood will speak at the conference, and there will also be a focus group session. Most of the Commission’s work is on hold until post referendum.

**8. Open Discussion – New Term, New Priorities**

8.1 Fiona reported that the GIRFEC group would like to hold two focus type group sessions with NPFS reps on Childs Plan and Named Person. It was agreed that reps would be interested in participating.

**Action Fiona and Clair:** Possible dates to be set and doodle poll circulated

8.2 Joanna read out an email from Lindsay Jane Murray at Education Scotland who has just returned to work after a six month absence and wishes everyone in the forum well.

8.3 The forum asked if there were any developments to Insight, the Senior Phase Benchmarking Tool. This has not been launched and could be discussed at the next meeting.

**Action Barrie**: To arrange for someone from Insight to come and speak at the November meeting

8.4 Focus groups to be organised. Possibly based on Early Years and ASN. Dundee and East Renfrewshire were proposed as areas for these to take place.

-Julie reminded the group of the work of the Childcare Commission and explained there is new School Nurse guidance due.

-It was also agreed that electronic survey replies should be sought too to make results more representative

8.5 The group was reminded that the nutshells are being posted out this week and asked to circulate the nutshells website link widely.

**A.O.B**

8.6 New protocols were briefly discussed with written guidance to follow.

8.7 The next meeting dates were formalised as **November 8th** (Glasgow) and **February 28th 2015** (Edinburgh)