

**November 8th**

**200 SVS Glasgow**

1. **Present**

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| Tony Rafferty | Aberdeen City |
| John Lamont | Clackmannanshire |
| Mary O’Connor | Dundee City |
| Jill Sloan | Dumfries and Galloway |
| Douglas Chappelle | East Dunbartonshire |
| Joe McLachlan | East Renfrewshire |
| Tina Woolnough | Edinburgh |
| Joanna Murphy (Vice Chair) | Glasgow |
| Richard Porter (Deputy) | Glasgow |
| Eleanor Symmons | Moray |
| Billy Gibson | North Ayrshire |
| Barrie Sheppard | North Lanarkshire |
| Charlotte Harrison | Orkney |
| Debbie Newlands | Renfrewshire |
| Laura Kerr | South Ayrshire |
| Morag Leslie Smith | South Ayrshire |
| John Rice | South Lanarkshire |
| Cheryl Burnett | South Lanarkshire |
| Julie Wild | Stirling |
| Iain Ellis (Chair) | West Dunbartonshire |
| Eric Lumsden | West Lothian |

**Apologies**

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| David Fraser | East Ayrshire |
| Carol Snow | East Lothian |
| Margaret Leitch | Falkirk |
| Bill Hall | Highland |
| Roslyn Oliver | Inverclyde |
| Louise Gough | Midlothian |
| Jason O’Flynn | Perth and Kinross |
| Martyn Parsons | Scottish Borders |
| Fiona Nicholson | Shetland |

**Vacancies**

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|  | Aberdeenshire |
|  | Angus |
|  | Argyll and Bute |
|  | Comhairle nan Eilean Siar |
|  | Fife |

**Also in attendance**

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| Barbara Schuler | NPFS Policy Manager |
| Clair Halliday (Minutes) | NPFS Admin and Info Assistant |

2. **10:00 am Chair’s Report**:

2.1 Iain thanked everyone for coming and introduced four new NPFS representatives, Eleanor Symmons (Moray), Laura Kerr and Morag Leslie-Smith (South Ayrshire), and Cheryl Burnett (South Lanarkshire).

2.2 Iain gave oral evidence at the Education Committee, Scrutiny of the Draft Budget session on 4th of November. He emphasised to the forum that CfE has come a long way and budgetary pressures could severely impact on it.

2.3 Iain has been asked to sit on the short term Working group on new teachers terms and conditions, and in two weeks will interview for the convenor of the school closures panel.

**3. Previous Minutes**

3.1 Minutes Proposed by Eric Lumsden and Seconded by Tony Rafferty

3.2 No Matters Arising

**4. iPad and Website Training and Social Media Guidelines**

4.1 John Lamont participated in some training with the group to ensure that everyone can access emails on their iPad and also can create and use documents using apps such as Pages. He also talked through how to post on the Local Authority pages on the NPFS website, and how to login to the discussion groups

**Action John Lamont** – To produce written instructions to circulate

**Action Clair** – To add all reps to all of the discussion groups

4.2 Barbara spoke to the group about new Social Media guidelines, how NPFS reps can use Facebook and Twitter to reach parents in their local authority. These have been emailed to all reps in draft form and she welcomed any feedback.

**Action All reps** – To familiarise themselves with guidelines

**5. Discussion of Budget Cuts**

5.1 There was a round the table discussion of budget cuts to Education and how each rep feels this is impacting in their local authority. Nationally large sums have been allocated to the roll out of 600 hours of annual funded childcare provision for 3 and 4 year olds, as well as for 2 year olds from disadvantage households and the free school meal programmes. It was discussed that other Local authorities need to seriously look at arrangements like those in Stirling and Clackmannanshire who share services. There was discussion of how the Local Authorities consult, for example online ‘games’ to build the budget that are ineffective. Reps pointed to cuts being made that are not from the education budget, but that impact greatly on education, for example cuts to Janitors. A lack of clear audit trails exists. It was agreed NPFS should work on ‘guaranteed rights’ as what is seen as the norm in some Local Authorities is not in others. There was also a discussion of the evidence on the class size ratio.

Overall it was decided that it would be useful to create some form of resource to help parent councils understand budgets quickly, and to help parents know what questions to ask.

**Action All reps** – To provide Clair with their ‘top tips’ on approaching councils and effective questions with which Clair and Barbara will collate and create a resource.

6. **Action Plan**

6.1 Iain discussed the NPFS action plan that was forwarded to Education Scotland as per grant requirements. His five priorities for NPFS are:

* Strengthening the sub groups
* Support for the reps from the office
* A schedule of briefing materials
* Working in Highland and Aberdeenshire with Education Scotland on a project to increase parental involvement, going beyond simply sharing good practice.
* An International conference in 2015

**7. Update on the Primary Leadership Conferences**

7.1 Barrie spoke to the group about his presentation at the Primary Leadership Conferences around the country, in the seminars on Reporting on Children’s Progress. A report from NPFS will go into the new toolkit that Education Scotland has launched for Primary Head teachers.

8. **Subgroups Break Out** They then reconvened to share with the forum their plans going forward

8.1 Early Years - The Early Years group plan to work on projects in a small number of local authorities before rolling successful strategies out to all reps. The group will assign reps to two working groups of the Early Years Collaborative.  Mary will attend the Family Engagement group, and Laura will attend the Transitions group.  Their other main work will be with the Childcare Commission. The group hope to jointly facilitate one of their conversation events in South Ayrshire, in one half they will discuss possible transformations of childcare in Scotland, in the second half NPFS will facilitate a discussion on the roll out of the 600 hours.  Lastly, the Early Years group are beginning discussion with other parenting organisations on creating some concise guidelines on what good consultation looks like.

8.2 primary - The Primary Group is looking to move forward the reports that came back from the Primary Leadership Conferences.  They will set set up a meeting between Jill and the Primary lead at Education Scotland to see how this can be progressed.  The Primary group would like to feedback to Scottish Government on the new guidance in determining Primary School Capacity.  Additionally they would like to provide some particular guidance for primary school parent councils in regards to looking at budgets

8.3 Secondary – The Secondary Group’s work will mostly surround the introduction of Insight which is the new senior benchmarking tool.  It focuses very much on positive destinations but there are questions of how these are measured and for how long.  Also queries about how this is used as a reporting tool.  The group also discussed the use of S3 profiles.

8.4 ASN- The ASN group are going to set up a meeting with all ASN organisations and try to find some common goals that we can all work together on.  They are also involved with the Doran Project Board and they are preparing responses for the Doran Review’s research on Strategic Services for Children with Complex Additional Support Needs

 **9 AOB**

9.1 Billy sat on the 1st meeting of the working group on seatbelts on dedicated school transport, who are looking at primary implementation in 2018 and secondary in 2021

9.2 John Rice is awaiting the last section of the latest information from the STEM group and will then forward round.

9.3 John Lamont is meeting with someone from Glow

9.4 Clair asked for any suggestions regarding improvements to the website to be emailed.

**The next meeting will be February the 28th In Edinburgh**