

Westhill Academy Parent Council Meeting Minutes

8th May 2024 (6:30 pm)
Staff Room, Westhill Academy

Present: Barzin Chiniwala (Chair), Pawel Panka (Vice Chair), Alison Reid (Secretary), Pam Webster, Sarah Colville (DHT), Alison Reid (HT), Susan Taylor (DHT), Jason Fitzgerald (DHT), Sabina Mammadova, Adesola Arunah

Apologies: Bruce Bain, Susan Coull (PC Treasurer), Grant McKinlay, Adefolabi Adetunji

Time	Item	Who
18.30	<p>Welcome/Apologies Barzin welcomed everyone to the meeting and passed on the apologies.</p>	
18.35	<p>Minute of Previous Meeting Minutes of the previous meeting were approved.</p> <p>A couple of follow-up actions were taken:</p> <ul style="list-style-type: none"> • Facebook page - post a note to say the page is unmanned. Ask again for volunteers to monitor/update. • Mrs Reid prepared a draft joint communication around car park drop-offs. PC reviewed and fed-back just prior to this meeting. Mrs Reid will now arrange to post out to parents and carers on GroupCall, timing when Senior years return from exam leave. • Confirm cheques for prom and school funds have been received 	<p>AR</p> <p>Mrs Reid</p> <p>Mrs Reid</p>
18:40	<p>Headteacher's Report</p> <p>Exam session Got off to a good start, most feedback has been generally positive so far. Post results/appeals there will be a report generated to feedback and inform curriculum learning for following sessions.</p> <p>S6 S6 pupils particularly enjoyed the prom. Parents and carers were invited to pre-event refreshments. There were particular thanks from several parents for the Parent Council donation – recognising that in these days of austerity this is not something that the school could have supported. So, thanks to the Parent Council for the S6 prom donation. The leavers assembly was attended by +150 parents and carers and was a wonderful event to summarise next destinations of the S6 pupils.</p> <p>General Curricular Update Head of Education, Susan Smith (replacement for Vincent Doherty) visited Westhill Academy for the annual performance review. This is essentially an internal audit to assess schools performance and sense check self-assessment criteria. Susan has recently spent 5 years in an inspectorate role, so her insight into external inspection criteria and how the school can best prepare itself was very valuable.</p> <p>Staffing Updates – new members of staff As normal for the end of a term, there are a number of active recruitment postings (2 are maternity cover). On-going recruitment is live for posts in Business Education, History, Art, Maths and Modern Languages.</p> <p>The post for Technical teacher was filled by Beth Nicol this term.</p>	

19:10

Topic 1 Mobile Phone Policy

This topic was raised by a parent, who was unable to attend the meeting in person. The topic had been raised due to the parents concerns on mobile phones in school and wishing to have stricter controls. It was not possible to get further details on the particular concerns, prior to the meeting, so a general discussion on Westhill Academy mobile phone, cyber security, GDPR and on-line safety policies was held.

Principle

Westhill academy strives to carefully balance any potential problems and the educational benefits of mobile phones. All young people are aware that their phones should be packed away during lessons, unless the teacher specifically states that a phone can be used as part of a lesson. There are sanctions in place to control this. If a pupil is on their phone in class, it can be confiscated to the school office, where it will remain until home time. (A parent raised a concern if this was done prior to lunch hour and the phone has Apple Pay – this would be checked at the time, and if the case the pupil would be provided lunch in the canteen). If this happened 3 times, then the parent or carer would be informed and asked to collect the phone.

Policies

- Westhill Academy Online Safety policy is sent to every 1st-year and new entry pupil. The pupil and their parent must read through and sign the document. Completion of this is tracked and it remains in place throughout the tenure of the student. A working group has been set up to review (last updated in 2021).
- All pupils/carers have to annually review and sign a GDPR form.

Education

- Pupils learn about on-line safety (sharing images, cyber-bullying, being wise on-line) in PSE classes. There is also continuing re-enforcement of appropriate use of mobile phones.
- Mobile phones when used positively can be an excellent resource for learning, and preparing young people for use in society and how the world is inter-connected. An example of use in a lesson was shared for Adv Higher Chemistry – where pupils measuring rate of reaction are encouraged to video their experiment and play back in slow motion to monitor the reaction accurately and compare results.

Survey

The recent pupil survey showed the following results:

- Are you able to keep safe online in school YES -99% (S1-S3)
- Are you able to keep safe online outside school YES -98% (S1-S3)
- Are you able to keep safe online in school YES -95% (S4-S6)
- Are you able to keep safe online in school YES -96% (S4-S6)


A question was raised on how many incidents with regards to the digital policies were raised – this has been reassuringly small.

In most cases it was noted that mobile phone issues originate out of school hours, and then perhaps the fall-out spreads into school time.

Individual Concerns

In all cases, if there is an individual concern on on-line safety/mobile phone use this should be brought up with the pupil's guidance teacher, who is best placed to assist/ review.

Final reminder for exam pupils – all pupils are reminded in each exam not to take a phone/smart watch into the exam. If they forget, they should immediately tell the invigilator to remove it.

19:20	<p>Topic 2 Multi-Agency approach to anti-social behaviour</p> <p>Anne Overton (Area Manager for Aberdeenshire Council Garioch district) approached Westhill Academy regarding some perceived feedback of antisocial behaviour in the community. She is gathering feedback (concerns and suggestions) from multi-agencies. These are currently Council, Westhill Academy, Police Scotland, and potentially some 3rd party community groups. The issues do seem to be attributed to young people.</p> <p>The main aim is what we can do together to improve on this. Mrs Reid has a follow up meeting with the multi-agency group on the 10th May, and was seeking feedback from the Parent Council.</p> <p>A positive discussion followed with several parents sharing experiences and suggestions. These will be fed into the multi-agency group. Ideas raised were more CCTV, increased communications between parents, school and pupils on signs to look out for to get help quickly.</p>																																																																																						
19:30	<p>Topic 3 Code of Conduct addendum to Constitution</p> <p>At the last meeting it was highlighted that we need to update our constitution regularly, and it was last done in 2019. Christine McLennan (Parental engagement officer) had recently advised that all parent councils have a written code of conduct provided a standard template that could be attached to the constitution.</p> <p>This was then sent out to the parent council distribution list for comment. No objections were raised, so the new constitution is finalised and will be sent to Christine McLennan dated 2024.</p>	AR																																																																																					
19:35	<p>Treasurers Report</p> <p><u>Westhill Academy Parent Council Account</u> <u>Treasurer Report</u> <u>2023-24 Academic Year</u></p>  <table border="1" data-bbox="293 1406 1417 1980"> <thead> <tr> <th></th> <th><u>Aug-23</u></th> <th><u>Dec-23</u></th> <th><u>Mar-24</u></th> <th><u>Total</u> <u>2023-2024</u></th> </tr> </thead> <tbody> <tr> <td>Opening Balance</td> <td>£ 2,724.39</td> <td>£ 2,749.42</td> <td>£ 2,759.36</td> <td>£ 2,724.39</td> </tr> <tr> <td><u>Incoming Funds</u></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bank Interest</td> <td>£ 9.14</td> <td>£ 9.94</td> <td>£ 10.68</td> <td>£ 29.76</td> </tr> <tr> <td>Aberdeenshire Council PC Funding 2022-23</td> <td></td> <td></td> <td>£ 490.35</td> <td>£ 490.35</td> </tr> <tr> <td>Easy Fundraising</td> <td>£ 15.89</td> <td></td> <td></td> <td>£ 15.89</td> </tr> <tr> <td>Total Incoming Funds</td> <td>£ 25.03</td> <td>£ 9.94</td> <td>£ 501.03</td> <td>£ 536.00</td> </tr> <tr> <td><u>Outgoing Expenses</u></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contribution to S6 Prom</td> <td></td> <td></td> <td>£ 250</td> <td>£ 250.00</td> </tr> <tr> <td>Contribution to Academy Funds</td> <td></td> <td></td> <td>£ 1,000</td> <td>£ 1,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>£ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>£ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>£ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>£ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>£ -</td> </tr> <tr> <td>Total Outgoing Expenses</td> <td>£ -</td> <td>£ -</td> <td>£ 1,250.00</td> <td>£ 1,250.00</td> </tr> <tr> <td>Closing Balance</td> <td>£ 2,749.42</td> <td>£ 2,759.36</td> <td>£ 2,010.39</td> <td>£ 2,010.39</td> </tr> </tbody> </table>		<u>Aug-23</u>	<u>Dec-23</u>	<u>Mar-24</u>	<u>Total</u> <u>2023-2024</u>	Opening Balance	£ 2,724.39	£ 2,749.42	£ 2,759.36	£ 2,724.39	<u>Incoming Funds</u>					Bank Interest	£ 9.14	£ 9.94	£ 10.68	£ 29.76	Aberdeenshire Council PC Funding 2022-23			£ 490.35	£ 490.35	Easy Fundraising	£ 15.89			£ 15.89	Total Incoming Funds	£ 25.03	£ 9.94	£ 501.03	£ 536.00	<u>Outgoing Expenses</u>					Contribution to S6 Prom			£ 250	£ 250.00	Contribution to Academy Funds			£ 1,000	£ 1,000.00					£ -					£ -					£ -					£ -					£ -	Total Outgoing Expenses	£ -	£ -	£ 1,250.00	£ 1,250.00	Closing Balance	£ 2,749.42	£ 2,759.36	£ 2,010.39	£ 2,010.39	
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19:40	<p>Next Meetings</p> <ul style="list-style-type: none"> • AGM – date proposed as Wednesday 18th September 2024 	
19:45	<p>AOB</p> <ul style="list-style-type: none"> • P7 to S1 parents information evening will be on Wednesday 12th June 2024. We need a few volunteers to serve refreshments, talk to new parents and ask them if they are happy to receive emails from the Parent Council, and join. • AR to print off information slips, sign-up sheets, wine, soft drinks and snacks 	AR