



WALLACE HIGH SCHOOL PTN AGM & ORDINARY MEETING

10th November 2020 at 7PM

Online via Google Meet

Attendees:	
Emma Torrance, Chair	Eve Kidd, Treasurer
Kate Buchanan, Uniform Bank	Rachel Blackburn, Communications
Scott Pennock, Headteacher	Karen Dunn, Secretary
Tor McKay	Sandra Sankey
Karen Morrison	Paula McColl
Karin Campbell	Valentina Bold
Sandra Ferreira	Emma Kirk
Helen Beckingham	Alison Gow
Fayzan Rehman	Hazel Simpson
Cara Wood	Kerstin Schulz
Ann Murdoch	Carol Findlay
Emma Kirk	
Apologies:	
Pauline Drummond	Janice Morgan-Singh
Donna Harris, Depute (technical difficulties)	Fiona Atkinson
Lynn Huskie	Hazel Young
Susan Chesterman	Morna Sands
Sarah Shaw	Rhona Bree
Shubhanna Hussain-Ahmed	Rahul Kekre
Sarah Zipp	

AGM Agenda Items:
<p>1. Welcome and Introductions:</p> <p>The Chair opened the meeting at 7.10pm, thanks and introductions were made, known apologies given. Emma stated that the first half an hour of the meeting will be the AGM and the second half will be the ordinary PTN meeting.</p>
<p>2. Approval of Previous AGM Meeting Minutes (28.05.19):</p> <ul style="list-style-type: none"> ● Chair informed the group that the previous meeting minutes can be found on the PTN website and that the minutes were emailed by the secretary to the parents/carers who are attending the meeting for approval. ● Alison Gow and Eve Kidd seconded the PTN AGM meeting minutes from 28.05.19.

3. Matters Arising: None

4. Chairperson's Report:

- Welcome everyone to our AGM, and to new parents who have joined us this year. Apologies for the delay as we were due to have our AGM in May 2020.
- The last academic term of school was something that none of us envisaged, however we have come through it and although last year was cut short we still had success with our fundraising from the Summer show in June 2018, the Dance showcase and Christmas show 2019, the support from pupils and parents at both were fantastic. The mulled wine went down a treat, and we were thinking of doing something similar this year, but it will need to keep until such times the school can host an event.
- The school had another successful sponsored walk, and the PTN donated Freddo chocolates for the pupils. Thank you to all our wonderful volunteers for ushering the pupils from Wallace to the university and back safely.
- The money raised has funded the following: Wallace Hub for various items and Ochil House for fun-filled Christmas party which everyone enjoyed.
- Our 50/50 was well received last year, and I know we need to do some work to increase the level of participants this year.
- Our uniform bank is very successful and is much appreciated by pupils, parents, and the school. It allows pupils to buy or exchange blazers etc. for a small fee or donation. Kate and Janice very kindly kept the uniform bank open, making blazers accessible to all.
- Unfortunately, due to the current restrictions the school was not able to have the annual summer show at the end of term, which is normally a good fundraiser for us.
- On the positive side we do have a healthy bank balance and have asked the school for requests.
- Sadly, at the end of last term we had to say goodbye to an extremely valuable member of our PTN, Janet Laverty, our fundraising champion. Janet's dedication and contribution over the years to the school and PTN group will be sorely missed by all.
- Postcard awards are being issued by more teachers/ departments.
- By utilising the PTN Gambling licence we were able to support School of Sport 'Scratch cards' fundraiser. The money was used by the school to refresh the sports kits. We need to renew our gambling license.
- Our Office bearers are Emma as Chair, Karen as Secretary and Eve as Treasurer.
- Committee vacancies: Fundraising and Ochil House representative.
- We would also like to have someone within the community (but not a parent) to audit our financial records. If anyone knows of an individual, please email the PTN at wallacehighptn@gmail.com. Possible volunteers could be Alisdair Smith from the Friends of Logie Kirk and McFarland Accountants.
- Lastly, I would like to thank all committee members for their continued support.

5. Treasurer's Report:

- Overview of 2018-19 WHS PTN Account:
 - Total income £3,011.78
 - Total expenditure £2,554.24
 - Balance as at 28/5/19 = £1,970.87

Circa £1900 still in account, Treasurer again raised that preference is for the money to be used rather than sit unused in PTN account, encouraging school to ensure any opportunity for PTN funding support is made visible.

- Despite the financial year stopping us from fundraising, we still used the financial year of May 2019 to June 2020 for the end of year report;
- Eve explained that our income and expenditure will be affected due to cancelled events due to covid ie. school shows, tuck shops, fundraising events, S6 Prom, etc.

5. AOB:

- Emma asked if members would be interested in co-opting a member of the community to the PTN and the group agreed. Possible members could be Reverend Dan Harper, and Robert and Peter Corrieri, and/or someone from the Causewayhead Community Council.

6. Close of AGM

**Date of next AGM to be Confirmed
7pm – 8.00pm via Google Meet**

Ordinary Meeting Agenda Items:

1. Welcome and Introductions: same as AGM

2. Approval of Previous Meeting Minutes (27.08.19):

- Chair informed the group that the previous meeting minutes can be found on the PTN website and that the minutes were emailed by the secretary to the parents and carers who are on the PTN database.
- Alison Gow and Eve Kidd seconded the PTN meeting minutes from 27.08.20.

3. Matters Arising:

- Mrs Harris, depute, could not access the meeting due to technical difficulties so she will explain a new exciting initiative for the school offered through the Book Trust which will help Wallace High become a Reading School at the next PTN meeting.
- Emma thanked Rachel for taking on the Communications post from Janice and offered huge thanks to Janice for staying on for a full year until we found someone to take over and provide a smooth handover. Thank you Janice!

4. 50/50 Club and Treasurer's Report:

Overview of 2020 Accounts provided by Treasurer:

- £1900 in the accounts with some funds to be paid to the school for the following:
 - £300 for work experience equipment; £129.44 for mental health reading materials for school library; £8 for another book along with other suggested funding needing approval for the Book Trust Reading Programme; currently no requests from OH.
- **50/50 Club:** Mr Pennock said that we can send out joining forms on paper as that is our most successful method of increasing membership; currently sitting at 10 members so total of £100 so there will only be one winner each month giving them £5; We will send out more notices via email, Twitter and FB to increase membership.

5. Headteacher's Report/Ochil House Update:

● Ochil Update:

- It is great news that Big Noise has returned. Virtual sessions are taking place weekly in Group 4, with interaction between Iain and Veronica, from Big Noise, and the class. They are also using iPads to create music using apps in the session. There are plans to extend virtual sessions to other groups.
- The Green Routes Programme has resumed. Three of our S6 young people are attending on Mondays and learning about horticulture and animal husbandry. Green Routes will form part of their post school package when they leave school.
- Mainstream Art: Mrs McDonald, Mrs Stewart and Mrs Draper are working with three different groups and offering a mainstream experience with specialist teachers.
- Mainstream Music: Mrs Paterson joins group 4 for a music class on a weekly basis.
- S5 work experience mainstream young people from our Grounds Maintenance Team have kindly helped to improve the Ochi House garden area, sanding and painting benches and raised beds.
- One of our S6 pupils (Liam) who volunteers at the memory cafe in Dunblane for people with dementia, pre -Covid, is now delivering soup to older people in the area, as part of his volunteering role.
- We are delighted to have Elaine Murray, Castleview headteacher, in the department. She has now taken up the role of supporting the management team in Ochil House on a 50/50 basis with Castleview.
- Mr Pennock reported that we are close to capacity in Ochil House. The council has announced plans to expand its global provision with at least one additional city and rural provision. Details on the exact timing, location and nature of these new provisions has yet to be finalised.
- Play Unified is also up and running as a class-based activity and we hope to get our sporting sessions back when we can.

- Alison, Ochil House parent, who has run the garden group along with three S1/S2 parents, have sent out a survey to parents/carers, via Survey Monkey, about the Ochil House Garden garden and outdoor space. She also explained that the Senior class bubble is working well for her sons and that they are enjoying the range of activities and programmes they are accessing at school.

- **Tier 3:**
 - In a wider sense, thanks to families for their support this session and patience. There are compromises for us all at this time. Covid protocols, including face coverings, are important for us to sustain and we appreciate the support here. Wider self-isolation protocols are resulting in increased volume of absence and can affect staff and pupils. We are, however, sustaining good attendance overall. We are now in tier 3, so we are following all guidance on this. We have sport and PE classes resuming indoors in the coming weeks. The school is continually trying to offer the full range of curriculum while adhering to ongoing risk assessments and are happy with the results.
 - If pupils are off due to self-isolation the school will make arrangements for work to continue and Pupil Support teachers and Principal teachers will check in with pupils on a daily basis.
 - Mr Pennock stated that overall attendance is good and pupils have responded very well to our new arrangements overall. We are mindful of this being a very different year and wish to meet with S6 Captains in order to discuss what we *can* do to enrich their year.

- **Classroom Conditions:**
 - Regarding any parental concern with cold classrooms in winter, this has been considered in the context of ventilation and comfort. Ventilation protocols are now updated; we have thermometers for all classrooms; teachers have the ability to make contextual decisions on allowing outside tops in classes for comfort and heating is on all day to assist in keeping a comfortable room temperature whilst maintaining outside ventilation.

- **ASN Support and Communication:**
 - In the current climate, we have protocols in place to support families with ASN meetings and the staged intervention process, as well as accessing some outside agency support. We have published pupil support technology guides and videos for all pupils and can provide targeted support for pupils, as required. Some outside services are working in different ways just now – we still have access to services, but the mechanisms vary. Staged Intervention meetings will be happening with the same frequency etc. but by Google Meet or phone. **If you have any personalised ASN enquiries, the best way to contact the school is to call or by email (please be aware that the Pupil Support team all teach and so it can take a few days to get back). If concerned about this for the Staged Intervention process, please ask for the Pupil Support/Learning Support Leader and copy Mr Cordiner in the email/letter.**
 - Dr McRobbie has been training staff on technology to support online learning and Mr Jubb, along with other staff, can assist with personalised training for pupils. Please contact the school if your child needs assistance with the technology.

- **SQA Update:**
 - Mr Pennock stated that he is aware that exams are a big source of anxiety for pupils and parents. The school is still getting rolling guidelines from the SQA and **he will send out a**

letter via the school app about the current SQA update by the end of the week. A revised school calendar and assessment calendar will be issued. The Exam diet (H/AH) is scheduled for now from Mon 10th May to Friday 4th June and there are no National 5 exams. The SQA are in the process of publishing subject assessment requirements. Mr Pennock explained that basically, all subjects have similar course content with some elements 'trimmed' to support with lost time. 2-4 pieces of evidence are required with weight to evidence that covers 70%+ of the course in order to make evidence-based grade predictions. Due to on-going nature of evidence collection, and Covid protocols, we will not have a fixed prelim diet but will have scheduled assessments on an on-going basis (helps to spread assessment and assess at best time). Assessments will be held in class under exam conditions (use triple and double periods effectively). The SQA are producing assessment papers for subjects to assist with this. The school will collect a suite of evidence which will inform predicted grades. Mr Pennock stated that full instructions on the process are still to follow.

6. AOB:

- Fundraising will be on the agenda for the next meeting so any ideas are welcome.
- Kate said it was great that the LGQBT lunch club started up and Mr Pennock reported that it was good to see that some lunch clubs have resumed. She also mentioned that the RDA (Riding for the Disabled) Equipower Scotland group have won an award this year and the group is moving nearby to Highland Gate so if any parents are interested in a quality activity for their child then this group is highly recommended.
- It was suggested to the group that if they have any issues or concerns that they should contact the school as the staff are always willing to help. The PTN are also available to offer support. **It is important to note that there are only 2 phone lines into the school office so please email the school if the phone is not answered.** Someone will reply/respond to the email.
- The Chair thanked everyone for attending and thanked Mr Pennock and the school staff for their hard work in supporting our children.
- Mr Pennock thanked the parents/carers for all of their support.

**Date of Next PTN Meeting: Tuesday 19/01/2021
7pm – 8.00pm via Google Meet**