

# JORDANHILL SCHOOL

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**MINUTES OF THE BOARD OF MANAGERS MEETING** held on Tuesday 7 October 2014 in the Conference Room.

## **PRESENT**

Mrs Linda Ellison  
Mrs Anne Fraser  
Mrs Sheila Jackson  
Mrs Joan McFadden  
Ms Janice Oliver  
Miss Marian Quinn  
Ms Fiona Wishlade

## **ATTENDING**

Mr Richard Buchan  
Miss Wendy Grant  
Mrs Christine Robertson  
Dr Paul Thomson

## **APOLOGIES**

Councillor Aileen Colleran  
Mrs Anne Gillespie  
Mr Robert Mellish  
Mrs Morag Munro

## **7/14/2014 APOLOGIES AND WELCOME**

Apologies were offered by Councillor Aileen Colleran, Mrs Anne Gillespie, Mr Robert Mellish and Mrs Morag Munro. Professor Naveed Sattar was welcomed as a new board member.

## **8/14/2014 PREVIOUS MEETINGS**

The minutes of the meetings held on 26 August 2014 and 16 September 2014 were approved. The action grid was agreed as accurate. The work plan was discussed with note of some minor movement in future items.

## **9/14/2014 MATTERS ARISING**

### **History of the School**

The Rector outlined indicative costs associated with the production of a book on the history of school to coincide with the school centenary in 2020. The Board agreed that it wished to see the proposal taken forward. The Rector will now engage with the author to agree the brief and timeline. Advanced advertising and pre-ordering will allow final decisions to be made in due course to fix the print run and control costs. An e-book version could be considered separately if deemed appropriate.

## **10/14/2014 RECTOR AND CONVENOR UPDATE**

### **Follow-up to AGM: Your Board E-bulletin**

The minute of the AGM had been recast and issued as a Your Board E-bulletin communication. The numbers attending the AGM were disappointing however the evening went well with healthy dialogue and engagement with parent members.

### **Free School Meals P1 – P3**

This was highlighted to parents at the AGM and further engagement is planned post the October break. This initiative launches in January 2015. The school hosted a very successful P1 Tasting Event in the refectory on 2 October with circa 150 parents and children in attendance.

### **3Sys Implementation**

Work is ongoing to implement and develop the use of the new Management Information System. Some milestones have been delivered with the production of S3 reports, email use to selected parent groups and the standard day to day operation of pupil data and information management amongst administrative and teaching staff. Further development in due course includes IT script writing to develop the reporting packages on the system and the full exploitation of new HR and medical modules. The management team will continue to appraise the new system and provide appropriate updates to the board.

### **Professional Update**

Work is well underway in the school to introduce the scheme of professional update for teachers. Two representatives from the General Teaching Council visited the school recently and offered very positive comments on the school's proposals. A formal validation exercise will take place on 17 November.

Teachers are assessed against the relevant GTCS professional standards and must self evaluate against these and maintain a record of professional learning. There should be no surprises as existing approaches to professional review and development meetings incorporate both elements. Jordanhill School will comfortably meet the requirements due to the work already in place or underway.

Mr Anderson will attend a board meeting in the New Year to update the Board.

### **11/14/2014 FINANCIAL UPDATE**

The bursar reported on the financial position of the school to the end of September 2014.

### **12/14/2014 PLANNED PROGRAMME OF MAINTENANCE 2015-2020**

The bursar reported on work undertaken in conjunction with Ryden, the school's building surveyor/consultancy to deliver a programme of planned maintenance for the next 5-6 years. Items of capital expenditure are expected across the school's diverse estate to maintain the services and fabric of the school buildings and grounds. The bursar delivered a summary of works and costs.

### **13/14/2014 NQ POST-RESULTS SERVICE OUTCOMES**

The Rector summarised the outcomes of the post-results service. Out of 49 requests made by Jordanhill School, 9 were successful. The school will review its approach in light of national statistics on success rates at N5, Higher and Advanced Higher and within different curriculum modes together with any further guidance emerging from SQA.

In response to a query, Mrs Ellison offered some comments on the benefits of electronic marking.

**14/14/2014 RISK REGISTER**

The Risk Register was reviewed and accepted. No amendments were proposed.

**15/14/2014 PARENT FORUM EVENT 15 NOVEMBER**

The parent board members will host an informal event to engage a range of parents in small group discussions on 15 November in the school. This is on the back of the board of manager's desire to develop communication and engage parents in the school. Mrs Fraser will offer a summary and update at the next board meeting on 25 November.

**16/14/2014 DATE OF NEXT MEETING**

The next meeting will take place on Tuesday 25 November 2014.

Convenor \_\_\_\_\_

Date \_\_\_\_\_