

JORDANHILL SCHOOL

MINUTES OF THE BOARD OF MANAGERS MEETING held on Tuesday 24 March 2015 in the Conference Room.

PRESENT

Mrs Linda Ellison
Mrs Anne Fraser
Mrs Sheila Jackson
Mr Robert Mellish
Mrs Morag Munro
Ms Janice Oliver
Miss Marian Quinn
Professor Naveed Sattar
Ms Fiona Wishlade

ATTENDING

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

APOLOGIES

Mrs Anne Gillespie
Mrs Joan McFadden

DID NOT ATTEND

Councillor Aileen Colleran

41/14/2015 APOLOGIES

Apologies were offered by Mrs Anne Gillespie and Mrs Joan McFadden.

42/14/2015 PREVIOUS MEETING, ACTION GRID AND WORK PLAN

The minutes and confidential minutes of the meeting held on 20 January 2015 were approved. The action grid was agreed as accurate and the action grid items – GTCS (General Teaching Council of Scotland) Professional Update and the Rector's update on China follow below.

43/14/2015 MATTERS ARISING

All matters arising are listed as agenda items to follow.

44/14/2015 RECTOR AND CONVENOR: ORAL UPDATE

All items had been incorporated into the agenda.

45/14/2015 PROFESSIONAL UPDATE

Mr Anderson (Depute Head Teacher) provided an informative presentation on the school's implementation of Professional Update for teachers. This included an outline of the requirements upon teachers and the very positive feedback from the GTCS Validation Panel. The school had been validated in full with no requirements imposed.

Mr Anderson also shared a broad and informative summary of staff development in Jordanhill School including an overview of the PRD (Professional/Personal Review and Development) process for teachers and support staff. The school was re-accredited as an Investor in People in May 2014 and received very positive commendations from the HMIE report in February 2013 regards staff development. (Mr Anderson then left the meeting.)

46/14/2015 FINANCIAL UPDATE

The Bursar summarised the School's financial position to the end of February 2015, offered a positive forecast for the financial year end in March 2015 and advised that a modest surplus of income over expenditure is expected.

47/14/2015 AUDIT TENDER

The Bursar provided a summary of the timelines and decisions associated with the recent audit tender exercise. Following a full evaluation of all tenders received, the Audit Committee had unanimously identified Pricewaterhouse Coopers as the preferred option and accordingly recommended that they be appointed as auditors for the next 5 years, effective from financial year end 2015/16. The Board approved this appointment.

48/14/2015 BUDGET 2015/16

Outcomes of Dialogue with Scottish Government

The Rector reported on the ongoing dialogue with Scottish Government officials regarding Recurrent and Capital Grant for 2015/16. No offer of grant has yet been made. Costs will be significantly affected by known increases in the Living Wage and employers' teacher pension contributions. Salary increases for teaching and support staff have yet to be agreed nationally. It is anticipated that these too will result in increased costs. The budget presented to Scottish Government assumes that current service levels will be maintained. That is, no reduction in teacher numbers or increase in average class sizes.

Curriculum and Staffing 2015/16

Based on the above assumptions, the Rector set out the overall plan for next session. Permanent full-time vacancies have been advertised in Mathematics and English. Four maternity covers are in place or being advertised. The school has requested two additional probationers, over and above those already expected in Biology and Chemistry for 2015/16. These are in Modern Languages and Maths to support these departments as they are affected by maternity leave and cover teachers are in short supply. The first of these would also support the implementation of ML 1+2.

The Rector presented some charts showing significantly increased uptake in Advanced Highers over the past 10 years. This was continuing into 2015-16. This upward trend is driven largely by STEM (Science Technology Engineering Mathematical) subjects. In 2015-16 there would be 2 AH classes in each of Chemistry and Biology. Total uptake across non-STEM subjects was constant.

49/14/2015 ACCESSIBILITY STRATEGY

Depute Rector Mrs Robertson presented the latest draft of the Accessibility Strategy. This reflected consultation with Board members and a wider staff group. Mrs Robertson offered insight into the ways Jordanhill School implements the strategy currently; she offered context and examples of excellent practice in school and evidence of continued review and evaluation.

It was noted that Data Protection limits the degree to which information and specific insights that can be shared with the Board. The Board's key responsibility is to set policy and offer a court of appeal if the need ever arose.

The strategy document follows the format recommended in Scottish Government guidance published in December 2014. The section headings are

- **Foreword**
- **Policy Context** – includes definitions, disability, legal framework, additional support for learning framework, overlapping duties and what is covered by the strategy
- **Developing the Strategy** – includes planning group, assessment levels of accessibility, achievements in terms of accessibility, professional learning, how priorities were determined and areas of priority
- **Improving Access to the Curriculum** – includes informal curriculum
- **Improving the Physical Environment**
- **Improving Communication and Information Access**
- **Further Information**
- **Conclusions and Action Plan**

The Board approved this document as the basis for formal consultation with the wider stakeholder group of pupils, parents and staff. It will also form the basis of working practice from this point onwards. Mrs Robertson will report back on that consultation to a future meeting. This will incorporate any amendments to the strategy for formal approval by the Board.

50/14/2015 CONFUCIUS CLASSROOM UPDATE

The Board had been provided with a copy of the draft application to Hanban to site a Confucius Classroom at the school along with a copy of the Rector's article about his trip to China.

The Rector explained the process which had led to the application and the contribution Mandarin might make to the delivery of L3 within the Scottish Government's ML 1+2 policy.

Mr Buchan confirmed that the possibility of offering our primary pupils some exposure to Chinese language and culture is being embraced by the primary teaching team and is seen as a real opportunity to enrich the curriculum.

A successful bid to Hanban will allow the school to direct internal resources to the implementation of French as L2. The letter of support for a Confucius classroom in Jordanhill School prepared by the Convenor and the application were both approved unanimously. These will now be sent to the Confucius Institute for Scottish Schools for translation into Mandarin and submission to Hanban. If successful, the Confucius Classroom would commence in session 2016-17.

51/14/2015 UNIVERSITY PLAYING FIELDS

The university site has now been marketed and the Board had been provided with a copy of the brochure. It was noted that the drawings and comments appeared to reflect the requirements regarding the future of the playing fields set out in the planning permission in principle.

The Rector is currently in dialogue with a number of sporting organisations regarding the future use of the playing fields.

It was hoped that direct dialogue with the University would recommence soon.

52/14/2015 COMMUNICATIONS STRATEGY UPDATE

The Rector thanked Dr Oliver and the Bursar for the review of communications which they had conducted and which was shaping future plans.

Recent development and investment in IT capacity and capability are providing opportunities to evolve all aspects of digital communications.

- The school is further developing its use of the 3Sys and PASS systems. Extensive use is now being made of targeted e-mails to parents. A pilot of electronic issue of school reports will take place in term 3. Parents in the relevant year groups have already been advised.
- The Office365 package and 'bring your own device' will offer pupils anytime anywhere access to their own work and to learning resources. Digital etiquette and use provisions must be developed further in school to ensure responsibility, safety and controls are in place to manage the changes that may come in due course. A staff group is planning implementation early in session 2015-16.
- The school will look further at developing a parent portal linking to 3Sys/PASS. Options include an off-the-shelf package from WCBS or a customised front end. Substantial costs would accrue with either option.
- Texting has been reviewed by members of the Board and Senior Management Team and the consensus as this stage is not to invest in this as a tool for communication reminders due to cost and value for money. It will of course remain for further future discussion.

Jordanhill School is the only school in Scotland to hold the ICT Mark and the only school in Scotland to get the 360 Degree Safe Progression to Safety Online kite mark. The ICT Mark is due for renewal and an application has been submitted for re-assessment to take place in term 3.

A new policy on ICT E-safety and Acceptable use has been drafted along with an In Focus leaflet for parents. These will come to the Board in due course.

53/14/2015 INFORMATION ITEMS

The update on rugby development was noted.

54/14/2015 OTHER BUSINESS

The Bursar advised that Mr Mellish and Mrs Gillespie both stand down following 6 years of service on the Board of Managers as at September 2015. In April an invitation for nominations to fill the resulting vacancies will be issued to parents via e-bulletin.

55/14/2015 DATE OF NEXT MEETING

The next meeting will take place on Tuesday 12 May 2015.

Convenor _____

Date _____