

# JORDANHILL SCHOOL

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**MINUTES OF THE BOARD OF MANAGERS MEETING** held on Tuesday 25 November 2014 in the Conference Room.

**PRESENT**

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

**ATTENDING**

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

**APOLOGIES**

Mrs Anne Gillespie

**DID NOT ATTEND**

Councillor Aileen Colleran

**17/14/2014 APOLOGIES**

Apologies were offered by Mrs Anne Gillespie.

**18/14/2014 PREVIOUS MEETING, ACTION GRID AND WORK PLAN**

The minutes of the meetings held on 7 October 2014 were approved. The action grid was agreed as accurate. The work plan was discussed with note of discussion items due in January, in particular Health and Safety, Accessibility and the School Improvement Plan.

**19/14/2014 MATTERS ARISING**

**Free School Meals**

Mr Buchan provided an update on a recent communication sent to P1-P3 parents regarding the new service which launches in January 2015 and a new queueing system that has been adopted in primary. Early indications shows very high uptake across the three stages. The bursar offered an update on recent capital expenditure in the refectory to address the need for additional service provision and the pending appointment of 3 new temporary catering employees who will start in January 2015. More information will follow at the January Board meeting.

**20/14/2014 RECTOR AND CONVENOR: ORAL UPDATE**

**Budget 2015-16**

Dr Thomson advised Board members that he has not yet received a response from the Scottish Government regarding our recurrent and capital grants for 2015-16, however this will most likely be expected sometime in early 2015.

### **Management Information System Update**

The bursar outlined ongoing progress with the new MIS in school. A substantial amount of work is going into operationalising the system and its functionality to meet school needs; this is drawing on school admin, IT and management resource to ensure a smooth implementation. Attendance, School Reports and SQA are the 3 key priorities at present and these will remain so for the remainder of the school session 2014-15.

### **Rector's Update**

The Rector provided a written summary of strategic work underway in developing partnership options with the Children's University and Modern Languages 1 + 2.

Dr Thomson recently visited China on an educational visit and the possibility of Mandarin will be explored as one of a number of options the school may consider in developing ML 1+2. A dialogue with the Confucius Institute at the University of Strathclyde is underway and meetings with the Development Officer for Modern Languages at Education Scotland and the Scottish China Education Network will take place shortly. The quality and sustainability of provision will be the key criteria in determining future plans.

The 2014 Sunday Times Parent Power statistics and report were noted - Jordanhill School is ranked top state school in Scotland by some distance and has been since the inception of the analysis and reporting in 2007. The convenor offered congratulations and thanks to the School team for their excellent leadership and teaching which has supported this success. The Board suggested that this information be shared with the wider parent body.

### **21/14/2014 FINANCIAL UPDATE**

The bursar reported on the financial position of the school to the end of October 2014. Miss Grant also shared an update on the audit tender exercise underway.

### **22/14/2014 CHINA VISIT**

The Rector's presentation and summary report on his visit to China was rescheduled to be delivered at the next Board meeting in January 2015.

### **23/14/2014 TERM DATES 2015-16 AND 2016-17**

A summary paper on term dates and school holidays for 2015-16 was discussed. Jordanhill School usually aligns its term dates with those set by Glasgow City Council. At present GCC is consulting on dates for 2015-16 and 2016-17, however their initial proposals lengthen the Christmas vacation, shorten term 2 and extend the summer term.

A key discussion point surrounded the length of term 2 in 2015-16 and the placement of the Easter weekend. The Board confirmed their desire to ensure that the length of this term was maintained (and not cut short) in order to support the teaching and learning priorities for all S4-S6 pupils for whom this is a very important term.

The Board also expressed a view that term 1 should continue until 22 December 2015.

A draft set of term dates for 2015-16 was agreed. These will be signed off once GCC has finalised its proposals. In the interim parents will be advised of those holidays which are fixed: September weekend, October week, February break, Easter, May Day and May weekend.

**24/14/2014 DELIVERING FOR YOU**

Discussion of the draft report to parents on progress with the School Improvement Plan was deferred to the next Board meeting in January 2015. Board members were invited to submit any comments or suggestions to the Rector.

**25/14/2014 PARENTAL ENGAGEMENT**

**Sharing Learning, Sharing Assessment**

A report has been produced for parents called Sharing Learning, Sharing Assessment from the National Parent Forum of Scotland in support of parental engagement and gives particular consideration to the needs and views of parents as assessments in Curriculum for Excellence move forward. This report offered the Board some interesting reading and information.

**S5-S6 Parents' Night Survey**

The Rector shared a summary of feedback from a S5-S6 parental survey which has been produced following the recent Parent's Evening. The report is informative and offers an insight into parental views around preferred forms of reporting and communication. It has provided an opportunity to the school to address requests and continue to develop good practice on course outlines, choices, reports and the engagement with parents and pupils.

**Parental Focus Group**

A summary report was shared with the Board following the recent Parent Focus Group Meeting (23 parents in attendance) which took place on Saturday 15 November 2014, run and hosted largely by the parent Board members. The morning offered a very positive affirmation that Jordanhill School has already embedded some excellent practice in its approaches to engaging and communicating with the parent body. Comments were of a very positive nature and some good suggestions were offered on continuing to develop and enhance existing practice. The suggestions focused largely around 3 themes: the style of the AGM; digital information access; and the feasibility of text messaging parents. It was noted that the significant investment in IT infrastructure and the new management information system would facilitate developments in due course. The Board agreed to take forward some of these ideas by working with the school team to explore possibilities for development.

A thank you will be sent before Christmas to those who attended and a further communication would be shared with the wider parent body in due course.

**26/14/2014 DATE OF NEXT MEETING**

The next meeting will take place on Tuesday 20 January 2015.

Convenor \_\_\_\_\_

Date \_\_\_\_\_