

# JORDANHILL SCHOOL

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**MINUTES OF THE BOARD OF MANAGERS MEETING** held on Tuesday 22 March 2016 in the Conference Room.

## **PRESENT**

Mr Ken Alexander  
Mrs Anne Fraser  
Mrs Sheila Jackson  
Mr Kenny MacRae  
Mrs Joan McFadden

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

### **39/15/2016 APOLOGIES**

There were no apologies. All parties were in attendance.

### **40/15/2016 PREVIOUS MEETINGS**

The minutes of 19 January were approved. The action grid and work plans were reviewed and future actions agreed and noted.

### **41/15/2016 MATTERS ARISING**

There were no matters arising not already on the agenda.

### **42/15/2016 ORAL UPDATE**

#### **School Statistics**

The Rector intimated that The Herald had been in school to photograph some pupils as Jordanhill School would appear at the top of the school league tables for Scotland. A statement had been provided to the Herald. The Rector directed the Board to the [Parentzone](#) website for more detailed statistics and analysis and advised that the link to this website is also available via the School's website.

### **43/15/2016 IT UPDATE**

#### **Office 365**

Mrs Munro, Principal Teacher of Chemistry, demonstrated the Office 365 suite being used by teachers and pupils in Jordanhill School. The Board welcomed a very informative presentation of this intuitive system which is being used increasingly across the school.

#### **Future Developments**

Office 365 is a cloud version of Sharepoint and the school has a longstanding sharepoint portal which is used for much of its day-to-day business. Plans are currently being scoped to

- Upgrade our portal to Sharepoint 2013
- Transfer our web site to a Sharepoint environment
- Customise our O365 environment

The project facilitate sharing across the portal, the web site and Office 365. Work is underway to cost the exercise and design the final look, functionality and positioning of the new Sharepoint site. The school will also consider whether a homework system and pupil portfolios can be developed as part of this exercise.

#### **44/15/2016 BOARD EFFECTIVENESS**

##### **Online Survey**

In 2012 the Board undertook a self-evaluation exercise based on the Audit Scotland criteria in 2010.

The Board discussed the questions and response options and discussed the value of a similar exercise. Feedback suggested: more open questions; a bigger range of response choice; more open boxes for written responses to questions; questions that represent 'soft reflection' and hard 'duty and governance'; and perhaps a follow up event with informal dialogue.

The Convenor and Rector agreed to take this item forward and discuss at a future Board meeting.

##### **Financial Value Monitoring**

The Board also noted the intention to repeat the FVM exercise undertaken in previous sessions.

#### **45/15/2016 FINANCIAL UPDATE**

The Bursar reported on the financial position of the school to the end of February 2016 and presented a summary update on the approach of financial year end. She advised that the school would be likely to report a modest deficit of income over expenditure for the year.

#### **46/15/2016 CONFIDENTIAL ITEM**

The Rector provided a confidential update on the ongoing dialogue with the Scottish Government.

The Board discussed the recent Parent Focus Groups and the actions to follow. The Jordanhill Conference (AGM) is the next event planned and will be discussed at the next Board meeting in June. Further events will take place following this as appropriate.

#### **47/15/2016 CURRICULUM AND STAFFING PLAN 2016-17**

The Rector provided an update on staffing

- Nicola Lewis has been appointed Geography teacher commencing 3 May 2016
- The Principal Teacher of Mandarin post had been offered that day (later accepted)
- Principal Teacher Primary and Home Economics adverts have closed - interviews to follow
- Principal Teacher Biology will be advertised shortly as will 0.4fte Art Teacher vacancy.

Board members will be invited to participate on interview panels for the Principal Teacher posts once dates are known.

#### **48/15/2016 POLICY ON DIGNITY AT WORK**

A draft policy statement had been issued. Jordanhill School already had a number of documents that offered a similar content to the Dignity at Work Policy and these have been re-grouped and renamed under this policy to match expectations set out in How Good is Our School 4 (HGIOS4). Following discussion the Board approved the policy.

**49/15/2016 PROVISION OF PRIVATE TUITION TO PUPILS BY SCHOOL STAFF**

The Rector introduced a draft document providing guidance to staff and parents regarding private tuition being provided to Jordanhill pupils by school staff. Following discussion the Board agreed the provisions and principles stated therein.

It was agreed that the Rector would issue the draft policy to school staff indicating the Board's initial position and asking for any feedback. Any feedback received would be shared as appropriate with the Board.

**50/15/2016 DATE OF NEXT MEETING: TUESDAY 10 MAY 2016**

Ms Oliver will chair this meeting in the absence of Mrs Fraser.

Convenor \_\_\_\_\_

Date \_\_\_\_\_