

Parent Council

TUESDAY 10 June 2025

Forrester High School

Present; Steven Small (Head Teacher), Sandra Donaldson (Secretary), Emma Spence (Treasurer), Laetitia Wilson Susan Stevens, Kate Givan, Katy Guthrie, Kate MacPhie,

1.Welcome/Apologies Jeimmy Suarez-Martinez, April Forsyth, James Hardacre, Katy Guthrie

2. Previous minutes/Action points.

Action points

- SD to contact Broomhouse and Gylemuir about promoting PC - c/f
- SD to contact JH to see if he can attend on 10 June- unable to attend. KmacP confirmed this was a success and the young people took selfies in each department in a Treasure Hunt. Further S1 event on 2 September – SD can attend.
- SD to check with ES re £200 YPI cheque and to whom other cheques made out to. – All cheques now cashed
- SD to contact JH to see if he has access to PC Gmail – unable to access and can't re-set. SD to contact previous Chair LK
- All to contact JH regarding errors on the PC page of the website – c/f
- SD to contact ES to see who submitted funding applications to Rotary Club and Corstorphine Trust – JB, previous Chair
- SS to check AI Policy in school – ongoing. This is at the Committee stage at the Council. The SQA AI policies are on their website. Students are advised not to use AI meantime.
- KGi and KGu to draft letter for sponsorship/donation requests for PE Dept – no contact made by PE Dept
- SS to speak to LC to see if P7 parent pack for transition can be updated to include PC info – proposed paragraph agreed by PC and will be updated in pack.

3. Head Teacher Report

Staffing

Probation teacher in the following departments:

- French
- English
- Maths
- Home Economics
- Business

There are currently live adverts for Business & Computing (there is a shortage of teachers in this subject) and Art (retirement). Mr Ennis is looking at the timetables to possibly reduce

Business/Computing in Broad General Education (BGE) to concentrate on Seniors who will be sitting exams next year.

There was a meeting of the Council Education and Families Committee today and the school received positive feedback on their attainment plan and wider achievement. There has also been contact made from other schools asking on advice around this area.

The transition for P7-S1 is in place and there are 174-175 pupils coming up from the cluster schools next week.

Trips

Higher Drama have been in London, and the students in attendance demonstrated exemplary behaviour. Good feedback has been received. The Outward Bound trip is on the 26/27 list and a number of other trips are being considered, such as a trip to Belgium for Social Subjects, and Aviemore skiing trip for Travel and Tourism (S4/S5/S6). Confirmation of trips will be announced at a later date.

The awards ceremony is on Thursday this week, and the Sports Personality awards is next week. There is also going to be a School Hotels Partnership launch event soon and SS will attend. This is just before the budget and there is a slight deficit – approx. £2k.

The next inspection will be due 18 months from the publication of the letter to the Council from the Inspectorate. Attainment is on track and there is an appetite for mentoring by current staff. The school is looking at the study programme for S4-S6. The session for parents will be run again by Mr MacPhie to assist parents supporting children with studying.

4. Chairperson's Report



FHS Parent Council
AGM Chair Report 1

5. Treasurer's report



Treasurers Report
for FHPC AGM 10 Ju

The bank detail have now been sorted out, however ES noticed that the bank has started charging £5 per month, which is deducted from the minimal funding given by the Council, so advised AF may wish to have a look at other bank accounts and changing account type. Some banks do rewards accounts but these may not be suitable as this is considered a business bank account. The old signatories still need to be removed, and ES will look into removing them.

The funding of the PE kits may be contributed to by applications to the Rotary Club and Corstorphine Trust. SD to contact JB for details of previous applications. SD to contact JH for some background as to whether Councils will be funding referee fees as this would free up approx. £400 per year for other requests in school.

6. Election of Office Bearers

Chair – Katy Guthrie nominated by SD and seconded by KGi

Deputy Chair – Kate Givan nominated by SD and seconded by LW

Treasurer – April Forsyth nominated by SS and seconded by KGi

Secretary – Sandra Donaldson nominated by ES and seconded by LW

7. Teacher Recognition

Names given

8. Meeting Dates 25/26

9 September 2025

11 November 2025

13 January 2026

3 March 2026

28 April 2026

9 June 2026 (AGM)

9. Work/topics for 2025/2026

- More engagement between Primary cluster PCs and Forrester PC
- Attendance at S1-S3 Parent Evenings to promote PC (SS to let SD know when calendar available)
- Updating/promoting PC pages of website
- Sort out PC email address

9. AOB

There has been some S5 chat about changes to timetables as concerns have been raised about mixed Nat 5 and Higher classes. There has been a Subject Access Request sent to the Council . They are looking at capabilities and trying to match classes. One parent has said that 3/5 of the classes are mixed. SS explained there could be some S5 sitting Highers whilst others are re-sitting Nat 5.

There also appears to be some inconsistencies with assigned study support with teachers and independent self-study. The latter should only relate to those sitting 5 Highers, however this does not appear to be the case. SS to feed back.

There have been some issues with students who have had exams over the last 2 days and who were on study leave, asking them to come into school. This has been confusing and upsetting for students. Comments around whether this can be taken into account in future.

Meeting ended 8.40 pm

Action points

- SD to contact Broomhouse and Gylemuir about promoting PC
- SD to contact LK about access to PC email account
- SD to attend S1 event on 2 September
- SS to send updated paragraph for PC info inclusion in parent pack for transition
- SS to see if PE Dept still require finding and to contact KGu and KGi

- AF to look into changing bank account due to charges
- SD to contact JH re referee fees
- ES to remove old signatories from bank account
- SS to let SD know when new calendar available
- SS to feed back regarding discrepancies in timetables
- SS to feed back about emails asking students to come in on study leave/exam days
- All to contact JH regarding errors on the PC page of the website
- SD to contact JB about previous funding applications to Rotary Club and Corstorphine Trust

Dates of PC meetings:

9 September 2025

11 November 2025

13 January 2026

3 March 2026

28 April 2026

9 June 2026 (AGM)

Role of Chair

- Meet with HT to review draft minutes & agree agenda for next meeting
- Chair the PC meeting;
 - make sure meeting runs smoothly & efficiently
 - run in an inclusive & friendly way
 - effective decisions are made
- Monitor PC mailbox
- Liaise with school & treasurer over funding plans for PC money
- Point of contact for the school to raise/discuss any issues or proposed changes
- Assist with interviews/recruitment when necessary (generally management level)
- Give an annual report at the AGM