



**PERTH AND KINROSS COUNCIL  
EDUCATION AND CHILDREN'S SERVICES**

**BERTHA PARK HIGH SCHOOL  
Parent Focus Group Meeting**

**Room: 16, ICT Suite  
North Inch Community Campus  
On Thursday 14 December 2017, 6.45pm-8.00pm**

**MINUTE OF MEETING**

**Present:**

**Representation from Auchtergaven Primary School, Inch View (Oudenarde) Primary and Nursery School (2 parents) and Ruthvenfield Primary School Rodger Hill (Head of Education Secondary and Inclusion) and Lesley Lennon (Education Support Officer).**

<b>What</b>	<b>Who</b>	<b>When</b>
1. <b>Welcome and Introductions</b> Rodger Hill welcomed the parents to the meeting. Introductions were made.		
2. <b>Apologies</b> <b>From parents of Forgandenny, Oakbank and Methven Primary Schools.</b>		
2. <b>Purpose of the Group</b> Rodger explained that the Parent Focus Group will be a unique opportunity for parents to be involved and engaged in the transition process for the Bertha Park High School project. It is important to note that this group is not a Parent Council as there is no requirement for this at this stage because the school does not yet exist. It will be led by an Education Services representative until the Headteacher of Bertha Park High School is appointed. He/she will then work with all stakeholders, including parents, to ensure that the running of the school is fully operational by August 2019. The views of the group will be shared with the Bertha Park Business Change Team as appropriate.  <b>ACTION- Finalise summary of purpose, key roles etc to ensure the effective running of the group.</b>	LL	22.02.18
3. <b>Roles and Responsibilities</b> Each parent agreed that the key role will be for them to represent the views of their own communities on matters related to the project and to encourage parental involvement and engagement within each of the school communities. It is recognised that there will be some aspects that are more relevant to particular schools than others. For example, one parent asked about transport arrangements from Oudenarde. There will also be a role in supporting the communication of information to school communities e.g. information shared via bulletins.		

	<b>ACTION- Bulletin 1 will be shared with the group for comment/feedback prior to being sent out to all stakeholders.</b>	LL	25.01.18
4.	<p><b>Operational Matters</b></p> <p>It was agreed that North Inch Community Campus is a suitable venue for everyone. The timing of a 6.45pm start is appropriate, with meetings taking place every 6-8 weeks.</p> <p><b>ACTION – Arrange next meeting for mid- February 2018.</b></p>	LL	22.12.17
5	<p><b>Project Update</b></p> <p><b>Rodger and Lesley shared the following information:</b></p> <ul style="list-style-type: none"> <li>• The official turf cutting took place on 30 November 2017, officiated by John Swinney, Deputy First Minister.</li> <li>• The steel structure has been erected and progress is well underway. The school will open in August 2019. Time has been built in for slippage should we encounter severe weather.</li> <li>• A walk through animation of Bertha Park High School is available on Youtube.</li> <li>• Two pupils from each designated school have visited the site twice in their roles as “Robertson Reporters.” A planned programme of visits by Robertson’s Community Engagement Officer is in place to build relationships across the schools involved.</li> <li>• Lesley has visited all schools this term to meet P6 and P7 pupils. There are a number of frequently asked questions about the building, facilities on offer and catering.</li> <li>• The pkc.gov.uk website page about Bertha Park High School has been updated.</li> <li>• To date, the parents/carers of 68 children have confirmed their intention to attend Bertha Park High School. Not all have returned the information. The statutory P7-S1 allocation will begin in January and be completed by 15 March 2017.</li> <li>• 25 applications were received for the Headteacher post at Bertha Park High School. This is well above the average for applications in Scotland at present. Eight candidates have been selected for interview by Sheena Devlin (Executive Director, Education and Children’s Services) and Rodger Hill. It is clear that the successful candidate will need to be highly experienced, bring the right skills and qualities and understand the political sensitivity around opening a brand new school.</li> <li>• Rodger offered the group the opportunity to be involved in the recruitment of the Headteacher. It was agreed that there should be parental representation, with two parents on the interview panel. Two Elected Members will also sit on the selection panel.</li> <li>• Provisional dates for the interviews are the morning of 24 January and 25 January 2018 for Stage 1. Monday 29 January for Stage 2.</li> <li>• The recruitment of Principal Teachers for Additional Support Needs and Support for Pupils will begin in February 2018.</li> <li>• A joint learning theme has been agreed for January-June 2018 with all schools feeding in to Perth Grammar School in August 2018. The theme is “Building Our Community.”</li> <li>• The Senior Leadership Team from Perth Grammar School will visit all schools next term as part of the transition process.</li> </ul> <p><b>ACTION – E-mail all parents on the Parent Focus Group to seek two</b></p>		

	<b>volunteers once dates confirmed.</b>	LL	w.b. 18.12.17
5.	<p><b>AOB</b> Mr Bartlett suggested that the e-mail addresses of the group be shared. Permissions will need to be gathered to adhere to Data Protection.</p> <p><b>Action – send out Data Protection form to all those who expressed an interest in being part of the group.</b></p>	LL	January 2018
6.	<b>Date of Next Meeting:</b> Thursday 22 February 2018, 6.45-8.00pm at North Inch Community Campus.		

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