



Carrongrange High School AGM

17th September 2025

Minutes

Present:

Janine Proudlock (JP), Head Teacher , Janine White (JW), Pastoral Depute Teacher, Karen Procek (KP), PC Chair , Claire Taylor (CT), PC Treasurer

Laura Rutherford (LR), PC Secretary, Councillor Stacey Devine (CSD)

Parent Carers: Anna Kulczycka (AK), Linda Morton (LM), Sally Dale (SD), Lynn Paterson (LP)

Apologies: Fiona Kantzidis, PC Vice Chair, Gemma Farrugia, Pastoral PT.

Welcome

KP welcomed everyone to the first parent council meeting of the term, and everyone introduced themselves to the group.
JW explained her role was looking after the well-being of pupils at Carrongrange HS.

KP explained that there are four parent council meetings a year – two online and in person (first and last in person).

Matters Arising

1. Transitions Sub-Group

- JW explained that this is still something that the school wants to proceed with, and that Fiona Douglas, Transitions Coordinator, has a 70-page document that needs to be condensed into more user-friendly documentation. JW said that a digital pathway is being created. This will be discussed at a later date. No further action for now.

2. Communications Sub-Group

- It was noted that communication would be discussed in this meeting.

3. Quality Assurance Questionnaire

- JP confirmed that this was sent out to parent carers in February 2025, and the biggest piece of feedback was related to improving communication, which is something the school is working on.

4. Pupil Friendship Bench

- JP confirmed that this will be delivered and installed by the Men's Shed on Friday, 19th September, and explained that this inclusive bench was designed following an idea by the pupil council as a way to remember pupils from Carrongrange who have passed away. The pupils voted for the colour of the bench, and the names of the pupils will be engraved on it. £500 funds from the parent council will go towards the cost.

5. School Photographs

- JP explained that as of last year, school photographs are now taken by an in-school photographer - not Tempest. This approach is much more relaxed, inclusive, and pupil-led, which was very successful last year. As Lauren Thompson is on maternity leave, an ex-member of staff has kindly agreed to step in and help. Donations will be put towards pupil funds.

Parent & Carer Voice

Communication

- KP created a communication questionnaire, which the school sent out to parent carers. 25 responded. KP fed the results back to staff via a presentation held at the school. The feedback was generally positive; however, some important issues were raised regarding the need for a consistent approach from teaching staff. KP showed the presentation to the group and it was decided that a copy of the report would be sent to parent carers. **Action: JP**
- JW said that there is no such thing as 'too much information'. JP agreed and advised that staff are allocated one hour each week for using Seesaw. JP acknowledged the recommendations outlined by KP in her report and presentation and advised that she is taking steps to improve communication across the school. Staff also recognise that this needs to improve

- JP advised: In the next staff management meeting, she will be issuing guidelines to address every recommendation. Parent carers will be issued with this guidance thereafter.
- Teachers will ask parent carers their preferred method of communication at the beginning of each school year (i.e., Seesaw, email, etc).
- All information from staff will now go into one Seesaw message at the end of each week. KP asked if this could also be emailed. JP agreed.
- LR asked if reminders of the annual calendar of events could be sent out monthly or each term. JP agreed to look into this.
- JW said that the school needs to think about how enhanced curriculum teachers will be introduced to parent carers.
- Linda online advised that it would be good to know the names of classmates. AK agreed and said that she had asked for this.
- KP noted that communication should be a standing item in future meetings.

CHS Updates

School Extension

- Building plans are ongoing. There will be a parent carer consultation before December 2025. JP advised that plans are in place to minimise disruption to pupils, including maximising the building works during the school holidays to negate a lot of potential pupil distress.

Communication

- JP highlighted the need for the parent council and parent carers to raise any issues or concerns with the school, as it is important to keep looking into 'how to do better'. It was noted that sometimes parent carers do not feel comfortable coming to the school with concerns, and that if this is the case, they can always email the parent council at carrongrangeparentcouncil@gmail.com or contact via the private CHS parents facebook page

Healthy Eating

- This needs to be added to the November agenda. The HMIE inspection is due, and the school needs to be prepared and look into a new approach towards healthy eating. It was noted that this will not be easy as pupils have sensory and dietary needs, which need to be considered.

Treasurer Update

- The accounts are in draft format for audit. We have an independent auditor.
- Further signatures are required to add KP, FK, and CT to the bank account, and the paperwork is printed and awaiting signature. Once this is sorted, we will add Laura to the account.
- The account balance is £836.40. £500 of which is promised to the school for a friendship bench.
- CT asked for suggestions to use the remaining balance. JP explained that changes are with some rooms due to a lack of space. The PC suite is being changed into a proprioception room and that the school is looking at creating various sensory pods for children with sensory needs.
- JW said that the pupil council had expressed a wish for more outdoor play equipment.

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External Updates
None

Any other business
Everyone thanked KP for all of her work with the communications questionnaire, report, and presentation. NEXT MEETING - This will be online on Wednesday, 26th November 2025 at 6.30 pm.

Rolling Action Log

Date of Issue Raised	Event/Item	Person Leading	Deadline/due date	Status	Notes/ comments
25 th Feb 2025	Creation of a Transitions Sub-group	Janine. W		On-going	No further action at this point – group to possibly be created
14 th May 2025	Pupil friendship bench	Janine. P	September 2025	Completed	JP to get an update from Karen and Men's' Shed.
14 th May 2025	School photos next session	Janine.P	August 2025	Completed	Date in diary
17 th September 2025	Finances: - Investigate funding sources - Look into Asda tokens - Look into charity status	Claire/Karen			

17th September 2025	Communication	Janine P/Karen	October 2025		A link to the communication document to be emailed to all parents.
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