

## Highland Area Parent Council Partnership Members and Officers Meeting

10<sup>th</sup> June 2020 @ 4.30-6pm

**Invited:** Members of the Highland Area Parent Council Partnership and Highland Council Education Service Personnel

### Meeting etiquette

Please join the meeting 5 minutes before the meeting start time

- All microphones should be placed on **mute during the meeting.**
- Please raise your hand if you wish to speak or ask a question.
- Please state your name before you make a comment.
- During the meeting the comments section should not be used to have conversations with other participants in the meeting.

### Agenda:

Ref.	Agenda item	Context/ Supporting Information	Lead
	Welcome/ Introduction from Parent Council	N/A	Mark Gunn
	Meeting focus	Confirmation of meeting scope, purpose and defined outcomes	Paul Senior
	Highland PCP and Highland Council Education Services – Joint working	Setting out proposed approach to future joint working to ensure a culture of co-production to help shape and design future developments	Mark Gunn and Paul Senior
	The phased and gradual reopening of schools and ELC settings in the Highland area	Paul Senior will present an overview of the proposed approach to be taken to support the phased and gradual reopening of the Highland area schools and ELC settings	Paul Senior and officers

<b>Ref.</b>	<b>Agenda item</b>	<b>Context/ Supporting Information</b>	<b>Lead</b>
	Key milestones and timescales	Key dates and milestones to be presented	Paul Senior
	The Reopening of Schools and ELC settings – Project Planning	An overview of the framework of activity being facilitated by officers, head teachers and how members of the Highland PCP can support	Paul Senior
	The Reopening of Schools and ELC Settings – Frequently Asked Questions Guidance/ Document	Paul Senior will explain how members of the Highland HPCP can support the development of the FAQ to ensure a co-produced approach to preparing a document for wider parent circulation and access	Paul Senior
	Questions and Answers	In the interest of meeting efficiency answers will be provided to a number of key/ common questions presented to Education Services via the Highland PCP members in advance of the meeting. Members will be encouraged to use the meeting text option for adding questions that will be collated and added to the planned FAQ document if not already covered in the meeting or in the draft version to be shared with a focus group of Highland PCP membership to progress with Council officers.	Paul Senior and Highland Council Officers
	Next Steps and meeting wrap up	Review actions and confirm next steps	Paul Senior and Mark Gunn