Attendee		In Attendance	Apologies	Action
Ian Fraser - Chair		√		IF
Carol Taylor		√		CT
Gordon Laidlaw		√		GL
Donald Macleod		√		DM
Eleanor Paul			√	EP
Sharon McGuire		√		SM
Catherine Etri			√	CE
Andy Charlton			√	AC
Trevor Blackall			√	TB
David Johnston		√		DJ
Judith Dingwall		√		JD
Lyndsey Hurley			√	LH
Eleanor Laurie		√		ELA
Elaine Liney		√		EL
John Devine		√		JD

No	Item	Action
1	**Welcome and apologies** Ian Fraser thanked everyone for their attendance and welcomed Gordon Laidlaw to his first meeting. Apologies from Andy Charlton, Catherine Etri, Trevor Blackall, Eleanor Paul, Lyndsey Hurley	
2	**Minute of last Meeting** • Thanks given to A Magee for minute of 23rd October • Michael Conlon to visit Breadalbane Parent Council r.e. digital learning / engagement	DM/JD
3 i)	**Property Sub group** • Minute circulated. • Draft to be changed to further contextualize and reflect other meeting points. • Overview given including pre-meeting. • Pupil Focus Group • Outcomes - facilities, community, maintenance and curricular focus. • Initial action points considered – Car Park, Perth UHI input from Aug 2020. • Future action points to include above "quick wins", town hall and wider engagement.	CT CT/TY

No	Item	Action
	Q&A • Commercial use - Out of hours/weekend possible in future, will be encouraged where available but on a priority basis. • ASN - Meeting already undertaken with inclusion team and being scoped for accommodation requirements, may take form of enhanced provision. • SEN – Would require specialist qualified teachers, still to be defined – review underway. Next Steps • Community Input • Tidy up action plan (To be reduced to 3-4 points, not too high level with more narrative) • Brief & Requirements	TY CT CT/GL
3 ii)	**Learning Sub group** • Positive engagement open and transparent, representation from other groups has helped, willingness from all to engage. • Staged process, a lot to do. • Outcomes – Young people, High quality experiences, adding value - LLLC focus- No detriment to Pitlochry/Breadalbane pupils. • Models shared and opportunities / challenges discussed • 3 commitments – Transition, Schools/college strategy group feed in (Perth UHI), Digital through Michael Conlon. • Further meeting arranged to explore action plan which will be presented back to group at next meeting. Q&A • Short term- Strengthen transitions, Perth UHI input • Medium term – Digital and Virtual campus, across both schools and wider Perthshire • What does better transition look like – Collaboration before S4, social transitions, gaining and implementing pupil views – Transition supported both ways in Pitlochry and Breadalbane. • Early engagement – would allow opportunities to engage pupils that may normally leave after S4 – no "drifters" • Transport not yet good enough and needs to be improved – Bus groups inflexibility with contract doesn't fit with extra-curricular, needs to be within "reasonable expectations", to be explored with Transport team and Karen Robertson. Next Steps • Perth UHI – operation group meeting 25th Nov, possibility of FA's & Online Highers, early engagement with schools and course choice critical. • More offers like UHI "currently" deliver but delivered in PHS/BA, reducing travel and potentially increasing uptake. • Expanded UHI offer beyond Aug 2020. • Facilities to be identified for digital delivery. • Expansion of offer to community	DM CT SM

4	**Shape of action plan for committee**	CT/DM (ALL)
	• Statement for action • Max. 5 action points for learning and property, no sub levels. • Actions – identified benefits for young people. • Deliverables - who, what, when, how, who else? • Timescale for each action broken down to months/years. • Spend to save, within existing budgets. • Accumulative resourcing plan to support requirements • Language to be coherent and plain to assist everyone's understanding • To include educational benefits/impact statements • All elements to be achievable/aspirational and include future reporting – accountability. • Time built in to embed, no sign off! The Lifelong Learning Committee has no authority on budgets, resources plan will need to be considered but after committee approval and taken to S P & R committee. At this point there is no additional resource. However we should avoid any actions being prevented due to financial reason i.e. Council digital roll out may support any digital strategy for HPLP.	
	Views **Parent Councils:** Breadalbane – seeing progress albeit slowly, a lot still to be done and majority viewed as long term, more immediate actions/progress would help. Pitlochry – Pleased discussion is taking place, need to keep ideas open and would like digital to happen quicker as this could be straight forward however appreciate barrier of infrastructure. Acknowledgement of milestones and deliverables detailed within minutes/reports would help keep issues current. **Headteachers:** Breadalbane – Echo views of PC's, digital schools award one example of how success could be measured, would be good if HPLP could exemplify sector leading work/practice. Pitlochry – Positive feeling about progress so far, Good news story for schools and community as thing previously had been challenging, opportunity to get it right for all our young people and overcome any potential barriers that currently exist. Both – Desire to collate identified group of potential early leavers and initially focus on them to see opportunities through Perth UHI **Other group members:** Ian Fraser – Must make sure we continue to consider "NEET" group and access to equity funding as employment/training route ideal for this group. Donald Macleod – Positive, there is no wrong path and we must continue to engage. Carol Taylor – Happy with progress and next steps.	
5	**Next Meeting – Tuesday 17th December – Breadalbane Academy - 13:00.**	