

**LINLITHGOW ACADEMY PARENT COUNCIL MEETING**

7.00pm, Monday 2nd October 2017, Conference Room

**Attendees:**

Parent Members: Elspeth Brown (Chair), Derek Wolfe, Laurie Boles, Jo Smith, Douglas Gray,

 May Geddes, Susie Hume, Gillian McLean, Campbell Ford, Douglas Maxwell

LAA Representative: Jo Mayland

Head Teacher and Advisor to Parent Council: Karen Jarvis

Staff Members: Kate Dickson

Pupil Council Members:

Clerk: Jenny O'Donnell

Apologies: Rhona White

**1. Welcome**

Mrs Jarvis opened the meeting as interim chair and thanked the previous chair, Kate Signorini, for her strong leadership through a period of significant change at Linlithgow Academy. She also thanked staff member Liam McLoughlin, who has recently left Linlithgow Academy to take up a role as principal teacher, for his valued input to the Parent Council. She welcomed new parent members Douglas Maxwell and Campbell Ford, LAA representative Jo Mayland and staff member Kate Dickson.

**2. Election of Chair and Vice Chair to the Parent Council**

**E**lspeth Brown (previously Vice Chair) was proposed as Chair by May Geddes and seconded by Laurie Boles.

Laurie Boles was proposed as Vice Chair by Campbell Ford and seconded by Elspeth Brown.

**3. Recruitment of** **Linlithgow Academy Parent Teacher Association (LAA) representative**

The future of LAA is currently under review due to lack of support from parents. This will be discussed as part of the LAA AGM (date to be confirmed). Parent Council recognised the importance of LAA and the benefit to the school in terms of both fundraising and opportunities for parental involvement.

Feedback from the LAA AGM and proposals for ongoing representation of LAA at the Parent Council will be included in the Parent Council agenda for November.

LAA AGM will be advertised via email and the LA app in an attempt to attract new parents to support the group.

**Action: KJ**

**4. Approval of the Minutes from the Last Business Meeting (held 24th May 2017) and Any Matters Arising (from this Meeting or the AGM)**

Minutes of the last business meeting (held 24th May 2017) were approved and will be posted on the website.

Matters arising from this meeting:

* The LA app has been launched and the intent is that this will gather momentum in the coming months.
* It would appear that the ‘subscribe’ facility on the website is not functioning correctly and efforts to repair have been unsuccessful. It is intended that this facility will be replaced by the LA app.
* Adjustments and updates to the website are ongoing.

Matters arising from the AGM are covered under ‘Communications’ and ‘Business for the year ahead’ below.

**5. Head Teacher's Report**

Topics covered:

* Staffing
* Attainment 2017
* Communication
* Awards Ceremony 2017
* Successes
* School Improvement Plan 2017/18 – a copy of this is available on the website

**6. Communication**

**Website and Twitter -** Lots going on. Go online and have a look.

**On-line Homework -** ‘Milk lite’ is planned for launch after the Oct holidays.

**LA App/Daily Bulletin -** The LA app has been launched and the intent is that this will gain momentum over the coming months. Due to issues with the ‘subscribe’ facility on the website, the intent is that communication of the daily bulletin will be via the App in future.

**Groupcall -** A query was raised regarding the potential to contact more than one parent/carer via Groupcall. KJ has confirmed with WLC that this option is not currently available.

**Action: DM to follow up with WLC**

**7. Business for the year ahead**

**Feedback to parents in BGE**

This is of particular concern to parents in the run up to course choices in S1, 2 and 3.

KJ confirmed that a review of the BGE is a key feature of the 2017/8 School Improvement Plan and that this will include a review of the course choice options. In the meantime, the FAQs for course choices in all years (available on the website) will be reviewed and re-publicised prior to the 2018/9 course choices.

**Merits and awards ceremonies**

The school will be reviewing the Merit and Award ceremonies during the 2017/18 session and will be seeking input from parents, staff and pupils.

**Broadening participation in the wider parent forum network**

The next meeting of the West Lothian Parent Forum is Wed 11th October at Whitburn Academy and EB encouraged members of the Parent Council to attend.

A schedule of dates for the remaining 2017/18 West Lothian Parent Forum meetings will be requested to ensure that LA is represented at as many of these meetings as possible.

**Action: KJ**

**Supporting a positive 6th year experience**

Discussion centred around the need to communicate the leadership opportunities in 6th Year and the associated selection processes.

**8. Linlithgow Academy Parent Teacher Association**

See item 3 above.

**9. Pupil Council Report**

There were no Pupil Council Representatives present**.**

Kate Dickson has taken over from Liam McLoughlin supporting the Pupil Council.

**10. Teachers’ Report**

Nothing to report.

**11. Parent Council Recruitment Training**

West Lothian Council are running recruitment training for Parent Councils at the Civic Centre in Livingston, 5.15pm to 6.15pm:

* Thursday 5th October 2017
* Thursday 7th December 2017
* Thursday 22nd March 2018
* Thursday 10th May 2018

To reserve a place, please email EducationCustomerServices@westlothian.gov.uk providing your name and the school you represent.

Should there be a vacancy in the school, the PC quickly get called to field a team if necessary. So it’s important to be trained.

**11. Any Other Business**

Science Equipment – a concern was raised regarding the availability of the appropriate equipment for carrying out science experiments. This will be followed up with the science faculty.

**Action: KJ**

**12. Dates of next meetings**

* Tuesday 21st November 2017
* Wednesday 31st January 2018
* Thursday 15th March 2018
* Wednesday 23rd May 2018

Future meetings will be held in the **school** **library**.

**\*\*Note change of venue\*\***

These dates will be added to the calendar on the LA App.

All Parents/Carers are very welcome to attend these meetings.