



## Linlithgow Academy Parent Council Meeting

7:00pm, Wednesday 29 January 2020, Linlithgow Academy Conference Room

### Attendees:

Parent Members:	Helen White (Chair), Douglas Maxwell (Vice Chair), May Geddes, , Pinelopi Louvrou, Dermot Murray, Jeremy Fuller, Alison Sharp, Dorte Al-Gailini, Iain Woodhouse,
Head Teacher:	Karen Jarvis
Teachers:	Rhona White
Pupil Council:	Alice Ferguson, Jessica McKee
Parent Forum:	Richard Payne, Kath Beard, Chris Beard, Ann Marie Penman
Clerk:	Karine McNair
WL Council:	-
Guests:	-
Apologies:	Campbell Ford

### 1. Welcome & Introductions

The Head Teacher welcomed everyone to the meeting.

### 2. Apologies

The apologies above were noted.

### 3. Appointment of Chair

Laurie Boles resigned from the Parent Council and the members noted their thanks to him for his time as part of the Parent Council.

May Geddes proposed Helen White as Chair and was seconded by Alison Sharp. Helen White was appointed as Chair.

### 4. Approval of the Minutes from meeting of 9 December 2019

Minutes were approved and will be posted on the website.

### 5. Update from actions arising from the previous meeting.

- Action 1 – Laurie Boles to write to Dr Elaine Cook, thanking her for coming to the LAPC and requesting a follow up by next meeting (29 January) to allow for forward planning. Not completed.
- Action 2 – Laurie Boles to write to Councillors David Tait, Tom Kerr and /or Tom Conn with copy of letter to Dr Cook and inviting them to first 30 minutes of a future LAPC meeting. Not completed.
- Action 3 – Laurie Boles to email those who expressed an interest in the sub group to help

arrange the conference. Has made contact but no further  
Initial contact was made but has not been taken any further. See actions below for  
Wellbeing & Bullying Sub Group.

## 6. Head Teacher's Report

Topics covered:

- **Staffing**

New member of staff has started in Home Economics and the department is having a revival with lots of catering for school events, 'Pop up cafes' and a good mix of student capabilities.

Existing Counsellor has increased from 1 day to 3 days a week thanks to securing government funding. The aim is to identify students who are not already being helped by CAMHS as a preventative measure. A mixture of self-referral and identification by staff.

PC Higson has started and settling in well. He hasn't yet been introduced to all year groups but Karen Jarvis undertook to ensure that this was done through assemblies and PSE groups. The purpose of the police presence is to aid Community liaison, enable quicker resolutions of local issues (rather than 101) and eventually deliver workshops in PSE classes. The position is funded by school so accountable to needs of school. The recent occurrence of false fire alarms did have police and Fire Brigade involvement but PC Higson wasn't yet in post.

- **Building**

No substantial response from West Lothian Council to the request for an update following the meeting with Dr Cook in November. Redevelopment of swimming pool has been suggested to Council but the idea was not taken further (S1s 2020/21 will not have PE as a practical class of 20 so unable to swim). Canteen can seat 300 for a school of 1300. Idea of serving hut in quad as queues are unreasonable.

Action 1 – Helen White to write to Dr Elaine Cook, thanking her for coming to the LAPC and requesting a follow up as soon as possible to allow for forward planning.

Action 2 – Helen White to contact Councillors David Tait, Tom Kerr and /or Tom Conn with copy of letter to Dr Cook and inviting them to first 30 minutes of a future LAPC meeting.

- **Humanutopia Input**

Have worked with S4 and S5 so far. Feedback very positive Have been offered a 3 day Mental Health opportunity for S2s. Up to 12 pupils from each West Lothian school for £100 per school to cover costs. LA pupils elected by staff or parent suggestion. All LA pupils will be part of full school programme. The Parent Council suggested it is named a 'Wellbeing Conference'.

- **Course choice evenings / Careers Event**

Events have been well attended and feedback has been positive. Senior Phase choice options linked to SCQF and offering Career Pathways – cluster of vocational skills gaining vocational qualifications equivalent to Highers.

There will be a S6 information event for parents and pupils once pupils start S6.

## 7. Teacher's Report

Nothing to report

## 8. Pupil Council Report

No meeting since Christmas. Pupil Council funds donated to school clubs subject to application process - Chess, Stonewall, Young Enterprise.

Big Quiz at Christmas was a success.

Focus Groups to go through Scottish Government 'How Good is Our School' for Learners.

## 9. Accommodation & Capacity Update

280 expected into S1 in 2020/21 – 10 sets and 14 practical sets – challenging. 1350 roll next year – capacity 1320.

## 10. Funding Opportunities

Tennis court fundraising postponed until location of possible Portakabins has been confirmed.

Drama requesting block wooden seating which involves moving a radiator.

Action 3 – Karen Jarvis to send budget for drama wooden seating to Dorte Al-Gailani.

Tesco 'Bags for Help' is open if any department is looking for resources / applications.

## 11. Business for the Year Ahead

### • Update from Health & Wellbeing Sub Group

The work with Humanutopia will support the aims of this group. Plans to have a conference in February have been postponed.

Sub Group will comprise: May Geddes (lead), Kath Beard, Ann Marie Penman, Richard Payne, Karen Jarvis & Senior Management Team.

Interested parties expressed areas which might be of interest to the Sub Group, who will discuss their remit and report back with that and any actions already taken forward at the next Parent Council meeting.

Action 4 – May Geddes to arrange a meeting of the subgroup and senior management team.

### • Update from Employability Sub Group

Dermot Murray had meeting with Alison Bulloch & Karen Jarvis. Good response from Survey Monkey with offers of help mostly from corporates. Karen Jarvis confirmed offers are being followed up quickly. Another contact to trades and local businesses to encourage more participation.

Careers evening had more stands than normal but very university focussed. Considered ways to attract more trades and local businesses and Kath Beard will compare with JYHS event.

S1 'speed dating' event to rotate around presentation from employers planned for spring.

Dermot Murray to meet with Senior Management Team in one month.

## 12. Any other business

### • Prelim Arrangements

It was confirmed that West Lothian schools have been instructed to allocate study leave to actual exams and not prelims. It is believed that there is a set number of days allocated to study leave and the West Lothian guidance is followed at the school.

Some students experienced difficulty having prelim at 11.30am. It was mostly felt that morning classes allowed students to study for prelim in class but depended on subject. Need to use 11.30am slot to accommodate all exams and subjects. Previously using spare classrooms but are no spare classrooms.

- **Group call communication**  
Query regarding any changes to Groupcall and emails as in some instances both parents receiving emails before Nov but recently only 1 parent being contacted. Karen Jarvis will check with office and establish if refers to year group or whole school.
- **Website**  
Karine McNair to be trained on LA website for Parent Council matters.
- **Library**  
Closed for week due to damage. It is open and manned at lunchtime and can be used as a teaching space if required. It is understood that some children are losing out on a 'safe haven' however necessary action to show consequences of behaviour to whole school. Staff advised to be aware of pupils who usually use library and request them to go to a familiar department to find space to study. Fiction books being moved to English and redefine library space.
- **Finances**  
The Parent Council supported the idea of contacting parents requesting volunteers for day trips as school unable to cover staff going on trips. Parents would get PVG disclosure. It was also suggested that parents be asked whether they would volunteer for support in school.

Certain parents may have mini bus capabilities on their driving licence and would only require to sit a £35 test to be able to drive the mini bus which would considerably cut the cost of having to hire mini buses. Parents to be asked along with other volunteer queries. It was suggested that the Parent pages on the website have a Volunteering Zone with examples of what people could/currently do.

### 13. Dates of Next Meetings

- LA Parent Council
  - Thurs 19 March 2020
  - Wed 20 May 2020
- West Lothian Parent Forum
  - Tbc – KJ to chase up