



Linlithgow Academy Parent Council Meeting

7:00pm, Wednesday 3 June 2020, Zoom Video Conference

Attendees:

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

The meeting started with a trial run of the P7 information webinar.

1. Welcome, Introductions & Apologies

The Chair welcomed everyone to the meeting. No apologies were received.

2. Approval of the Minutes from meeting of 6 May 2020

Minutes were approved after amending the wording regarding Action 1 and will be posted on the website.

3. Update from actions arising from the previous meeting.

- Action 1- **Karen Jarvis** confirmed that she would present staff with the aspiration of “Has there been 1-2-1 engagement regarding wellbeing outwith the learning environment with each individual pupil over the term?”
Action Taken – The suggestion has been discussed but given the size of the school the focus has been on the most vulnerable students. The proposals of the Health & Wellbeing Subgroup were subsequently discussed and Karen Jarvis will undertake consideration of some of these ideas.
- Action 2 – **Karen Jarvis** will contact Miss Baxter to consider engaging with the Pupil Council to collect their ideas about how best to navigate the current Lockdown.
Action Taken – Aileen Baxter met with Pupil Council who suggested the “Headteacher Update” which Karen Jarvis is regularly delivering through Groupcall & website.
- Action 3 – **Karen Jarvis** to speak to Principal teachers to ensure that Senior Phase students are receiving appropriate levels of work.
Action Taken – All PTs have been met with and live lessons are being encouraged.

- Action 4 – **Karen Jarvis** to discuss P7 Transition communication ideas with the Senior Team.
Action Taken – Webinar will take place on Monday.
- Action 5 – **Karine McNair** to draft an email for the school to send on behalf of the Parent Council asking for issues to be sent to the school which will then be forwarded to the Chair.
Action Taken – Email has been sent to all parents/carers resulting in 1 email from parent which has been dealt with.

4. Health & Wellbeing Subgroup Update

May Geddes provided the following summary on behalf of the Subgroup:

- Pleased to see “P7 Welcome” videos from many departments. One from each department would be good.
- Good to see school launching Pupil Wellbeing Survey. Would like to see collated results.
- Some parents unclear about support available from school for Additional Support Needs.
- Inconsistency across school with some students feeling overwhelmed with work and others feeling they don’t have enough work.
- Main overall concern is the lack of human contact.
 - some students who haven’t heard a teachers voice since closure
 - some students don’t know which teacher is sending them work
 - lack of feedback
 - normally motivated children are feeling isolated
 - some students feeling they are being asked to teach themselves through Notes or PowerPoint.

One suggestion from the Subgroup was to have more voiceovers or live lessons. Karen Jarvis confirmed that there has been a lot of improvement and work towards more interactivity while acknowledging that there is still more to do.

A second suggestion was to divide students into small groups with each individual teacher being allocated the group on a temporary pastoral care basis with the aim of contacting all the students on a fortnightly basis.

Action 1 – Karen Jarvis will discuss the possibility of smaller pastoral care groups with the Senior Management Team and Support Team.

Karen Jarvis noted that the Support Team are currently working with each House to try and ensure contact with pupils. She has also been aware of feedback on some work being provided to students and in some instances, great work has been passed to her and she has personally been in touch with the student to commend their work.

There are 3 levels of engagement which are being identified – 1) engaged but no work handed in, 2) logging in but no work handed in, 3) not logged in. Staff will be in touch with students in these categories but have to be sensitive of individual family complexities.

Action 2 – Karen Jarvis will find out if there is a way to make teachers allocating work more visible so students know who is setting the work.

It was noted that part of the reason students are missing teacher contact is because of the fantastic relationships staff normally have with students which are difficult to replicate in the home learning environment.

5. Covid-19 Response

- Technology – Staff are growing in confidence and expertise by shadowing each other and joining in with others' lessons. Departments are requesting more technology e.g. Maths have found a way to incorporate an iPad into their lessons to display workings. Staff have developed a virtual technology handbook which an IT technician is currently translating for pupil/parent use. Worth noting that Glow version of Teams is different to the commercial version as certain options are disabled on Glow.
- Home Learning – Senior Team are aware of many initiatives undertaken by departments but are disappointed to hear that this doesn't seem to be translating across the school. Need to be aware of challenging circumstances staff are also operating under while working at home. Hard work has been invested in home learning. The school will have to look at how best to maintain and build on the quality we have at moment once there is a partial return to school.
- Online Engagement – Karen Jarvis commented that feedback from staff suggests that pupils are not engaging in live lessons. It was suggested that students are also getting used to the new teaching methods and can be shy but hopefully engagement will evolve with time.
- Communication – The school are trying to promote positive experiences quickly through Twitter e.g. student success and to staff e.g. video tutorials to encourage engagement. More comprehensive updates from the leadership team are issued when there is something of importance to note.
- SQA – Staff and students are being encouraged to provide and save evidence of work on Teams as a precaution that SQA exams do not return to normal in 2021. This is one of the main reasons why SMHW is being dropped in favour of Teams.
- Return to School - Karen Jarvis confirmed that there is a lot of work being done and still to do to ensure a safe return to the school building. Still a lot of uncertainty from Scottish Government. West Lothian Council have provided parameters for each school to work within. Karen Jarvis is working with peers at other West Lothian secondary schools to share ideas and find solutions although each school will have own challenges. LA particularly affected given the overcapacity issues that already exist. Senior Team are working to establish an equitable experience for everyone and trying to staff school and home learning offerings.

The Parent Council suggested reaching out to parents who may have experience in change management to help the Senior Team with the current issues. It was felt that there might be practises which could be transferred from the university sector who generally already work on a blended learning model, with the necessary adjustments for younger students.

Karen Jarvis announced that from August SMHW will no longer be used as the school will be focussing on Teams which allows an online store of work providing SQA evidence if required.

Action 3: Karen Jarvis will confirm whether it is possible to have a replacement for the parent engagement aspect of SMHW on Teams.

6. Accommodation & Capacity Update

There was no further update. Senior Team are planning a return to the current school building plan and temporary accommodation may be required to help a full return to school. Social space is the biggest challenge and the development of the assembly hall may help with this while not interfering with the planned return to school.

7. Primary 7 Transition

Lots of work has been invested to try and make the P7 transition as smooth as possible. Enhanced transition and granted out of catchment placing requests will visit school building on

15 June. In addition there have been presentations, welcome videos, tasks, webinar on Monday, current S1s sharing videos, Team meetings this Friday to join House Groups, Twitter updates.

It was noted that not every P7 will have Twitter and they should therefore be directed to the LA homepage which has a connection to the live Twitter feed. Anything of high importance has been sent by Groupcall and there has been good liaison with the Primary schools for distributing information.

8. Parent Council Governance

Constitution needs updating. Jeremy, Karine, Douglas and Iain will take this forward and present to the full Parent Council in due course.

The 2020/21 possible dates for the Parent Council meetings were proposed and there were no current objections although it was noted that given the current Covid-19 circumstances the dates could only be provisional.

Some parents were asking for ways to engage with the Parent Council and possible ways of holding a public meeting, especially for the AGM, were discussed. Suggestions included a 2m distanced meeting in the assembly hall, a webinar, a mixture of online and face to face to allow for individuals shielding. It was agreed to revisit the possibilities nearer the time of the AGM as guidance from the Scottish Government may be different however opening the meetings to the full parent forum in some form was preferred. It was considered that pre-registration may be the only way to facilitate such suggestions since there would be an element of control over numbers.

A.O.B.

Karen Jarvis confirmed that as far as she was aware the summer holidays would finish 1 week early although no advice had yet been given about when or how the time will be given back to staff.

9. Dates of Next Meetings

- LA Parent Council - all provisional subject to Covid-19 guidelines
 - Monday 28 September (AGM)
 - Tuesday 3 November
 - Monday 7 December
 - Wednesday 27 January
 - Thursday 11 March
 - Wednesday 5 May
 - Tuesday 8 June