



Linlithgow Academy Parent Council Meeting

7:00pm, Monday 7 December 2020, Zoom Video Conference

Attendees:

Parent Council Members:	Helen White (Chair), Douglas Maxwell (Vice Chair), Campbell Ford, Dermot Murray, Jeremy Fuller, Dorte Al-Gailini, Iain Woodhouse, Ann Marie Penman, Nicola Gordon, Andrew Grant, Pooja Gupta, Milca Menezes da Silva
Head Teacher:	-
Teachers:	-
Pupil Council:	-
Parent Forum:	Elsbeth Brown, Jennifer Hammond, Shona Smith, Richard Payne, Alison Spori, Fiona Couper Kenney, Dan Rosenfeld, Andy Gray
Clerk:	Karine McNair
WL Council:	-
Guests:	-
Apologies	Keith Mason, Silvia Small, Pinelopi Louvrou

Due to the unavailability of Senior Management Staff, a smaller meeting took place with members of the Parent Council and the Parent Forum only.

1. Welcome, introductions & apologies

The Chair welcomed everyone to the meeting. Apologies were as noted above.

2. Minutes from meeting of 27 October 2020

Minutes were approved by email and have been published on the website.

3. Update from actions arising from the previous meeting.

- Action 1 – **Campbell Ford** to discuss hosting parent One Note training webinar with Karen Jarvis
Action Taken – 3 webinars taking place before Christmas, Teams/Health & Wellbeing/SQA.
- Action 2 – **Karen Jarvis** to have trial Parents' Night with some Parent Council members
Action Taken – Ready for S4 online Parent's Night on 10 December and Groupcall with more Parents' Night dates sent out.
- Action 3 – **Karen Jarvis** to send Groupcall detailing water refill arrangements
Action Taken – Groupcall sent 29/10/20
- Action 4 – **Karen Jarvis** will check if term overviews can be sent to parents via office staff.
Action Taken - Will aim to get one out for Jan

- Action 5 – **Karine McNair** to email Parent Council Members for volunteers to participate in ‘Lessons Learned’ exercise.
Action Taken - Message thread started on Basecamp 28/10/20. Nicola Gordon will pick this up on Basecamp to see if there is any wider interest.
- Action 6 – **Karine McNair** to communicate topics to all Parent Council members
Action Taken – Completed.
- Action 7 – **Karine McNair** to invite all Parent Council members to Basecamp
Action Taken – Invitations sent to all with email follow up 28/10/20
- Action 8 – **Helen White** to write to Councillors asking they approach WLC for funding for webinar licences.
Action Taken – Budget of £300 for Parent Council to use in 2020/21 so worth using before approaching for additional funding. Councillors have discretionary ‘pot’ that they are able to use for specific projects.
- Action 9 – **Karen Jarvis** to ask for the virtual tour of the school building to be reposted on website.
Action Taken – Completed

4. Councillor’s Report

No Councillor’s Report was made at the meeting.

5. Headteacher’s Report

No Headteacher’s Report was made at the meeting.

6. Teacher’s Report

No Teacher’s Report was made at the meeting.

7. Pupil Council’s Report

No Pupil Council Report was made at the meeting.

8. Items from the Parent Forum

- Scottish Water & Top-Up Taps – Jennifer Leonard has been in touch with Karen Jarvis.
- Long Covid Support Group – A Groupcall has been sent to all. Jennifer Leonard is leading this independently.

9. Employability

Dermot Murray confirmed that the group are in the process of arranging a meeting with Alison Bulloch (Linlithgow Academy), Arlene Nichol (Developing the Young Workforce) and a few senior teachers from the school. Given the pressure on school senior management at the moment, it is likely that this will take place in January at the earliest. Dermot Murray will produce an agenda for the meeting and the meeting will focus on some objectives for the group using feedback from the school to find out what they would find most helpful as well as what the Parent Council would like to offer.

10. Communication

Ann Marie Penman summarised some of the Communication topics which had been discussed on Basecamp. Nicola, Silvia, Andrew and Ann Marie met and used the Connect ‘Communication Healthcheck’ to identify possible areas for improvement. Possible options included; newsletter, noticeboard (actual or virtual), specific year group reps, social media, own web address and banners at events. There were mixed views within the subgroup and Ann Marie invited input from the meeting.

The discussion centred on social media, specifically Facebook, and some of the points raised were as follows:

- Easiest way to have quick means of communication
- Possible to have a 'group' or a 'page' depending on requirements
- Would need to agree a Social Media policy
- Tight monitoring would be required and preferably with input from someone who has experience of moderating a page with potentially 3,000+ members
- Proposal to have at least 4-8 admins providing regular moderation
- Consideration of inclusiveness as not everyone is a Facebook member or supportive of Facebook policies
- Checking with Parent Forum for type of information and how much information they want
- Learning from other pages at West Lothian high schools or Connect expertise
- Emotive topics for the school on the horizon, SQA exams, budgets etc. and social media not appropriate discussion forum
- Consider a pilot for a set amount of time

It was agreed that the subgroup would reconvene and draft a Social Media Policy using resources on Connect, considering the aims, controls, period of trialling, success criteria and the number of moderators. It was noted that the Basecamp Communications page is open to all for comments and anyone with an interest in moderating can put their name forward.

11. Health & Wellbeing

It was noted that within the Parent Council membership, there had not been as much engagement on this topic. Richard Payne and Fiona Coupar Kenney are not currently members of the Parent Council and therefore not on Basecamp, but both expressed an interest in this topic.

Nicola Gordon suggested it would be worthwhile to explore some aims for a Health & Wellbeing subgroup as the topic was currently undefined. It was agreed that Richard Payne and Fiona Coupar Kenney would be added to Basecamp to get involved with the Health & Wellbeing discussion.

12. Any other business

It was suggested that a work plan for the Parent Council might be a helpful tool to measure success. It was noted that success can sometimes come from flexibility in topics and agility to respond, for example the support of the Parent Council for the P7 transition and being able to meet during Covid restrictions. Another measure of success could be the increased engagement with the Parent Forum and the working relationship with senior management.

It was agreed that the Parent Council would like to convey a public message of thanks and support to the staff at the school for what has been a very difficult term. Helen White and Ann Marie Penman will arrange.

The Chair thanked everyone for their attendance and participation in the meeting.

Next Meeting is on Thursday 28 January 2021