



## Linlithgow Academy Parent Council Meeting

7:00pm, Thursday 5 May 2021, Zoom Video Conference

### Attendees:

Parent Council Members:	Helen White (Chair), Douglas Maxwell (Vice Chair), Campbell Ford, Jeremy Fuller, Dorte Al-Gailini, Iain Woodhouse, Dermot Murray, Pooja Gupta, Ann Marie Penman, Nicola Gordon, Andrew Grant, Silvia Small
Head Teacher:	Represented by Avril McLean, Alison Bulloch, Alison Rutherford (Depute Heads)
Teachers:	Luisa Burgess
Pupil Council:	Eilidh MacDonald
Parent Forum:	Elsbeth Brown, Fiona Coupar Kenney, Fiona Sargent, Joanna Whittington, Katherine Jack, Lewy Parkinson, Richard Payne, Zohar Tiran, Alison Spori, Brian Curle, Claire Rennie, Claudette Boa,
Clerk:	Karine McNair
WL Council:	Elaine Cook (Deputy Chief Executive of West Lothian Council), Catrina Hatch (Interim Head of Secondary Schools in West Lothian)
Apologies:	Cllr Tom Kerr, Keith Mason, Milca Menezes da Silva, Pinelopie Louvrou

### 1. Welcome, introductions & apologies

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

### 2. Minutes from meeting of 11 March 2021

Minutes were approved by email and published on the website.

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

- Action 1 – Avril McLean will send a list of all the school Twitter pages to Ann Marie, who will see if there is a way to link the twitter page to the PC FB page. Completed
- Action 2 – PC members are asked to like and follow the PC FB page. Noted
- Action 3 – PC members are asked to email to the subgroup PC achievements they are aware of over the last couple of years to allow us to share work of the PC with the parent forum. Completed

### 4. Head Teacher Recruitment

Elaine Cook thanked the Senior Management Team for their understanding and support during Mrs Jarvis' absence. The advert for a new Head Teacher was published today and closes on 23 May, with dates in June for a long leet\* and short leet\*. The panel will comprise Catrina Hatch, another Head Teacher and a West Lothian Council representative to produce a long leet and

they will run the initial interviews with long leet candidates. A focus group of parents and pupils will give feedback to Catrina Hatch to help with compiling the short leet.

The Parent Council will be encouraged to meet between long leet and short leet events to discuss proceedings. The short leet interviews will be conducted by 2 Councillors, 2 Parents, Catrina Hatch and Elaine Cook. An August start date is aimed for but this will depend on the successful candidate's release date from their current contract. If no candidates are successful an Acting Head Teacher will be appointed.

*\*Note: The term 'leet' means a list of candidates selected for a post and is used frequently in West Lothian Council's recruitment documents.*

## **5. Linlithgow Academy Building Capacity**

Elaine Cook noted that all 3 schools in Winchburgh are well underway with the hope that they will be ready by August 2022. A further non-denominational primary school will be commissioned when the house building hits an agreed target point. The education department are still looking at the best options for how to launch Winchburgh Academy and it seems that starting with S1 is the easiest option. Anyone who chooses to go to Linlithgow Academy due to a sibling being a current pupil will be able to do so.

Developer funding may provide additional capacity in Linlithgow Academy but it cannot be used for "refurbishment". Elaine Cook has focussed on assembly hall, canteen areas and quad for redevelopment to improve circulation and social space. There are also plans to open out the Art/English area to improve circulation and create a 'resource plaza' between the library and the quad.

**Action 1 – Elaine Cook offered to return to the Parent Council with a proposed schedule of planned improvements for Linlithgow Academy.**

Projections show that the current school role will remain within its capacity of 1320 until Winchburgh opens. It is unclear what the lifespan of the Linlithgow Academy building is, but it is not currently scheduled for any rebuilding. The majority of funding comes from the Scottish Future's Trust and about one third from the Council so a great deal depends on funding awards.

The Chair thanked Elaine Cook and Catrina Hatch for attending.

## **6. Councillor's Report**

None

## **7. Headteacher's Report (Full Report at Appendix 1)**

Representing the Headteacher, the Senior Management Team provided the following information:

- P7 Transition– (AR) Most of P7 transition will be virtual but hoping that level changes might enable some pupils in the building, focussing on enhanced transition pupils. 'Welcome to S1' section of the website has been updated with more information.
- Senior Phase Transitions – (AR) Working with S4&S5 leavers providing support for positive destinations and S6 with uni/college/apprenticeship offers. Working with Pupil Leadership Team to give leavers some sort of farewell.
- Wellbeing – (AR) There have been virtual assemblies reminding pupils where they can find support. Uptake of lateral flow tests is quite high. Mindful of one-way system, hand hygiene, mask wearing, desk cleaning and reminding everyone to bring mask as supplying

is expensive. Assembly on wearing masks and uptake is reasonably high in comparison to other schools. The school must order from a specific supplier which can be more expensive. It was suggested that social media (new school App/PC FB page?) might be an easy way to inform parents/pupils and remind them to bring their own mask.

**Action 2 - Alison Rutherford to provide current sum spent on masks for PC to post on PC FB page and to check whether any other suppliers on approved list are cheaper.**

- Holistic Assessment Arrangements – (AB) Most subjects are doing 2 assessments (some 1, some 3). All pupils now have details of when their assessments will be. Some arrangements were changed in discussion with pupils and their family. SQA webinar at start of term was recorded and available on school website. There has been a virtual assembly with all Senior Phase pupils explaining assessment arrangements again and the instructions will be repeated at start of each assessment. The school provided feedback to SQA on their appeals process consultation and the school are expecting more information from SQA on the appeals process in mid-May which will be posted on the school website. The school now know which areas in the school will be sampled by SQA and SQA will provide specific feedback to the school on this sample area. SQA will publish general information gathered from all schools in Scotland to ensure as equitable a process as possible.
- Students Back – (AM) Planning for next session with timetable draft date of 14 June. Some teaching will happen in June to build on skills. Improvement planning process started with a focus on considering the impact of Covid and building on skills gained during the past year. The school are applying for a Digital Schools Award to recognise work done by pupils and staff in response to online learning.
- Next Term - (AM) Probationer allocations will be given next week.

#### **8. Teacher's Report**

Luisa Burgess reported that staff are working very hard to get assessments right and while their focus is on Senior Phase, they are doing their best to keep everyone moving forward.

#### **9. Pupil Council's Report**

Eilidh Macdonald noted that the Pupil Council haven't been able to meet as many pupils are involved in assessments. Feedback from pupils is that everyone is feeling positive and safe with Covid arrangements and they are aware of the support available. It was observed that pupils are generally reluctant to share assessment information with their peers as it may be to their personal detriment. Trying to find ways to uplift positivity and morale across the school after a longer than expected second lockdown and almost straight into assessments. The Pupil Council are also looking to produce a book for Mrs Jarvis from the pupils as a thank you.

#### **10. Senior Phase Exams**

Following the Head Teacher's report, AB confirmed that pupils will know their provisional grades in June and SQA will award the final grade in August. Official appeal process is believed to take place after final grades but the school are expecting some dialogue between the school and pupils based on provisional grades. SQA will not moderate the grades and SQA will only change grades if the school has made an admin error.

Pupils have been reminded that they shouldn't share the content of the assessments with others sitting later. Phones, devices and non removal of papers have been put in place. Papers will be marked in groups and the marker will know when the assessment was sat to see if a later sitting cohort has gained any advantage over an earlier cohort.

## **11. Communication**

The Communication Sub Group have sent out a draft Parent Forum Survey Strategy (Appendix 2) to Parent Council members on email and Basecamp and would like any comments and feedback by the weekend. The plan then is to send out to parents/carers as detailed in the paper.

Funding was requested at the last Parent Council meeting in March for a Parent Council banner and noticeboard and promoting social media. After some discussion, it was suggested that there should be a further meeting next week to look at this funding along with ongoing procedures around use of the Parent Council budget.

### **Action 3 – Ann Marie, Helen, Margo and Avril McLean to meet to discuss the Parent Council budget**

The Parent Council approved the spending as requested by the Communication Sub Group at the previous meeting.

## **12. Health & Wellbeing**

Nicola presented a report on the Health and Wellbeing theme (Appendix 3). It was noted that there are a number of school policies, including the Anti-Bullying Policy, which need to be updated and it would be good to check whether parental involvement would be useful. It is Mental Health Awareness Week next week, which might be an opportunity for daily reminders. The Behaviour Blueprint is a good summary but how is its impact assessed? AR noted that the Anti-Bullying Policy was reviewed in 2016 when the school was developing its visions, values and aims. At that time, it remained fit for purpose but the review date should have been updated. The Anti-Bullying Policy was then on the agenda for review pre-lockdown before the school was forced into crisis management and priorities focussed on mental health. The plan in August is to continue updating the Anti-Bullying Policy involving the young people and establish an Equality & Diversity policy, however this will depend on the new Head Teacher's priorities.

### **Action 4 - Alison Rutherford will amend the Anti-Bullying Policy on the website to show as 'Being Reviewed'.**

Everyone was invited to contact the Parent Council Facebook page or Clerk email address if they want copy of HWB report.

## **13. Items from the Parent Forum**

None

## **14. Any other business**

The Chair requested ideas of how the Parent Council and Parent Forum could recognise Mrs Jarvis' contribution to the school and thank her for her time at Linlithgow Academy.

The position of Parent Council Clerk will become vacant after the June meeting and people were invited to volunteer for the position and alert their contacts if they wanted to get involved.

**Next Meeting is on Tuesday 8 June 2021.**

## Appendix 1 – Headteacher’s Report

### Headteacher’s Report – Parent Council May 2021

- 3 weeks of blended learning
  - Senior Students had full “Masterclass” days for each subject area. Feedback was very positive
  - BGE students had 1 day per week and saw a variety of different subject areas as well as a wellbeing input each week.
  
- Welcomed students back
  - Full return on April 19<sup>th</sup>
  - Very pleased with the compliance of all year groups wearing Face coverings and using hand sanitisers. We would like to encourage more pupils to bring their own masks as the school is spending a lot of money issuing masks daily
  - Particular focus on one way system, wiping down areas etc. over the coming weeks as less. Creating posters for each room as a reminder
  
- Health and Wellbeing
  - It is acknowledged that some pupils and staff might have had worries and concerns about returning to school and therefore we have reminded them about where they can go for support (PS Teacher, School Counsellor, Wellbeing Office, signposting to links on school website) via assembly, email group calls.
  
- Holistic assessment arrangements
  - Calendar of assessments shared prior to Easter break
  - Assessments in class time unless AAA arrangements required
  - Rearranging if students are absent
  - Staff involved in moderation activities within Linlithgow and across WL
  
- SQA webinar
  - Mrs Bulloch presented to parents 20/4/21 via Webex. The session was recorded and is now available on the school website for those who could not attend. QA session after the presentation very informative and supported parents in understanding the process.
  
- P7 Transition
  - We held our P7 Information Evening on 28 April via Webex which was well attended. P7 transition is currently being done virtually and we are working closely with primaries to ensure a smooth transfer of information and to ensure that our P7 pupils are fully prepared. If we get further updates regarding transition visits, we will amend our transition events accordingly.
  
- Staffing Update
  - Information on births, maternity cover and Physics teaching arrangements.

- This term:
  - Holistic Assessments, Predicted Grades, SQA
  - Starting the Improvement Planning process for next session taking into account the impact of Covid on our learners
  - Timetable completion with a draft start date of 14/6/21
  - Moving forwards in learning for students
  - P7 transition events
  - S6 Leavers and ways we can celebrate this within the current restrictions
  - Selection for S6 Pupil Leadership Opportunities

## Parent Forum Survey Strategy

### Purpose of Survey

Solicit views from the Parent Forum with regards to their engagement with the Parent Council.

Particular objectives are:

1. Measure the Parent Forum engagement with the Parent Council
2. Measure preference to online versus face-to-face meetings
3. Measure engagement with website and Facebook Page

### Channels for Survey

Survey Monkey – through group call and on Facebook page

Offer alternative forms of accessing survey if needed (language, hard copy, verbal...)

### Open duration of Survey

2 weeks

### Guidance documents

<https://connect.scot/resources/surveys-and-questionnaires>

<https://schoolcomms.com/blog/parental-engagement-questionnaire-the-dos-and-donts/>

<https://www.parentkind.org.uk/uploads/files/1/Index%20infographic%202020.pdf>

## Design points

1. Limiting it to 10(ish) questions: ,
2. Rating scale is Strongly Agree, Agree, Don't know, Disagree, Strongly Disagree
3. Final question is open ended to encourage open feedback
4. Avoid loaded questions, compound questions, open ended answers, ...
5. Keep time periods consistent in questions
6. Use plain English

## Questions

Number	Type	Question
1.	Rating	I understand the role of the Parent Council
2.	Yes/no	Do you know how to contact the Parent Council
3.	Rating	The Parent Council actively seeks my views and input to help represent me
4.	Count	How many Parent Council meetings have you attended this school session?
5.	Multiple choice	I prefer a) online meeting format (e.g. Zoom) b) physical meeting c) mixture
6.	Rating	The parent council section on the school website is a useful source of information
7.	Multiple choice	I visit the new Parent Council Facebook page a) never b) once per day c) once per week d) less often than once a week e) I didn't know about it
8.	Rating	I would find it helpful to receive information, updates and engagement from the Parent Council via social media including Facebook



9.	Rating	I have a good understanding of what the Parent Council achieves
10.	Rating	I currently feel well involved with the Parent Council
11.	Rating	The Parent Council can help me engage with the school
12.	Open	Any other general comments about the Parent Council – things we are doing well, where we could improve, suggestions for areas of focus etc...

#### Instruction for completion of questionnaire

The Linlithgow Academy Parent Council would like to receive feedback from the Parent Forum on their engagement with the Parent Council. Please provide your responses to the following questionnaire by xx Month 2021. Following receipt of responses to the questionnaire, it is the Parent Council's intention to summarise and share the data as an infographic for this academic year. The data will also be used to plan for the next academic year. If you wish to provide additional information, the Parent Council can be contacted via email and Facebook Page.

#### Data to Information

1. Mainly numerical answers lend themselves to a quick summary (see ParentKind survey above as an example).
2. Can pick a few selected answers from final questions, judged to be pertinent.

#### Reporting

Summarised data into infographic for this academic year

#### Consultation timeline

An indicative timeline for this activity is set out below recognising the need to seek agreement from PC and the school:

Activity	Target Dates
Send out questionnaire	
Questionnaire response review	
Publish result of survey	

## **Lintlithgow Academy Parent Council**

### **Health and Wellbeing Theme – update: 5 May 2021**

#### **Purpose**

This update provides a brief overview of current work underway to support a Parent Council focus on health and wellbeing and sets out proposed next steps for discussion and endorsement by PC members.

#### **Background**

Early in the 2021/22 School year, ‘health and wellbeing’ was identified as a theme of interest to Parent Council. No specific work was defined, but it was agreed that PC members who wished to progress this theme should connect to share ideas (via Basecamp, initially). Discussion to date has been sporadic and informal.

Via the LAPC Facebook page launched in March 2021, posts relating to health and wellbeing have been shared. These often involve sharing posts from other pages, such as Connect Scotland, the Mental Health Foundation, and school information (such as a reminder about the HPV Immunisation forms).

Posts have also been used to directly invite parents to get in touch about topics that matter to them, highlighting that health and wellbeing is a focus – parents were asked if they would like PC to help identify and focus on some key issues. Direct responses and engagement have been low – and this has been typical for most Facebook posts to date, based on the number of parents who ‘like’ and follow the page compared with those who engage with posts directly.

#### **Active work ongoing**

In early April 2021, active work to boost the focus on this theme included posts on Facebook and discussion via Basecamp to commit time to this work. We have one Facebook page administrator who takes responsibility for health and wellbeing (with others leading on wider Communications). The purpose of this approach is to help evenly spread the work and enable key points of contact to engage with parents. Two members of PC have agreed to commit time to progress this theme, supported by two members of the Parent Forum. Others are welcome, and the approach is informal and inclusive.

One parent has been in touch in writing to raise a particular issue, which is currently under consideration in confidence. The intention is that this will help inform wider work to gauge the appetite from parents to focus on this particular wellbeing issue.

### **Proposed next steps**

1. Actively seek ongoing views from parents regarding wellbeing, inclusiveness, and culture at Linlithgow Academy and ensure this communication with parents happens regularly (but not constantly) throughout the school year. Seek input from PC members on how to do this (e.g via Facebook, via Groupcall, via a short email to parents seeking input?)
2. Support the review of LA Anti-Bullying Policy – current policy is dated June 2013 and includes a commitment to review at least every 3 years. This is overdue and has been highlighted to SMT. Identify the role here for LAPC in a) reviewing the policy as soon as possible b) involving all parents in this who wish to participate and c) helping ensure that this and other health and wellbeing school policies are reviewed and updated in future within the agreed timescales.
3. Use Mental Health Awareness Week (10-16 May 2021) to actively promote wellbeing and inclusiveness to parents and pupils, using the LAPC Facebook page, Groupcall, and any other methods PC and Parent Forum members suggest as appropriate and practical (at the PC meeting on Wednesday 5 May 2021).
4. Support the SMT in evaluating whether the Behaviour Blueprint is effective, supports good behaviour and school culture, and addresses negative behaviour adequately with good outcomes for all. Seek involvement from all parents in this to ensure their views are well represented. Begin with a discussion with SMT about the Blueprint (when implemented, how is it evaluated, does it have a review date, is it seen as being effective, how is impact measured?) Challenge ourselves to ask difficult questions and seek a continuous improvement approach.
5. Develop a high-level work plan for the 2021/22 School year – this could include a simple list of actions to progress, with input from all on PC, recognising the need to make progress between PC meetings.

### **Required**

- a) Parent Council members are asked to discuss and agree the next steps set out in this update.
- b) Parent Council members and Parent Forum members are asked to indicate whether they have capacity and interest in actively supporting work on the health and wellbeing theme.
- c) Parent Council members are asked to endorse the approach of a short (max 2 page) update on this theme at each future PC meeting.