



**LINLITHGOW ACADEMY PARENT COUNCIL MEETING**  
7pm to 9pm, Thursday 9 June 2022,  
Hybrid Meeting A31 Maths room and Zoom Video Conference

**Attendees:**

Parent Council Members:	Douglas Maxwell (Chair), Ann Marie Penman (Vice Chair), Hannah Dunn Pamela Calabrese, Campbell Ford, Jeremy Fuller, Andrew Grant, Mary Joseph, Lynne Pascal, Lesley Paxton, Silvia Small
Head Teacher:	Grant Abbot
Teachers:	Luisa Burgess
Pupil Representatives:	Deputy Head Girl and Deputy Head Boy
Parent Forum:	Martin Hawksay, Alison Spori, Claudette Boa, Fiona Kenney, Judith Gray
Councillors:	Cllr Sally Pattle
Clerk:	Soné Spottiswoode
Apologies:	Rhona White and Tom Conn

**Meeting Business**

1. Welcome, introductions & apologies

The Chair welcomed everyone to the meeting and apologies noted above

**Minutes from the meeting of 3 May 2022**

2. DM noted that minutes from previous meetings are still being updated.

**3. Update on actions arising from previous meeting**

- Action- GA will give further Update on the Upcoming Support Structure revision in June – to be added to the agenda for the first meeting session 22/23
- Action - GA will draft a list of information that would be useful from parents/carers and bring to the PC for further discussion
- GA in collaboration with member of the employability sub-group (DM, CF) has compiled a questionnaire to encourage parents and carers to share their employment experience and expertise with the school. The questionnaire will go out prior to the school holidays and repeated early in the new term.
- Action - AMP to discuss Family Champs volunteers with anti-bullying sub-group - AMP attended Family champions meeting and will give an update at agenda item
- Clerk to put the timing of meetings as an agenda item for the next meeting -Timing of parent council meetings on agenda

**Standing Items:**

4. Councillor's Report

Councillor Tom Conn gave his apologies.

Councillor Sally Pattle gave an update on topics from the first education executive meeting including:

- School Holiday dates
- National provision for devices to pupils in schools

5. Head Teacher's Report gave updates on

- staffing
- Uniform
- Pupil/parent surveys
- Academic calendar 22/23
- Away day provision with regards to cost of school day
- Assemblies

There was discussion around the implication of the school's falling roll with the opening of the new secondary school in Winchburgh.

The HT answered questions on the recently published results of the survey of parents/ carers and s1-3 pupils.

Action - The HT agreed to share more detail from the surveys on the school website

The PC welcomed the return to some in-school activities for both young people and parents/carers.

A question was raised and answered regarding learning at home.

6. Teacher's Report

All points were covered in the Head Teacher's report

7. Pupil leadership team Report

The newly appointed head boy and girl were welcomed to the meeting and congratulated on their appointment. They reported that Pupil leadership teams from different schools will be meeting up.

8. Items from Parent Forum

- A question was raised about the temperature in the school.  
GA confirmed the heating is not on.
- An enquiry was raised regarding PE for S5 pupils.  
GA explained that there was not a requirement for S5 to have PE classes and the school did not have the resource to provide more PE classes for S5

9. Special Focus

**Reflections on Parent Council 21/22** - Online or return to in-person in-school

Following discussion, it was agreed that there were benefits of both the online and face to face meetings. Jeremy Fuller was thanked for his efforts in facilitating the online provision for the meeting, the school was thanked for the use of equipment. It was agreed to continue hybrid meetings.

**Day/time of meetings and format of next Parent Council Annual General Meeting 2022**

There was a request to start the meeting earlier. It was noted that school staff often stay on to attend PC meetings which they are invited to. There was also a request to reduce the length of time for the meeting.

After discussion with points raised both for and against the requested changes, it was suggested and agreed that PC members should vote on both the start time and length of meeting by email. The options to be considered are start times of 6pm, 6.30pm or 7pm and meeting length of 1.5 or 2 hrs.

It was agreed that meetings would continue to be rotated Mon- Thu and to add timings to the agenda for each item.

Action – clerk to add proposed timings to agenda items  
It was suggested to circulate agenda item material in advance

Action - Clerk to circulate email asking for PC members to vote as above

The meeting closed at 9pm with thanks to those attending.

**Special Focus topics aligned with the four headings in the School Improvement Plan**

10. Improvement in all young people’s wellbeing
11. Improvement in employability skills and sustained, positive school leaver destinations for all  
Employability – engaging with the wide-employment experience in our parent community  
Update on parental engagement opportunities
12. Other Items  
Update from Communications sub-group
13. Any other business

**Appendix 1 – Head Teacher Summary Update (provided after the meeting)**

Raised Items	Key comment
<b>School Captains 22.23</b>	Josh Gray Julia Calabrese and Arthur Flint, Susan Mackie
<b>DYW Form for gathering parent business details</b>	Survey Monkey questionnaire now ready for sharing with parent body: <a href="https://www.surveymonkey.co.uk/r/65GQ9J9">https://www.surveymonkey.co.uk/r/65GQ9J9</a>
<b>Uniform Update</b>	Communication made with parents this week re uniform purchases and SAFE Uniform policy for August. Exemptions groupcall to go out next week: <a href="http://www.linlithgowacademy.org/article/74788/Our-S-A-FE-School-Uniform-Policy">http://www.linlithgowacademy.org/article/74788/Our-S-A-FE-School-Uniform-Policy</a>
<b>Capture of Individual Achievements</b>	School process for capturing and celebrating success now published: 24 responses so far <a href="https://forms.office.com/pages/responsepage.aspx?id=oyzTzM4Wj0KVQTctawUZKZLqG2vaNIZGvirU9KwS5EBURtk1RzRQVjlTUKZaVldWWFQ5Sk9LMTNKWSQIQCNjPTEu">https://forms.office.com/pages/responsepage.aspx?id=oyzTzM4Wj0KVQTctawUZKZLqG2vaNIZGvirU9KwS5EBURtk1RzRQVjlTUKZaVldWWFQ5Sk9LMTNKWSQIQCNjPTEu</a>
<b>Staffing Updates</b>	<ul style="list-style-type: none"> <li>• 3 long term members of staff leaving at Summer:</li> </ul> <p>Janette Leach retiring Dr Sabih Al Murshady retiring Grant Armstrong: new position of LS Teacher at Stirling High School</p> <p>Other staffing</p> <ul style="list-style-type: none"> <li>• Probationers have been allocated and now confirmed in: PE, History, Maths, Biology, Art &amp; Design, Modern Studies</li> <li>• Acting PTS Interviews took place today</li> <li>• 2 maternity leaves in CDT: replacement recruited for one of these posts: Sarah Shaw, re-advert now out for 2<sup>nd</sup></li> <li>• Acting PTC Technologies confirmed: Alison Pearson</li> <li>• Peter Donaldson recruited for vacant Computing post</li> <li>• Emer O’Hara recruited for a split English/Drama position</li> <li>• HE temp post interviews tomorrow morning</li> </ul>
<b>Improvement Survey updates</b>	<a href="http://www.linlithgowacademy.org/article/70860/Parental-Surveys">http://www.linlithgowacademy.org/article/70860/Parental-Surveys</a> <a href="http://www.linlithgowacademy.org/article/70861/Student-Surveys">http://www.linlithgowacademy.org/article/70861/Student-Surveys</a>

<b>Curriculum Updates</b>	<a href="http://www.linlithgowacademy.org/article/70533/Subject-Curriculum-Progression-Pathways">http://www.linlithgowacademy.org/article/70533/Subject-Curriculum-Progression-Pathways</a>
<b>New Academic calendar</b>	WTA agreed for next session and calendar of events agreed Inclusion of 3 showcase evenings (S1/S2/S3) to allow parents more time to observe classroom work and see round school. Parents Evenings remain online after parent/teacher consultations: <a href="http://www.linlithgowacademy.org/article/71794/Parents-Evenings-Feedback">http://www.linlithgowacademy.org/article/71794/Parents-Evenings-Feedback</a> Addition of an 'activities day' and return of 3 music concerts and awards ceremony Return of House and year group Assemblies
<b>SIP Outlines 22.23</b>	L&T Curriculum Support & Wellbeing We will have our School Improvement plan ready for publication at the end of term
<b>CCTV installation across corridors</b>	Installation at moment. Live from August. Policy will be circulated and on website if required.
<b>P7 transition</b>	Successful 3 days
<b>PE in S5</b>	Capacity accommodation
<b>SQA Invigilators and thanks</b>	Our SQA Invigilators did a fantastic job over the exam diet. There was a coffee morning on Friday to say thank you to them and the support they showed all our pupils sitting exams
<b>Ukrainian pupils</b>	Our Ukrainian pupils are settling in well and thank you to our school community for welcoming them

Appendix 2: School Improvement Plan summary:

# School Improvement Plan Summary 2021.2022



1	<b>Improvement in all young people's wellbeing</b>
<input type="checkbox"/>	Consult on and renew school inclusive policies
<input type="checkbox"/>	Learner Empowerment: Upscale Learner voice provision incl. creation of Pupil Parliament
<input type="checkbox"/>	Revisit and relaunch our positive relationships policy and restorative practices
<input type="checkbox"/>	Introduce Mental Health Qualification for S4 and Level 6 First Aid for S5 and targeted S4 pupils
<input type="checkbox"/>	Revisit the Responsibility of All elements within HWB to ensure teachers can identify and understand where and how they can contribute
2	<b>Enhance Learning &amp; Teaching</b>
<input type="checkbox"/>	Identify pedagogical approaches that promote engagement in learning.
<input type="checkbox"/>	Establish a collaborative, enquiry-based model of curriculum making and team teaching approach
<input type="checkbox"/>	Develop a strategic planning framework that supports systematic reflection on practice and focused planning for learner engagement
<input type="checkbox"/>	Revise and reframe school quality assurance procedures
<input type="checkbox"/>	Adapt 'learning round' format to ensure that a clear focus on learner engagement
<input type="checkbox"/>	Integrate young person's guarantee, career education standard and employability skills into day-to-day pedagogy
<input type="checkbox"/>	Embed and consolidate our improvements around Digital learning
3	<b>Closing the attainment gap between the most and least advantaged children:</b>
<input type="checkbox"/>	Revisit curriculum pathways to ensure we maximise attainment for the most disadvantaged
<input type="checkbox"/>	Faculties will consider the full range of qualifications within the SCQF in order to maximise the attainment and achievement
<input type="checkbox"/>	Publication of Accredited Achievement pathway that maps all qualifications and opportunities across the school
<input type="checkbox"/>	Introduction of Career Ready initiative
<input type="checkbox"/>	Target Numeracy and literacy S1 Groups at SNSA band 6 and below.
4	<b>Improvement in employability skills and sustained, positive school leaver destinations for all young people</b>
<input type="checkbox"/>	Develop a bespoke pathway and support packages for identified learners that best meet their needs
<input type="checkbox"/>	School-Business partnerships database created through improved parental and community-based contacts and interventions.

## *'Learning For Improvement Aspiring to Achieve'*

<http://www.linlithgowacademy.org/article/71724/Linlithgow-Academy-Curriculum-Model>