



LINLITHGOW ACADEMY PARENT COUNCIL

Annual General Meeting

Tuesday 12th September 2023

7.00 pm – 8.30 pm

Meeting in school and Zoom video conference

Minutes

Present

Parent council (PC) members: Ann Marie Penman, Campbell Ford, Mary Joseph, Nick Goldfinch, Pamela Calabrese, Fiona Couper-Kenney, Ky Norton; on zoom Andrew Grant, Hannah Dunn, Lesley Paxton,

Parent forum members: Jeremy Fuller, Alan Duncan, Adam Schofield, Rachel Strasz; on zoom Helen Jenkins, Katherine Burnett, Ma Chriselle Olaez, Regina Vereker, Safal Chandah, Tracey Aitken

School Representatives: Grant Abbot (Head Teacher (HT)), Luisa Burgess, Sarah Carney

Student leadership team: Orla, Rowan, Joe

Apologies: Audrey Cairns, Richard Payne, Silvia Small, Rebecca (SLT)

3. Welcome and apologies
 - AMP welcomed everyone to the meeting. There were no apologies given.
4. Minutes of the previous AGM
 - The minutes of the previous AGM (22/23) were agreed with the following amendment:in item 6
 - Ann Marie Penman will continue as PC member for a further year.
3. Annual Report of PC Chair for 2022/23
 - The chair gave her annual report of the Parent council for 2022/23 (attached)
4. Annual Report of HT for 2022/23
 - The HT gave his annual report for 2022/23 (attached)
5. Student Leadership Team update for 2023/24
 - The new student leadership team introduced themselves and outlined their plans for the year.

6. Election of PC members for 2023/24

- There are 14 members elected for the PC 23/24:
- The following members will remain as members for their second year: Richard Payne, Andrew Grant, Nick Goldfinch, Pamela Calabrese, Silvia Small, Julia Miller and Fiona C-K
- The following were re-elected: Ann Marie Penman, Lesley Paxton, Hannah Dunn and Mary Joseph
- The following were appointed as new members: Ky Norton, Audrey Cairns, Campbell Ford

7. Election of office bearers for 2023/24

- Ann Marie Penman was appointed as chair, Richard Payne was appointed as vice chair. Both were nominated and seconded.
- There were no volunteers for the role of clerk so the role will be advertised
Action: AMP to contact the school business manager to progress

8. The following were agreed as dates of PC Meetings for 2023/24

1 Monday 2nd October.

2 Wednesday 29th November.

3 Tuesday 16th January.

4 Thurs 7th March.

5 Thursday 25th April.

6 Tuesday 4th June.

9. Topics for consideration by the PC 2023/24

- The following were agreed as topics for consideration:
 - Attainment
 - CORE
 - Attendance
 - School improvement plan, WET L&T
 - Physical school environment
 - Pupil voice and learner engagement
 - Wider opportunities
 - Student interactions
 - Fundraising
 - Cost of the school day

The meeting closed at 8.30pm with thank to those attending.

Link to Education Glossary:

<https://linlithgowacademy.westlothian.org.uk/article/77048/Education-Glossary>

Parent Council Annual Report – 2022/23

I'm delighted to present our LAPC report for 2022-2023. It's been a pleasure to serve as chair this past year, and I want to express my thanks to everyone who contributed to a successful year.

When I say "everyone," I mean our 13 Parent Council members, members of the wider parent forum, school staff (including the Head Teacher and all other staff who attended our meetings), pupils, and other community representatives.

Together, we have supported the Parent Forum at Linlithgow Academy by following the four aims outlined in our constitution. In my report, I'll be using these four aims as the foundation for my presentation.

These aims are:

- a) to promote close co-operation and communication between parents and carers and school staff
- b) to promote equality, diversity, inclusion and fairness
- c) to study and discuss matters of mutual interest relating to the education and welfare of pupils
- d) to engage in activities which support and advance the education and welfare of pupils attending the school

Our first aim is to Promote Close Co-operation and Communication Between Parents and carers and School Staff

- Over the year, we have worked hard to strengthen collaboration between parents and carers and our school staff and pupils. We have done this in a number of ways.
- We have organized and held six well-attended PC meetings, bringing together an average of 20 Parent Council and Forum members, school staff, pupils, and community representatives. These meetings have provided a space for open discussions, active listening, and sharing of ideas, which have strengthened our collaboration.
- We regularly received updates from our Head Teacher (HT) about various school matters. These updates included information about parent and carer open evenings, timetables, SQA exam arrangements, study leave, and study support programs. They also covered school trips, ongoing improvements to

the school building, upgrades such as Promethean screens, and successes achievements in sporting events.

- We have addressed communication challenges, particularly the use of acronyms on the school website. To make things clearer, we asked PC members to list acronyms, which were put together in an education glossary to help everyone understand school terms better.
- We included Parent Council updates in each termly newsletter, providing parents and carers with an overview of our views and activities.
- We have continued to expand our reach through our Facebook page, allowing us to find a broader audience. We've also made it easier for parents and carers to access PC meeting agendas, minutes, and invitations via the school app, in direct response to a request from a member of the PC.
- We wanted to know more about subject courses, so we requested additional details. As a result, we now have BGE subject course overviews accessible on the school website for everyone to see and use.
- Our efforts not only allowed parents and carers and school staff to work together better but also made our communications clearer and easier to understand.

Our 2nd aim is to promote equality, diversity, inclusion, and fairness,

- We are firmly committed to welcoming everyone. Our meetings are open, and we emphasize that everyone is welcome to join us, underlining the importance of inclusion. For us, All means all.
- We actively encouraged parents and carers to participate by including an agenda item at every meeting where they could raise questions or share comments. We listened carefully to their concerns and inquiries, covering topics such as pupil behavior on school premises, the use of e-cigarettes on school grounds, pupil access to toilets during the school day, homework and support arrangements for prelim exams,
- We have run hybrid meetings, allowing people to attend either in person or online, so everyone could be part of the meeting in the way that suited them best.
- We asked to know more about Health & Wellbeing (HWB) in our school because we wanted to know how every young person was made to feel valued, how they got the support they need, and how they had the chance to perform at their best. In our discussions on HWB, we covered a variety of topics, such as updates on the support structure. We were told about Health &

Wellbeing Check-ins for pupils, spanning S1 to S6, as well as the implementation of the Mentors in Violence Prevention (MVP) program. We heard about how our school is equipping First Aiders with the necessary skills to address mental health issues among our young people. Lastly, we had Feedback on Mental Health Awareness Week, National Anti-Bullying Week, the of the Equality and Diversity Group and on related initiatives such as Odd Socks Day and Positive Shoutouts

Our 3rd aim is to study and Discuss Matters of Mutual Interest Relating to the Education and Welfare of Pupils

- Throughout the year, we focused on important topics related to pupil's education and well-being.
- We looked into **Learner Engagement - hearing** how our pupils learn and how their voice is heard in school, including the Pupil Parliament and Learning Rounds. Pupil parliament members shared updates, and we discussed it's purpose and future steps.
- Our discussions on **Improving Student Achievement** revolved around how Attainment data is leading to improvement. We examined INSIGHT attainment data, which included virtual comparators and the 4 key measures.
- We explored our school's improvement plans for the 2023/2024 academic year. We discussed how the plan is created, emphasizing the consultative process, the use of quality indicators, the input from various stakeholders, and alignment with the National Improvement Framework priorities.
- We actively participated in defining and refreshing our school's core values and vision. We were provided with a regular update on the process from the HT, which involved gathering input from staff, students, and parents/carers, and extensive discussions.

Our 4th and final aim is To Engage in Activities Supporting and Advancing Pupil Education and Welfare

- We've remained committed to doing this throughout the year.
- Firstly, we received an overwhelmingly positive response from parents and carers regarding their involvement in business links. Faculties and departments took the initiative to directly engage with volunteers and extend invitations to those who offered their business skills support.
- We also actively participated in the recent Deputy Head Teacher (DHT) interviews, in line with the Parental Involvement Act. Our role in the selection process meant we could be involved in making sure that the best candidate

was chosen to lead our school community in matters related to learning and teaching.

- Lastly, we represented the Parent Council in significant local and national consultations. This included providing our perspectives on important educational issues to the Scottish Government's national consultation on the future of Scottish education and participating in West Lothian Council's Budget Consultation.
- Our active engagement in these consultations allowed us to voice our concerns and contribute to shaping the future of education in our community.

We also conducted a year-end review with PC members.

Our members valued how our meetings were led, the way they were structured, and how we chose the topics we discussed. They enjoyed learning more about what was happening at Linlithgow Academy.

They appreciated that everyone could speak up during meetings. They found it easy to attend and liked how engaged everyone was, including teachers and pupils. The S6 student leadership team also impressed us all as inspirational role models.

We enjoyed getting to know each other better and hearing about school activities directly from those involved. For some, it was described as a real eye opener into the school world.

Our aim is now to improve by further strengthening our connection with the broader Parent Forum and actively seeking out different perspectives and opinions. We are committed to using all opportunities to ensure that our voices are not only heard but also are significant in shaping the school's direction.

Looking ahead, we want to champion the initiatives and efforts of the Parent Council, sharing them with a wider audience, and actively contributing to the continuous improvement of our school for the benefit of all our young people.

"I'd like to finish with the same message I started with – the success of our PC is thanks to all those who attend and are part of it. Together, we collaborate to support the Parent Forum, benefitting everyone at Linlithgow Academy.

Thank you

Ann Marie Penman

LAPC, Chair

TO Last year: In a Nutshell LIVE

Vision, Values and Expectations

We encourage...

**Comprehensive Student Support
and Well-being**

Digital Technology

**Faculty Collaboration and
Continuous Improvement**

Our learning...

**Enhanced Teaching Practices and
Student Engagement**

**Inclusive and Engaging
Curriculum**

**Broadened Learning
Opportunities**

We are...

**Promoting Student Engagement
and Resilience**

**Strong and proactive
Improvement Agenda**

S4			Gender	SIMD Quintile	Looked After	School Name
			All	All	All	Linlithgow Academy
92.55%	92.55%	64.71%				
S4 5+ Level 3 SQA	S4 5+ Level 4 SQA	S4 5+ Level 5 SQA				
			255	Total Eligible Students (Insight S4 Roll)		
96.08%	96.08%	90.20%				
S4 5+ Level 3 SCQF	S4 5+ Level 4 SCQF	S4 5+ Level 5 SCQF				

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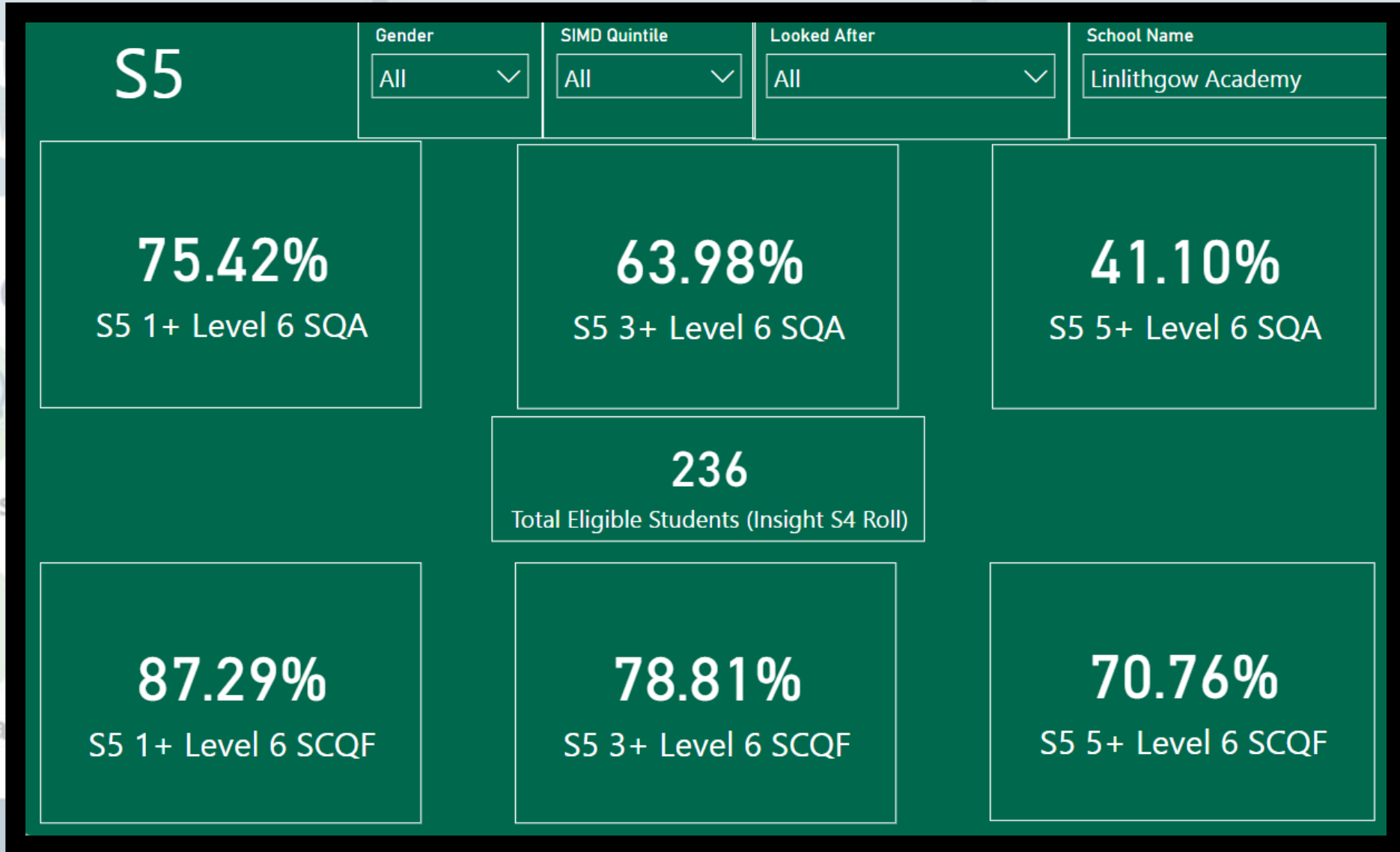
Responsible



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S6

Gender

All

SIMD Quintile

All

Looked After

All

School Name

Linlithgow Academy

77.49%

S6 1+ Level 6 SQA

64.94%

S6 3+ Level 6 SQA

54.55%

S6 5+ Level 6 SQA

44.16%

S6 1+ Level 7 SCQF

231

Total Eligible Students (Insight S4 Roll)

38.53%

S6 1+ Level 7 SQA

84.42%

S6 1+ Level 6 SCQF

78.35%

S6 3+ Level 6 SCQF

69.26%

S6 5+ Level 6 SCQF

Year Ahead

Inclusive Classrooms

AAA

CORE Teaching & Learning

Diversity & Equality

School Improvement Plan Summary 2023.2024



1	Improvement in all young people's wellbeing
<input type="checkbox"/>	Our refreshed school vision and values emphasise Article 29 of the UNCRC by promoting and inspiring a sense of belonging and social justice for all in our community.
<input type="checkbox"/>	We will continue to promote a climate of respect, nurture and trust to improve the HWB of our young people
<input type="checkbox"/>	Develop an inclusive classroom culture across the school that embeds our school vision and values
<input type="checkbox"/>	Revisit our Health and Wellbeing Strategy in light of updated data about outcomes
2	Enhance Learning & Teaching
<input type="checkbox"/>	Develop an inclusive classroom culture across the school that embeds our school vision and values
<input type="checkbox"/>	Our 'Digital Learning Strategy' is used to support inclusive practice in the areas of pedagogy, curriculum and assessment
<input type="checkbox"/>	Increase staff confidence around BGE Moderation and commence improvement work around how we associate this with a renewed Skills Framework
<input type="checkbox"/>	We will continue to develop our school curriculum in line with emerging national and international trends
<input type="checkbox"/>	Ensure our Quality Improvement Model supports systematic reflection on practice, self evaluation and collaboration across our school
3	Improvement in employability skills and sustained, positive school leaver destinations for all young people
<input type="checkbox"/>	Continue to embed employability skills towards a positive school leaver destination for all young people
<input type="checkbox"/>	Our sustained focus on DYW and improved partnership working continues to impact positively on learners
4	Closing the attainment gap between the most and least advantaged children
<input type="checkbox"/>	We will improve Attainment Data from School SSR and PEF stretch aims with a focus specifically on ensuring all attainment data will be, at least, in line with the virtual comparator school.

'Together We Thrive'