



LINLITHGOW ACADEMY PARENT COUNCIL

Linlithgow Academy Parent Council Meeting

Wed 4th June 2025

7.00 pm – 8.30 pm

Meeting in school and Zoom video conference

Minutes

Attendees

- Parent Council Members: Ann Marie Penman (Chair), Gina Vereker, Stuart Hamilton, Lindsey Campbell, Kelda Bryson, Nick Goldfinch, Andrew Grant, Karen Marriott
- Parent Forum Members: Helen Jenkins, Rachel Colgan, Bhyam, Surekha Rajendran, and via Zoom: Simon Boa
- Community Representatives: Cllr Sally Pattle, Cllr Pauline Orr
- School Representatives: Grant Abbot (Head Teacher), and via Zoom: Sarah Carney, Luisa Burgess (Staff Representatives)
- Apologies: Adam Schofield (Treasurer), Laura McGowan, Ky Norton

1. Welcome and Apologies

The meeting opened with a welcome to all attendees, both in person and online. Introductions were made, and apologies were noted.

2. Minutes of the Previous Meeting and Matters Arising

- The minutes of the previous meeting were accepted without amendments.
- Matter arising: Grant will share information with the fundraising group about items that have been bought.

3. Parent Forum Items

No items were raised by the Parent Forum.

4. Parent Council Year Review

Ann Marie led a review of the Parent Council's year using Mentimeter.

- Strengths identified:
 - Open discussions
 - Successful fundraising
 - Well-structured meetings
 - Representation across year groups
 - Flexibility to join in person or on Zoom
 - Good governance
 - Broad range of focus topics
 - Inclusion of student leadership team representatives
 - Strong school inputs with specific information
- Areas for improvement:
 - Better microphones
 - More pupil voice
 - Clearer communication of meeting purposes
 - Higher attendance
 - Recording and sharing meetings afterwards
 - More notice of meetings
 - More ways of asking Parent Forum for topics and sharing minutes
 - Parent Council webpage to be more user-friendly (minutes and agendas)
 - Simple request form for submitting topics
 - More community collaboration opportunities
 - Consider later start times
- Topics suggested for next year:
 - Reporting/feedback processes
 - Transparency in course choices
 - School KPIs
 - Business continuity and disaster recovery plans
 - Greater parent/carers engagement in school activities

5. Focus Topic: School Improvement Plan

Grant outlined the school's review and planning process, including:

- Standards & Quality Report being completed.
- Focus areas: learning & teaching, inclusion, leadership.
- Parent survey: 19% completion (191 responses).
- Strengths and areas for development were discussed.

6. Report on behalf on treasurer

- No overall financial change since last meeting.
- Solar buggies purchased with LCD donation.

7. Fundraising Update

- Karen shared a funding opportunity from Ford UK (up to £2,000).
- Luisa thanked the Parent Council for microscopes, now in use by pupils.

The Parent Council members thanked the fundraising team for their fantastic efforts this year and for improving communication through the Facebook page.

Actions:

- Laura to prepare a summary of fundraising achievements for the final newsletter.
- Grant to ask Heads of Department for funding wishlist.

8. Head Teacher Update

The headteacher gave an update including:

- Cyber Attack Recovery
- Parent Evening Format
- Staffing Updates
- Head Students appointed and will be invited to PC meetings

9. Any Other Business

- Ann Marie confirmed this was her last meeting as Chair after six years.

Action: Parent Council to form a new leadership team for next year (Chair, Vice Chair, Secretary).

The meeting closed at 8.30 pm with thanks to all attending.