



LINLITHGOW ACADEMY PARENT COUNCIL

Annual General Meeting

Tuesday 9th September 2025

7.00 pm – 8.30 pm

Meeting in school and Zoom video conference

Present:

- **Parent Council Members:** Ann Marie Penman, Lindsey Campbell, Laura McGowan, Kelda Bryson, Gina Vereker, Karen Marriott, and on Zoom: Adam Schofield
- **Parent Forum Members:** Helen Jenkins, Jennifer Melville, Maili Konczak, Laurence Kenney and on Zoom: Karen Foster, Mary Skene, Nicole Pamphilis, Rafael Arribas, Stuart Faulds
- **School Representatives:** Grant Abbot (Head Teacher), and on Zoom: Sarah Carney (Staff Representative)
- **Student Representatives:** Elsie (Head Student), Tom (Head Student), Maisie (Depute Head Student), Isaac (Depute Head Student)

1. Welcome

Ann Marie Penman welcomed everyone to the meeting and those present introduced themselves.

2. Minutes of the Previous AGM

The minutes of the previous AGM (2024/25) were agreed.

3. Annual Report of Parent Council Chair (2024/25)

The Chair gave an annual report of the Parent Council for 2024/25 (see appendix 1).

4. Annual Report of Fundraising Group (2024/25)

The Fundraising Group lead gave an annual report for 2024/25.

5. Annual Treasurer's/Financial Report (2024/25)

The Treasurer gave an annual financial report of the Parent Council for 2024/25 (see appendix 2).

6. Annual Report of Head Teacher (2024/25)

The Head Teacher gave an annual report for 2024/25.

7. Student Leadership Team Update (2025/26)

The new Student Leadership Team introduced themselves and outlined their plans for the year.

8. Election of Parent Council Members (2025/26)

There are 18 members of the Parent Council for 2025/26:

- **Continuing members (second year):** Andrew Grant, Fiona Couper-Kenney, Julia Miller, Nick Goldfinch, Silvia Small, Laura McGowan, Adam Schofield, Karen Marriott, Gina Vereker, Lindsey Campbell, Stuart Hamilton, Kelda Bryson
- **New members appointed:** Helen Jenkins, Maili Konczak, Mary Skene, Stuart Faulds, Laurence Kenney, Jennifer Melville

9. Election of Office Bearers (2025/26)

- Chair: Helen Jenkins
- Vice Chairs: Laura McGowan and Kelda Bryson
- Treasurer: Adam Schofield
- Clerk: Karen Marriott

10. Proposed Dates of Parent Council Meetings (2025/26)

(All meetings from 7:00 – 8:30pm, in person and on Zoom)

- AGM – Tue 9/9/25
- PC Meeting 1 – Tue 7/10/25
- PC Meeting 2 – Wed 26/11/25
- PC Meeting 3 – Thu 29/1/26
- PC Meeting 4 – Mon 23/3/26
- PC Meeting 5 – Tue 5/5/26

11. Proposed Focus Topics for 2025/26

Areas identified during review at previous meeting:

- reporting/feedback processes
- transparency in course choices
- school KPIs
- business continuity and disaster recovery plans
- increasing parent/carers engagement in school activities.

Further areas identified during discussion:

- highlighting volunteer efforts and successes
- exploring initiatives such as Active Hub.
- the impact of neurodiversity on education
- the use of AI in schools, considering both the benefits and potential challenges

Action: The PC chair would discuss further with the head teacher and identify a programme for focus topics for the PC meetings 25/26

12. Any Other Business

- Ann Marie Penman was thanked for her role as Parent Council member and Chair.

13. Close of Meeting

The meeting closed at 8:30pm with thanks to all attendees.

Link to Education Glossary:

https://linlithgowacademy.westlothian.org.uk/article/77048/Education-Glossary_



School Improvement Plan Summary 2025.2026



Priorities for Improvement

1. Our CORE approaches enable high quality teaching and learning in the classroom.
2. Teachers demonstrate increased confidence in applying strategies to promote inclusion, wellbeing and equity to meet learners' needs
3. Our shared understanding of progression enables our young people to achieve in their learning.

Priorities for Consolidation

We are confident that we will;

1. Consolidate Health and Wellbeing (HWB) and Equality & Diversity (E&D) Strategies
2. Consolidate CARE reporting system for wellbeing and bullying concerns

Priorities for Understanding

1. Increased Clarity around parents and carers feedback that they receive timely, clear, and meaningful information about their child's progress to support engagement and partnership in learning.
2. Consider how all staff can receive appropriate, timely support and resources to effectively plan, prepare, assess and fulfil their professional roles.
3. Foster a culture of wellbeing where all feel empowered to contribute to school priorities and recognised as valued members of the school community.

Appendix 1

Annual Report of Parent Council Chair (2024/25)

Good evening and thank you all for coming to our AGM.

As many of you know, this is my last report as Chair. I've been a member of the Parent Council since 2019 and have served as Chair for the past three school years. I've really appreciated working with such a committed group of parents, carers, staff, and community representatives.

Tonight, I'll be sharing a summary of our year, including our achievements, the topics we've focused on, and a look ahead for the Parent Council.

Our Parent Council met seven times last year. – 6 meetings and an AGM. We always provided the option to join in person or via Zoom, which helps parents and carers to be part of the conversation even if they can't make it to school. I'd like to thank everyone who has made our hybrid meetings work so well this year, especially Andrew and Karen.

We have acted as a voice for parents and carers, providing feedback and support to the school.

We also work to support school initiatives and fundraising, helping to enhance resources and opportunities for all pupils. A special thank you to those who have led our fundraising this year — especially Laura and Kelda — and to our treasurer Adam, as well as Gina, who has taken on communications so effectively. Your efforts, the fundraising team, all those parents and carers and our wider community have made a real difference what we've been able to provide for the school.

Attendance this year has been really positive.

Our Parent Council members consistently attend, with an average of nine members per meeting.

Parent Forum engagement is strongest via Zoom, which shows how important hybrid meetings are for widening participation. Our School representatives are always present, and I would like to thank Sarah and Luisa for all their input as well as our community councillors who regularly join.

This year, we've focused on a range of important topics.

These have included discussions about the Senior Phase Curriculum and course choices, digital skills and IT, supporting pupils' learning at home, and strategies to support neurodiversity and other additional support needs.

Fundraising has been a real success this year — our lottery, Tesco Blue Token scheme, quiz nights, and other initiatives have helped us buy equipment such as microscopes, graphic tablets, drama equipment, whiteboards, and atlases, all of which are now in use in classrooms.

This year, we carried out a review of the Parent Council's work, which gave us some helpful insights. Our strengths include open discussions, successful fundraising, well-structured meetings, and good representation across year groups. We've also

benefited from the flexibility of being able to join in person or via Zoom. Having student leadership representatives attend meetings has added to our discussions, and the school has provided specific information that helps us contribute effectively.

We also identified areas for improvement. These include better microphones for hybrid meetings, more pupil voice, clearer communication of meeting purposes, higher attendance, and ways to make it easier for the Parent Forum to suggest topics or access minutes. We also want to make the PC webpage more user-friendly and explore opportunities for wider community collaboration.

Another point to note is PVG compliance. We checked this carefully, and the compliance officer confirmed that our Parent Council members do not require PVG for our activities. For example, if young people attend fundraising events, our contact with them is incidental; when we fundraise, it's the school that implements how resources are used; and when pupils join meetings as part of the student leadership team, we're not undertaking regulated activities. This gives clarity and reassurance about our role.

Looking ahead, suggested focus topics for next year include reporting and feedback processes, transparency in course choices, school KPIs, business continuity and disaster recovery plans, and ways to engage parents and carers more in school activities.

Finally, we will keep exploring ways to expand fundraising and parent involvement in school activities, so that we can continue to support the school effectively.

I want to end by thanking all of you — parents, carers, and community members — for your time, energy, and contributions to the Parent Council and the school. A big thank you to school staff and especially to Grant for all his support and collaboration throughout the years. I want to recognise the fundraising team for their fantastic work.

And to all other Parent Council members, thank you for your contributions at meetings, engaging in discussions, and supporting our priorities — it's everybody's commitment that has made the Council strong and effective.

On a personal note, it has been a pleasure to serve as Chair. I'm moving on confident that the Parent Council will continue to support the school and its pupils, and do an excellent job in the coming year."

Thank you

Ann Marie Penman
Chair, LAPC

Appendix 2

Annual Treasurer's/Financial Report (2024/25)

Linlithgow Academy Parent Council Accounts 2024-2025

Events							
	Oct 2024	Oct 2024	Dec 2024	Jan 2025	Mar 2025	Apr 2025	2024-25
	Orchestra Event	P7 Parents Event	Orchestra Event	Senior Career Fair	P7 Parents Event	Orchestra Event	100 Club
Income	188.60	120.10	232.80	101.00	75.00	158.15	3210.00
Expenses (Actual)	-194.98	0.00	-32.67	-72.24	-14.36	-19.89	
Expenses (Reserved)							-1605.00
Total	-6.38	120.10	200.13	28.76	60.64	138.26	1605.00
						All Events	541.51

Linlithgow Academy Parent Council Accounts Sep 2025

Available Funds: £ 628.08

Transactions					Accounts			Expense & Income									Events
								Expense	Expense	Expense	Expense	Expense	Income	Income	Income		
Date	Description	Payee	Status	Amount	Bank	Cash	Prizes	Fees	General	Refreshments	Lottery Prizes	Teacher Grants	Refreshments	Lottery Tickets	General Donations	100 Club 2024-25	
	Balance Brought forward				828.83	40.00	240.75	-138.24	-73.90	-314.25	-1364.25	-3525.07	855.76	3210.00	2218.78	1845.75	
09/02/2025	Lottery Prize	Aug 1st	Paid	-80.25	-80.25		-80.25				-80.25					-80.25	
09/02/2025	Lottery Prize	Aug 2nd	Paid	0.00	0.00		0.00				0.00					0.00	
09/02/2025	Lottery Prize	Aug 3rd	Paid	-32.10	-32.10		-32.10				-32.10					-32.10	
					716.48	40.00	128.40	-138.24	-73.90	-314.25	-1476.60	-3525.07	855.76	3210.00	2218.78	1733.40	

Linlithgow Academy Parent Council Accounts Jul-Aug 2025

Available Funds: £ 628.08

Transactions					Accounts			Expense & Income									Events
								Expense	Expense	Expense	Expense	Expense	Income	Income	Income		
Date	Description	Payee	Status	Amount	Bank	Cash	Prizes	Fees	General	Refresh-ments	Lottery Prizes	Teacher Grants	Refresh-ments	Lottery Tickets	General Donations	100 Club 2024-25	
	Carry over				976.01	40.00	401.25	-129.74	-73.90	-314.25	-1203.75	-3525.07	855.76	3210.00	2196.96	2006.25	
21/07/2025	Account Fee			-4.25	-4.25			-4.25									
14/08/2025	Easy Fundraising			21.82	21.82										21.82		
19/08/2025	Account Fee			-4.25	-4.25			-4.25									
22/08/2025	Lottery Prize	July 1st	Paid	-80.25	-80.25		-80.25				-80.25					-80.25	
22/08/2025	Lottery Prize	July 2nd	Paid	-48.15	-48.15		-48.15				-48.15					-48.15	
22/08/2025	Lottery Prize	July 3rd	Paid	-32.10	-32.10		-32.10				-32.10					-32.10	
					828.83	40.00	240.75	-138.24	-73.90	-314.25	-1364.25	-3525.07	855.76	3210.00	2218.78	1845.75	

Linlithgow Academy Parent Council
Accounts 2024-2025

Teacher Grants				
Department	Amount	Date	Item	Vendor
Art	180.12	16/02/2025	Graphic Tablets (4)	Amazon
	84.38	25/03/2025	Graphic Tablets (2)	Amazon
	42.19	29/03/2025	Graphic Tablets (1)	Amazon
	149.16	22/04/2025	Graphic Tablets (3)	Amazon
CDT		N/A	Exam Project Materials (£350.00)	Not Paid
Drama	122.98	18/02/2025	Lighting System	Gear4Music
	121.74	23/06/2025	Lighting System	Gear4Music
Food Technology	142.41	16/02/2025	Blenders (10)	Amazon
	150.00	22/04/2025	Blenders (10)	Amazon
	21.59	16/02/2025	Measuring Spoons (60)	Ampulla
	7.50	16/02/2025	Plates (10)	IKEA
	57.50	16/02/2025	Plates (30), Cutlery (10)	IKEA
	90.00	16/02/2025	Pyrex Dishes (15)	Dunelm
Geography	175.57	16/02/2025	Atlases	Amazon
Learning Support	193.58		Wellbeing Baskets	Amazon
Maths	234.00	17/02/2025	Wedge Whiteboards (3)	EES
	234.00	22/04/2025	Wedge Whiteboards (3)	EES
Music	137.83	22/04/2025	Microphone(1), Leads (2)	Amazon
	148.60	23/06/2025	Microphone(2), Leads (1)	Amazon
PE	94.95	25/03/2025	Badminton Net (1)	Newitts
Science	504.03	18/02/2025	Microscopes (10)	Amazon
	632.94	01/06/2025	Solar Buggies	Mindsets
Total	3525.07			