



LINLITHGOW ACADEMY PARENT COUNCIL

Linlithgow Academy Parent Council Meeting
Wednesday 26th November 2025
7.00 pm – 8.30 pm
Meeting in school and Zoom video conference

Minutes

Attendees

Parent Council Members: Helen Jenkins (Chair), Kelda Bryson (Co-Vice Chair), Karen Marriott (Clerk), Adam Schofield (Treasurer), Lindsey Campbell, Nick Goldfinch, Stuart Hamilton, Laurence Kenny, Maili Konczak, Jennifer Melville, Julia Miller, Gina Vereker.

Parent Forum Members: Thea de Joode

School Representatives: Grant Abbot (Head Teacher), Sarah Carney (Staff Representative), Suzanne Dyer (Acting Depute Head Teacher - Support), Jennifer Bell (Acting PTC - Inclusion & ASN)

Student Representatives: Elsie Kenny, Tom Diamond, Maisie Flint, Issac Watson

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 from: Andrew Grant, Laura McGowan (Co-Vice Chair).

2. Minutes of the Previous Meeting and Matters Arising

2.1 Previous Minutes

The minutes of the previous meeting of 7th October 2025 were accepted without amendments.

2.2 Matters Arising

There were no matters arising.

3. Items from Parent Forum

Discussion items submitted by parents/carers in advance of meeting

3.1 Senior Boys' Toilets & General Maintenance

Parents had been in touch with the Chair regarding the general maintenance of the building and asking why the senior boys' toilets on the first floor had been closed for most of the academic year to date.

Grant Abbot confirmed that West Lothian Council (WLC) are responsible for the upkeep and maintenance of the school buildings and facilities, and that they control the funds for this. He noted that there is no planned maintenance schedule and that the school raise issues with the council's contractors, Mittie, who then investigate and estimate the cost of the work required. A decision is then taken by WLC on whether the work is to be undertaken or not.

He confirmed that the first floor senior boys' toilets had been out of order for much of the current year due to incorrect installation of pipes which caused leaks and blockages. The repair work for this is complicated by access issues due to potential asbestos in the ceiling of the classrooms below and tile removal. He confirmed that the school still had sufficient toilet facilities to meet the school population even with this set of toilets out of action.

He noted that the school roof was due for replacement over the summer holiday, but this work had not yet been carried out. There are currently 15 maintenance jobs within the school awaiting action which include replacing broken glass in corridor doors (approximate cost £6000 total), repair work on toilets and roof replacement. The school has no control over which work is undertaken, and parents cannot raise issues directly with the council, however WLC do note when issues are raised by parents and carers via channels such as Parent Councils, and they have agreed to re-evaluate the repair work required in the senior boys' toilets due to it being raised at this meeting.

ACTION: The members asked that their concern about the broken glass in the classroom doors as an issue of health and safety be specifically minuted in this meeting, so that it could be raised again with WLC.

It was additionally noted that the school had recently upgraded some of the cookers in the Food Technology classrooms and some PE equipment out of its own funds rather than waiting for WLC to fund these.

3.2 Bus Fire

A number of parents had been in touch with the Parent Council regarding the recent fire on a school bus transporting pupils back to Winchburgh after school and lack of information surrounding the incident.

Grant Abbot confirmed that there was a fire on a bus after school on a Friday which started in the back engine of the vehicle. The driver had spotted the smoke, stopped the vehicle and evacuated the bus. No one was injured and a replacement bus picked up the pupils and transported them safely to Winchburgh.

He reminded members that school transport is provided by WLC, not the school, and that the school was unaware of the incident until office staff were alerted by concerned parents. On the Monday after the incident a GroupCall message was sent to all parents/carers of pupils living in the Winchburgh area to provide an update on the incident. WLC had advised that this communication needed only to go to parents/carers of pupils living in the Winchburgh area, not the wider school body.

Grant Abbot also confirmed that an investigation is ongoing at WLC into the incident and that WLC have confirmed that regular safety checks are carried out by the transport operator.

4. Focus Topic: Learning Support / Specialist Resources

Suzanne Dyer and Jennifer Bell presented an overview of the general leadership and support system for the school.

Each pupil is assigned to one of three Houses (Watt, Bell, Kelvin). Each house has a Head of House and a Pastoral Support Worker who are the primary staff responsible for pastoral care which includes support for pupils within that house. Additionally, there is a Pupil Support Manager and a Family Link Worker for the

School. Alongside the House support structure, there is an Additional Support for Learning (ASL) structure within the school.

The Academy provides a continuum of support in line with all schools within West Lothian Council, recognising that different support is needed for different pupils at different times. Pupils can be highlighted as requiring support through various initiatives such as pupil passports, ASN referrals, enhanced transition from primary to secondary school etc.

There are four main Enhanced Support provisions in use at the school: the Skills Station, specialist provision for pupils with autism spectrum disorder (ASD), the Support for Learning station, and the Wellbeing Hub. Pupils may make use of one or more of these four main provisions, depending on their needs at the time, as it is designed to be flexible.

Various agencies within education, health and social care can be involved with an individual child in line with the national GIRFEC (Getting It Right For Every Child) policy. There is a presumption of mainstream education within the school, in line with national policy, and there are many varied strategies that can be used where a pupil is finding particular classes or school as a whole challenging. In addition to this there is a weekly meeting at the school, the GIRFEC Intervention Forum, where the Depute Head Teacher for Support, all Heads of House, the Pupil Support Manager and the PTC for Inclusion/ASN meet to consider what provision individual pupils may need. Not all pupils with support needs will be discussed by this Forum and it is mainly used where the more common intervention strategies have been exhausted for individual pupils.

Members considered some of the challenges in the area of providing effective support to pupils in the school:

- balancing the increased need for support amongst pupils (38% of pupils now have some sort of additional support need) with decreasing financial resources
- timetabling challenges while retaining space in the mainstream classes
- appropriate provision in mainstream classes is dependent on the teachers being kept up to date with changes to pupil passports and them being able to implement the recommended actions
- ensuring minimum disruption to the main classes when some pupils are in/out or absent regularly
- maximising access to the full curriculum for pupils who are not regularly attending, noting particular challenges for S1 pupils who have not met the expected academic attainment within primary school e.g. literacy and numeracy.
- retaining and sharing the necessary information on a need-to-know basis and in line with data protection requirements as it is often classed as sensitive personal information

There was also a discussion on the alternative qualification pathways in the senior phase (S4-S6), which has been developed by the school to be used as an alternative to the standard qualifications (National 4/5s, Highers, Advanced Highers) or in conjunction with these:

- these qualifications are now presented as a suite of pathways which are robust and allow an element of choice for pupils
- some of the pathways include links with the local community
- the school tracks the destinations of all leavers, including those who take these alternative pathways. The proportion of pupils leaving to a positive destination for the school is the highest ever and it was noted that the greatest increase of positive destinations has been in the lowest 20% of attainers in the year group, which is particularly encouraging.

Members thanked Suzanne Dyer and Jennifer Bell for an informative presentation, and to all staff involved in this area at the school and suggested that it would be good for a summary of the support available for pupils to be available to parents of prospective pupils.

ACTION: Grant Abbot to add overview information on Support for Learning to the School website and highlight this to P7-S1 Transition information for parents/carers.

Clerk's Note: some information on the support structures in the school is already available on the school website: [Support for Pupils](#)

5. Treasurer's Report

Adam Schofield (Treasurer) presented a verbal update on the current financial position of the Fundraising Committee.

6. Fundraising Update

Adam Schofield (Treasurer) provided a verbal update on the activities of the fundraising committee:

- The first draw for the 2025/26 Lottery had taken place
- The school came third in the Tesco blue tokens competition and would shortly be receiving £500.
- The Fundraising Committee had been invited to make an application to the Tesco Stronger Starts fund, which they would undertake in the coming days
- There are additional funding supporting opportunities from the Linlithgow Community Development Trust which are being explored
- £100 would be given to the school Debate club from the Fundraising Committee.
- The next meeting of the Fundraising Committee is scheduled for 16th December when the group will prioritise the requests from the school.

7. Head Teacher Update

The Head Teacher gave an update including:

- The winter assessment diet is underway and is going smoothly so far. He thanked staff involved in supporting assessment-related adjustments for pupils with additional support needs. Replacement IT kit (following the cyber-attack earlier in the year) is being used to support pupils in the diet.
- Staffing is at full complement at present: there is a new English teacher and a new Business Studies teacher, and a maternity cover has recently been appointed in Science.
- Student trips
 - There will be a list published to parents shortly for the three residential trips planned for the 2026/27 year – Music camp, London, Iceland.
 - Day trips will also continue
 - There are challenges to running trips, particularly trying to ensure fairness where numbers are limited and challenges from parents/carers around this do not encourage staff to run these opportunities for pupils

8. Any Other Business (AOB)

The Head Pupils reported that the recent Children in Need fundraising event had gone really well and around £1200 had been raised. Grant Abbot noted that staff had been very positive about it and thanked the organisers.

The next meeting is scheduled for Thursday 29th January 2026.

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