

WINCHBURGH ACADEMY

PARENT COUNCIL (PARENT-CARER PARTNERSHIP)

MINUTES



Monday 23rd January 2023

Attendance: J Mitchell, C Kerr, L Sillars, F Walker, L Ross, J Barrett, W Irvine, K Stirling, S Black, S Bott

Apologies: Ms Jempson, D Innes

J Mitchell welcomed everyone in attendance and discussed that this would be a final introductory information session about formally starting and initiating the Winchburgh Academy Parent Council, also referred to as the Parent-Carer Partnership (PCP).

Agenda Item:

1. Previous Minutes

Agreed. Proposed by L Sillars and seconded by J Barrett.

2. HT School Update

J Mitchell shared a brief update of recent school business/events.

All December events were successful and J Mitchell thanked all parents/carers for their support and attendance at all seasonal events – Winchburgh Winter Ball, Winter Concert, Winter Values Reflection Assembly.

Yiran Ding (S1) designed the first ever school Christmas card and won this year's prize. The card was sent out to all friends and partners of the school.

S1 Reports were issued prior to the Christmas break and feedback has been positive from parents/carers in their responses.

P7 parents of Sinclair Academy had an information evening on the evening of 7th December, led by J Mitchell and S McGarty (Head of Education, Secondary) in preparation of their new school opening in 2023.

Winchburgh Ac P7 Open Evening due to take place on the evening of 2nd February.

S1 Parent Feedback appointments coming soon – J Mitchell will communicate arrangements at the earliest opportunity.

3. PCP Constitution

The PCP Constitution has been agreed. J Mitchell agreed to update some minor amendments to be launched at next meeting allowing for Codes of Conduct to be signed by all members of the PCP and all parents/carers attending any future meetings.

4. Appointment of Office Bearers

Chair	Laura Ross (Nominated by L Sillars	seconded by K Stirling)
Vice Chair	Lee Sillar (nominated by K Stirling	seconded by W Irvine)
Secretary (joint)	K Stirling & S Black (nominated F Walker	seconded by L Sillars)
Treasurer	TBC	
Fundraising Lead	Fiona Walker	

Other membership arrangements to be discussed at next meeting

5. AOCB

- Laura (Chair) will lead from next meeting
- PCP correspondence to be confirmed at next meeting (email address)

Date of next meeting:

Monday 20th March 6pm – 7.15pm

Agreed Actions:

J Mitchell to write a draft Winchburgh Academy Parent Council (PCP) Constitution to be circulated in advance of the next meeting to be agreed at the next meeting. L Sillars agreed to provide J Mitchell with a copy of an exemplar from another local school to be used for guidance.

J Mitchell to design an infographic to highlight Winchburgh Academy position and support of Cost of the School Day to help guide and inform the work of the school and also the Parent Council (PCP).

J Mitchell to contact BE Uniforms to request that Winchburgh Academy stock can be sourced from the Falkirk Store in addition to the Edinburgh store.

J Mitchell to write a brief note of this meeting – this will become the role of the Chair/Secretary when appointed.

Parents/carers in attendance agreed to consider asking other members of the parent forum to be a part of the Parent Council (PCP) and attend next meeting so that office bearer positions can be filled at the meeting. It is essential that office bearers and members are appointed as parents will be required for upcoming recruitment and selection of senior leadership posts (from January 2023).

Date of Next Meeting:

Monday 23rd January, 6pm – 7pm