

# WINCHBURGH ACADEMY

## PARENT COUNCIL (PARENT-CARER PARTNERSHIP)

### MINUTES



Monday 28th November 2022

Attendance: J Mitchell, C Kerr, L Sillars, AB Griffin, F Walker, L Ross

Apologies: Ms Jempson, D Innes

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

The agenda included – Introductions, establish the role and purpose of PCP, next steps and agree future meeting dates and consider roles/office bearers at the earliest opportunity.

Slides used can be viewed below:

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<p><i>To be a school community that is sector leading in providing excellent experiences, opportunities and outcomes for all young people united in the joy of learning, collaboration and improvement to build healthy and successful futures.</i></p> <p style="text-align: center;"><b>Parent &amp; Carer Partnership (PCP)</b> Monday 28<sup>th</sup> November 2022</p>	<p><b>Agenda/Aims:</b></p> <ol style="list-style-type: none"> <li>1/ Introductions</li> <li>2/ Further establish the role and purpose of our Academy PCP</li> <li>3/ Consider next steps and agree 2022-23 meeting dates</li> <li>4/ Consider roles/office bearers (Chair, Vice-Chair, Secretary, Treasurer, Fund Raising Chair/Lead)</li> </ol>
<i>Respect</i> <i>Kindness</i> <i>Ambition</i>	<i>Respect</i> <i>Kindness</i> <i>Ambition</i>

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<p><b>Why Parent Carer Partnership:</b></p> <ul style="list-style-type: none"> <li>• Parent Council can sometimes sound very formal and 'put people off joining' (formal/informal)</li> <li>• Partnership at the centre – should be in the title</li> <li>• Growing/evolving (small) school community with very unique circumstances – may be in our best interests to join 'branches' together (PTA &amp; Parent Council)</li> </ul>	<p><b>Activity 1:</b></p> <p>Have a chat with the person next to you and use pink post its to note what you think the role of the Parent Carer Partnership should be.</p>
<i>Respect</i> <i>Kindness</i> <i>Ambition</i>	<i>Respect</i> <i>Kindness</i> <i>Ambition</i>

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A Parent Forum Representative Group is a team that:

- fully represents all young people and families in the Winchburgh Academy community
- celebrates and communicates positively about the work of Winchburgh Academy
- supports the school and all members of its community as appropriate
- contributes sensitively to raising funds for the school, particularly the school fund
- unites and involves the community in positive events
- plays a significant role in appointing senior staff members (DfTs and HTs)
- communicates effectively and supportively with the school senior leadership team
- provides a respectful voice for other parents/carers/members of the school community
- contributes to school improvement planning priorities
- organises and arranges social events and opportunities to support wider life and ethos
- works in partnership with the senior leadership team to provide solution focused approaches to overcome any challenges/policy reviews
- Conducts itself in line with our school values at all times – respect, kindness & ambition

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Activity 2:

Have a chat with the person next to you and use green post its to note what you think the role of the Parent Carer Partnership should not be.

Respect Kindness Ambition

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A Parent Forum Representative Group is not a team that:

- only represents the views of those around the table
- is not about issues specific to their child (there are other ways to raise concerns – pupil support)
- communicates about the school community in a negative or unhelpful manner
- has members that think that this is a platform to promote personal agendas/matters

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Agenda Exemplar:

Chair leads the meeting      Secretary composes minutes

- 1/ Previous minutes agreed
- 2/ Matters arising from previous minutes
- 3/ School Update (SLT/House Captains)
- 4/ Any agenda items agreed in advance of the meeting (could include school specific theme(s), for example, an item from improvement plan/priorities, raising attainment, Rights Respecting Schools etc)
- 5/ Fund raising – school fund update
- 6/ AOCB (raised in advance of the meeting as much as possible)
- 7/ Date of next meeting/close

Respect Kindness Ambition

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According to Education Scotland:

<https://education.gov.scot/parentzone/getting-involved/parent-councils/about-parent-councils/>

The Parent Council helps to create an environment where all parents know that their views matter, and where they feel confident and comfortable putting them forward. They work on behalf of all parents to discuss educational matters that are of importance to all. They do not get involved in individual matters relating to children or staff in the school.

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Next steps:

- 1/ Meeting dates for remainder of 2022-23 – another 3/4 this session? (date of next meeting...)
- 2/ JM to draft Parent Carer Partnership Constitution including roles and remits of office bearers (discuss & agree at next meeting)
- 3/ JM to draft 'cost of the school day' infographic/policy for discussion and consideration at next meeting
- 4/ Appoint office bearers to roles (Chair, Vice-Chair, Secretary, Treasurer) in line with constitution (propose, second and agree)

Respect Kindness Ambition

**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 use 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 23<sup>rd</sup> January, 6pm – 7pm