

Winchburgh Academy

Parent- carer partnership

Parent council minutes

Monday 20th March 2023

Attendance: J Mitchell, C Kerr, L Sillars, F Walker, L Ross, J Barrett, K Stirling, S Black, G Burns, D Innes, W Irvine

Apologies: non made

L Ross welcomed everyone in attendance to the 1st official Parent-Carer Partnership (PCP).

Agenda item:

1. Previous minutes

Previous minutes slight spelling mistake of name for J Barrett this has now been corrected. Minutes have been agreed. Proposed by L Sillars and seconded by S Black.

PCP constitution has been updated via J Mitchell and agreed by all.

2. HT school update

L Ross handed over to head teacher J Mitchell.

J Mitchell introduced G Burns the new appointed Head Teacher for Sinclair Academy.

J Mitchell gave a school update via PowerPoint to do with staff and school structure, this may change before the beginning of the new school year.

J Mitchell informed the PCP that West Lothian Council (WLC) have allocated a staffing budget to support Winchburgh & Sinclair Academy for the school year of August 2023 – August 2024, relative to the number of pupils who are expected to attend both schools (Winchburgh Academy – S1, approximately 60 pupils, S2 approximately 60 pupils and Sinclair Academy, approximately 80 pupils).

Winchburgh and Sinclair Academy will have staff that will teach and support across both schools as well as staff just for the individual school. Each will have a separate Head Teacher and Depute Head. There will be promoted and un-promoted staff for each school. Interviews for these positions will be held throughout the end of March to June. Staff expertise will be balanced evenly across both schools.

Draft version of the period allocation for the new school year was shared, this may be more detailed by next meeting.

J Mitchell updated the PCP with the success of the following events P7 Open evening on the 2nd February, the S1 parent feedback appointments.

L Ross thanked J Mitchell.

3. Meeting structure

L Ross went through the meeting structure of all future meetings.

Frequency of the PCP meetings will be 4 times in the academic year.

Format of the meetings are to be in-person with a discussion of the possibility of offering meetings via video to those who require/prefer that. The length of the meeting to be around 1 hour 30 minutes – this may change.

Code of conduct has been agreed and members of the council have signed.

AGM to be once a year before the end of the year. Agreed that AGM would be on the 29th of May 2023.

Contact details for each member was collected at end of the meeting these were the email addresses of the member.

4. Appointed members

L Ross asked if any person not an office bearer would like to be a council member.

New members:

Julie Barrett (nominated by L Sillars, seconded by K Stirling)

Debbie Innes (nominated by S Black, seconded by K Stirling)

Mr Colin Kerr (Depute Head Teacher) was also nominated to attend PCP meetings as a second member teaching staff.

Discussion took place around it being a brand new school and there not being anyone leaving the parent partnership every year (like in a full capacity school). It was agreed that there would only be a set number of appointed members from the current S1 cohort to allow parents/carers from the new S1 cohort to join, and enable the appointed members to grow in accordance with the school itself over time.

J Mitchell suggested that the Treasurer should be a parent/carers of the new S1 pupils. This was agreed by all and the treasurer position will be filled in the next academic year.

It was also suggested that there might be a fundraising committee – this would include 2 of the new S2 parents and 2 of the new S1 parents.

All parents/carers are welcome to go along to parent council meetings without being appointed members. It is open for all to attend.

5. Communication

It was agreed that there would be 2 facebook groups. A closed group for council members only. An open group for all years – this would be where information would be shared.

L Ross tasked to set up a council email address – this will be linked in the school website.

6. Key dates/rest of term

Fundraising: Summer event suggested by L Ross – end of year party provisionally the 17th of June. F Walker to look into this, asking pupil what they would want/like to do.

J Mitchell informed the council about end of year award ceremony – date to be confirmed.

J Mitchell also informed the council there was £1400 in the school fund as of the 20th of March 2023.

F Walker suggested having a sponsored walk/run on the 20th of May to go along with the run in the park.

L Ross suggested next meeting be the AGM this was agreed for the 29th of May.

7. Other Matters arising

L Sillars brought to the attention of the council and school staff that a very small number of the current S1 boys have been reported to be vaping out-with school hours (evenings/weekends). J Mitchell was to collect information and talk to the students involved.

End of meeting 7:41pm

Date of next meeting:

Monday 29th May, 6pm – 7pm (AGM)