



SINCLAIR ACADEMY
PARENT COUNCIL (PC) MEETING
MONDAY 10/11/2025

Present:

School Staff: HT, DHT

Parents/Carers: Taya Mozagba, Hannah Ritchie, Alison Fallens, CJ Lambe, Jennifer Horne, Alan Morrison, Vivian Bogle, Terri Gillies, Susan Stephenson, Tolu Aragbuwa

Apologies: Gosia Drewa

1. Previous minutes

Ref	Description	Action owner(s)
1.1	The minutes of the AGM were agreed by all.	NOTE

2. Positive Relationships Policy- DHT

Ref	Description	Action owner(s)
2.1	Key focus on School Improvement Plan	
	This is the local authority improvement plan. Published in September 2025. It has been relaunched and all schools looking at it to review or create their own plan. It would be woven into Sinclair's Antibullying strategy. To align with the WL School guidance, Sinclair's is currently being drafted and the school is wanting to align it to the school values and vision so things are not duplicated. The Rules, Agreement, Expectation is a document that would be put together also. The school would be focusing on what matters using this as a blue print. Working around school values. Celebrating and recognising success: this has always been done withing the school community recognising young people for achievements.	Note

	Restore and repair will focus on practicing mercy and process of reconciliation. All these are already reflected in Sinclair's anti bullying framework. Appendices will focus on attendance strategy, key adult guide, learner intervention and equity strategy. In October, for RE, S1s worked on 10 commandments and what relates to Sinclair's values from there. The focus has been on 3 things that they can relate to (to keep it short and effective). And pupils' attitudes and actions have been related to the 10 commandments to drive home its importance in the school's values. The school is already consulting on Ready, Respectful, Safe Framework for Positive Relationship to build a baseline for the Rules, Agreement and Expectation standards. 27th October staff reviewed work on Rules, Agreement and Expectations, how to use the language with the pupils for Positive Relationship strategy. The PC engaged in an exercise to interpret Ready, Respectful, Safe from the Parents/Cares' perspective. What would Parents expect pupil to do to exhibit RRS on a day-to-day basis. Examples of RRS from some other schools were shared for context and understanding. The questions are: What does Ready mean? What does respectful mean? What does safe mean? S2/3 Pupil Council would also be consulted on what Ready Respectful Safety mean to them. The responses from the PC would be compared with Pupil Council response, collated and adopted.	Note Pupil Council
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3. HT Update - HT

Ref	Description	Action owner(s)
3.1	For the School Improvement Plan, high quality learning and teaching has been a particular focus last year, the school has gone back to embed this more in the school framework so it works for the YP.	Note

	One of the focuses is the “why we learn what we learn and not only what we are learning”. That is how to prepare them to be ready for learning and for life. Understanding context, and how to apply what is being learnt. The pupils gain more understanding by knowing why they learn a particular topic in class. The school is allowing Pupils’ voice to shape improvement plan. They are working and synergising with Winchburgh on good practice strengthening the two schools. Being looking at anti racism and anti-bullying also. Belonging, equity and inclusion is considered important in the school. About 37 languages are spoken within the school community, this is very diverse school community. From experience, to entrench equity belonging and inclusion, it would be more beneficial to move away from one off event that talks about diversity like Black history month and look at the curriculum through equality lens. Encourage Pupils see each other from what they are learning and to learn about others and from others. The Tracking and Monitoring of attainment & achievement discussed in the last PC meeting has been well received by S3 pupils. The newly introduced level of Bronze, Silver and Gold has worked well for the S3 as it has helped them reflect on their results and progress in the report sent home recently. S1 will get their reports at the end of this week, S2’s are being worked on also. The overall effectiveness of the tracking system will be evaluated at the end of the year. The school is working on creating an Anti-bullying pledge. Pupils will put this together during anti bullying week (it is this week). They are work together with Winchburgh on this as a community for the same expectation. The schools got guidance from the same government source on anti-bullying, though each school would still adapt expectations to reflect their values. Sinclair will always bring catholic lens to viewing anti-bullying.	
3.2	Termly Event P7 information evening saw over 100 families attending. It was really lovely to see them all. Values Award breakfast: pupils appreciated for service, aspiration, mercy, kindness and it was really nice to see how they are living out	Note

	the show values and how innocently they did it as they were surprised to have made the list. It has been different pupil nominated by staff over the years. Centenary mass – St Philomena’s -12 pupils represented the school as choir and they sang beautifully and were accredited to have done well. October Legion of Mary was in school with the S1 and S2 pupils. They gave out rosaries. This is an addition brought in by the HT. They took pupils through on how and why to use the rosary. They said they were blown away by the respect of Sinclair’s pupils. Sinclair superstars will be posted on X Cross country success: the school was represented in the first country race and pupils won medals. Catholic education week. Three Sinclair staff would be representing the school in local churches and would be asking that some pupil accompany them. There will be a mass for all teachers put together by the Council.	
3.3	Rights Respecting School Discussed, update on this would be communicated soon.	Note
3.4	Staffing issue – see HT’s slides Recruitment discussions for 26/27	Note

4. WL Council Budget Consultation

Ref	Description	Action owner(s)
4.1	It has been suggested that we respond and lend our voice as PC. Expansion, staffing, resources to manage new intakes should be taken into consideration. Funding for Support staff also is important. Non statutory service brings richness and values to the school and that is where government funding would be needed. PEF is not available to the school; it was only given last year because Sinclair is a new school but it has been pegged again. All parents advised to respond individually. PC can issue an email to sensitise Parents/Carer on this as a lot it at stake. (Can the survey be sent out to all parents to respond individually?)	Parents PC

	School staff will not be involved in this, PC to oversee. If anyone is interested in filling out the survey, they should please contact PC.	

5. School Toilet

Ref	Description	Action owner(s)
5.1	Pupils complains about boys' toilets. They said they are disgusting. Girls complains about lock on their toilets not working. HT and DHT admitted that there are recurring issues about the toilets. The bins in boy's toilet gets filled up quickly because even though it is meant to be sanitary bins, pupils out food and all sort in it. It is nobody's job to empty the bin and the cleaners come in only at night, hence there is nobody to go in to check the state of the toilets and clean up always during school hours. The sanitary bins would also be moved from boys' toilets to girls' toilet as there are now different toilets for boys and girls. Girls would be educated on the proper use of the sanitary bins. All Toilet on all floors is accessible for all pupils if they need it. Doors and locks will have to be reported to the facility manager. The school staff can do nothing much but report. What can PC do to help with this? Can we write them to give the complains more weight? The locks are fixed routinely but might be of low quality and comes off quickly (may also be due to frequent use and growth in population). On the whole 95% of the time YP treat the toilet with respect. And they report when a few of them are letting down on the expectation. Pupils can go to other toilets if one is not accessible. Regular pick up of bin suggested but it would cost double, which will be difficult to keep up with. If right thing goes into the bins, it will not get filled quickly. The business manager will be informed to check locks. The facility managers will also be asked to check so things are picked up quickly. HT and DHT to keep an eye on this.	HT/DHT

6. School uniform Guidance

Ref	Description	Action owner(s)
6.1	HT and DHT have identified an area for equity room for preloved items to be used for Sinclair Vinted. It would be varieties of things that pupils can be pick up. Donations would be needed for that. Hangers would be needed. There is a parent part of fundraising that has volunteered. Investing in new tights for girls that might need it, and neatly hanging other items that can catch their fancy. A mirror will be on the wall ... just things to make the room warm, welcoming and dignifying.	Note
6.2	This is a campus, uniform is important to immediately identify pupils that belongs to Sinclair and easily notice if someone does not belong to the school. The sense of belonging and the pride in the school brand is everything.	

7. S1 Communication

Ref	Description	Action owner(s)
7.1	The school is communicating relevant information to the P& currently undergoing transitioning, they would also pass information to them when they eventually start as S1 pupils. When the school website is refreshed, all the relevant information for S1 and new intakes would be accessible there, and it will be easy to update. There is no date to when the website would be worked on, but it is on the to-do-list.	Note
7.2		

8. Volunteers/ Fundraising

Ref	Description	Action owner(s)
7.1	Volunteers would be needed for tea and coffee room during the Parent consultation evenings and the Christmas concert. Some YP might be available to help with the donation stand too. There are some new volunteers on the fundraising team which is good. More awareness can be raised for potential fundraising committee members.	Note

	PC will run the tea room for Christmas concert for like 45 mins before the start to help raise fund. There is consideration for a sort of Christmas market/fair also. PC to get more parents involved. The school has barista machine on the top of their wish list. This will be used to generate more funds. It would cost up to £3500 for one. It can be a source of training for the children too, some teachers already know how to operate it and can transfer the skills to pupils. The school would like to fund raise for that. For past concerts, attendees had been requested to pay a donation at the door. It is being considered if the concert this year should be ticketed. For crowd control and fundraising reasons. DHT would find out how many people the hall would have the capacity to take for the concert (there is no possibility of holding two concerts as music teacher are committed in other schools as well). A survey would be sent out to gather thought on this.	DHT
7.2	The tombola and the disco can be done concurrently this year. The hall can be partitioned in two. The chocolate tombola can also be split into 2 for the higher class.	Note

9. AOB

Ref	Description	Action owner(s)
7.1	Next Parent's consultation night will hold 3rd and 10th December, 4 – 6:30pm. The Parent consultation night should be better this year as there are 3 teachers for each subject. Thereafter, there will be a meeting with S2 Parents/Carers at 6:30pm. Key advisers will be there to talk about the process of choosing subject for S2 pupils. There will be tea and coffee for the evenings, run by PC. Terri advised she would be able to help get costa cups for tea and coffee if she can get an official letter from PC requesting for them. This can be thrown open to other parents/carers too, some can also be able to donate cups. Terri advised the school can send her an official letter to present at work for toiletries donations and items for tea and coffee.	Note Jennifer

7.2	DHT need some parents/ carers volunteers to partake of a focus group to give the perspective of parents' agenda over anti-bullying strategies to some group visiting the school. Date is 8th and 9th December, potentially in the afternoon.	Note
7.3	Electric scooters are illegal to ride on the public road, parks. One or two Sinclair pupils uses this. Parent/carers need to be sensitised about this. DHT advised it will put it on the next newsletter so Parents/carers are aware.	DHT
7.4	The school is talking in partnership with Winchburgh academy about the Duke of Edinburgh. The school is open to it and it is on the radar for when the time comes. It would be open to between 12 to 20 pupils, from the age of 14. Staff will need to be upskilled too to work with those that would be part of Duke of Edinburgh.	Note

10. Date and time of next meeting

Ref	Description	Action owner(s)
8.1	The next meeting is on Monday the 02/02/2026 at 6pm	NOTE