



**SINCLAIR ACADEMY**  
**PARENT COUNCIL (PC) MEETING**  
**MONDAY 02.02.2026**

**Present:**

School Staff: HT, DHT

Parents/Carers: Taya Mozagba, Hannah Ritchie, John Fallens, Jennifer Horne, Alan Morrison, Vivian Bogle, Terri Gillies, Susan Stephenson, Gosia Drewa, Tolu Aragbuwa, Tamara Russell

Apologies: CJ Lambe

**1. Previous minutes**

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

**2. School Improvement Plan -Skills Framework**

Ref	Description	Action owner(s)
2.1	<p><b>Why Skill Framework?</b></p> <p>To equip YP with skill to support their learning. Ultimately, they will not just be able to speak about their skills but they would also be able to identify what skill they have and apply them.</p> <p>Gen+ was discontinued because it didn't feel like it is value for money. But skill framework is more consistent for pupil than Gen+</p> <p>The S3 pupils are to complete a profile reflection by June to showcase what school's got and how they've been supported by the school.</p> <p>Skill framework is all about the meta skill.</p> <p>SDS (Skill Development Scotland) advocate that schools should use this framework as it reflects the realities of the modern workplace. Many primary schools already use it, so adopting the same approach in secondary settings provides continuity for young</p>	Note

	<p>people. A meeting has taken place with SDS staff to guide the DHT through the framework and its implementation.</p> <p>They are Skills needed to be adaptable to change in the future like communication, collaboration, creativity and critical thinking.</p> <p>The Framework is in 3 sections with Self-Management, Social Intelligence, and Innovation as headings. Pupil can look at what their strength is and what to improve on. The school plan to pick one or 2 skills from each section to focus on for each school session.</p> <p>Focusing on these skills will help pupils to be more coherent and to confidently talk about the skills they have.</p> <p>The Framework will be accessible to Pupils and would be referred to during class lessons so pupils can use it to see what meta skill they deploy daily and what meta skill they have employed during a lesson and why they are using the skill.</p> <p>Parents would be encouraged to talk about skill framework with pupils at home to make them live in awareness of the skills they use daily.</p> <p>The school will Brand a Sinclair Meta Skill framework. Skill Framework would be featured during wider achievement talk, just work around the language to the point that pupils can readily reckon with it.</p> <p>It was recognised that the gap has been that YP are not being able to confidently articulate their skills. Getting confident with the Skill framework will give them competitive advantage in the job market. Teachers will make references to skill framework as appropriate during lessons.</p>	

### 3. HT Update

Ref	Description	Action owner(s)
3.1	<p><b>Termly event</b></p> <p><b>The last term event</b> There was feedback that Sinclair’s concert was the best. It was really good that there was opportunity for attendees to talk over teas and coffees before starting the concert.</p> <p>The Fundraising committee did a good job. It went really well. More of this would be needed for future events. School leadership appreciative of the support shown by all.</p>	Note

	<p>S1 pupils had a great time at the Pantomime which was said to be better this year than last year. The pantomime has sort of become a Sinclair's tradition.</p> <p>Some pupils visited Van Gogh last December; they had an incredible experience. The Back drop for the Christmas concert was inspired by the Van Gogh visit.</p> <p>The person working on Sculpture for Winchburgh area would work with pupils on sculpting.</p> <p>Last December, some pupils worked with an older generation to write a story of what they see about each other. It was a cross-campus event with Winchburgh Academy. Pupils that represented Sinclair did brilliantly well.</p> <p>Pupils were involved in Sustainability, building outdoor learning, working with the council. They planted trees in December. It is worthy of note that Gardening club, one of the after-school clubs, is growing in attendance as pupils shows interest.</p> <p>Since school resumption, there had been new clubs and wider achievement. Crotchet and Guitar clubs has been added to the already available clubs and the Duke of Edinburgh for S3 is at the early stage.</p> <p>A dance group from Sinclair performed for the first time in a competition and, they were very good. One of the pupils solely organised everything, up to the costume.</p> <p>The pupils in the campus have come up with a Positive Relationship Pledge for every pupil in the campus. It is going on a giant poster in the campus.</p> <p>Careers fayre on Thursday. SDS being working with S2 pupils about their pathways.</p>	
3.2	<p><b>CIA</b></p> <p>Collaboration In Action evaluates where the school is in their particular improvement plan.</p> <p><b>Feedback</b> Validation that Sinclair is doing the right thing and is on the right part. Teachers advocated for the school. The leadership were also commended for being supportive.</p>	Note

	<p>The lens of wellbeing, inclusion and equity blew the evaluators away as well as value-led leadership.</p> <p>The number of things staff are involved in and staff being passionate about getting it right for the school was another high point.</p> <p>Partnership working with PC and Winchburgh Academy, the primary school and the community was positive.</p> <p>Good validation for all the team.</p> <p>The school leads were commended for using staff's skill and partners to meet the needs of pupils and achieve outcomes.</p> <p>Areas for improvement pointed out was that as the school grows bigger, plan should be put in place to maintain the standards they currently have.</p> <p>The school leadership is already planning what support team will be for next year, it is part of improvement plan for next year.</p>	
3.3	<p><b>Communication strategy</b></p> <p>The school would be recruiting someone to help with the overhauling of the school website.</p> <p>The school would want to know what parent council wants to see on their allocated page on the website to get that right.</p> <p>Other means of communication will either be stopped or minimised as soon as the website is overhauled, it will be a one stop shop for all school information. The website is envisaged to be up and running by June. There is funding for it.</p> <p>The goal is to make the school visible.</p> <p>Newsletters and relevant updates and useful information for transitioning to the school will be on the website.</p> <p>Twitter might not be the way forward for Sinclair. The Twitter account will not be closed but will not be used actively.</p> <p>The communication person is going to be a permanent staff. Five staff were already trained and would be able to update the website when the chunk of the overhauling and upload has been done.</p> <p>The school is deciding to take a break from social media and come back to it at some point.</p>	Note

#### 4. Fundraising

Ref	Description	Action owner(s)
4.1	<p>New date for the fundraising committee meeting would be communicated if anyone wants to come along.</p> <p>The committee would like to have the list of dates for future school events that the committee can feature in so they can plan ahead.</p>	<p>Fundraising committee</p> <p>DHT</p>

	<p>DHT to send dates and time to Terrie. £590 was raised through fundraising during the Christmas events.</p> <p>The barista, can be a nice curricular route for some pupils. The school to invest in the barista and brew star. Stuff to make the ice too.</p> <p>A PC member can be trained on how to use the equipment to be able to supervise the YP.</p> <p>About £750 saved for this already with about £200 coming from the Christmas fund-raised.</p> <p>There is a lot to this though, like sticking to nutritional guidelines. School thinks it is the right thing to do.</p>	

### 5. Christmas Party date

Ref	Description	Action owner(s)
5.1	<p>Have to book the DJ ahead for Christmas party.</p> <p>Booked for 2 nights tentatively. S4 might want to do something different.</p> <p>Any of these days – 16<sup>th</sup> and 17<sup>th</sup> of Dec are the tentative days. HT advised to consult with pupils to know their decision before confirming date.</p>	HT, Jennifer

### 6. Spreading wider achievement of the school

Ref	Description	Action owner(s)
6.1	<p>Winchburgh community is said to know what Sinclair does, but there is no much awareness in Linlithgow. There is a local Linlithgow magazine where school can showcase what Sinclair is doing.</p> <p>The school was looking at it from the angle of connecting with the school's community and had no idea about other community magazines. Since Sinclair is a catchment for Linlithgow this will be considered. Jennifer to give contact to school. Broxburn magazine would be considered too.</p>	Note
6.2		

### 7. Mobile Phone in School

Ref	Description	Action owner(s)
7.1	<p>Two schools in Edinburgh have been reported to have banned phone usage for pupils.</p> <p>Is it possible to provide laptop or iPad for pupils in order to phase out phones? Is there anything Parents can do like putting pressure on WL council to fund devices.</p>	Note

	<p>It was advised this might not be a priority for the council now.</p> <p>HT advised that the council is launching a huge consultation with all stakeholder soon about phone usage in school. Unfortunately, there is no provision for one to one device in West Lothian schools for now. After the consultation, the path to take would be clearer, either a West Lothian strategy or individual school strategy.</p> <p>It is noted that there are pros and cons though, to phone usage in school.</p> <p>The approach Sinclair has been adopting is to ask pupils to put off their phones and put them away unless they were directed by the teacher to use them for a lesson. This approach will continue while waiting for the conclusions from the consultation.</p> <p>It has been easy for Sinclair to navigate this path with pupils, possibly because the school still have juniors, going to senior phase might possibly pose another challenge.</p>	
7.2		

## 8. Extra-curricular activities

Ref	Description	Action owner(s)
8.1	<p>It was asked if some extra-curricular activities clubs are experiencing low attendance and how the pupils are encouraged to come along.</p> <p>The school has been tracking this, ensuring all pupils have an opportunity to be part of extra-curricular activities.</p> <p>Some pupils are not involved because they have a lot of activities going on outside school. The school is targeting YP who are not engaged with anything at all. Getting equipment for these set of pupils.</p> <p>It was also highlighted that as Young People grow, their interests will changes.</p>	Note
8.2		

## 9. Toilet update

Ref	Description	Action owner(s)
9.1	<p>No one has raised any issue with the HT and DHT about the toilet. The issues brought up at the last PC meeting has been sorted. Only one lock upstairs is broken, all other doors are working. Janitor and staff (during lunch and break time) walk around to do spot checks and ensure the toilets are tidy.</p> <p>Pupils that like more privacy are able to use accessible toilet.</p> <p>It is noted that there has been no evidence of vaping in school at all. Pupils being educated on that.</p>	Note
9.2		

## 10. AOB

Ref	Description	Action owner(s)
10.1	<p>Sponsorship for football match</p> <p>Mr Forrest has requested if the PC can get sponsorship for the football team to buy strips as they are needing bigger ones. It is estimated that the strips will cost about £60 for a pupil. Can Sainsbury be approached for this?</p> <p>A number of ideas of local business was shared. A message would be sent out to all parents/carer for anyone that has contacts for potential sponsors.</p> <p>Fundraising committee to takes this up. DHT to find out how much everything needed will cost.</p>	<p>Jennifer</p> <p>Fundraising committee/ DHT</p>
10.2	<p>The school will not be reviewing its uniform this year. Even when it does review, there would be no consideration for hoodie as part of the school uniform.</p> <p>The school uniform is part of the school brand, pride and pupils' identification within the campus.</p>	Note

## 11. Date and time of next meeting

Ref	Description	Action owner(s)
11.1	The next meeting is on Monday the 20.04.2026	NOTE