



SINCLAIR ACADEMY

PARENT COUNCIL ACTION LOG

1. Current / active

Description	Date added	Action
<p>Discussion around ideas for fund raising not just for the school but the wider community e.g food bank donations.</p> <p>There is a school bank account that the PC can utilise to deposit any funds they raise.</p> <p>Volunteers are needed to help with fund raising and agreed a sub-committee set up to focus on fund raising would be useful.</p> <p>Communication to be sent out via the school asking for volunteers to form the sub-committee with initial focus on the Christmas Party.</p> <p>UPDATE: communication sent, one parent volunteered. PC agreed at this time there is no need for a sub-committee but we need to start fund raising in due course. Maybe easier once there are more pupils, parents / carers as the school grows.</p> <p>UPDATE Feb 2025: Time is right to set up a sub-committee to focus on fund raising. Email to be sent out asking for volunteers.</p> <p>UPDATE: June 2025: Three parents / carers are interested in helping. A meeting will be scheduled in due course.</p>	<p>Oct 2023</p>	<p>Jennifer</p>
<p>UPDATE NOVEMBER 2025: Fundraising committee held a meeting. Explored different ideas to raise fund.</p> <p>A barista machine on top of School's wish list.</p>	<p>Nov 2025</p>	<p>Jennifer</p>
<p>UPDATED FEBRUARY 2026: School leadership going ahead with the barista and brew star.</p>	<p>Feb 2026</p>	<p>HT/DHT</p>
<p>UPDATED APRIL 2026: Set up 100 club for fundraising. Check out requirement for gambling license.</p> <p>Set up spreadsheet to track transactions.</p>	<p>April 2026</p>	<p>Jennifer</p> <p>Jennifer/CJ</p>

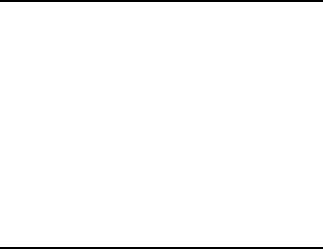
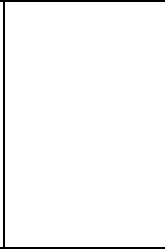
<p>Collaborate with Winburgh Academy on Ice cream van for sport day.</p> <p>Train volunteers (pupils, parents, teachers) on how to use the Barista machine when bought.</p>		<p>Jennifer</p> <p>HT/DHT</p>
<p>Anti-bullying – a school specific plan to be put in place and communicated / shared. Planning to hold a focus group in January that includes a couple of parents / carers.</p> <p>UPDATE Feb 2025: ongoing, will be available ASAP.</p> <p>UPDATE April 2025: A draft will be shared with the PC for feedback</p> <p>UPDATE June 2025: A draft was provided, feedback given. Final version will be made available in due course.</p> <p>UPDATE NOVEMBER 2025: Parent focus group to give perspective on anti-bullying to a Group visiting the school in December. A few Parents/carers already volunteered to attend.</p>	<p>Sept 2024</p> <p>Nov 2025</p>	<p>DeputyHT</p> <p>DHT</p>
<p>School handbook to be made available to parents / carers.</p> <p>UPDATE Feb 2025: being worked on.</p> <p>UPDATE: June 2025 on website before next term.</p>	<p>Sept 2024</p>	<p>DeputyHT</p>
<p>Cycling club and CPR courses, support from PC / Carers</p>	<p>Nov 2024</p>	<p>CJ Lambe</p>
<p>PC minutes / info to start to be added to the PC section of the school website.</p> <p>UPDATE Feb 2025: Neil A now has a contact at the school and he will liaise with them.</p> <p>UPDATED FEB 2026: The last PC minute was uploaded on the PC page of the school website. The will be the norm going forward.</p>	<p>Nov 2024</p> <p>FEB 2026</p>	<p>Neil A</p>
<p>The school will issue a research comm to the Parent Forum re what ‘platforms’ / Apps they tend to use. This will help inform their approach to communication in the medium to long term.</p> <p>UPDTAED FEB 2026: The school will now use the school’s website as the primary means of communication.</p>	<p>June 2025</p> <p>FEB 2026</p>	<p>DeputyHT</p>

2. Pending / on-going (NOTE: a lot of the actions will be ongoing throughout the lifetime of the school but they will remain on the action log as a reminder to the PC to continue to monitor them and keep front of mind).

Description	Date added	Action
<p>PC to think about any business relationships they have that could benefit the pupils / school e.g. sponsorships, coaching, learning. ALL to have a think in time for next meeting with a view to creating a list for reference and hopefully utilising moving forwards.</p> <p>UPDATE OCT 2023 MEETING: ALL PC members to email the PC mailbox with details of their contacts and NA will create and manage the list. This list will develop as new members join the PC so it should be revisited annually.</p> <p>UPDATE NOVEMBER 2025: A parent advised she could get items for teas and coffee evening, if an official letter is sent to her workplace.</p> <p>UPDATED FEB 2026: Sainsbury and some local businesses were suggested as potential sponsors. PC chairman is to send out email to parents/carers for contacts of potential sponsors, and fundraising committee to reach out to local businesses.</p>	<p>Sept 2023</p> <p>Nov 2025</p> <p>FEB 2026</p>	<p>PC</p> <p>PC/Terri</p> <p>Jennifer/Terri</p>
<p>Connect Scotland discussed. ALL to have a look at their website with a view to discussing if membership is something we want to investigate further. HT to look at how membership is typically funded.</p> <p>Given the experience of the members in the Parent Council it was felt at this time there is no need to join but will be kept on the radar.</p>	<p>Sept 2023</p>	<p>ALL / HT</p>
<p>The 'Teams' software is working well for the majority of young people. Request from the PC that there is an agreed process / approach that all teachers use when marking / adding docs / providing feedback. Once the approach has been agreed it will be communicated to parents / carers.</p> <p>UPDATE: Meeting has taken place and things are being progressed.</p>	<p>Sept 2023</p>	<p>DeputyHT</p>
<p>A School Improvement Plan has been drafted and is currently being reviewed. It has three key areas of focus</p> <ul style="list-style-type: none"> - Learning and Teaching (digital) - Curriculum Development (Skills Framework) - Wellbeing <p>It will be shared via the school website in due course.</p> <p>Sinclairacademy.westlothian.co.uk. Link added to the last newsletter.</p>	<p>Sept 2023</p> <p>Nov 2025</p>	<p>HT</p> <p>HT</p>

<p>UPDATE NOVEMBER 2025: School Improvement Plan is yet to be uploaded to school website, but HT talk about one aspect of it at every PC meeting.</p> <p>UPDATED FEBRUARY 2026: Skill framework is being implemented. (On going)</p> <p>UPDATED APRIL 2026: Come up with a legacy statement for the school encompassing the Sinclair values, Sinclair standard and logos. To be launched in June.</p>	<p>FEB 2026</p> <p>April 2026</p>	<p>HT/DHT/Teachers/ Parents/ Carers</p> <p>Staff/Parents/Carers/Pupils</p>
<p>Looking at three self-evaluations (meaning how does the school rate itself) activities. Learning and Teaching, Differentiation, Curriculum. Can include things like Parent Focus Groups. Info / updates will be provided in due course.</p>	<p>Oct 2023</p>	<p>HT</p>
<p>Discussion around the table on what events the PC want to be involved in / help out with. NOTE: The Pupil Council will be involved in events.</p> <p>Lots of ideas discussed including parish community events however focus right now is on ideas / support for the Christmas events.</p> <p>HT is keen to do something for the senior citizens in the community e.g. a Christmas carol service, Christmas lunch where the pupils serve. PC agreed this is a great idea. UPDATE: events held at Christmas 2023 more will be looked at moving forwards</p>	<p>Oct 2023</p>	<p>HT and PC to progress</p>
<p>Thoughts on what parents / carers may want from the school.</p> <p>The school currently delivers Parents Night, Family Learning events, questionnaires, newsletters. What else could the school do?</p> <p>Potential ideas discussed are leveraging the school website more, recorded sound bites, an open day for parents.</p>	<p>Oct 2023</p>	<p>HT & PC to consider and report back to the PC in due course.</p>
<p>Parents evening. Request from the PC that in future parents / carers are given advance warning of when the email with the booking link in it is going to be issued.</p>	<p>Feb 2025</p>	<p>DeputyHT</p>
<p>Potential trial of an App for communications to school parents / carers.</p> <p>UPDATE Feb 2025: Expressions App being considered. Will be trialled in due course.</p> <p>On the back burner just now, maybe looked at next term. Sinclair FB page needs refreshed and relaunched.</p> <p>UPDATE October 2025: Survey reveals X would the best option for the time being, with Instagram also. PC to open FB account for fundraising purpose.</p>	<p>Sept 2024</p> <p>Oct 2025</p> <p>Feb 2026</p>	<p>DeputyHT</p>

UPDATED FEBRUARY 2026: As soon as the school website is overhauled, it would be the primary source of communication with parents and carers. The school is taking a break from social media. The Twitter account would be retained but would be in active use.



3. Completed / closed / resolved

Description	Date added	Date closed
<p>Parents are still experiencing problems with the system i.e. unable to top up. NA spoke to West Lothian Council last week and was promised a call back – this didn't materialise. NA chased on the 4th Sept. The person he needs to speak to is now on annual leave!! NA will keep chasing if required.</p> <p>CRB Cunninghams (the company responsible for the iPay software) have been in contact with HT to confirm they are looking at the issue and will fix it. No timescale given as yet. NOTE: the machines in the school are working so funds can be added via cash (coins and notes).</p> <p>UPDATE: No further feedback from parents / carers was recd after the contact from CRB Cunninghams so the working assumption was that the initial bugs had been resolved and any future issues will be sorted as BAU as and when they occur.</p>	Sept 2023	Sept 2023
<p>Plans for the formal school opening on the 6th October.</p> <p>Will be a formal civil ceremony, details still to be fully agreed. Restricted numbers so attendance cannot be opened up to parents / carers or the PC.</p> <p>UPDATE. The event went ahead as planned and JH represented the PC.</p>	Sept 2023	Sept 2023
<p>Lunchtime activities for our young people when the weather is inclement and they cant get outside.</p> <p>Board games will be made available. Two table tennis tables on order.</p> <p>UPDATE: Activities are now available.</p>	Sept 2023	Sept 2023
<p>Share password for Parent Council mailbox with JH and JF</p>	Sept 2023	Oct 2023
<p>Any plans for Remembrance Day? We think the community council will have arrangements in hand, but should SA be represented</p> <p>There will be a service in the school.</p>	Sept 2023	Oct 2023
<p>Any thoughts on a Christmas party. Thinking being best to discuss it now as it will give parents more time to plan / possibly pay a contribution as well.</p> <p>Plan is to have one in the Sports Hub. Date and details to be confirmed. Don't plan to have a joint one with Winchburgh Academy. It will prob be after school hours.</p> <p>UPDATE. Party went ahead. PC supported and were able to secure a DJ and a very reasonable price.</p>	Sept 2023	Dec 2023
<p>Any current plans to run after school activities / clubs and when they might start. School football team, netball, art club, dance, fitness classes etc. Perhaps pairing up with Winchburgh Academy if needed.</p>	Sept 2023	Dec 2023

<p>Lunchtime clubs are being looked at e.g. school choir, art club. After school clubs being looked at. Updates communicated to parents as and when clubs are set up.</p> <p>UPDATE: several after school clubs / communications were developed post the initial conversation in Sept 2023. Agreed to move this to completed in the knowledge more clubs / activities may be introduced over time as the school grows and changes maybe made to the existing ones.</p>		
<p>Parent Portal – Sinclair Academy is now appearing on the drop-down list so parents / carers should now be able to register / apply. Applications need to be ‘checked and validated’ and it is unclear if this is the schools’ responsibility or not.</p> <p>UPDATE OCT 2023: MEETING: NA confirmed his application had been ‘checked and validated’ and now has access to info for his child. Still not clear if the school needed to do anything for this to happen so the process still needs to be clarified.</p> <p>UPDATE: No further issues were highlighted / reported during the course of the 2023/24 school year and post the arrival of the new S1 pupils so the working assumption is that the process ‘settled’ down and works as intended. Action was therefore closed.</p>	Sept 2023	Sept 2024
<p>Potential sponsor for the school football strip. Discussions to be started with the school.</p> <p>UPDATE: a sponsor was found and the strip purchased.</p>	Oct 2023	March 2024
<p>Broxburn / Winchburgh Swimming club – school to distribute leaflets promoting the class / profile.</p>	Nov 2023	Feb 2024
<p>Pupil Tracking Reports – Request from the PC for info on the reports e.g. explanation / results to be shared with parents via email.</p> <p>UPDATE Feb 2025: An info night for parents / carers was held. If more info is needed the school can be approached directly. NOTE: The update session was held prior to Feb 2025 but the action was not updated until Feb 2025</p>	Nov 2023	Feb 2025
<p>Communication to parents / carers re Cost of Day Consultation in respect of uniform changes.</p> <p>UPDATE: The initial communication / consultation was completed. Worth noting this will be a re-occurring topic but this action referred to the initial / first activity referenced above.</p>	April 2024	May 2024
<p>Request from a Parent Forum member to send them the link to the Anti-Bullying training</p>	Sept 2024	October 2024

<p>School calendar to be made available to parents / carers.</p> <p>UPDATE Feb 2025: The regular school Newsletter includes important dates so this will be utilised more moving forwards. Agreed to move to completed.</p>	<p>Sept 2024</p>	<p>Feb 2025</p>
<p>Question raised around can the school support the Duke of Edinburgh award.</p> <p>UPDATE Feb 2025: no funding from the school is available at this time. Agreed to move to complete and it will be raised again in the future as and when needed.</p>	<p>Sept 2024</p>	<p>Feb 2025</p>
<p>A date for a PC meeting to be agreed for June 2025 (did we agree date for April as well?).</p> <p>UPDATE Feb 2025: meetings will be held on the 28th April and the 9th June. The meeting scheduled for May is to be cancelled</p>	<p>Sept 2024</p>	<p>Feb 2025</p>
<p>CPR course. School to issue email out to parents / carers asking for support re equipment e.g. sofa cushions, mannequins</p> <p>UPDATE Feb 2025: question raised if this still needed. Update at the next meeting</p> <p>UPDATE: June 2025: Mr Forrest is developing / taking this forward.</p>	<p>Nov 2024</p>	<p>June 2025</p>
<p>Lunchtime. Pupils are asking if they can have more 'freedom' at lunchtimes i.e. leave school grounds. The PC shared their views on a possible trial e.g. one day a week to the park. The school will now engage with the pupils again about it and probably have a trial.</p> <p>Meantime the PC will think about longer term plans.</p> <p>UPDATE JUNE 2025: The trial above had been continued into the new school year and is working well. This will evolve as pupils get older. It will be monitored on an ongoing basis and brought back to the table if needs be.</p>	<p>April 2025</p>	<p>June 2025</p>