



**SINCLAIR ACADEMY**  
**PARENT COUNCIL (PC) MEETING**  
**MONDAY xx/xx/2025**

**Present:**

School Staff: HT, DHT

Parent Council members : Hannah Ritchie, John Fallens, Jennifer Horne, Vivian Bogle, Gosia Drewa, Tolu Aragbuwa, CJ Lambe

Parent Forum attendee: Alison Fallens

Apologies: Terrie Gillies, Alan Morrison, Susan Stephenson, Taya Mozagba, Tamara Russell

Minutes: Tolu Aragbuwa

**1. Previous minutes**

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

**2. School Mission**

Ref	Description	Action owner(s)
2.1	<p>Positive Relationship Policy</p> <p>Pupils are following the meta skill framework in class, doing their profiles now. Skills Scotland framework postal is available in all classroom, staff are using them in classroom as part of introduction to lessons or during lessons. Language used in classes.</p> <p>50% of S1 not familiar with the meta skill framework. The School is looking to make it part of transition program going forward. Also looking at building on this framework with other schools in the campus as a cluster. Skill Scotland’s meta skill framework has been adopted to create Sinclair-centred meta skill framework.</p> <p>Sinclair Standard has a logo for Ready, Respectful and Safe after a wide consultation with S1 RE pupils, Pupil council, staff and parent council to support positive relationship within the school as the school population grows.</p>	

	<p>The RRS postal signifies the following:</p> <p>Ready applies to: wear school uniform, attendance, organisation with resources, positive attitude to learning. It is also tailored to individual subjects and what it means to be ready for that subject.</p> <p>Respectful: show gospel values, show love and kindness (the power of this cannot be underestimated), demonstrate good manners, active listening, be a good neighbour (this applies from class to the campus). Key adults will feed into this aspect.</p> <p>Safe: move calmly and safely, stay in designated areas, act responsibly, use technology responsibly. This will also create a conversation around the rationale for not getting to do somethings because they are not safe.</p> <p>CJ suggested having round badges with the RRS on it made for the pupils would be a good idea.</p> <p>The school leadership has been working on the RRS since August, they have managed to incorporate it to support positive relationships in the school. There is however need to keep differentiating to pupils that the RRS is not the same as the school values. The DHT has been invited along with other to form the RRS for the community group and school cluster. This is to achieve common theme, awareness, positive impact on community.</p>	
2.2	<p>It was highlighted that school attendance has dropped in the second and third year groups. Pupils taken days off school has increased. Key adults are showing massive support on this having one to one conversations with pupils to help them understand the importance of achieving at least 95% attendance.</p> <p>The school is operating an open arm policy to pupils who comes late. It is better to be late than not showing up for school at all. If any pupil has to go home, decision passes through the HT and DHT for the right judgement call.</p>	

### 3. HT Updates

Ref	Description	Action owner(s)
3.1	<p>School Improvement Plan</p> <p>All present took a look across the school logo, school values, RRS logo and discussed about what links everything together. The school wants to create a combined vision/mission statement that would convey the message about the essence of the school (Sinclair values,</p>	

	<p>who we are, and Sinclair standard, expectations of how to behave) in a sentence.</p> <p>This will be a legacy statement quite short, but incorporating the Catholic faith and reflect St Sinclair’s values.</p> <p>Pupil need to be able to articulate the meaning of the Sinclair clan word on the school logo. (Revela Domino opera tua- commit thy work to God/reveal our work to the Lord).</p> <p>After all consultations, this should be ready to be launched at the end of June.</p>	
3.2	<p>Protocol for Emergency closures in WL schools: The school will reach Parents/ Carers via Group call- text message, email. Year team group team pages will be set up for all classes and the message will be sent here too.</p> <p>Even though the school does not use X account frequently anymore, any emergency closure will be posted on the account and the Facebook page as well.</p> <p>However, the school is not in the habit of closing, this information is just to make sure stakeholders are aware of the protocol.</p> <p>This information will be published in the next newsletter</p>	
3.3	<p>Termly event.</p> <p>Career fayre was a success. Positive feedback.</p> <p>Silver Sport Scotland school award achieved</p> <p>Summer term wider achievement calendar has been launched.</p> <p>Staff received bikeability training.</p> <p>Station of the cross went well.</p> <p>Lenten walk was a big success, pupils engaged well. £900 mark in fundraising.</p> <p>SCIAF coming to talk in assembly to pupils.</p> <p>Patron day mass in March, John from Margaret Sinclair society brought modern Catholic painting with him. Worked with pupils in art department. Looking to engage him more on teaching pupils modern Catholic art.</p> <p>Some pupils represented the school in a Musicians’ competition and did really well.</p> <p>The local cricket club, requested pupils from schools within the campus to work on the logo for the Winchburgh club. 4 logos</p>	

	<p>emerged the best. The 4 logos were merged into one that would now be the logo of the club.</p> <p>The school will want to leverage on the opportunity to incorporate cricket into extra curriculum.</p> <p>Upgrading the Library /games, happy for donations.</p> <p>Values breakfast was held.</p> <p>A number of Sporting achievement by Sinclair pupils were highlighted.</p>	
3.4	<p>Staffing Updates</p> <p>2 new PE teachers joining in August as permanent staff.</p> <p>Recruitment for Art teacher, Pupil support, Science and Social subject underway.</p> <p>When the school is in full capacity, 3 pupil support teachers would be needed.</p>	

#### 4. Update on Fundraising

Ref	Description	Action owner(s)
4.1	<p>Ice cream van would be planned for sports day. Taking place 27<sup>th</sup> of May.</p> <p>DHT to help check with Winchburgh if they have the same arrangement as last year so Sinclair Fundraising committee can collaborate with them.</p> <p>Jennifer has tried to contact Winchburgh PC chairman.</p> <p>100 club is to be set up for fundraising. Whoever wins keeps a part and school keep the other part.</p> <p>Parents/carers will be requested to put in a standing order monthly. Look at the summer period for the first draw.</p> <p>Jennifer would have a look at gambling license requirement to operate to be on a safe side.</p> <p>Jennifer and Gosia would keep a spreadsheet to track transactions.</p> <p>Teas and coffee will be set up for every event in school. It worked well in the past.</p> <p>Some fundraising member would be trained for the Barista machine; pupils too would be trained as part of developing extra skills. Few members of staff volunteered for the training as well.</p>	

## 5. PC Bank Account

Ref	Description	Action owner(s)
5.1	<p>PC bank account opened. Everyone agreed to it. There are 4 signatories, able to deposit and withdraw at the Post office.</p> <p>The school received £250 as fundraising from Bellway Homes for football kits.</p> <p>Pupils requested for Frappuccino and bubble tea maker. It would cost about £712. The £500 made during Christmas would be used for that.</p>	

## 6. Buses arriving late at close of school

Ref	Description	Action owner(s)
6.1	<p>If bus arrives late at closing time, Staff stays with the pupils. If it is more than 15 mins lateness, pupils are kept in the school building and asked to phone home on their phones or call home from the office if they do not have a phone. A member of staff would stay with them till everyone gets on the bus.</p> <p>HT and DHT were surprised that some parents have this concern and suggested the bus might be caught in traffic. The only bus coming late has been sorted. All buses are usually on time; highest time of lateness is 5mins. If the school is aware a bus is coming late, pupils won't be made to wait outside.</p> <p>Pupils are not penalised for coming late on school bus. Buses are rather early. Bus company phone the school if there are issues.</p>	

## 7. AOB

Ref	Description	Action owner(s)
7.1	<p>Work experience for pupils: The school will look out for what this will look like for S4 pupils and go through the protocol with them. Staff will look at it with S4 pupils probably from this term. More of priority will be given to this at the senior phase.</p>	
7.2		

## 8. Date and time of next meeting

Ref	Description	Action owner(s)

8.1	The next meeting is on Monday the 08.06.2026 at 6pm	NOTE