



SINCLAIR ACADEMY

PARENT COUNCIL (PC) MEETING

MONDAY 24/08/2026

Present:

School Staff: HT, DHT

Parents/Carers: Jennifer Horne, CJ Lambe, Alison Fallens, Claire Sharples, John Fallens, Gosia Drewa, Roisin Johnston, Raphael Chinwabu, Karen MacLennan, Tomi Oshode, Alan Morrison, Linda Reape, Vivi Chung, Toluwase Aragbuwa, Tamara Russell, Nikki Greig, Terrie Gillie, Hannah Ritchie, Laurentiv Patea, Moin Siddoui, Heena Siddoui

Apologies: Vivian Bogle, Susan Stephenson

1. Previous minutes

Ref	Description	Action owner(s)
1.1	The minutes of the last PC meeting were agreed by all.	NOTE
	Apologies for the late notice of the AGM. Move AGM back a week subsequently to allow enough notice to Parents /Carers.	HT/DHT/PC

2. HT Update

Ref	Description	Action owner(s)
	The school now have 379 pupils with 94 pupils starting S1. Things are feeling really busy in contrast to the 70 pupils that started with the school 4 years back. As new S1 pupils are being welcomed and they are settling into school, there has been thinking and strategizing around zones and designated areas for pupils which has been working out quite nicely. 8 New staff have been recruited to further support the growing school system. Subjects/areas covered are: Science and Art, Principal Teacher for pupil support (first ever), Social subjects and RE,	NOTE

	Teacher of PE – (making 3 new experienced teachers to support S4 for exam years). First permanent member of teacher taking up RE, Teacher of campus for Art, Modern Study and History. Recruitment for a new English teacher is underway. With this, a full cohort of staff for the new year would fully be in place. The timetable for the year was done successfully. There had been areas noted for improvement against next year. HT gave an overview of the School Improvement journey and the data gathered from the school surveys last school calendar year. There were lots of positives- relationship building, caring community, passionate staff etc. There were also areas of improvement which correlates with the West Lothian RAISE Plan. These have been grouped into 3 broad areas: Improve – strengthening learning and leadership (this is the area of focusing this year) Understand- designing for the future -pupil pathways, what traditional and vocational curriculum look like.- curriculum design and development. Consolidate – nurturing faith, wellbeing and community. (See HT's slide). There will be more collaboration with PC on this in subsequent meetings.	
2.1	Mobile phone use free zones in school. The school has been running a test of change where staff don't use mobile for extended piece of work. Pupils are expected to put off their mobiles when they leave the social space designated for it. It is acknowledged that the phone might be used for a quick work in class but pupils have been compliant with putting phones away when not required. The engagement on this has started and the school is trying to find a balance. This is the first step in direction of travel on phone use in school. This will be reviewed in October. The school is not planning for phone boxes yet, YP are compliant the now.	NOTE

3. School Improvement Plan

Ref	Description	Action owner(s)
3.1	The pupils have chosen the legacy statement: <i>Guided by faith serving with love.</i> This tied the Sinclair Vision, Values and Standards together. The school RRS, Ready, Respectful, Safe, complements the school values, it does not replace them. Inculcating kindness and good manners.	NOTE
3.2	The school has put in place a New Support Structure Mrs Rollo is the Permanent Pupils Support for S1 and S2. Mr Bordigan and Miss Primrose are the 2 PST for S3. They will take on the role of family learning, and work more with parents. Miss Witonski for S4. 16 Key adults still in place for pupils. 2 Targeted PST for young carers, to monitor attendance, additionality to the support team. 3 PSW will be providing interventions for young people. Antibullying strategy will be reviewed and refined as the school is getting bigger. Learning Hub Mr Reveall leading on the Learning hub as the designated member of staff in that space. Supporting pupil to enjoy being in school. Mrs Rollo is based in wellbeing base, counselling room and has set up a proper nurture groups for pupil to get a wide range of support. The theatre is opened during lunch time for pupil to access for extra space. Staff have been fantastic at helping out to man the spaces. DHT appreciative to staff for making all these happen for the children.	NOTE

	S4 going to Sainsbury during lunch is going on well; feedback has been good. HT and DHT has been checking in with Sainsbury staff, collaboration fantastic. The pupils are living up to the school standard in the community. It was suggested that lunch card payment should be made such that only the pupil payment can see the balance on the card. This is to deter others pupils from seeing how much pupils have on their cards. Even though the catering is outsourced, the HT advised she will mention to the team.	HT
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4. Fundraising

Ref	Description	Action owner(s)
4.1	S1 mass volunteers – Volunteers required to help with teas and coffees during the S1 Mass on the 26 th August, 2026. Set up would be help around 6:45-7:30 pm.	Terrie
4.2		

5. 100 Club

Ref	Description	Action owner(s)
5.1	Fliers for 100 club would be made available for more publicity. Another reminder will be sent on group call. 14 parent/carer/staff registered for the 100 Club as at the time of meeting.	DHT/Terrie

6. AOB

Ref	Description	Action owner(s)
6.1	Welcome pack for new S1s Info pack for S1 was meant to be on the website. There is a school handbook that can be used tentatively. However, the school leadership is going to evaluate transition process for current S1 parent, gather feedback and make provision for a more robust welcome pack.	HT/DHT

	Provisional Calendar of things in that term ahead Letters had gone up last week. HT said this is taken on board and the Mass will be held earlier as part of transitions with P7 going forward. All dates will go home before new year resumption PC meeting invites to all, as well as AGM and information on how to get involved It does go out in email and newsletters. Reminders will be sent out. Overview calendar will be properly communicated. Going forward, PC will agree on minutes of meeting via email to ensure the minute is available to be uploaded on the school website in 2 weeks. Bullying policy and actions aligned Parents are able to come to HT if there are concerns so it can be addressed and to support the YPs. Anti bullying policy will be sent out to parents. School happy to work with parents to address bullying issue. If anything happens o the bus, the school has no direct control as they do not staff the school bus, however, the school does things from their own end like addressing it during assembly. Every pupil has access to a QR code and they can fill concerns in for key adults anonymously. Anti bullying ambassador would be a welcome development (maybe name it a mediation instead of antibullying). The school would also explore Pupil leadership across the school. Outdoor furnishings The school have the plan to use part of PEF to set up furniture for outdoor learning spaces. The balcony upstairs needs some furniture too. Can that go in the newsletter for anyone that can help or sponsor? Clear policy / steps for reporting absence or advance appointments Email the school or call- this procedure is accessible on the newsletter. Pupils need to be clear about the procedure also. Potentially this information would be handy in the welcome pack. BE costs and service The take time to deliver. If there are other options it would be looked at. Parents/ career to keep encouraging all pupil to wear blazers. Sustainability encouraged by schools also. Part of PEF was spent to buy extra blazers for swaps.	HT/DHT DHT PC NOTE HT/DHT HT/DHT NOTE
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7. PC Meeting Dates 2026/27

Ref	Description	Action owner(s)
7.1	5 th October 9 th November 1 st Feb 2027 19 th April 2027 7 th June 2027	NOTE
7.2		

8. Date and time of next meeting

Ref	Description	Action owner(s)
8.1	The next meeting is on Monday the 5 th October, 2026	NOTE