SINCLAIR ACADEMY

PARENT COUNCIL (PC) MEETING

MONDAY 05/10/2025

Present:

School Staff: HT, DHT

Parents/Carers: Hannah Ritchie, Jennifer Horne, Tolu Aragbuwa, Alison Fallens, Terrie Gillies, Alan Morrison, Gosia Drewa, CJ Lambe, Tomi Oshode, Karen Maclennana, Amy Menzies, Caroline MacRobert, Roisin Johnston, Farayi Vudzijena, Farai Vudzijena

Apologies: Laurentiu Patea, Tamara Russell, Vivian Bogle, Susan Stephenson

Minutes: Tolu Aragbuwa

1. **Previous minutes**

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

2. **Actions from last meeting**

Ref	Description	Action owner(s)
2.1	Mrs Rollo would be supporting to gather views of pupils and parents for the coming P7 transition to make up the welcome pack for 2027/28.	Note
2.2	Calendar of event for the school calendar year has been sent to parents/carers in the form of a short sway, with other key school information. It includes the PC meeting dates. This will be sent out termly and key dates will also be shared in monthly newsletters. Advice on how to report absence is included in this and will also be sent out at the start of every term going forward, as a reminder.	DHT
2.3	The last PC meeting minutes was agreed on via email and was ready to publish on the school website in good time. Link to this sent to parents. Reminders were sent for PC meeting.	

2.4	Anti-bullying policy will be sent out with the newsletter in the coming week. Anti-bullying ambassadors will be included.	DHT & Pupil Support
2.5	6 outdoor tables are now planned for with wood and equipment being purchased. Mr McNeil and S3 pupils will carry out this work as a wood work class project.	PT CDT
2.6	HT will be inviting a group of parents/carers to look at what different uniform providers can offer.	HT

3. AGM Parent Council Positions

Ref	Description	Action owner(s)
3.1	There are 13 parent council members, chaired by Jennifer Horne. (See slides for list of names).	Note

4. HT Updates

Ref	Description	Action owner(s)
4.1	For staff, the school is encouraging leadership at all levels. Ms O'Neil is leading on a communication strategy, overseeing the website, newsboard, school social media account. Miss Temple will be leading on celebrating success, carrying out audit and strategies. Mr Macleod is supporting improvement in attainment in leadership role as Data Coach. Miss O'Connor is the professional learning co-ordinator, in charge of developing staff capacity across the campus.	Note
4.2	There are 14 positions to be filled for senior leadership ambassadors in S4. They would be required to work with peers with a focus on Pupil Voice and Faith/Ethos. S4 pupils interested have completed an application form – school delighted with level of interest. It is intended to give them skills, and grow their confidence.	Note
4.3	The mobile phone use protocol has been reviewed in October. Generally, pupils have been responsible in their phone usage. However, taking it, a step farther would be asking that they leave their phones behind when going to the toilet to mitigate inappropriate use of phone at such times and for safety (especially for those who look to their phones while walking).	Note

	Teachers have been using other different means away from phones for lessons.	
4.4	Boys and girls now have different cubicles for toilet in compliance with legislation. This has been communicated to pupils.	Note
4.5	Cost of school day is being reviewed with the aim of ensuring that no young person is disadvantaged regardless of their financial circumstance. With the Pupil Equity Fund, PEF, capped at £15000, the school is prioritising creating a learning centre, developing outdoor experiential learning, literacy and numeracy resources and targeted S4 intervention.	Note
4.6	As part of the school's communication strategy, a pilot of an Instagram account would be done. The details of the account will be included in the newsletter. This is meant for parents and the wider community.	Ms O'Neil
4.7	Pupils engaged in various achievement and enrichment activities. (See slides for picture details).	

5. School Improvement Plan: Work Experience, S4 Study Support

Ref	Description	Action owner(s)
5.1	Skills Academy in place, supported by 3 teaching staff to ensure a wide range of appropriate qualifications can be accessed by all.	Note
	Study skills workshop will be held on 12th October for S4 pupils. S4 parents would also be invited the same evening to get an insight to the workshop so they are able to support their young person at home.	HT/DHT
	A S4 PSE insert is planned to support pupils to create a Qualifications Scotland account, Achieve account etc. Parental update will follow this, so that parents/carers can support their child to access supports available.	Mrs Witonski
	Wellbeing support continues to be prioritised in partnership with SMILE Counselling.	DHT
	Qualification Scotland Assembly for S4 will focus on expectations, plagiarism, understanding the use of AI, what is allowed and what is not.	HT
	S4 progress evening - November. Study support pack will be issued.	Mrs Witonski
	Pupils would also be given homework that guides their study. (See slide for links draft page).	Class Teachers
5.2	The goal of the work experience is that every learner undertakes a meaningful work experience relevant to their career or pathway by the end of S5.	Note

	The work experience strategy would be shared with S4 parents/carer.	

6. Fundraising

Ref	Description	Action owner(s)
6.1	Up to the time of meeting, 25 people have signed up for the 100 club. The first draw was last week. There is £30 left in the bank account after the draw. The next draw would be in November. More awareness is planned for the 100 club by distributing fliers at school events and contacting local parishes. Teas and coffees will be set up at school events also. Volunteers are welcome to help. Christmas party tombola will be planned for this year also. Messages for donations will be sent out after the October holiday. Christmas party is scheduled for 16th December, volunteers are welcome. Coop community grant is being applied for and will be used to set up toiletries etc for the uniform room.	Note

7. AOB

Ref	Description	Action owner(s)
7.1	There will be clarification of what is classwork and what is homework on Teams Assignments going forward – so that pupils and parents/carers are clear on what is homework.	Note
7.2	Family learning events will be held at different times during the school calendar year. Miss Primrose and Mr Brodigan are currently putting plans in place for this.	Mis Primrose/Mr Brodigan

8. Date and time of next meeting

Ref	Description	Action owner(s)
8.1	The next meeting is on Monday the 9th of November 2026.	NOTE