

# Minutes of Parent Council meeting: Wednesday 17th May 5.30pm - 17/05/17

Date and time: 17/05/17 05:30 pm to: 17/05/17 07:00 pm

Present: grant abbot, cruachan.bb@gmail.com, angelagrants38@yahoo.com, lornac273@gmail.com, lynne.bell114@gmail.com, ssmclauchlin@yahoo.co.uk, no\_nam3\_go@yahoo.com, dmacdonald2@sky.com, tracey.bredski@westlothian.org.uk, tracybrownscott@yahoo.com, karen\_smillie@yahoo.co.uk, gillian.morgan@nhs.net, heathervyapoore@hotmail.co.uk, mrboots@live.co.uk

CC: amanda.heatherill@westlothian.org.uk, grace.burns@westlothian.org.uk

Location: Conference Room

Access meeting at: <http://app.meetingking.com/meetings/208628>

## Topics

### 1. Parent Council 'roadshow' arrangements

confirm dates/distribution/focus  
paper copies of leaflet  
main messages

PC liked the idea of this roadshow and read through the initial ideas for discussion. General discussion on how to engage parents and the use of non school facilities to do this was seen as a strength. 3 or 4 dates in late April/ May were deemed to be the best time and all members were happy to assist in at least 1 of these nights. Locations including Boghal church, BPC, Simpson community wing, Balbardie Scout hall, Blackburn community Centre were deemed most appropriate.

**Task** ~~read attached flyer and get back to Lorna or Grant with any further suggestions by 31st March.~~

 [Parent\\_Engagement\\_Sessions.docx](#)

**Task** dates to be added to flyer once locations agreed by Lorna

**Task** Paper copies of flyers will be distributed to various locations around Bathgate, placed on social media outlets and hopefully advertised in paper: Grant and Lorna

**Task** Once dates agreed there may be a need to call another meeting to agree format of evenings etc. Lorna will do this when it is all ready to go.

Lorna was off last meeting however after speaking with Grant they would look for PC Members to commit to at least one roadshow date. Looking to appeal to parents who may not be comfortable to attend evenings at the school. Key areas are communication, supporting the children, teenage angst, and this links with the school improvement plan to focus in these areas. Additionally encouraging engagement with the curriculum, more and more digital information and assisting parents who may not be used to using electronic devices or have access.



**Task** Re word leaflet in a more informal way. Emphasise drop in session and not a 2 hour meeting.

Owned by [grace.burns@westlothian.org.uk](mailto:grace.burns@westlothian.org.uk) due 22/05/17

**Task** Lorna will be looking to book a venue in Blackburn for week commencing 12th June.

Owned by [lornac273@gmail.com](mailto:lornac273@gmail.com) due 29/05/17

**Task** Lorna and Michelle will distribute leaflets to feeder primary schools and local businesses e.g Tesco, sweet shops. They will collect from school Monday 22nd May.

## 2. Parent Council roadshow updates and confirmations

This will form the entire meeting agenda.

Discussion on dates, format and types of questions to be asked. See attachment from previous meeting above.

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Various locations have been looked at and Bathgate Partnership Centre has been booked for 29th May 2017, 4 - 6 pm. Bank holiday so may attract working parents who are off. Other suggestions are that go for sessions at end of a school day as not all parents work. By putting flyers into catchment schools this may attract both new and existing parents. Simpsons Primary School have some vacant times to be confirmed, however they wanted Public Liability Insurance which parent council do not think they hold. Question over if Bathgate Academy public liability insurance would be valid outwith school premises.

Event will be advertised through drop in leaflets, school website, flyers in Boghall businesses, potential advert in Courier. As Blackburn Community Centre is being rebuilt, may look for function room in local business Lorna will contact pubs. Grace will email Lorna contacts who will have more info on Blackburn Community Centre.

Lorna wants the parents to be able to speak freely about what would help more parents engage with the school, using an informal approach. Parent Council are trying to do this without teachers so it is parents helping other parents. What would work best for other people to engage more, solution based questions. Using post it notes with comments to help bring back ideas and if common themes feedback.

The setting of the meeting should be informal, maybe stations posted round the room where people can comment on the theme and chat among themselves and parent council representatives floating around to chat.

Leaflet will be amended to state drop in session 4 - 6 pm rather than it reading as a 2 hour meeting, as parents may be put off if they can't attend from 4 pm, and by the formality of wording currently on leaflet.



Advertise the event on the app. Potentially could use survey monkey out on app as an anonymous way for parents to give their thoughts, put out survey a week or so after event, personal interaction at the drop in session is preferable.

Four members of the parent council can attend the Bathgate Partnership drop on 29th May.

Try to arrange drop in Blackburn for week after Gala day and advertise the event at Gala Day, so week commencing 12th June if available.

Visuals need prepared to display at drop in session. Looking for A3 card bubbles highlighting questions and discussion points. Post it notes needed for parents to jot down comments, parent council members will prepare a few of their own thoughts on post it notes. Maybe a brief blurb on Pupil Equity Fund for those who are not aware of it, possibly also a leaflet advising parents if they may be eligible how to claim and possibly applications for free school meals and school uniforms. Maybe even a flyer for some of the sub headings e.g. communication leaflet could advise how to download app, twitter feed, website details etc.

Discussion on what the pupil equity fund is likely to be used for in Bathgate Academy. Tracy explained the School of Sport is an example of how we can improve pupils health and well being.

Email communication will be used to discuss further points before the drop in session as next Parent Council Meeting will not be until next session first meeting will be AGM. Grace suggested a Parent Council meet and greet at the open evening in September may be a good way to recruit.

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## Next Meeting

Meeting title: [Parent council meeting 13/9/17](#)  
Date and time: 13/09/17 06:00 pm to: 13/09/17 07:00 pm  
Location: conference room

## Task Summary

### New Tasks

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 [Parent Engagement Sessions.docx](#)

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#### Open tasks from previous meeting(s)

**Task** The parent council will put a letter together that the school would send out through the school, The house heads could contact some parents who would like to or benefit attending.

**Task** GA asked for the group to read through the leaflet and think of new ways to encourage parental engagement.

**Task** Lorna Carson to email authority on behalf of PC to indicate their support for a longer Feb holiday by removing 2 days from summer.

**Task** very happy for an update in each of term newsletter to be made. Lorna to write a few words for insert in the one for next week and pass to Grant for inclusion.

**Task** PC referred to PEF presentation on school website and asked to read thorough for further discussion at next meeting. A number of papers on this presentation that are worth considering.

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