BOCLAIR ACADEMY

PARENT COUNCIL MINUTES

MONDAY 19th January 2026 6.30pm

PRESENT: Christine Lee, Claire Taylor, Dominic Gonzalez, Gaynor Bilton, Jenny Kerr, Kirsteen Graham, Mihir Navalkar.
Staff: Douglas Brown, Glenn Thompson, Katie Scott, Nicki Carson.
Guest: Kyle (school captaincy team)

1. Welcome & Apologies

GB welcomed all to the first meeting of 2026.
Apologies: Claire Arthur, Clare Morgan, Elaine Dallas, Fiona Curran, Graham Murray, Grant Irvine, Nick Walsh.

2 Minutes of last meeting

Minutes of the last AGM on Monday 1st December 2025 were approved by Christine Lee and seconded by Jenny Kerr.

3 Matters arising

- Safe crossing at school gates – GB met with DB, IG and a member of the road safety dept. of EDC in December. The school captains were also in attendance. GB and DB praised the school captains for their input. Various suggestions were considered and rejected as there are many issues preventing action. Lollipop people are provided for primary schools but there is no provision for secondary. It was noted that it is increasingly difficult to recruit. It was suggested considering a one-way drop off system in the surrounding streets but this was thought to not be well received by residents.

Action: GB will raise for discussion at the EDC Parent Forum and will follow up with IG.

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Action: GB to meet with local PC chairs and feedback.

- Short discussion focused on the recent trip to Mamma Mia in Edinburgh and the issues surrounding safe disembarkation from the coaches due to a large number of vehicles parking in and on the outskirts of the school grounds. If a trip of this magnitude were to occur in the future, alternate

options would explored, perhaps with drop offs in Westerton and Torrance, as well as requests and reliance of the parents and carers to create a safe environment for collection of pupils.

- Easy fundraising - 46 people have now registered and £146 has been raised so far. GB informed there is a time lag in receiving funds so may not be of use for immediate needs for funding, as waits could be 90-180 days. However, it remains another source of passive fundraising.
- Christmas Hampers – A total of £664.38 was raised via online donations. This helped the school to create over 50 high quality hampers. GB suggested that as this is such an easy way for parents to give to the school and that parent feedback was positive, it might be useful to use this method for raising money at the school fayre.

4 Head Teacher Report

Staffing update

D Brown updated the meeting on staffing.

K Scott has now changed her nale to K Fletcher – congratulations to Katie. Our Music Department staffing continues to be a challenge with two teachers absent. We have secured the services of a supply teacher two days a week and will review as the term progresses. Miss Douglas started her career break at the start of the term and Miss Chesney started maternity leave prior to Christmas. These had already been planned for through the workforce planning process earlier this session.

Activities

D Brown thanked all staff for their hard work over last term with supported study. We are currently reviewing the provision to ensure appropriate sessions continue over the next few weeks.

D Brown thanked all staff for the commitment to the Christmas events. These include the school concert, the Dance Show, the Snowball, a cinema trip, an Edinburgh trip to Mama Mia, the Christmas Assembly, Christmas hampers and the Karaoke on the last day of term.

Looking ahead to the next few weeks the following activities are planned:

S2 Parent's Evening takes place on the 29th January
Our Options evenings for S2 - S5 pupils take place in February:
S2 into S3 6.00 pm. Wednesday 4th February
S3 into S4 7.00 pm. Wednesday 4th February
S4 into S5 6.00 pm. Thursday 5th February
S5 into S6 7.00 pm. Thursday 5th February
S3 Parents' Evening takes place on 12th February
S2 Careers Conference takes place on 13th February

Prelim arrangements and supports

The Prelims are now well underway. These continue to be supported through a scaffolding approach to ensure young people are experiencing a fair test of how much they have covered balanced against their readiness for the final exam.

We continue delay the start of the exams by 15 minutes to mitigate issues with transport. While this has some impact on exams later in the day it has helped reduce stress and anxiety at the start of the day. We have also arranged additional transport for exams starting at lunch time and finishing at lunch time. The number of pupils using this will be reviewed ahead of future plans.

Invigilators have praised the attitude and commitment of our young people during the exams.

Course Planning Process

We are now heading into the Course Planning process with a clear timeline of all the different aspects of course planning finalised.

Event	Date
Email to PTs inviting changes to Curriculum Planning descriptors	19th January 2026
Curriculum Planning Information updated by PTs	26th January 2026
S2 Parents' Meetings (4.15 pm – 6.45 pm)	29th January 2026
Curriculum Planning Booklets and Presentations completed by DHTs	2nd February 2026
S2 Curriculum Planning Evening (6.00 pm)	4th February 2026
S3 Curriculum Planning Evening (7.00 pm)	4th February 2026
S4 Curriculum Planning Evening (6.00 pm)	5th February 2026
S5 Curriculum Planning Evening (7.00 pm)	5th February 2026
Course Choice Booklets and Presentations on Website	6th February 2026
S3 Parents' Meetings (4.15 pm – 6.45 pm)	12th February 2026
S2 Careers Conference	13th February 2026
S2 Curriculum Planning Interviews (BLR 1)	23rd February 2026
S3 Curriculum Planning Interviews (BLR 1)	24th February 2026
S4 Curriculum Planning Interviews (BLR 1)	25th February 2026
S5 Curriculum Planning Interviews (BLR 1)	26th February 2026
S2 Curriculum Planning Forms returned	27th February 2026
S3 Curriculum Planning Forms returned	27th February 2026
S4 Curriculum Planning Forms returned	27th February 2026
S5 Curriculum Planning Forms returned	27th February 2026

Angela Thomas (AT), Annette McKenna (AM), Christine Lee (CL), Claire Arthur (CA), Clare Morgan (CM), Claire Taylor (CT), Connor McCauley (CoA), Dominic Gonzalaz (DG), Douglas Brown (DB), Duncan Beattie (DBe), Elaine Dallas (ED), Fiona Curran (FC), Gaynor Bilton (GB), Geoff Miles (GM), Geraldine McGuigan (GMc), Glenn Thomson (GT), Graham Murray (GM),Grant Irvine (GI), Helen Grech (HG), Ian Gallagher (IG), Imran Tabraiz (IT), Jenny Kerr (JK), Jill McIntyre (JMc), Jillian Mooney (JM), Katie Scott (KS), Keith Harrison (KH), Kirsten McLatchie (KM), Kirsteen Graham (KG), Mihir Navalkar (MN), Nick Walsh (NW), Paula Baylis (PB), Polly Mark (PM),Sam Dale (SD), Sandeep Kaur (SK), Sarah Muotone (SM), Susan Johnston (SJ), Susan Rae (SR), Susan Sinclair (SS)

5 Proposed changes to the constitution

The original document has come from national guidance. It appears as not particularly pupil and parent friendly in some points.

- Point 3 states "The Parent Council shall have a minimum membership of 6 parents. The maximum number of parent members shall be 20. A quorum for Parent Council meetings will be 4 parents."
  It was agreed that no maximum limit should be set; however, should there be a large influx of parents wishing to attend on a specific matter, a special / extra general meeting would be called and the whole parent forum invited. Agreement was also made to keep the quorum and minimum numbers at 4 and 6 respectively.

Action: KG /GB to reword a more inclusive statement and bring to the next meeting for final approval.

- Point 5 states "Parent members will be selected for a period of 2 years after which they may put themselves forward for re-selection if they wish. Any parent of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set out in the constitution, names will be 'drawn from the hat'".
  It was agreed to keep the second sentence with no change but to reword the rest as parents volunteering to join and attend meeting, rather than a selection process.

Action: KG / GB to reword and bring to the next meeting for final approval.

- Point 7 states "Office bearers will be agreed by parent members after formation of the Parent Council at the AGM. The Chair, Vice Chair, Treasurer and Secretary will be invited to serve for a period of 1 year."
  It was proposed to change the term in office to 2 years to ensure longevity and better continuity in post. However, DG countered that this might discourage parents from coming forward if commitment is too long. Therefore, it was agreed to keep the 1-year term in office but reword to say there is no restriction of number of terms in office.

Action: KG to reword and bring to the next meeting for final approval.

GB informed the meeting that a number of parents on parent council and in particular, office bearers, will be leaving at the end of this year, so there needs to be a focus to encourage new members and those already on PC, to think about the committee positions to ensure smooth running on the PC going forward. DB assured he and the school would help in any way possible.
KG encouraged members to think about the secretary position from now and contact for more information / expression of interest.

6 Dates of next meeting

Monday 23rd February 2026 6.30 pm in the school.
Topics for inclusion: Inspection, School Improvement Journey, Parent Survey & Constitution final agreement.

7 AOCB

Nil.

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The meeting closed at 7.30 PM

Angela Thomas (AT), Annette McKenna (AM), Christine Lee (CL), Claire Arthur (CA), Clare Morgan (CM), Claire Taylor (CT), Connor McCauley (CoA), Dominic Gonzalaz (DG), Douglas Brown (DB), Duncan Beattie (DBe), Elaine Dallas (ED), Fiona Curran (FC), Gaynor Bilton (GB), Geoff Miles (GM), Geraldine McGuigan (GMc), Glenn Thomson (GT), Graham Murray (GM),Grant Irvine (GI), Helen Grech (HG), Ian Gallagher (IG), Imran Tabraiz (IT), Jenny Kerr (JK), Jill McIntyre (JMc), Jillian Mooney (JM), Katie Scott (KS), Keith Harrison (KH), Kirsten McLatchie (KM), Kirsteen Graham (KG), Mihir Navalkar (MN), Nick Walsh (NW), Paula Baylis (PB), Polly Mark (PM),Sam Dale (SD), Sandeep Kaur (SK), Sarah Muotone (SM), Susan Johnston (SJ), Susan Rae (SR), Susan Sinclair (SS)