

**Lanark Primary School Parent Council
Parent Council Meeting Minutes**



**Monday 3rd October 2022 7pm
Online via Microsoft Teams**

Item	Discussion	Actions
Attendees	LPS: Farah Crook (FC), Marguerite Elkin (ME), Susan Hayes (SH) PC: Helen Logan (HL), Jan Towers (JT), Kimberley Philip (KP), Michelle Barr (MB), Lorraine Newbigging (LN), Vicki Simpson (VS), Kerry Freel (KF), Kirstin Leitch (KL), Alison Campbell (AC) Apologies: Iain Hughes (IH)	
Welcome	HL welcomed everyone to meeting. Minutes from the meeting on 5 th Sept were approved, proposed by JT, seconded HL. Actions from meeting of 5 th September: Update on road safety around LPS: KP was unable to locate any correspondence in the PC files related to barriers being placed at the end of	

	<p>the path where it joins Rhyber Avenue. LN kindly discussed it with her husband who works with SLC and he was able to discussed with a colleague. They have agreed to get in touch with LPS PC via email.</p> <p>Update on Scottish Opera: After the last meeting IH informed us of "Loaningdale School Company" who we may be able to apply to for a grant to contribute to the cost of the opera. Their next meeting is 2nd Dec when decisions on funding are made. KP will put in a grant application for funding. It was decided, due to amount of funds raised at the school disco and a donation from a local company, to go ahead with opera in lieu of the grant decision.</p>	<p>KP</p>
<p>Head teacher's report</p>	<p>FC reported that the current school roll is stable, with 2 new pupils having joined recently and another one pupil due to start soon.</p> <p>A 1 year fixed term contract is currently being advertised to cover maternity leave in the ELC.</p> <p>Feedback from the children and parents on the back to school disco was very positive, with everyone enjoying it.</p> <p>FC reminded all PC members to return cost of living forms ASAP. FC is looking for a statement from the PC that includes; how the PC consider the cost of the school day when planning fundraising events throughout the year; attitudes towards poverty; what the PC can do to contribute to the costs associated with the school day.</p>	<p>PC members</p>

HL reported that when planning fundraising activities for this year we have been very mindful of the costs to individual families. For all fundraising activities we strived to ensure that no child feels excluded from taking part. This year it was decided not to do individualised Christmas gifts (christmas cards, mugs, tea towels etc.) as some families may not be able to purchase these. In partnership with school staff tickets for events such as the disco will be offered free of charge to children who may not be able to afford to purchase them.

KL highlighted that the cost of fundraising needs to be balanced against the contributions that are made from the PC to support families in need, e.g., hardship fund and contribution to school trips. It was agreed by all that we want to continue fundraising events whilst ensuring individual families do not feel pressurised to contribute if they can not afford to.

MB raised that a variety of events take place over the year and children and parents will not be aware of who has been able to participate in these events.

HL highlighted that the PC had supported reducing the cost of the school day, e.g., supporting the uniform bank, shared links from COP 26 on how to reduce energy costs.

MB reminded everyone that the PC cover the cost of the school app which allows communication with all parents in an equitable way. FC said that this

	<p>allows the school to highlight to all parents grants and extra help that is available.</p> <p>HL said that the PC enlists the help of the wider community to support the school, e.g., seeking donations from local companies and applying for grants.</p> <p>FC said that due to the catchment area of the school the majority of pupils do not have travel costs. The school also encourage active transport and "bikeability" is offered to all pupils during their time at primary school.</p> <p>FC had recently conducted a survey of children and parents on how to utilise the participatory budget and over 60% wanted to continue the zero cost for school trips.</p>	
Treasurer's report	<p>JT reported on the PC accounts as follows:</p> <p>Balance on 3rd Oct 2022: £2808.88</p> <p>Income since last meeting: Back to school disco - £736 (no deductions) Donation from local company - £500</p> <p>Commitments: School app due to be paid in Nov.</p>	

	<p>Scottish Opera - £1080 in total. £100 deposit is due when date is confirmed and balance a couple of weeks prior to the event. Mrs Hayes will advise the PC when the payments are due.</p>	SH
Fundraising	<p><u>Lucky Numbers</u> HL has been looking again at the lottery licence. It states that all tickets should be sold at the same price, therefore all tickets will be £10 this year. JT has produced google form for this year's lucky numbers. KP to update flyer with link to this year's form and send to FC. FC will put on app. Cut off for purchasing numbers will be 28th October at 6pm. Numbers will continue to be purchased via google forms and bank transfer.</p> <p><u>Christmas Gift Sale</u> Date of gift sale will be on 2nd Dec. HL and KP have gone through the stock under the stage and report that it is still in good condition.</p> <p>HL have updated the spreadsheet and categorised into male, female, child and pet.</p> <p>WhatsApp group has been set up to include PC members who want to be involved in organising the gift sale. If anyone else wants to be included in this please get in touch with KP.</p>	KP

	<p>KL's mum has kindly offered to knit chocolate orange covers which is greatly appreciated.</p> <p>HL will send out message soon for helpers.</p> <p>The gym hall will be available on the Thursday PM for set up.</p> <p>We will require to purchase cellotape and sticky labels.</p> <p>There is some wrapping paper under the stage. We may require more. <i>(Amendment post meeting: Claire Rodgers has advised that she has a lot of christmas wrapping paper in her garage that belongs to the PC from previous years. It would appear that we therefore have enough wrapping paper for the year.)</i></p> <p>Tesco had offered MB some stock that could be sold at the gift sale. We should consider approaching other businesses to see if they may also be able to give us some stock.</p>	
Elected representatives	HL: Education Resources Committee have been in contact to let us know that they are seeking 2 PC elected representatives to join the committee. If anyone is interested in joining the application needs to be submitted by 4pm on 24 th October.	PC members
PC Insurance	HL: SLC have renewed the insurance for PCs and have sent us a copy of our insurance certificate.	

AOCB	Nil raised	
Next meeting date	Monday 7 th Nov at 18:15 in LPS.	