

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



**Monday 5<sup>th</sup> September 2022 6:15pm  
Lanark Primary School**

| <b>Item</b>           | <b>Discussion</b>   | <b>Actions</b> |
|-----------------------|---|----------------|
| Attendees             | LPS: Farah Crook (FC), Marguerite Elkin (ME), Susan Hayes (SH)<br>PC: Helen Logan (HL), Jan Towers (JT), Kimberley Philip (KP), Michelle Barr (MB), Lorraine Newbigging (LN), Vicki Simpson (VS), Nikki Strachan (NS), Kerry Freel (KF), Iain Hughes (IH), Kirstin Leitch (KL)<br><br>Apologies: Victoria Jack (VJ) |                |
| Welcome               | HL welcomed everyone to meeting.<br><br>Minutes from the AGM on 9 <sup>th</sup> May 2021 were approved, proposed by JT, seconded KP.  |                |
| Head teacher's report | FC reported that the current school role is 246 pupils. This included 10 classes across P1 – P7 and 32 children in the ELC. This term 13 new children have been welcomed into the ELC.  |                |

There was some uncertainty as to whether the 10 classes would be maintained this year following the large number of P7 leavers last year. However, after places requests were granted the 10 classes have been maintained.

FC welcomed Miss Bryce and Mrs Brown to the LPS staff. Miss Bryce is a NQT who is currently working in room 3. Mrs Brown, who joins LPS from St. Mary's Primary School, is supporting our early learners and has currently been working in rooms 1 and 2 with primary 1.

Mrs Logan, in the ELC, is due to commence maternity leave in October. A 1 year fixed term contract will be advertised to cover her maternity leave.

#### School Priorities and Improvement Plan

School priorities have been shared with all parents/carers via the August newsletter in an abbreviated, easy to read format. FC reported that following last year's work to become a reading school they were delighted to have been awarded a silver accreditation. Well done to Mrs Mulvey and everyone involved! This year LPS will be working to meet the criteria for gold status.

FC reported that a new sexual health and relationship programme has been launched. Teaching staff will look at the programme and discuss how this should be implemented across the school. FC will engage with the parent council on the implementation of the new programme. It is also planned that information will be made available at parents' evenings. There is a strong focus on relationships throughout the programme including equality, inclusion and

|  |   |            |
|--|---|------------|
|  | <p>respect. Mrs Sukkoed will be working on equality with pupil leadership groups this year.</p> <p>FC reported that last year LPS had successfully participated in an SLC key skills pilot as part of SLC's Developing Young Workforce Framework. LPS will continue to roll out this framework.</p> <p>A fuller, more detailed version of the school priorities and improvement plan is available for anyone who wishes to access it.</p> <p><u>Cost of the school day</u></p> <p>The cost of the school day has been a priority at LPS for several years and has been a regular item in the school newsletter. LPS have tried to minimise the expenses for parents and carers, for example there has been no charge for school trips for a several years. However, there are several events throughout the year where donations are asked for from parents. FC discussed the benefits for pupils of being involved in events such as fundraising for St. Andrews hospice, demonstrating LPS values of responsibility and kindness. Every effort is made during such events to ensure that all pupils feel included, and donations are voluntary with children placing money in collection tubs in each classroom.</p> <p>The current cost of the school day policy was written a number of years ago in conjunction with the PC. FC is keen to update the policy with PC involvement. FC distributed a questionnaire on the cost of the school day to parent council members. She asked that members complete these and hand back into school.</p> | PC members |
|--|---|------------|

The PC discussed the importance of continuing fundraising events in order to support the school. It was agreed that it is important to ensure that no child is excluded from participating in any events due to costs, e.g. disco or gift sale. Funds will be available for children to participate in these events in circumstances where the cost would have been prohibitive.

Parents and carers are encouraged to utilise the free breakfast club and free school meals where applicable.

The school has a uniform bank available to all LPS pupils. FC reported that this has been well used and is important in reducing the cost of the school day and also to reduce the environmental impact of school uniforms. The stand is available every day and will be updated with Halloween outfits and Christmas party clothes at the appropriate times.

FC reported that the school has also been considering other ways that they can support families who are struggling financially. The number of families struggling financially is expected to increase this year. MB highlighted that any government support may take several months to reach affected families. FC reported that they have considered introducing a food bank at the school for pupils.

IH asked if staff identify children that they feel require support and how the school and PC can provide this support.

|                    |  |  |
|--------------------|--|--|
|                    | <p>- FC reported that staff will highlight any child that they are concerned about and support will be tailored to the individual needs. This can range from providing items of clothing and footwear, giving Tesco vouchers (provided by cash for kids) and provision of the hardship fund. Christmas presents, pyjamas, etc have also been given out to children who are identified as being in need. Staff are careful to do this in discreet way. If anyone has any new unwanted toys or clothing, please discuss with the school if they could be utilised and redistributed.</p> <p>If anyone is aware of companies or organisations who may be able to provide donations or grants to the school can they please make the PC aware. In the past we have received grants from the Co-op.</p> |  |
| Treasurer's report | <p>JT reported on the PC accounts as follows:</p> <p>Current balance on 5/9/22 is £1572.88.</p> <p>Payments in since last meeting (AGM 9/5/22):<br/> Summer raffle £425<br/> Easter Eggstravaganza £316.45<br/> <b>Total payments in: £741.45</b></p> <p>Payments out since last meeting (AGM 9/5/22):<br/> Easter extravaganza £83.47<br/> Visualisers £715.00</p>  |  |

|   |  |       |
|---|--|-------|
|   | <p>Mugs £354.00<br/> Lanimer banner £53.98<br/> Lucky numbers £120.00<br/> Lottery license £40.00<br/> Ties £500.50<br/> P7 Cards £61.00<br/> Connect £125.00<br/> <b>Total payments out: £2052.95</b></p> <p>Current commitments:</p> <ul style="list-style-type: none"> <li>• Scottish Opera – previous cost £795. SH reported that the price has increased and they have been quoted £1018. With the current pupil numbers in p5-7 there would only be capacity for 2 school years to be involved. Previously they have managed to have 3 school years involved. It was agreed to put this on hold at present. Sky academy has been booked for the current P7s.</li> <li>• School app – approximately £400. FC will check when this is due to be paid.</li> </ul> | FC/JT |
| <p>Fundraising</p> <ul style="list-style-type: none"> <li>• Back to school disco</li> <li>• Lucky numbers</li> <li>• Personalised Christmas gifts</li> <li>• Christmas gift sale: Nov 25<sup>th</sup> 2022</li> </ul> | <p><u>Back to school disco:</u><br/> Date moved to 15<sup>th</sup> Sept due to industrial action that has subsequently been cancelled. HL has rearranged the DJ and parent helpers for the event.<br/> Cost of the DJ is £84.<br/> MB/KP to approach local supermarkets and shops to request donations of sweets/crips/drinks for the event.</p>   | MB/KP |

|  |  |  |
|--|--|--|
|  | <p>KP to design tickets and send to school office who will print.</p> <p>HL has designed flyer and KP update on how to purchase tickets. Tickets may be purchased from the office. Parents should be advised to put money in envelope and send in with pupils. Tickets will also be available to purchase on the door. HL will send flyer to office to be put on the app. Flyer will also be displayed on PC FB page.</p> <p>HL has decorations that she will bring.<br/>It would be appreciated if all members can help spread the word.</p> <p>LPS will provide class lists with emergency contacts for checking pupils in and out.</p> <p><u>Lucky Numbers</u><br/>All members agreed to continue for another year.<br/>Flyer to be sent out after the back to school disco. KP to produce flyer.<br/>JT will produce google form.<br/>Cut off for purchasing numbers will be the October week.<br/>Numbers will continue to be purchased via google forms and bank transfer.</p> <p><u>Personalised Christmas Gifts</u><br/>Members discussed producing personalised Christmas gifts, e.g. mugs, cards, tea towels. There are concerns that due to the current cost of living crisis many families may not be able to purchase such items. This may leave children</p> | <p>KP</p> <p>KP</p> <p>PC members</p> <p>KP<br/>JT</p> |
|--|--|--|

|  |  |                                     |
|--|--|-------------------------------------|
|  | <p>feeling excluding. It was decided to not do personalised Christmas gifts this year.</p> <p><u>Christmas Gift Sale</u><br/> Date of gift sale will be 25<sup>th</sup> Nov or 2<sup>nd</sup> Dec. FC to confirm when panto trip is and we will confirm date.<br/> Need to confirm what stock is under the stage. Date to be arranged.</p> <p>WhatsApp group to be set up to help co-ordinate purchasing gifts and preparation.</p> <p>All members to look out for clearance stock in Poundshop, Card Factory etc. Maximum price of gifts at the gift sale will be £3 so maximum cost of anything purchased should be £2 per single item. Please ensure you get a receipt for anything purchased so that refund can be given from PC account.</p> <p>Some ex-pupils have offered to help at the gift sale. FC confirmed that they would be welcome.</p> <p>PC members have agreed to do preparation for the gift sale on Sunday 20<sup>th</sup> November. Timings tbc. It would be great if as many PC members can help as possible.</p> <p><u>Other fundraising</u></p> | <p>FC</p> <p>HL/KP/JT</p> <p>KP</p> |
|--|--|-------------------------------------|



|                                 |   |            |
|---------------------------------|---|------------|
|                                 | <p>We were contacted by a third party to see if wanted their help with fundraising. They offered to produce school themed hair accessories which the PC would purchase and then sell for a marked-up price. It was agreed that the price point was too high to be viable.</p>   |            |
| PVG for parent council members. | <p>FC gave PVG applications out to parent council members who wished to join the scheme or update their existing membership to include events at LPS. All parent council members will be supervised by school staff when helping at events within LPS so there is not a requirement for PC members to have membership of the PVG scheme. However, any PC members who wish to join the scheme are welcome to complete the application and hand it in the school.</p> | PC members |
| Road safety in LPS vicinity     | <p>It was highlighted that SLC had agreed to put a safety railing at the bottom of the path that runs parallel to the school at the junction with Rhyber Avenue. No one has heard any update on this. KP will chase this with SLC.</p> <p>There have also been concerns raised about the lack of crossing patrols and the car parking at pick up times.</p> <p>It was agreed that it would be good to engage with pupil leadership groups on these issues.</p>      | KP         |
| AOCB                            | <p>KP raised that an email was received to the PC account from Des Dickson at SLC regarding a survey on Hayward Review "visions &amp; principles". It was agreed that this should be shared on the PC FB page and parents/carers can complete individually.</p>   | KP         |

|                   |  |    |
|-------------------|--|----|
|                   | <p>JT is going to look in detail at the lottery license to see if the PC can continue to sell tickets online for raffles. Certain rules were relaxed during the pandemic to allow online sales and JT will confirm if we can continue to do this.</p> <p>It is hoped that the PC will be able to do a raffle at the Scots night.</p> | JT |
| Next meeting date | Monday 3 <sup>rd</sup> Oct at 7pm via Microsoft Teams.   |    |