

Lanark Primary School Parent Council Parent Council Meeting Minutes



Monday 3rd November 2025 6.15pm
Lanark Primary School

Item	Discussion	Actions
Attendees	LPS: Farah Crook (FC), Marguerite Elkin (ME), Susan Hayes (SH) PC: Kerry Freel (KF), Kimberley Philip (KP), Olivia Masters (OM), Helen Logan (HL), Kirstin Leitch (KL), Nicole Graham (NG) Apologies: Nikki Strachan (NS), Lorraine Newbigging (LN), Lisa Dunlop (LD), Alison Campbell (AC), Moira McMahon (MM), Vicky Simpson (VS)	
Welcome	OM welcomed everyone to the meeting. Minutes from the Parent Council meeting 6th of October 2025 proposed by KF, approved by KP.	
Head teacher's report	HT report from FC:  Head Teacher Report- Lanark Primary School & ELC Parent Council 2025 Amy Ford will start her maternity leave a bit earlier than planned and short-term cover has been arranged with a requisition raised within Fusion. Currently no long-term absence and the staffing is all settled for now. We have a date from the Scottish Opera, for them to come into the school; this update will be covered in the Finance section. Mobile Phone / Device Policy All schools in South Lanarkshire need to roll out an updated mobile phone / device policy, which is in	

	the South Lanarkshire Council Agenda. The current LPS policy details that all phones / devices are switched off when in school and on silent. Mobile phones are not required in LPS for teaching. The largest concern at LPS comes with the responsibility around age and whether mobile phones are appropriate for age and safeguarding this within school. FC stated that we need to ensure that the updated policy covers the use of mobile devices (phones / watches) for health reasons (monitoring blood levels etc). It was discussed and fed back by the PC and teaching staff that we feel that have a very robust mobile policy in place now and there were only a couple of additional points to be covered / added: • It was agreed that all smart watches are also to be turned off (in school / safe mode i.e. wi-fi disconnected etc.) and in bags during the school day. • That the School does not accept any responsibility for mobile phones / watches etc. nor damage to these whilst on school property • It is to be added into the policy that all adults and children will sign up to the policy and that this will also cover school trips and residential. FC will take the updates to the school pupil team, for discussion, this week.  Farah Crook Head Teacher	
Treasurer's report	The total in the PC bank account stands at: £4828.55 (the wholesaler order has been paid @£575). Our Accountant has approved last year's accounts and has signed the report. KL has collected these	

	and they were signed during the meeting by HL and KL. The ELC pantomime has already paid already by the PC (£90) and there is a further £485 to be paid for the School App. The PC confirmed that £3 per child would be paid towards the ticket for this year's pantomime. The school will pay £1.50 therefore keeping the cost for the children remaining at £1.50. OM to resend email to FC on this to confirm payment and school roll numbers (<i>now confirmed</i>). It has been confirmed that on Monday the 30th of March 2026 the Scottish Opera will be in school (for P5, P6 and P7). The Scottish Opera total cost will be £950 – the PC will apply for the Longingdale Grant again. A £100 pound deposit will be paid by the school at the moment, and we will apply for a Grant for the entire amount. OM will prepare for the next Grant application deadline, in January. Previously, the decision of the committee, was that we should move the account to the Royal Bank of Scotland for ease of access. This is still in progress but heading in the right direction and KL will hopefully have more of an update at the next meeting. This is still ongoing – KL confirmed that this is in progress at the Bank but due to the bank card expiring at the same time, we are having a few issues with payments at the moment, due to a new transfer device being required. If payment is required for an existing payee, then this is okay, but we can't set-up any new payees at the moment. For the PC gift sale, we will require a float of cash and we have no means to withdraw this from the bank due to the issues stated above. The St Andrews hospice money is in the safe at the school – we will use this for some pound coins and fifty	KL FC/KL KL / OM
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	pence's and then the PC will provide a cheque to the hospice. We will record this in an email chain on the Parent Council email. We will record all these types of money transactions in the PC email until the issues are resolved with the bank account. The 'Top Secret' Christmas Party is booked for the 9th of December 2025.	OM/KL KL
	Disclosure All nominated PC members are registered for Disclosure and all applications completed. Action now closed.	
Fundraising	Gift Sale Date is set for Friday 28th November 2025. Sunday the 16th of November was proposed as a possible gift sale preparation day. Due to a lack of location this year to prepare for the gift sale, people are taking on individual preparation tasks • OM has bought mugs (40) and the santa sleighs are in production (60). OM will get more mugs and will prepare these over the next few weeks (to collect the hot chocolate sachets from HL). • Chocolate oranges to be bought (ALL) • There are boxes under the stairs at the school, KP and HL will go to the school this Friday to look at what we have. • KF will prepare the hot chocolate cones. • Everyone to look for Shower Gels, photo frames etc. • OM to ask via the PC FB page for people to donate (via the school office) and cut Christmas wrapping paper into A3, A4 and A5 size. NG will collect the paper and start cutting as well. OM will also ask the school office to also advertise this via the App.	ALL OM ALL KP / HL KF ALL OM/NG

	Wholesale Order – ordered and paid. Helpers on the day: All Day Olivia Kimberley Kimberley's Mum Kirstin Helen Helen's Mum Helen's Dad Moirra Moirra's Mum Nikki Kim Simpson (Nina Room 6) Alison Campbell Alison's Mum Stacey Grey Afternoon Lorraine Newbigging Olivia's Mum (Mairi) Music on the day – KP to bring CD's. Help will also be required on the Thursday afternoon beforehand please – Helen will come in and help OM set-up, if anyone else can be available please let OM know. Scot's Night – A Date for Diaries 11th of February.	KP ALL
	AOB None	
Next meeting date:	12 th of January online via Teams – KP will complete the minutes as OM is unavailable due to work travel. OM will send the Agenda for the next meeting in advance.	OM/KP