

Lanark Primary School Parent Council
AGM - Minutes

19th May 2025 6:15pm
Lanark Primary School



Attendees	<p>LPS: Farah Crook (FC), Marguerite Elkin (ME), Susan Hayes (SH), Lisa Dunlop (LD)</p> <p>PC: Helen Logan (HL), Kimberley Philip (KP), Kirstin Leitch (KL), Moira McMahon (MM), Nikki Strachan (NS), Kerry Freel (KF), Vicky Simpson (VS).</p> <p>Apologies: Alison Campbell, Jan Towers, Lorraine Newbigging, Jane Gracie</p>	Actions
Welcome	<p>HL welcomed everyone to the meeting.</p> <p>Minutes from the meeting on 24th March 2025 proposed by MM, seconded by KF.</p>	
Headteachers Report	<p>Headteacher report submitted by FC.</p> <p>..\2024.2025\Head Teacher Report AGM May 25.pdf</p>	
Chair Report	<p>Chair report submitted by HL.</p> <p>..\2024.2025\AGM May 25\Lanark Primary School Parent Council - Chair Report 2024.2025 Final.pdf</p>	

Treasurer's report	<p>Treasurer report submitted by KL.</p> <p>Lanark Primary PTA Accounts 2025.xlsx</p> <p>Accounts have been sent to Paul Brien (Accountant) for sign off. Accounts for 23/24 financial year were signed off.</p> <p>Accounts proposed by KL, seconded by HL.</p>	
Office bearer positions	<p>HL is stepping down from the role of Chairperson after 3 years. HL proposed KF for the position of chairperson. This was seconded by NS and KP. KF accepted the role as Chairperson.</p> <p>KP is stepping down from her role of Secretary after 3 years. HL proposed Olivia Masters (OM) for the position of Secretary. OM was not present at the meeting but had previously agreed to taking on the position. This was seconded by VS.</p> <p>As KF accepts the position of Chairperson this leaves a vacancy of Vice-Chairperson. At this time no one was willing to take on the position of Vice-Chairperson.</p> <p>KL agreed to continue as Treasurer for another year.</p> <p>Many thanks to all our office bearers for their hard work for the parent council.</p>	
PVG for Parent Council update	<p>HL provided an update on the new updates to the PVG scheme:</p> <p><u>Changes to PVG – Impact Assessment to Lanark Primary Parent Council</u></p>	

	<p><u>19 May 2025</u></p> <p><u>Background</u></p> <p>New PVG rules came into effect on 1 April 2025 with a grace period until 1 July 2025, after which</p> <ul style="list-style-type: none"> - It will be a criminal offence to let someone do a regulated role without a PVG - It is also an offence to request a PVG if it is not needed - From April 2026 PVG will move from a lifetime membership to a five year membership (more information will be provided by Disclosure Scotland at the time) <p>The Disclosure (Scotland) Act 202 (Disclosure Act) has introduced the concept of ‘regulated roles’ to help determine whether PVG scheme membership is required. PVGs are organisation specific and non transferrable (i.e. even if have a PVG in place with school activities, work related role if deemed a regulated role for Lanark Primary Parent Council a separate PVG would be required, with Lanark Primary as the organisation. Earlier versions of the PVG information noted that school staff helping at events would also need PVG checks however through Disclosure Scotland PVG guidance for parent run groups it has been clarified that teachers or school staff who are involved with or helping the parent group in their professional capacity such as at Parent Council meeting or at an event DO NOT have to get PVG’d by the parent group. This is because it can be classed as the school employee carrying out this work as part of their role in the school and they will be following the school’s safeguarding procedures.</p> <p>Per Disclosure Scotland it is not the intention of the Disclosure Act that all parent run group volunteers will now require PVG membership, rather those who are carrying out certain activities and have ‘contact with children’.</p> <p><u>Key Points and Actions</u></p>	
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	<ul style="list-style-type: none"> - Define regulated roles within Lanark Primary Parent Council <ul style="list-style-type: none"> ○ A regulated role for parent run groups is where an individual is carrying out a role for that group that means they are carrying out an 'activity' and have 'contact with children' as a necessary part of their role with the parent run group. ○ The activity must be necessary as part of their role. This can sometimes be referred to as someone's 'normal duties' and they do not do it on an ad hoc basis or 'incidental basis'. ○ Note normal duties do not include when something is done in response to an emergency situation or arranged at the last minute to stand in at short notice for sickness or other unexpected absence. ○ Children under 16 generally cannot become a member of the PVG scheme. ○ The most common activities that may apply are <ul style="list-style-type: none"> ▪ Having responsibility for the safety and welfare of a child ▪ Teaching, instructing or delivering training to children ▪ Being in charge of children ▪ Providing cultural, leisure, social or recreational activities for children ▪ Coaching children in relation to sports or physical activity 	
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- Driving or escorting children in connection with transport services
- Holding a position of responsibility in an organisation which has as one of its main purpose as the provision of benefits for or to children

PC FUNDRAISING EVENTS

Based on current annual events a review has been undertaken to identify which may include regulated roles;

Lanark PC Events	Nature of Event	Nature of PC Role	Common Activities Applicable	Proposed Treatment
School Disco	Annual event held in evening in school, run by Parent Council. Drop off event with teachers present.	PC Office bearers/members and ad hoc helpers attend and have contact with children, supervising disco in main hall, serving snacks in canteen.	<ul style="list-style-type: none"> - Have responsibility for safety and welfare of child - Being in charge of children - Providing cultural, leisure, social or recreational activities for children 	Further review required below
Christmas Gift Sale	Annual event held during school day in school hall. Teachers being present in charge of pupils at all times, in	PC Office bearers/members and ad hoc helpers attend and have contact with children in selling and	School staff are responsible for safety and welfare and in charge of children.	No PVG appears necessary event during school day, helpers do

		line with usual school policy.	wrapping gifts.		not have opportunity for unsupervised contact as a necessary part of role. Teachers are always in attendance. – <i>PC agreed 190525</i>	
	Scots Night	Annual event held in evening in school, run by the school. Teachers being present for participants in line with usual school policy, including EV6. Parents/guardians are also in place for audience members.	PC Office bearers/members and ad hoc helpers attend and have contact with children serving refreshments/snacks in school canteen.	School staff/parents are responsible for safety and welfare and in charge of children.	No PVG deemed necessary as school run event, helpers do not have opportunity for unsupervised contact as a necessary part of role. Teachers are always in attendance. <i>PC agreed 190525</i>	
Based on the above a further review of School Disco roles undertaken has been made;						
	Area	Volunteers	Responsibility		PVG	
	Signing in/out	LPS School Staff	Safety/Welfare and being in charge of		Covered as in professional	

	of Disco		children.	capacity	
	In hall for disco with children	LPS School Staff	Safety/Welfare and being in charge of children.	Covered as in professional capacity	
		PC Office Bearers/Members	Safety/Welfare and being in charge of children.	Teachers present however as PC event have responsibility and require cover to ensure ratios and may have unsupervised contact.	
		Adhoc helpers	Incidental	Teachers/PC Office bearers/members present. No unsupervised contact	
	Helping hand out/clear snacks in canteen	LPS School Staff	Safety/Welfare and being in charge of children.	Covered by professional duty	
		PC Officer Bearers/Members	Safety/Welfare and being in charge of children.	Teachers present however as PC event have responsibility and require cover to ensure ratios and may have unsupervised contact.	
		Adhoc helpers	Incidental role – not an activity involving contact with the children but children are in the general vicinity	Teachers/PC Office bearers/members present. No unsupervised contact	
	Chill out Zone	LPS School Staff	Safety/Welfare and being in charge of children.	Covered as in professional capacity	
		PC Officer Bearers/Members	Safety/Welfare and being in charge of children.	Teachers present however as PC event have responsibility and require cover to ensure ratios and may have unsupervised contact.	
	Toilet Duty	School Staff	Safety/Welfare and being in charge of children.	Covered as in professional capacity	
		PC Officer Bearers/Members	Safety/Welfare and being in charge of children.	Teachers present however as PC event have responsibility and require cover to ensure ratios and may have unsupervised contact.	

	<ul style="list-style-type: none"> - School staff undertaking roles in professional capacity no additional PVG required. - A PC run event where although school staff are present PC Office Bearers/PC members supervise children. Based on table above number of roles which have responsibility for children and would propose should be PVG checked as could be responsible for unaccompanied children to maintain headcount ratios (if school staff ratios not available). - Adhoc helpers – given the changing nature of support to our events we utilise adhoc helpers. As school staff and PC Office bearers/members in place adhoc helpers would not have unsupervised access to children and would perform incidental role such as setting up/clearing snacks where children would be in the vicinity. - Action – to confirm the number of PC members would need at Disco to run and identify those who would be likely able to attend Disco and get PVG'd. <p>PC ROLES AND PVG</p> <ul style="list-style-type: none"> - Some roles as a member of the PC might be considered as a 'position of responsibility'. There is no definition of 'position of responsibility' however need to consider below questions. Per Disclosure Scotland guidance if answer is yes to 1 and 2 and yes to either 3 or 4 it will be a regulated role. <ul style="list-style-type: none"> 1. Is the person's role a position of responsibility within the parent run group? - Based on LPS Constitution we have 3 office bearer roles – Chair, Secretary and 	
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	<p>Treasurer which could be defined as position of responsibility. <i>Agreed YES 190525</i></p> <p>2. Is one of the organisations main purposes the provision of benefits to children?</p> <p>- Based on LPS Constitution the below objectives would support YES. <i>Agreed YES 190525</i></p> <ul style="list-style-type: none"> ○ <i>2.1.c) To develop and engage in activities which support the education and welfare of children</i> ○ <i>2.1.d) To identify and represent the view of parents on the education provided by the school and other matters affecting the education and welfare of pupils</i> <p>3. Do they have physical contact with children as a necessary part of their role or do they have visual, written or verbal communications with children as a necessary part of their role? YES</p> <p>4. Does the role involve exercising power or influence over children as part of role</p> <ul style="list-style-type: none"> (a) Assisting, facilitating, permitting or impeding progress towards a desirable outcome for a particular child (b) Making decisions of an operational or strategic nature that could have an impact on a number of children (c) Persuading or putting pressure on a particular child to act in a certain manner for the financial gain or personal gratification other 	
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	<p>than the child.</p> <p>THERE HAS BEEN DISCUSION ON THIS WITH CONNECT/VOLUNTEER SCOTLAND.</p> <p>FROM CONNECT PERSPECTIVE POWER AND INFLUENCE WITH REGARD TO CHILD PROTECTION. THE WORK THE PC DOES IS IN COLLABORATION WITH THE SCHOOL THROUGH POLICY CONTRIBUTIONS, COLLECTING PARENT VIEW, FUNDRAISING, DISCUSSIONS WITH SCHOOL ON FUNDING DONATINOS, THE FINAL DECISION REST WITH THE SCHOOL AND LOCAL AUTHORITY IN RESECT OF MATTERS RELATING TO PROVISION OF EDUCTION AND SCHOOL LIFE THEREFORE WOULD BE NO INFLUENCE OVER CHILD WELFARE. SOME THOUGHTS THAT OFFICE BEARERS MAKE DECISIONS REGARDING FUNDRAISING, GRANTS, POLICY SO THEREORE HAVE MADE DECISIONS.</p> <p>BASED on 1, 2 and 3 being YES Office Bearer would be deemed to be regulated role.</p> <p>NEXT STEPS</p> <ol style="list-style-type: none">1. Based on above need to decide who needs to be PVGd.<ul style="list-style-type: none">○To meet timescales (need to have submitted by 1 July althoughwe need to act quickly once we know who needs PVGd.2. Agree the office bearer role which will be held by Lead Person 1 – this is the person to manage the PVG process and records and be responsible for making referrals un the Making a Referral Policy. To avoid repeat changed ideally someone who can take the role for the next 2 years. <i>Agreed Chair - 190525</i>	
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	<p>3. Identify a substitute role (Lead Person 2) who will take on this responsibility if Lead Person 1 not available. <i>Agreed Secretary - 190525</i></p> <p>4. Need to register with Volunteer Scotland, to do this also need to adapt/adopt <i>Making a Referral Guidance and Policy</i> and <i>Secure Handling of Disclosure Guidance and Policy</i> (as required by Volunteer Scotland to allow us to register) and ensure those relevant aware of responsibilities under the policy.</p> <p>5. Complete the Application form to register the PC with Volunteer Scotland.</p> <p>6. Once registered Lead Person 1 to submit applications and check results.</p> <p>7. Set up Disclosure Tracking form held in secure system (may need to look at implementing One Drive across PC documentation (Chair, Secretary, Treasurer) only accessible to relevant contacts and Lead Person 1 to record results.</p> <p>Ongoing considerations;</p> <ul style="list-style-type: none"> - No PVG needed if children with parents/guardians and school staff are present and no unsupervised contact. - PVG likely needed if regular unsupervised volunteer role at event or drop off activities. - Must report any harmful behaviour to Disclosure Scotland. - Should review list and need for PVG on a regular basis. - Update or delete old PVG data when changes. 	
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	<p>- Need to ensure appropriate training for PC to ensure policy appropriate.</p> <p>Actions agreed: KF to set up LPS parent council as an organisation with Volunteer Scotland and complete necessary paperwork. At this stage it was agreed that all members of the parent council will apply for PVGs as part of the parent council to ensure that we have enough members to carry out events in with the guidance.</p>	KF
Fundraising	<p>Summer Raffle PC members agreed to have a rainbow themed summer raffle. Donations will be requested in colours according to children's stage/class. Donations to be requested by 6th June, tickets for sale online 9th – 19th June. Prizes will be drawn on 20th June. Tickets will be £1 each. Pay for tickets by bank transfer and completion of google form. KP will produce flyer and google form.</p> <p>Back to school disco Members agreed a provisional date for the back to school disco of 4th September 2025.</p> <p>Christmas gift sale Provisional date agreed for the Christmas gift sale for the 28th November 2025.</p>	KP
AOCB	<p>P7 leavers card – members discussed if there was value in producing P7 leavers cards considering the expense and time put into producing. KF said that she would try and produce the cards to minimise the expense.</p> <p>Gazebo – SH asked if the PC would consider purchasing a gazebo for use by the school</p>	

	<p>for outdoor events such as athletics, cross country, residential trip. The proposed cost would be £64.59. This was supported by HL and seconded by KF.</p> <p>Bank account – KL informed the PC that there is now a monthly charge on the parent council bank account. There is also no branch local to Lanark making it very difficult to pay in and withdraw cash from the account. KL proposed to switch the parent council bank account to the RBS in Lanark. This was supported by all members of the PC. Prior to closing the account KL will need to provide details of the authorised signatures.</p>	
Meeting dates	<p>1st September 2025 – LPS</p> <p>6th October 2025 – online</p> <p>3rd November 2025 – LPS</p> <p>12th January 2026 – online</p> <p>21st February 2026 – LPS</p> <p>23rd March 2026 – online</p> <p>18th May 2026 – AGM - LPS</p>	