



AGM Minutes of Friends of Low Port (FLPPS) SCIO
Wednesday, 25 October 2023 at 7pm held within P7 Classroom

Attendees

Kate O'Hara (Chair), Rebecca Smallwood (Vice Chair), Michelle Fathi (Secretary), Rebecca Holmes, Sarah Brownell, Ruth Forrester, Carrie Reid, Sam Fraser, Cara Chavagneux, Karen Donaldson, Gillian Reynolds

Staff – Nicky Hocknull and Sarah Page

Agenda Item/Notes	Action
<p>1. Welcome, Introductions and Apologies</p> <ul style="list-style-type: none"> • KO welcomed everyone to the meeting with introductions • Apologies received from Steve Rowntree, Emma McGroarty, Helen Wallace, Lisa McGarry, Kate Sleight, Cheryl Hogg 	
<p>2. Review of Minutes of 2022 AGM</p> <p>Minutes were approved</p>	
<p>3. Head Teacher's Report</p> <p>Staffing</p> <p>Staffing update P2 – Mrs McGilliard continues to be absent. Ms Nikki Wilson is teaching P2/1 on a Tuesday and P2 on a Wednesday and Thursday to ensure consistency.</p> <p>Collaborative Model and Improvements</p> <p>Staff have worked hard following our new display policy (June 2023) to make improvements in the environment in communal areas and all classrooms. We are making good progress across all priorities this session. Lots of opportunities for collaboration across the model in a meaningful way that's positively impacting in classroom e.g.</p> <ul style="list-style-type: none"> • Good practice visits and access to shared planning platform if staff wish through One Note. Staff have also set up own methods of communication for dialogue. • Connected Quality Improvement sessions which involved moderation, good practice visits and rich dialogue to ensure consistency against national benchmarks. • Shared professional learning opportunities and shared expertise e.g. SPS Principal Teacher for digital teaches P6 and P7 digital tools groups at LPPS. • Pupil Parliament created in both schools with plans to collaborate. • Shared parental sessions offering. • Community and skills planning through research and creation of a book about Linlithgow which we will sell locally. Teachers have planned this together for later in the session. • Shared task during Book Week (November) where children will write and swap stories. 	

- Date in November (sent in weekly newsletter) to share progress so far on Quality Indicators. This will be followed up by sending to whole parent body electronically.

Communication

- Mostly positive feedback about Sway as a platform and newsletter.
- Trialling Parent Portal with parents that have signed up – about to seek feedback so far on what the platform offers and ease to navigate. We are currently seeking support/staff training on how to populate, then the next stage will be to populate with school specific information e.g. newsletter and other relevant info.
- Use of Twitter – whole school decision not to post children’s faces but being used to celebrate school successes.

Parking and Signs

- We have purchased new signs in playground at two main gates.
- Playground parking with Low Port Centre – 18 spaces have been agreed for LPPS. New lines being marked including an accessible parking space.

Resourcing

- Reading resources have been updated – we have purchased P1 and P2 phonics books, P6 and P7 novels which are currently being book banded for age/level. We have ordered P4-5 novels which should be with us in the next week or so and will then be book banded. P3 reading material will be reviewed next.
- FLPPS have kindly purchased a 3D printer. One of the teachers is currently looking at set up.
- We are looking to develop the Zone to create a STEM area. Staff and children will be developing this area for learning and teaching next.

4. Chair’s Report

The following is KO’s report which she has asked to be copied and pasted here:

Since our last AGM in October 2022, we have, in the aftermath of COVID-19 restrictions, been able to reinstate many of our regular activities and support the school in doing the same. We have dealt with a controversial change of management structure during that time and the interim review period for that change is ongoing.

Organisational matters

We held six in-person meetings as a merged parent council and fundraising body. In some cases, separate meetings were held and focussed on either parent council or fundraising and events activities. That seems to be working and can be applied as and when. Further to this, we tried to effect a slight change to the management of meetings so that parent and school input would be given an equal footing in meetings, with either group requesting space on the agenda for items they wish to put forward. We obtained a cash box and agreed a cash float to be held between events.

Events and activities supporting the school and wider community

We reinstated most of our regular events. These included 2 school discos, a welcome breakfast for parents of new P1s on the first day of term, our cheese & wine/information evening, a family bingo night and our prizewinning gala day entry. We supported school events such as sports day, Bunny Dash, and the sustainability fair with tea and coffee and a welcoming presence. We continued to maintain the class Whatsapp groups and use these to provide helpful

reminders about school events. Volunteers from our group worked with local organisation The Round Table to support their beer festival event. We established a new, free, pre-loved school uniform shop in the foyer, and supported the display of lost property at parents night, along with Halloween costume and Christmas jumperswaps.

Fundraising

We continued to raise funds through our events. As usual we tried to make every event affordable and modestly priced, bearing in mind the hidden costs of the school day with which parents already contend. However, this slow and steady approach once again produced substantial funds with which to support the school community, as detailed in our treasurer's report. We also coordinated dedicated fundraising activities such as sales of tea towels and Christmas Cards and the promotion of our Easyfundraising.com account. An important function of our fundraising is to ensure access to trips, camps and other school experiences for every pupil. We were able to contribute in this way again this year. Funds are awarded at the headteacher's discretion and in complete anonymity. We would encourage any parent or carer faced with difficulties in paying for school-related expenses to approach the headteacher in confidence. The very low entitlement to Pupil Equity Funding within our school population means that extra fundraising is needed to purchase resources not coverable by the school budget. We were able to pay for a 3D printer, an outdoor speaker, start-up funds for class enterprise activities, snacks for bunny dash, and have agreed to fund library nook furniture for classrooms. I would like to thank parents, carers and staff for every penny and minute of your time and expertise that you so generously donate.

Parent council business

We worked with the school to consult on, and to represent parent views, questions and concerns about various issues related to school management and operation. These included responding to concerns about strangers in the playground, communicating parent responses to the proposed joint management of our school with Springfield PS, and having discussions about homework and communication policies. A large amount of extra work this year had to be taken on in responding to the council's actions on joint school management. This was a difficult time, given the frustrating predicament of being invited to provide feedback on controversial plans but not being invited to *consult* on the decision. We did our best to support parents in responding to the council through the forums provided, but many in the school community (including staff) felt very aggrieved at the nature of the process and their lack of input to this decision. It is my impression that very formal, corporate - and resultantly cryptic - communications of the plans, and the nature of the decision-making process, has made the process unnecessarily stressful. There are aspects of school management and planning processes with which parents and carers are unlikely to be familiar. The level of reaction to the unknowns of this decision by our school's parent and carer body is a testament to their engagement in their children's education. **This is an asset.** I would urge my colleagues in education management to in future honour this passionate engagement with candid, clear and simple communications.

Thanks

I would like to extend my congratulations and heartfelt thanks to everyone involved in this outstanding battery of achievements. Office bearers, trustees, those who attend meetings, or stand by in the wings ready to take on a job, your voluntary work maintains this hugely productive organisation. To the wider school community, thank you for your presence at events and your generous donations. Finally, thank you to the school teaching, management and support staff for your ongoing cooperation.

5. Treasurer's Report

End of year balance of £6584 a decrease of £881 from the previous year. This includes the reserves policy £1000 along with an additional £2000 for camp places. Taking this into account there is £3584 available to spend.

There is a total income of £2,366 this year, of which £2,399 was raised from fundraising and £81 from other income (easy fundraising). Support of Gala Day and Sports Day generated losses of £4.80 and £109.48 respectively.

During this financial year we raised:-

- £1255 – School Disco
- £ 150 - Beer Festival Donation
- £ 162 – Bunny Dash
- £ 32 – Enterprise Day
- £ 338 – Christmas Cards
- £ 460 - Tea Towels

Regular outgoings in support of the school included £1904 for camp place assistance, £47 for wine/cheese evening, and £104 for the P1 parents' breakfast and £315 for P7 leavers' day.

The Trustees approved the Chair in obtaining funds from the FLPPS account to cover outlays for which she has no receipts. She made two purchases, £30 for a sofa bed and £20 for a rug, for decorating the care for the Gala Day entry.

Spending –

FLPPS purchased a boom box/outdoor speaker for the school for their Fit Fridays - Cost £120. Also purchased was a 3D Printer.

Following a discussion it was noted FLPPS had approved an earlier spend for the school - £2500 at the last meeting, for role play furniture/3D Printer. It was agreed that school should now purchase the play furniture (3D Printer already purchased). The remaining balance, as well as a further £1000 approved tonight by all Trustees present to go towards helping the school in purchasing resources for the new STEM area.

6. Election of Office Bearers

- Kate O'Hara stood down as Chair. Carrie volunteered, RH proposed, GR seconded, all approved
- Rebecca Smallwood to remain as Vice Chair. SB proposed, RF seconded, all approved
- Steve Rowntree to remain as Treasurer, KO proposed, RH seconded, all approved. Karen Donaldson volunteered to become Joint Treasurer, SB proposed, CR seconded, all approved
- Michelle Fathi to remain as Secretary, GR proposed, SB seconded, all approved

Lucy Wilson and Sam Fraser stepped down as Trustees.

KO and RH agreed to revisit what are the role/responsibilities of the Chair.

Everyone gave thanks to KO for her hard work over the last four years as Chair.

KO &
RH

<p>7. Outdoor Speaker/Boom Box Covered by KO in Item 5</p>	
<p>8. Pre-loved Uniform (Storage) GR said they need something to store donations in school which keep these separate from lost property. She said she has emailed WLC for a Wheelie Bin and has been supplied with a Reference Number and told that her request has been passed to Operation Services. RH said she has a spare Wheelie Bin that she could use. GR will speak with RH later about this. GR said they are also looking for something to store the lost property. The basket they were using is now being used by the school. NH said they will have a look around the school to what can be used.</p>	<p>GR & RH</p> <p>NH</p>
<p>9. Fundraising events and dates for Meetings for the year ahead</p> <ul style="list-style-type: none"> • Last Term's Gala Day Low Port took winning prize for the 4th year in a row • P1 Breakfast Was a great success • Low Port Community Cheese and Wine Night Was a great success resulting in some new people • Family Bingo Night All agreed it was a great night • Christmas Cards and Tea Towels HW has this underway • School Disco – Friday, 10th November RH said that they have DJ and equipment in hand and details will go out to the parent body tomorrow. She then said how it would be helpful if FLPPS could filter the message particularly to new the P1 parents that the school disco is a fun and safe event, to try and prevent a high percentage of the infant parents signing up to help at the Disco but who then leave with their child at 8pm resulting in fewer spaces for helpers in the last hour of the disco. 	<p>ALL</p>
<p>10. Library Nooks Covered in Item 3</p>	
<p>11. School Signage and Playground Parking Covered in Item 3</p>	
<p>12. Drinking Water Agreed to carry forward to next meeting</p>	
<p>13. EE2 Forms Agreed to carry forward to next meeting</p>	
<p>14. Easy Fundraising Easy Fundraising site is a great way to help raise funds for the school when</p>	

shopping online. https://www.easyfundraising.org.uk/causes/lowportpta/	
15. Any other business SB said that she continues to be happy to organise float at every event	
16. Date and Time for Next Meeting Tuesday, 28 th November at 7pm over Zoom	