



Minutes of Friends of Low Port (FLPPS) SCIO
Wednesday, 24th January at 7pm held in the P7 Classroom

Attendees

Carrie Reid (Chair), Rebecca Smallwood (Vice Chair), Steven Rowntree (Joint Treasurer), Michelle Fathi (Secretary), Sam Fraser, Emma McGroarty, Helen Wallace, Sarah Brownell, Cara Chavagneux

Staff – Nicky Hocknull (Head Teacher) and Lynn McVey (Acting Deputy Head)

Agenda Item/Notes	Action
<p>1. Welcome, Introductions and Apologies</p> <ul style="list-style-type: none"> • CR welcomed everyone to the meeting • Apologies received from Kate O'Hara, Rebecca Holmes, Ruth Forrester, Gillian Reynolds, Karen Donaldson, Lisa McGarry, Kate Sleight, Cheryl Hogg 	
<p>2. Minutes of Last Meeting Minutes were approved</p>	
<p>3. Declaration of Interest None</p>	
<p>4. Treasurers Report</p> <p><u>Profit</u></p> <ul style="list-style-type: none"> • Easy Fundraising - £69 • Tea Towels - £340 • Disco - £764 • Christmas Fayre - £126 • Mannerston's Ice Cream - £100 • Lloyds - £80 <p><u>Outgoings</u></p> <ul style="list-style-type: none"> • Uniform Invoices - £2384 • Camp Assistance - £902 • Play Kitchen - £1375 • 3D Printer - £291 • Speaker - £119 <p>Bank balance of £5685 which includes the reserve fund of £1000, P7 Camp places £1000.</p> <p>Available to spend £3685.</p> <p>HW said an estimated profit of around £532 due for the Christmas Cards.</p>	

<p>5. STEM area update</p> <p>LM is taking on this project and has been speaking to the children who have been coming up with ideas as to the activities/stations they would like to see in the zone. They need to tidy/organise what they already have in place and will reach out to the parent body to request help. They are hoping to have this set up for the Summer.</p> <p>CR will contact Tesco's to submit an application for funding towards this.</p>	<p>LM</p> <p>CR</p>
<p>6. Fundraising Events & Other Events</p> <ul style="list-style-type: none"> • <u>Quiz Night/Low Ports 50th Anniversary</u> To be held on Saturday, 9th March in the Rose Club at 7 pm for a 7.30 pm start. It was agreed to open it to the community. David Paterson has kindly agreed to run the quiz in support of the school. Cost £5 per person. Agreed to reach out to the parent body to ask for donations for raffle prizes. • <u>Other 50th Anniversary Activities/Suggestions</u> NH said that she has reached out to Murdoch Kennedy with help in gathering photos and memories from the community. They are also working with the Black Bitch magazine to produce an article and are arranging for a whole school photograph/drone footage. CR to reach out to the Linlithgow Museum to see if they would be willing to organise a display. A member suggested creating a time capsule and NH will look into one that can be held within a glass case. • <u>Spring Fayre/Low Ports 50th Anniversary</u> To be held during May. This is being jointly organised along with the school. A Whatsapp Group will be set up for a subcommittee to discuss ideas further. • <u>School Disco</u> To be held in May. CF said RH is happy to organise unless anyone else was keen to organise. No other volunteers. • <u>Christmas Cards and Tea Towels</u> It was agreed that HW would get in touch with NH at the start of June. • <u>Swishing Event</u> To be held in August/September. To agree on date nearer the time. CC volunteered to organise this event. 	<p>CR</p> <p>CR</p> <p>NH</p> <p>CR</p> <p>RH</p> <p>HW</p> <p>CC</p>
<p>7. PVG Checks for School Activities</p> <p>CR said she has provided NH with a list of names from those that reached out to her.</p>	
<p>8. Secret Garden</p> <p>CR read out a report from Ruth who could not be here tonight. Ruth's report said they had a successful work party and managed to fill 3 big builders' bags with waste. She dropped off some pallets to make a new compost bin at next visit. She is also getting some new long rounds for the kids to sit on along with some woodchip within the teaching area to make it less muddy. She is keen to obtain further input from school/LPOOSC. CR to add next date for work party in the School Newsletter. NH said they will be having a staff meeting next week and will gather ideas.</p>	<p>CR</p> <p>NH</p>

<p>9. Lights on Footpath beside Car Park NH has said that she has reported this 3 times and one still not working. A member had said that Mark Wheelhouse had resorted to putting up battery operated lights on the fence for this reason and perhaps the batteries in these just need replacing. NH will continue to chase up.</p>	NH
<p>10. Pre-loved School Uniform (Storage) update CR read out an update from Gillian who could not be here tonight. FLPPS now have a Donation Bin inside the first set of doors to the school for people to donate good quality branded uniform i.e. black trousers, black skirts, dresses both black and summer. They currently have lots of donations and are looking for help in sorting through them and for someone to take on the responsibility for donated uniform. She is happy to continue with the main uniform order. CR to reach out to the parent body via the Newsletter looking for volunteers to sort through the donations. It was agreed to set up a table with the donations at the Shared Learning Event being held in February.</p>	CR
<p>11. Head Teacher's Report <u>Staff</u> - New Pupil Support Worker for the short term – 4hrs on a Thursday and Friday. <u>School Improvement Plans</u> – Values have been introduced (inclusive, integrity, resilient, respectful). Children will be issued with stickers each time they demonstrate one of the school values. Children are also making posters around these values which will be printed. Community book about Linlithgow will be published by Summer <u>Differences</u> - bite size session with local authority on how to cater for all needs. <u>Bring your own Devices</u> - Arranging for lockable cabinets. They will only be allowed them out if using them as part of a lesson. Agreements have gone out to P6 and P7. Agreements to go out for P5 pupils tomorrow. <u>Communication</u> – Moving on to the Parent Portal App. They will continue to communicate using both Parent Portal and Group Call in the meantime as both school and parents familiarise themselves with the platform. Group Call will then only be used in emergencies and will hopefully reduce the number of emails. There will be a QR Code in place to support the transition. <u>School Fund</u> – P7's will be designing their own ties and funds will be used for materials. £800 for lockable cabinets for upper end of school. Purchase of book boxes to help infants' access books more easily in the library. Funds used for Christmas party food and for Santa Gifts for P1 to P3. The school also purchased a play den to compliment the role play furniture purchased by FLPPS.</p> <p>A member raised concerns for those children who don't own or bring a device into school. NH said that there will always be a device for children to access in school.</p> <p>From discussion, it was agreed it might be helpful for school to share details of the apps they use and also to provide digital support to parents for Parents Portal and Teams. LM will arrange this.</p>	LM

<p>12. Easy Fundraising</p> <p>In the last 30 days FLLPS have earned £14.55 and recruited one new supporter. The overall total is now at £1211.34. There was a reminder to everyone that using the Easy Fundraising site is a great way to help raise funds for the school when shopping online. To sign up, please use the following link: - https://www.easyfundraising.org.uk/causes/lowportpta/ CR to also share link in Newsletter.</p>	CR
<p>13. Any Other Business</p> <ul style="list-style-type: none"> • A member had asked if the school books needed replacing as some parents had been complaining about their condition. NH said that the books were recently replaced but she would be really like to hear from those parents and invites them to email her directly. • Discussion surrounding bins and rubbish in playground. It was agreed to carry this forward to the next meeting. • SB said she has removed 5 redundant signatures from the FLPPS bank account. The following signatures remain, Sarah Brownell, Rebecca Holmes, Kate O'Hara, Steve Rowntree and Karen Donaldson. 	MF
<p>14. Date and Time of next Meeting</p> <p>Next Meeting to be held in person on Wednesday, 20th March at 7 pm.</p>	