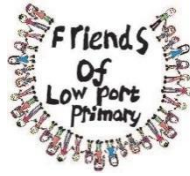


Minutes of Friends of Low Port (FLPPS) SCIO
Thursday 28th November 2024, Online 7.00pm

Attendees

Carrie Reid (Chair), Cara Chavagneux (Secretary), Katie Morton, Gillian Fraser, Sarah Brownell, Nicky Hocknull, Sinead Davidson, Kate O'Hara, Karen Donaldson, Kate Sleight, Helen Wallace

Agenda Item/Notes	Action
1. Welcome, Introductions and Apologies <ul style="list-style-type: none">• CR welcomed everyone to the meeting• Apologies received from SR, MF, GR, RS, RF, EG.	
2. Review of Minutes of August 2024 <p>Minutes were approved by SB and seconded by KM</p>	
3. Declarations of Interest <p>None</p>	



4. Treasurers Report

Opening balance from last meeting was £4213

Outgoings

Uniform invoice- £1560
P7 leavers- £250
Cheese and wine- £67
Insurance- £134
Festival of Trees- £13

Income

Uniform £131
Easy fundraising- £42
Tea towels- £1.35
Disco Nov 24- £730
Interschools quiz- £150
Swish- £500

Balance on 26/11/24, £4568

£1000 remains as account reserve
£1300 for P7 Camp reserve
£250 Reserve for P7 leavers
= £1425 balance

£592 restricted funds (£340 garden equipment)

£1425 for general distribution

No pending invoices

Sumup

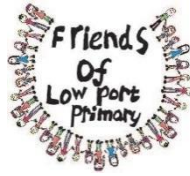
CR referred to the discussion at August meeting regarding identifying a QR code or similar for payments/donations which FLPPS could use to support fundraising events. Members aware that relying on small cash donations is difficult when many people do use cash. CR has discussed with other local schools PTAs, who have feedback that they use Sumup. KD advised she has had positive experiences with Sumup via other school fundraisers. Also discussed Justgiving pages which generate a QR code, although there may be charges associated. CR discussed Sumup being more in line with the ethos of FLPPS, and agreed that CR and KD will look into Sumup for next meeting. Aim to have in place before end of school year.

CR/KD

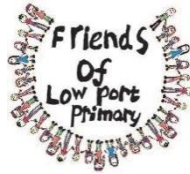
Tesco

CR completing paperwork for funds to be released following blue token competition, all forms now submitted. Funds will be used for science kits for children, and to pay for relevant expertise to deliver science content to the pupils. Awaiting feedback and when funds will be transferred.

CR



<p><u>Asda</u> Linlithgow schools are being encouraged to sign up for this reward scheme. When shopping is purchased, if app is used, a school can be identified for monetary awards to be sent. CR has completed application process, and information will be shared with school community before Christmas.</p>	<p>CR</p>
<p>5. Fundraising</p> <p>Joint Quiz Night 1st November, total profit £750 (£150 per school) Other PTAs are keen to repeat to promote community factor with other schools. CR feels every 6 months may be too much, but an annual event would be good. KOH discussed the effort involved is excessive to the funds generated. CR discussed whether another joint school activity would be good to explore. NH discussed having an event where school community parents can attend, suggested an end of year disco. Disco for all schools P6/7 is an option, to be discussed further. Other suggestions included inter schools sports event, end of term disco, Halloween disco, gin tasting. CR emphasised that other PTAs would participate with planning/organising. KS discussed the quiz ticket price could be increased to raise more funds. CR will take all suggestions forward to other PTA Chairs.</p> <p>CR has spoken to Springfield PTA re an event for P7 leavers. NH confirmed that P7 camp trip 2025 is combined with Springfield and Lowport pupils, separate dorms but shared activities. HW suggested a P7 end of year celebration. Suggested approaching Lowport centre. Volunteers agreed to discuss with the children. NH advised there are 3 official transition days. Lots of children have a broad social circle through clubs already, but providing an opportunity for some pupils to strengthen friendships before going to the academy may be beneficial.</p> <p>Disco GF feedback about November Disco. £750 raised, which is in line with previous discos. Costs associated: £550 sales, £463 on the night, (expenses, £202 tuckshop, £42 tattoos, DJ payment). Volunteers agreed that event ran very well. Unfortunately silent disco was cancelled last minute as headsets could not be provided. All agreed silent disco should be pursued for future discos. On the night the library was used as a quiet breakout space, but tighter monitoring of this is required to ensure children are all aware of the rules of the quiet space. Additional volunteers will be appointed to man this area for future discos. Discussed whether a demand for silent disco would mean that an additional breakout quiet space might also be required. SB suggested the time frames could be shortened to 8.30pm, and whether music volume could be lowered. 6.30-7.45 for P1-5 and 7.45-8.30 for P5-7. GF discussed the sign out process being difficult to manage, and whether other systems have been trialled. KOH advised that current system is the best one trialled over the years. NH proposed children could return to the infant classrooms, and parents collect from the classes with an adult supervising signing out. Further discussion required. Friday 2nd May is proposed date for next disco.</p> <p>A parent raised concern before disco re the tuckshop and quantity of sweets which children can consume, with suggestion of a token system. GF had</p>	



advised the suggestion would be raised at FLPPS meeting for discussion. KOH advised token system has been discussed in the past, but all volunteers agreed that tokens equate to the value of money provided by parents. Members discussed that a reminder could be raised in assembly that £1.50-£2 is sufficient funds for disco, and price lists of tuckshop and tattoos will be circulated to parent/carers before future discos.

GF advised she is happy to organise future discos, but managing the parent/carer communication is challenging and requested support. CR as Chair can remind parents/carers of the disco details which are outlined in a shared document. NH advised the school are also happy to assist with individual communication. CR agreed to manage parent communications.

GF asked for a review of evacuation plan with school before next disco- NH will arrange.

- PVG checks. CR encouraged trustees to sign up for PVG. List of people to be emailed to office, and they will then provide necessary documents. KOH, CC volunteered.
- Discussed allocating budget for First Aid training. Volunteers happy to fund training, and for any existing trained volunteers to provide certificate. A note on FLPPS trustees to detail who is First Aid trained. SB volunteered. KD will set money aside for training.

GF/NH

Christmas Fayre

Friday 6th December

KS has volunteered to run tea towel stand. Volunteers needed for tea, coffee and homebaking. Message will be sent to parents to ask for volunteers.

Previously discussed supporting a charity, agreed to launch this next year as too late to organise for this year.

Festival of Christmas trees

SB discussed that staff have been making decorations with children. SB will collect on 3/12/24, and on 5/12/24 3 x children and staff member will attend church to decorate. Tree will be stripped on Monday (9th) morning, and decorations will be available to take from school.

Sports Day/Spring Picnic, Friday 23rd May

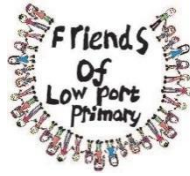
Gala Day, Saturday 21st June

Space theme has been suggested. A team of volunteers are required. KOH and CM able to be involved but do not have capacity to organise, and require volunteer support. KOH discussed that on average 90 children/adults participate with the march. Participants have a costume, and FLPPS need to generate interest for organiser(s) to manage costumes. A car is decorated by a small team of volunteers.

CR will send a message to parent body to ask for support, which will be sent as a separate communication. KOH will make a flyer to explain roles required and generate interest.

Tea Towels

HW thanked staff for supporting the art work being completed in advance. Plans to begin sales before artwork completed for future years. HW has difficulty with



PTA events software and would benefit from support with this. KOH suggested adding more volunteers as admin onto PTA events. GF is familiar with it following using it for the disco.

Additional sales of tea towels would be good to bolster fundraising total, low sales for P1 to date. Tea towels will be on sale at Christmas Fayre.

6. Head teachers Report

Staffing

- Miss Cuthbert and Mrs Mc Gilliard continue to be absent. Until Christmas, we have Ms Niven in post full time - P5 Tuesday to Thursday and delivering non class contact time on a Monday and Friday.
- Ms Golshan has been employed three days a week to teach the remainder of non-class contact time and Miss Stevenson's (P3 teacher) day out of class (newly qualified teacher).

F1

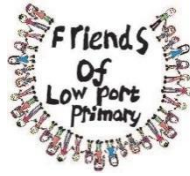
- At the F1 cluster schools competition, Low Port won 1st and 2nd place again and Springfield 3rd. We are still waiting on details of the finals but we would hope both schools could offer an after school club to prepare, then attend the finals in England again. We will arrange a meeting with parents as soon as we know.
- We have started to look at fundraising, earlier than we did last year as we have been through this process before. We would look to fundraise the full cost but if FLPPS would like to make a donation, it would be more than welcome. We realise that FLPPS fund many other things though.

Numeracy Champs

- We have Literacy, HWB and Numeracy mini champs. They share good practice with pupils and staff across the authority and take part in activities online.
- Our Numeracy Mini Champs recently took part in a competition to design a pupil friendly version of our Vision for Numeracy & Maths for across West Lothian.
- We won this competition for the authority and this vision and poster has now been shared at authority level.

STEM Area

- We are looking to have a STEM area launch on 23rd January. Further details to follow soon.



Secret Garden

- Mrs Davidson and I met with Andy from the Low Port Centre. The fence has now been erected and the school will pay £550 to cover half the costs.
- I met with the council and the land does belong to WL and will now be transferred to Education with a lease for the Low Port Centre to use the area. This means we will both use and maintain the space. WL are responsible for the trees etc and a survey has been carried out.
- Mrs Davidson, Andy and I have carried out a risk assessment and drawn up a user agreement e.g. no member of the public will use the area during school hours, a booking system in place for school events and after school club to use.

COSD

- Our children have decided to spend the Participatory Budget (£260) on creating calm/fidget boxes for each class to support pupil wellbeing.
- Mrs McVay is looking to set up another COSD swishing event. Possibly at the same time at the spring/summer picnic.
- She will discuss this with parents/carers at a COSD meeting in January. She will be putting out an online evening invite soon as no one could attend the session during the school day last time.

7. Secret Garden/Playground bark and equipment

Refer to Headteacher report, Section 6.

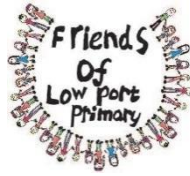
8. Cost of school day working group

Refer to Headteacher report, Section 6.

9. Smartphone policy

Following last meeting, CR emailed parent who has contacted FLPPS to raise concerns about school policy. Members discussed being satisfied that school are following guidance within West Lothian remit, therefore CR will advise parent to take concerns to the council. Members agreed that any ongoing parental concerns should be directed to the council. CR will ask parent to contact NH in first instance for school based concerns, or Education Customer Services at the Council.

CR



<p>10. Uniform update Uniform orders have been distributed. Reminder to be sent to parents re lost property items, which will be on display at christmas fayre</p> <p>Sustainable Uniform- Volunteers needed in new year to organise donations and lost property</p>	
<p>11. Any Other Business</p> <p>SB referred to high number of children arriving late for school bell in the morning. NH aware of this, and comment will be added into school newsletter. NH and SD review attendance, which includes lateness and action plan has been generated.</p>	NH
<p>12. Date and Time of Next Meeting</p> <p>Next meeting, Wed 5th Feb 7pm Lowport School</p>	