



Minutes of Friends of Low Port (FLPPS) SCIO
Wednesday 23rd October 2024, Lowport School 7.00pm

Attendees

Carrie Reid (Chair), Cara Chavagneux (Secretary), Katie Morton, Gillian Fraser, Ruth Forrester, Sarah Brownell, Nicky Hocknull, Sinead Davidson, Kate Sleight

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 Karen Donaldson, Steve Rowntree, Michelle Fathi, Emma Groarty, Helen Wallace, Gillian Reynolds, Kate O'Hara, Rebecca Smallwood 	
<p>2. Review of Minutes of 2023 AGM Minutes were approved by SB and seconded by RF</p>	
<p>3. Chair's Report</p> <p>Thank you all for attending and for all your hard work and generous donations this year. Having just finished my first year of Chair I truly appreciate all the hard work each and every person has put into the activities and events the team has delivered to help raise funds; provide activities and events for pupils and their families to enjoy; bulk order school uniforms; maintain the secret garden; organise 200 hundred drawings of children and teachers onto a tea towel template; design and create a fantastic gala day procession vehicle entry and organise families to join that procession; balance the accounts; and interview candidates for the new depute headteacher roles. All of these things take time and very rarely are they easy, so I would like to start the meeting by saying a massive thank you to you all for all the time and effort you put into FLPPS. Without you none of this would be possible.</p> <p>Thank you also to Nicky Hocknull, Zoe Gordon, Lynn McVay, Lauren Smith, Sinead Davidson and all the teaching staff at Low Port Primary to happily go along with all of our suggestions and to allow time in class for some of these initiatives. Your support allows us to do more.</p> <p>Since our last AGM in October 2023 we have had a new Chair and Secretary and we've had a particularly busy year with events and fundraising as we celebrated the 50th anniversary of Low Port becoming a primary school. As part of that celebration we wanted to raise money to contribute towards the new</p>	

STEM area in the Zone and I am delighted that in June we were able to donate £4,000 with the understanding that whatever money we receive from the Tesco Stronger Starts fund will go straight to the school as an additional donation.

This year, we have taken steps to enhance our hardship fund, which is designed to ensure that no child faces exclusion from school activities due to financial constraints. We handle all requests with the utmost confidentiality, and we encourage families to reach out directly to Mrs. Hocknull or Mrs. Davidson for support.

In addition, we are collaborating with both Low Port and Springfield on the "Cost of the School Day" working group. This initiative will help us gather feedback and make necessary adjustments to our offerings, ensuring that we can better support our pupils in their daily school lives.

We are also proud to maintain a successful pre-loved uniform "shop" in the school foyer, available to all families. FLPPS is committed to making sure that financial barriers do not hinder any child's access to school life. Thank you for your ongoing support in these efforts.

Due to the great relationship built up over the years with John Richardson he has offered to continue to provide disco equipment to us free of charge to ensure the school discos can continue to be run with only a small upfront cost. Thank you to John for your generosity and to his son Ben who has agreed to DJ for us.

On a personal note, I would like to say thank you to past Chairs, Kate O'Hara and Rebecca Holmes, and also to Nicky Hocknull who have been incredibly supportive during my first year as Chair. No question was ever too much for them or too silly, your support has made my life a lot easier!

Thank you.

4. Treasurers Report

KD was not present at the meeting but emailed reports to CR in advance of meeting this evening. A copy of accounts will be sent with Minutes of meeting.

Opening balance from last meeting was £3118.54

Outgoings

Uniform invoice- £1560

P7 leavers- £250

Cheese and wine- £67

Insurance- £134

Income

Gala Day prize money- £15

Easy fundraising- £24

Swish event- £500

Tea towels- £341

Disco Nov 24- £320

Balance on 22/10/24, £4183

£1000 remains as account reserve

£1300 for P7 Camp reserve

£250 Reserve for P7 leavers

= £1663 balance

£592 restricted funds (£340 garden equipment)

£1071 for general distribution

KD advised in the report that the invoice for tea towels (£400) is pending.

Nov Disco expenses will also be invoiced

5. Head Teachers Report

Staffing

- Mrs Anna Henderson has started full time in P3/2. She was already working delivering PE in P3 this term and knows the school.
- Miss Smith has assumed the full time PT role and is already well underway with leading Support for Learning across the school.

Cost of the School Day (COSD)

A big thank you to the Parent Council for their support with the Sustainable Shopping event, especially Cara! It was a great success.

Unfortunately, no one turned up for our COSD meeting, but feedback was that being during the school day wasn't ideal for many – so we are going to organise an evening online meeting in the coming weeks.

Plan for the year:

Challenge the perception – ‘doesn't apply to us’

Increase information shared about Cost of the School Day – review and update Cost of the School Statement for 2024/25 - complete at online meeting

Share regular COSD updates with staff, parents and community – monthly newsletter – source of info for parents/ where to access support etc.

Building Community links – can any local businesses support? What would we want support with?

‘Community Café’ – use of Community Wing/link with Low Port Centre to create a hub/support/drop in for families – two schools together – building community links

Shared Teacher Nook – display and share Professional Learning/Equity work displayed with useful information

Create a bank of resources for learning – HWB Curriculum

Pay It Forward Scheme - Christmas jumpers etc.

Road Crossing

I have reported the crossing to the authority and sent photos. As this road is a cul-de-sac and traffic flows are highly unlikely to be of the magnitude to warrant a School Crossing Patrol. It should be remembered that under the new highway code drivers should be giving way to pedestrians crossing on a side road. WL propose that we initially speak to Police Scotland to see if they can undertake a couple of site visits and speak to drivers who may be failing to adhere to the new rule. WL will add it to the agenda for next Police Liaison meeting and will get back to HT on the outcome of discussions.

Secret Garden

- We have met with Andy from Low Port Centre and Miss Smith
- Ruth has also spoken with Andy at Low Port Centre about the fence, maintenance and shared use of the Secret Garden.
- They are planning to use their in-house maintenance man Brian to do the fencing as this will be most cost effective for them. Quote looks to be about £1000 - £500 each.
- Low Port Centre are looking further into who owns the land. Andy to meet HT within coming weeks.
- Area would benefit from cutting everything back and tidying up. Ruth is going to look into organising this and possibly offset the cost against her business.
- No one is using the area until all actions have been carried out then we will timetable. This area will be out of use to LPC when school is in. Slots for after school club to sign up for. Low Port Centre the rest of the time.

6. Election of Office Bearers

CR explained role of trustee and asked whether any attendees wished to become a FLPPS trustee.

GF agreed to be a trustee, SB approved, RF seconded

KM agreed to be a trustee, RF approved, SB seconded

CR welcomed and thanked GF and KM for joining

7. Fundraising

Swish Event

Successful event for a first attempt, aimed to showcase/collaborate with community initiatives. Good response for donations, but low numbers attending event. However no overheads meant maximal profit for fundraising. Discussed building on the concept for future events, including involving children perhaps as a choir performance.

Christmas cards/Tea towels

341 teatowels have been sold so far, and orders close on Friday 8th Nov. Christmas card deadline has now passed, and awaiting order total. Further messages will be sent to parent and carer body as reminders for orders.

Joint school quiz night

Joint school quiz night is 1/11/24. KS is helping to collect prizes, and will contact local businesses this week. A further whatsapp message will be sent to parent/carers as a reminder, with details of how to enter. Costs are £10 per table, with 4 members in a team. NH agreed for prize donations from families can be given to school office for collection. CR reminder group that each school is responsible for collecting one large prize

KS/CR

Disco

GF is planning the disco and provided an update. 113 tickets sold to date (70 tickets for P1-3, 40 tickets P5-7). Ongoing ticket sales this week, and a further reminder will be sent out by whatsapp and newsletter. 5 additional volunteers are required, 2 of which will be dedicated to the silent disco in library area. GR is a volunteer First Aider, and NH (trained first aider) will also attend the disco. CR requested that a school staff member be present for the duration of disco, as this assists with managing children's behaviour.

GF

3 volunteers are PVG registered which meets requirements. Volunteers will not take children to toilet, and direct them to toilets only.

Children requiring medications/allergies etc must have medications in a sealed, named bag and First Aider meets with the child when signed in. NH will work with FLPPS to identify children who have severe allergies/medical needs and work with parents to ensure they are best supported at all times. GF will check PTA events medical forms and liaise with NH

SB will give float to NH office in the afternoon before the disco.

GF has confirmed with John Richardson who will provide DJ equipment and set up. His son will DJ on the evening. Silent disco equipment will be given to GF in advance of the event, as devices must be charged. RF will make 2 separate playlists on 2 devices, which must remain in the library for the duration of disco. GF and RF will coordinate with John about the best way for the system set up for silent disco.

CF discussed payment for John's son who is DJ for the evening. Members present agreed £50 cash, which SB will arrange. CR will send an email to treasurers to advise.

CR/SB

Health and Safety- GF will review all safety packs and fire action plan.

Volunteers will be made aware of areas they cover in event of an emergency.

GF asked NH about clear up after the disco. Zone area to be swept and school should be vacated just after 9pm. Leftover tuckshop etc to be stored in FLPPS cupboard.

CC will order variety of tattoos.

CC

Request to be sent on FLPPS whatsapp group for volunteer to purchase tuckshop.

<p>Christmas Fayre, Friday 6th Dec FLPPS volunteer to run tea and coffee table. SB will provide float. NH asked members what works well at Christmas fayre. Members discussed having a craft area for families to make items with children for a small donation. Choir performance, and supporting either a food bank or Christmas gift drive was discussed whereby children are invited to donate food/gift.</p> <p>Festival of Christmas trees SB has contacted Margaret, and met with NH to discuss. Staff will meet on 7/11 to decide on a theme for Christmas tree and NH will advise SB. Staff will then support children to make decorations. SB will take 3 pupils to the church on 5/12 to decorate the tree. Additional decorations are in FLPPS cupboard which can be used if needed. SB will return to church on 9/12 to strip the tree.</p> <p>Sports Day and Spring Picnic, Fri 23rd May To be arranged, GF volunteered to help.</p> <p>Gala Day Volunteer needed for creative planning of the gala parade. CR suggested members attend the next FLPPS meeting with one theme idea for the gala day.</p> <p>Members had a wider discussion about the idea of school having a charity which they support each year, with children involved in deciding which charity and events to support fundraising.</p>	<p>SB</p> <p>NH/SB</p>
<p>8. Secret Garden Update/Playground bark and Equipment RF advised that an Autumn annual major clearance is necessary to maintain a safe space. The clearance requires cutting back, tree checks and likely to be more than what volunteers are able to complete safely. RF is planning to arrange for workers to complete work, via her professional role. RF advised that it is generally the duty of the landowner to complete tree inspection. NH advised she can arrange for school to cover costs of tree inspection if this ensures the secret garden can then be back in use by the children as a learning space. RF is aiming to organise clearance in the next couple of weeks, and complete this before the new fence is erected. RF will advise NH when the secret garden is a safe area for children to begin accessing again.</p>	<p>RF</p>
<p>9. Uniform Update</p> <p>GR not present at the meeting. Email has been sent this week for uniform orders.</p> <p>Preloved uniform Lots of uniform available. CR asked NH to include paragraph in the handbook for prospective P1 parents. Members identified Sharing Learning on 6/11 as the next event the preloved uniform can be available in the foyer. NH will advise parents that doors are open from 8.50am, and then classrooms open 9-9.30am. Table can also be out at Christmas Fayre if there is available space.</p>	<p>NH</p>
<p>10. Cost of the School Day working group update NH has provided update in Headteachers report</p>	

11. Any Other Business

QR code for fundraising- CC enquired about whether a QR code could be used to support fundraising events. QR code could be included in flyers of events, and on the day of event as alternative to cash payment. Further research required regarding how this would work in terms of maintenance fee, set up etc. Members agreed this would be beneficial, CC will speak to treasurers.

CC

School smartphone policy- CR discussed an enquiry from a parent regarding concerns over smartphone use in school. CR referred to a previous discussion around smartphone use during the FLPPS meeting in Jan/Feb 2024 when NH explained the policy. NH reviewed the policy as a reminder for members present at meeting: some parents have expressed a wish for children to have phones on their person for returning home and/or after school activities. School arrangement is for P5-7 only to be authorised to bring a phone/device to school, only when a Responsible User Agreement has been signed by student and parent/guardian. The device is locked in a cabinet at the start of school day and returned at the end of the school day. During activities when a device is being used in the class as part of learning, students who have a phone/device can request access to it from the locked cabinet. School devices are also available, and distributed by teacher. Device is then returned to the locked cabinet when the learning activity is finished.

NH advised that school is integrating teaching children about responsible digital use into the curriculum, and following digital progression pathway. School are also delivering support to parents/carers with information about Internet Safety, most recently on 23/10/24. Devices are used as learning tools within the school curriculum, and devices are available for children engaging with learning activities which require a device. P1-4 have access to school electronic devices only. School provided electronic devices have restrictions placed on them including downloading applications and internet access, which is managed by school digital administrator. Likewise electronic devices brought in from home are restricted by the school wifi, as website access is limited eg no access to Youtube.

Members were confident that the school is following appropriate guidelines for safe digital use. Students who have a smartphone/device signed into school only have access to it when engaging with structured learning activities when a device is required by all students. They do not have access to their device outwith these scheduled time periods, including break and lunchtime. NH advised that if parents request that their child does not have access to electronic learning tools within the school curriculum, the school would work to support the parent with their wishes.

The members present at the meeting were satisfied with the policy and current practice in place regarding smartphones.

12. Date and Time of Next Meeting

Next meeting, Thursday 28th November 7pm via Teams