



Minutes of Friends of Low Port (FLPPS) SCIO
Wednesday 5th February 7.00pm

Attendees

Carrie Reid (Chair), Cara Chavagneux (Secretary), Gillian Fraser, Sarah Brownell, Nicky Hocknull, Sinead Davidson, Karen Donaldson; Kate Sleight

Agenda Item/Notes	Action
1. Welcome, Introductions and Apologies • CR welcomed everyone to the meeting • Apologies received from HW, RF, RS, EG, GR, KM, MF, KOH.	
2. Review of Minutes of November 2024 Minutes were approved by SB and seconded by KD	
3. Declarations of Interest None	



4. Treasurers Report

Outgoings

Uniform orders- £59.10

STEM donation to school- £1125

Income

Tea towels sold at Christmas Fayre- £305

Tea and coffee at Christmas fayre- £208.02

Christmas card commission- £638

Donation from Bank of Scotland- £350

Tesco blue tokens- £1125

Balance on 5/2/25, £6009

£1000 remains as account reserve

£1300 for P7 Camp reserve

£250 Reserve for P7 leavers

= £1425 balance

£592 restricted funds (£340 garden equipment)

£2866.74 for general distribution

No pending invoices

CR explained that monies won from Tesco Blue tokens are issued by Tesco in 2 instalments. Remaining portion of money will be transferred after final paperwork completed. All members agreed that pending instalment of £375 should be transferred to school in advance to allow purchasing of STEM resources.

CR asked NH whether additional funds for STEM would be beneficial, but NH advised no resources are required at the moment. An audit has been completed regarding desired resources and NH now needs to consult wider staff team.

CR and KD agreed that when FLPPS transfer funds to school KD will send a follow up email to school office clarifying total amount transferred and intention

NH asked KD to send a list of FLPPS donations to school for last year to close school accounts.

Sumup

Following on from FLPPS members suggestion to explore whether a QR code could support fundraising efforts, CR has contacted SumUp and discussed the platform with other Parent Councils who are currently using it. CR will meet with Parent Council Chair to understand the pros/cons in more detail.

In the meantime, also exploring PTA Events and Stripe, which can both generate QR codes. KD advised that there is a charge for using PTA Events so Stripe QR code may be better, but further exploration needed. Card readers can be purchased for £15. The points which need to be clarified are:

- Can users make any value monetary donation using QR code
- GDPR protection policies
- Charges for use

KD

KD



- Ease of access to account

5. Fundraising

Disco- Friday 16th May

Discussed making changes to the format of the disco, including P1-4 attending earlier disco, followed for P5-7 for later disco. Agreed that a questionnaire will be given to P5-7 students to ask their preferences. NH has created the form and will gather results, and feedback to FLPPS.

Discussed a better system for sign in/out process as entrance area is busy, and can be overwhelming for younger children. Agreed that parents will bring children through infant door, and infant classrooms will be used to sign in and leave belongings. Parents then walk through zone and exit by front door. Pick up and sign out is from the designated classrooms.

Actions- GF to meet with NH to review fire safety procedures and ensure fire safety packs and information shared with volunteer fire wardens remains up to date.

GF/NH

Joint School Quiz Night



CR reflected that the event went well last year, but has feedback to involved Parent Councils that x 2 events per year means relying on same local businesses for support. It is a positive event to be involved with other local schools and engage with the community, but does not generate a lot of funds as funds are equally divided amongst participating Parent Councils. CR will keep members updated if a new date is arranged.	
Sports Day/Spring Picnic, Friday 23rd May Sports Day will take place in the morning and Spring Picnic arranged for afternoon, from 12.25pm pick up. Similar format to last year, inviting families to bring a picnic lunch and stalls set up in playground. FLPPS will ask for volunteers for tea, coffee and baking for sports day. For Spring picnic, Hook a duck, face painter, ice cream cart and silent disco suggested. Also discussed a sports theme, with Beat the Goalie and/or family Zumba. Attendees agreed that prices should be low, with emphasis on school community event and not fundraising. CR will contact Lowport Centre regarding supporting the event	CR
Discussed a luxury hamper which could be raffled in the 2 weeks leading up to the event. Discussed using QR code to pay for raffle tickets, and involving P7 in generating interest with families to purchase tickets. A flyer could be made with details. Request for luxury food items for hamper to be shared with parent/carers.	CR
Gala Day FLPPS desperately need parent/carers volunteers to support with planning and organising of Gala Day. CR will ask KOH for key bullet points for what is required from volunteers, including roles and make a flyer requesting help, which will be sent to parent/carers body via whatsapp. Families to be reminded that all children can walk with the school procession even if not elected to be involved with Gala. Lowport Primary will have a space theme.	CR
Joint P7 schools event Discussed that P7 joint camp is already arranged. No plans in place for an additional event	
Suggestions for how to spend available funds Families have feedback that school PA system which was used in recent P5 and P6 assembly could not be heard clearly. NH and SD will test and feedback to FLPPS before deciding whether new system is required. If new system is required members agreed that FLPPS funds could be used to purchase one.	NH
P7 Garden requires support to clear and make it safe for children to use again, following recent storm. CC will ask for any volunteers willing to help. NH advised that children have made some plans about the garden, and they can be consulted. Any volunteers to contact NH and can access the garden at a suitable time for them. £592 available funds to spend on garden.	CC
6. Head teachers Report	



- Staffing. Mrs McGilliard and Miss Cuthbert continue to be absent. Miss Niven continues to teach P5 alongside Ms Paton and deliver specialist cover two days a week (STEM and RME). Mrs McIndoe has started with us and teaches STEM and RME on Mondays and Tuesdays. We currently have two students in P6 and P2/1. - On Monday 24th and Tuesday 25th February, we are looking forward to welcoming visitors to Low Port to carry out a Council Validated Self Evaluation (VSE). This is a process all schools take part in every couple of years, and this supports us with evaluating our strengths and next steps as a school. The team comprises our Education Officer and three West Lothian Head Teachers. Alongside the school senior leadership, the team will take part in a variety of activities including classroom visits and focus groups with staff, children, parents/carers and partners. - STEM zone launch is 19th February – sign up coming out – 50 families per session. Companies and partners will offer workshops for families to attend - We are currently working with staff to consider the best resources for the Tesco grant money - School improvement – on our school inset day, we will be working with Springfield PS to share our staff practitioner enquiries, based on our five agreed Visible Consistencies. In the afternoon, staff have signed up to 5 of 9 workshops, all linked to developing good practice in our Visible Consistencies. - If FLPPS are willing to, £578 would be appreciated to support camp • F1 – two teams going to Rotherham in March. Trustees agreed to support P7 Camp and F1 Teams trip. School are also fundraising for F1 so FLPPS support may not be required, but attendees agreed £500 donation, SB approved and KD seconded. NH will communicate with CR if less funds are needed following completion of fundraising. KD will make transfer for £578 for P7 Camp, and ring fence £500 donation for F1 Teams.	KD
7. Secret Garden/Playground bark and equipment No update	
8. Cost of school day working group No update, Lynn McVay organising another meeting	



9. Uniform Update No update. Lost property has been bagged and labelled, and now needs to be sorted. CR will arrange a date/time and ask for volunteers to help	CR
10. PVG Checks/First Aid SB has made several enquiries with Xcite who run first aid training but no response. CC will follow up, identify a list of course options and share with CR. Attendees agreed to ringfence £400 for First Aid training for parent/carers volunteers, KD approved, GF seconded.	CC
AOB No issues raised	
12. Date and Time of Next Meeting Next meeting, Thursday 20th March 7pm	
Addendum to Minutes Addendum added to minutes at request of Chair CR Following the meeting, HW has offered to provide 1 adult and 1 child hamper for the Spring Picnic which will be raffled off for fundraising.	