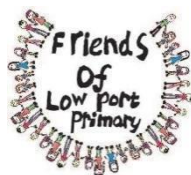


Minutes of Friends of Low Port (FLPPS) SCIO
Thursday 9th October 7pm Lowport Primary School

Attendees

Carrie Reid (Chair), Cara Chavagneux (Secretary), Kendall Smith, Katie Morton, Joanne Banks, Karen Donaldson, Sarah Brownell, Anne, Nicky Hocknull, Sinead Davidson, Peter Gavin, Emma Strachan, Mikayla Nicoll, Neil Cogan

Agenda Item/Notes	Action
1. Welcome, Introductions and Apologies • CR welcomed everyone to the meeting • Apologies from, EG, HW, GR	
2. Review of AGM Minutes 2025 Minutes were approved by SB a seconded by KD	
3. Chairs Report CR read the following report: Thank you all for joining us at this year's Annual General Meeting. It's my pleasure to present the Chair's Report on behalf of the Parent Council for the 2024–2025 school year. First and foremost, I'd like to express my sincere gratitude to all members of the Parent Council (Trustees and volunteers), the shared leadership team, school staff, and the wider parent community who have contributed their time, ideas, and energy throughout the year. Your support continues to make a meaningful difference . Overview of the Year 2024-2025 has been both busy and productive. We have focused on: • Strengthening parent engagement by trying to have more visibility on social media, encouraging parents to attend meetings by sharing via class WhatsApp groups as well as Groupcall, encouraging parents and carers to engage in school feedback surveys and working parties. • Supporting student well-being by increasing the hardship fund to allow more students to attend camp if they experience difficulties paying the full amount. • Fundraising to support school activities and needs We have remained committed to our goals and worked collaboratively to support our school community.	



Highlights and Achievements

- Fundraising: Thanks to the incredible support of our families and local sponsors, we successfully raised £6,721.26 through activities such as school discos, Swish event, Groundworks UK Tesco tokens, tea towels and Christmas card fundraiser, Spring Fayre, and quiz night. These funds supported STEM area donation, camp places, donation to allow the school to participate in F1 in Schools competition, P1 Parent's breakfast, P7 Leavers activities and the reserved amount for the new sound system.
- Community Events: We hosted several well-attended events, including 2 schools discos, quiz night, Spring Picnic, Gala Day procession which brought families together and helped strengthen our school community.
- Advocacy and Communication: The Parent Council continued to serve as a bridge between parents and the school administration. We've encouraged parents and carers to engage in school feedback surveys and working parties.

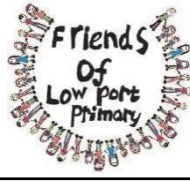
Looking Ahead

As we look to the next school year, I encourage all parents and caregivers to get involved - whether by attending meetings, volunteering at events, or sharing ideas. Your voice matters, and your involvement enriches our school.

Our fundraising focus will be on raising funds to provide new playground equipment which will be decided by pupils, leadership team and playground development working party.

We look forward to building on this year's progress and continuing to support a vibrant, inclusive, and supportive school community.

Thank you again for the opportunity to serve as Chair. It has been a rewarding experience and an honour to represent such a caring and engaged parent community.



4. Treasurer's Report

Opening balance on 1/8/25, £5591.13

Funds Raised

Easy fundraising- £16.51

Tea towels £88.73

Outgoings

Cheese and wine evening £66.19

Bingo £35.14

Remainder of bingo budget

Reserve:

School sound system- £2500

First Aid Course- £400

General reserve- £1000

Remainder of disco budget- £15

Disco budget- £375

Funds available for general distribution- £772.84

Funds available for restricted distribution- £592.34

Closing balance 9/10/25 £5655.04

KD advised that there is currently no reserve for P7 camp/activities, and this should be considered when considering available funds. Attendees discussed a Camp reserve and proposed £1700, SB approved, KD seconded.

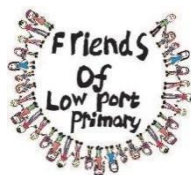
SB will confirm the amount available in petty cash, KD keen to keep a £60 float and any surplus funds in petty cash should be put into the bank.

Total bingo profits are pending, as Stripe funds (from card payments) are pending.

Volunteers discussed plans for the sound system and timeline for purchasing. SD advised that speakers have now been removed from the wall, and John Richardson will advise whether these can be repurposed. Once final details are known, SD will share information with CR and speakers can then be purchased.

KD discussed the recent changes to OSCR guidelines. Previously if a volunteer was a trustee or FLPPS treasurer individual details did not need to be registered with OSCR. Now everyone who is a trustee of FLPPS needs to be registered. CR advised that because FLPPS are a charity, legally all trustee information is kept on file already. CR will give KD access to the file, and KD can then provide necessary details to OSCR. CC or CR can be added as a user.

CR



5. Headteachers Report

Staffing

- Miss Tully is now planning to go on maternity leave on Monday. Mrs Paradise will take up post early in P2, starting next Thursday.
- Mrs Paradise will also work in the school in P6 on a Monday and take support groups from across the school on a Wednesday.
- Mrs Fraser has moved on from her role in our school office. The position for a new Administrative Assistant has been advertised, and NH is interviewing with the Business Manager on Monday. NH will update parents in due course.

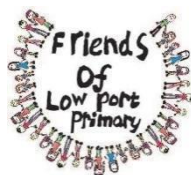
P7 Enterprise

- P7 enterprise with White Dove is up and running. Springport Coffee Company will sell their product at the Low Port Centre market from 12-6pm on Saturday 18th October.

Digital Consultation

- NH thanked all who took part in the consultation on the use of digital devices in school. NH reflected on the range of perspectives that had been expressed.
- NH recognised that the decision may not align with everyone's views, but advised it was made following a careful review of the available data and thoughtful consideration of its impact on both wellbeing and learning.
- With immediate effect, pupils will no longer be invited to bring any digital device into school for learning purposes. This includes items such as phones, tablets, laptops, and other personal technology.
- Exceptions will be made for children who require individualised technology to support their learning. These arrangements will be considered on a one-to-one basis and discussed directly with Senior Leadership to ensure appropriate support is in place.
- For safety reasons, pupils in Primary 5-7 who walk to or from school may bring a smartphone or pupils in P4-7 who walk to and from school may bring a smartwatch. However, these smart devices may not be used during the school day. Further guidance will be provided through the Responsible User Agreement. In the meantime, pupils should continue to store these items securely in class until more detailed information is shared.
- NH advised that there was an overwhelming response to the Digital Working Party, and unfortunately, the number of volunteers exceeds what can accommodate an effective group involving pupils, staff, and our after-school club. Senior Leadership have selected a range of parents/carers to represent almost all stages, including the Academy, and with a variety of perspectives.
- This group will work collaboratively with pupils, staff, and the after-school club to help shape the Responsible User Agreement. This involves the use of all digital devices in school and will complement our new Positive Relationships Policy. Following these discussions, further guidance and clarification will be shared with families.

NH expressed her thanks on behalf of the school to all parents and carers who have been involved in FLPPS during last session and this term. She reflected on the significant difference FLPPS makes to the school community, including fundraising, organising events, or initiatives such as the sustainable uniform



and swishing stalls. NH expressed a special thanks to Kate O'Hara, who is stepping down today after many years in FLPPS. NH reflected on the key role KOH has had, and her contributions helping to shape the positive culture enjoyed today.

NH also extended her thanks to Carrie, and the outstanding job as Chair of FLPPS. NH recognised that Carrie juggles a busy home life with work and family responsibilities, whilst still leading FLPPS with dedication and care. NH spoke about CR role beyond FLPPS meetings, regularly liaising with the Senior Leadership Team to share feedback from the parent body, helping Senior Leadership team to stay connected to the views and concerns of families. CR plays a key role in:

- Facilitating communication between parents and the school
- Providing thoughtful input on school policies and improvement planning
- Supporting strategic decisions by representing the parent perspective
- Helping coordinate events and initiatives that benefit the whole school community
- Her involvement in key areas of school development has been invaluable. This includes:
- Participating in the recruitment process for our two Deputy Head Teachers across the model
- Contributing to our Council Validated Self-Evaluation (VSE) in February
- Supporting the development of our School Improvement Plan through ongoing discussions, both formally and informally e.g. Cost of the School Day, Playground and Visible Consistencies

CR leadership helps ensure that FLPPS remains a strong, effective voice for parents and carers, and NH expressed her thanks for her ongoing support.

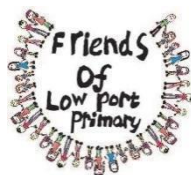
PG led discussion around how FLPPS can be used to as a platform to share feedback from working parties.

6. School Improvement Priorities and Working Parties

NH advised that in June parents and carers were consulted via a form regarding our improvement priorities. 27 families completed this. Aside from this, evidence is gathered from a range of sources throughout the year which feeds into the following year's improvement plan. Forms, discussions and events throughout the year all feed into SIP. NH provided an example of engaging in classroom observations, jotter monitoring, questionnaires, discussion, focus groups, pupil voice, learning walkthroughs, data and FLPPS meeting discussions. All information gathered influences what the improvement priorities are each year.

There is a wall display in the school foyer displaying the main priorities. Each year staff identify measures of success to evidence the progress of each priority. This is then measured and reported through the Standards and Quality report (published on the website).

NH discussed the priorities for the year ahead and invited questions from attendees. NH explained that the school will report progress throughout the year



through newsletters and at FLPPS meetings. There will also be an opportunity for engagement in dialogue around the priorities. There are:

- parent/carer working parties which reflect school priorities. This is in addition to ongoing consultation with the whole parent/body and gives those who can an opportunity to engage in improvement work with staff and pupils.
- Working parties will focus on Learning, Teaching and Assessment, Playground, Digital, COSD and HWB.
- FLPPS will be part of school working parties, and Senior Leadership look to share updates at each FLPPS meeting.

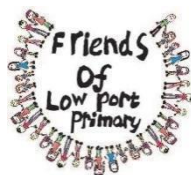
Cost of the School Day

- There is a new Toolkit in the weekly newsletter which provides links to various financial supports from the Council.
- Challenge Poverty Week – classes have been learning about this week.
- No sign up for COSD parent working group yet.
- Halloween swishing event in October.
- Parents' Evening – West Lothian Financial Services, Library, Food Pantry and Credit Union attending.
- PEF consultation – Forms in newsletter. These will be sent out in a separate group call too.

Following NH feedback, PG raised the different surveys which are ongoing, and enquired about an effective method to ensure the information is then shared with parents/carers. PG referred to the Practice models theory regarding spreading the sharing of information.

NH advised that when the response to forms, surveys etc has been low, FLPPS will be asked to support sharing the information by class whatsapp. NH reflected that informal conversations are the source of a lot of feedback, and not all data is gathered via forms. NH advised that following 2 years of an open forum to liaise with leadership, this has been stopped due to a poor uptake. An open feedback form link is now available in the weekly newsletter. NH welcomed other ideas which can help capture parent/carer views. PG suggested feedback to issues raised is shared back more regularly throughout the year. NH referred to You Said We Did which has been started, and will be built on going forward. CR encouraged attendees to share any ideas for ways to better engage with parents and carers.

NH referred to a Halloween swish event, which will encourage sustainable approach to sharing pre-loved costumes. Children will be able to dress up/down on Friday 31 st October. CR asked if sustainable uniform shop details could be added to Cost of School day. CR reminded members to access preloved uniform.



7. Election of Office Bearers

CR advised that KOH has stepped down. CR expressed thanks for time, effort and support that KOH has given to FLPPS as a trustee and as Chair. CR also expressed thanks to KOH for her support whilst CR took on the role of Chair.

RS vice chair has stepped down, CR expressed her thanks to RS for all of her efforts and support which has been incredibly valuable.

SB nominated as vicechair , CR approved, CC seconded

Number of people interested in becoming trustees. CR encouraged those to nominate themselves as a trustee AN, ES, MN JB KS CM. KC and JP also expressed interest but not present tonight. CR emphasised that trustees do not need to be present at every meeting, but encouraged to attend as able. Role of trustee has voting rights, decisions on budgets e.g. camp reserve. CR will send trustees an email with information, constitution, and request for information. CR is happy for trustees or volunteers to discuss the details about the role at any time.

CR

8. Card readers for contactless payments/donations

KD referred to the previous FLPPS discussions re a plan for supporting contactless payments, to support fundraising.

ParentKind have recently been in contact with KD advising that they are running a scheme whereby they offer £200 to parent councils for joining the scheme, in addition to providing the card reader. This offer has been extended from England to Scotland.

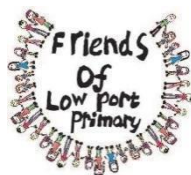
KD has contacted ParentKind for more information, and confirmed that FLPPS are eligible for the scheme on offer. This would provide a card reader. Card reader could be used for refreshments, ticket sales but cannot be used for activities deemed as gambling eg bingo. Cost for the machine is £1 per terminal per month. Fees are 4p per transaction plus 0.6% on amount paid. The alternative option is a point of sales machine. No fixed contract or monthly commitment. 7p per transaction, 1.1% each fee, with payment per payout.

FLPPS are already charged for PTA events, so FLPPS are familiar with fees. Attendees agreed the option to have card payments would be helpful.

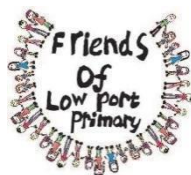
KD discussed the £200 payment would alleviate financial commitment of transaction fees and a for a 12 month trial would provide a financial buffer to assess effectiveness for fundraising.

KD invited thoughts from members, and ideas. KD has questions and has arranged a call with ParentKind for 10/10/25.

CR supported exploring having a card reader as it is a better option than continually setting up QR codes on PTA events.



PG offered 2 different perspectives. 98.5% payments are made by card rather than cash. For national level payments, generally the cost per transaction is the issue. £200 payment from ParentKind is a good option. Designate accounts for floats. If they are operable with bank of Scotland it would be worth exploring. Losing custom by not having a means to card read for donations. KD advised that the fees are reasonable compared to others, and offer seems to fit FLPPS needs. Volunteers agreed this should be explored, and can trial for 12 months. CR proposed, SB seconded and FLPPS agreed that if KD is comfortable following phonecall with ParentKind then happy for KD to proceed with signing up to ParentKind Scheme on offer. JB asked whether data sits with Parent Kind or FLLPS, KD confirmed that personal data remains with Parent Kind, this is not with FLPPS. No personal details are shared with FLPPS. It functions as a stand alone card device, therefore not linked through a phone. Training could be offered to volunteers who are using the device. KD explained that it has a built in SIM and not a wifi. KD will check which network it is using, believed to be Virgin. Allocated personal support is allocated by ParentKind Discussed devices could be extended to the school coffee enterprise. Copy of revised T&C has been emailed to KD	KD
9. Fundraising Events and Other Events: <u>Family bingo report</u> Successful bingo evening held last week, approx. 90 attendees. £163 intake from cash. Stripe payments are due in therefore do not have a total profits as yet. CR thanked volunteers for organising and running the event. <u>Christmas Cards and Tea Towels</u> Children have drawn designs, and these have been sent home. Deadline for ordering is now past. Tea towel sales have been slow, 44 sales (£166) to date. A drive for parents/carers to purchase will be sent out on class whatsapp groups. <u>Disco: Friday 21st Nov</u> Date has been changed due to original date of 7th November clashing with rugby fireworks. Date for disco is now on 21st Nov. Awaiting confirmation from Silent disco that they have staff available to run event. Once DJ and silent disco are confirmed, communication will be sent out for ticket sales. Likely to be after October holidays. <u>Festival of the Christmas Trees</u> KM has taken on the role from SB. Awaiting theme, KC also volunteered to help.	



Christmas Fayre: Thursday 11th Dec 6-7.30pm

Evening event following feedback from FLPPS meetings. FLPPS offer tea, coffee and home baking. Tea-towel stall will be available. CR asked volunteers for any other ideas which may be useful. Discussed whether a Santa grotto/area would be well received, Alan (Springfield lollipop man) will be asked. NH advised that at Springfield, outdoor shed is set up as a grotto and families have the option of taking child to grotto, with small payment for the gift. At Lowport the Infant zone area could be used, volunteers keen that this should be optional. Volunteers agreed to a suggested donation, pre book a time slot for a story reading and then elves handout gifts. Staff member and PVG volunteers will be present.

CM suggested running craft stand at fayre, which had a good uptake at spring fayre.

Class Christmas parties

CR advised that last year money was offered from FLPPS for refreshments. NH requested the same, £250. NH will cost and let CR know funds required. To be discussed at next meeting

Family Ceilidh: Friday 30th January

Lowport Centre booked 30th Jan 6-10pm

Cost for LPC, £158.

50% invoice for £79 to be paid now, CC to send KD invoice and payment will be made.

CC has contacted various bands, Cockleroy Ceilidh band available for £320. 4 piece with a caller, significantly cheaper than other quotes. Attendees happy therefore CC will confirm reservation/payment with the band

Discussion around alcohol licence, and rules requiring the server behind the bar to now have a licence. Attendees discussed selling soft drinks/tuck shop and BYOB with a small donation. CR and CC will put costs together.

CC will contact Tesco regarding providing donations for tuckshop and explore local businesses who may be willing to sponsor the event.

Quiz night: Friday 6th March

KOH will be quiz master. KS, previous trustee will provide quiz questions.

Awaiting confirmation that cricket club is available. PG will contact Andrew to confirm availability of venue. Access required from 6pm

Spring Disco: Date TBC

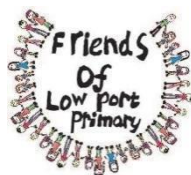
Sports Day Camp; Spring Picnic: Friday 22nd May

JB has offered to assist with organising. Police, fire truck, ambulance and recovery truck will be invited. CR discussed location where vehicles could be parked at the school. Bottom carpark may be suitable but further discussion Required.

CC/KD

CC

PG



<u>Gala Day: Saturday 20th June</u>	
10. AOB SB raised ongoing difficulties with banking funds since Bank of Scotland has closed. SB trying to get a 'paying in' book for Banking Hub. SB expressed that this is causing an issue with banking funds, as Livingston is now closest Bank of Scotland CR raised the issue of a broken light on the gable end of school following parents raising concerns. NH advised it has been repeatedly reported to Muirs, they are aware it needs repaired but no date for repair confirmed. KM asked MN to email an invoice to Round Table. KD will provide the bank Details. NH advised that previously discussed wish list for classes was discussed with teachers, but feedback is that a school wish list would be better received. NH fed back that excursions have been planned for school year following parent consultation. Parents advised they would like children to attend excursions related to their learning. Suggestions of a pay forward scheme for excursions, with a suggested payment per child for the trip set up by school. If there is a shortfall, FLPPS agreed to subsidise/top up funds. CR approved. NH said she will apply for grants etc.	KD
13. Date and Time of Next Meeting Tuesday 25th November 7pm	