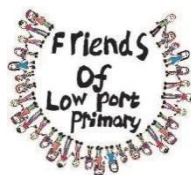


Minutes of Friends of Low Port (FLPPS) SCIO
Tuesday 25th November 6.30pm
Lowport Primary School

Attendees

Carrie Reid (Chair), Cara Chavagneux (Secretary), Sarah Brownell, Emma Strachan, Gillian Reynolds, Nicky Hocknull, Sinead Davidson, Anne Neilson, Christie McMonagle, Karen Donaldson, Kendall Smith, Kathleen Chung, Katie Morton

Agenda Item/Notes	Action
1. Welcome, Introductions and Apologies - CR welcomed everyone to the meeting - Apologies HW, JB, MN	
2. Review of Minutes of October 2025 Minutes were approved by SB and seconded by GR	
3. Declarations of interest None	
4. Treasurers Report Opening balance on 09/10/25, £5655.04 <u>Ingoing</u> Tea towels- £553 Bingo- £333 Disco- £515 Gala Day Prize- £20 Uniforms- £1544 Round Table Donation- £568 (restricted for sports equipment) <u>Outgoings</u> Ceilidh, hall hire- £79 Card machine rental- £1.20 <i>Large invoices for uniforms and tea towels are pending</i>	



Reserve:

Sound System- £2500

Camp- £1700

Ceilidh Band- £320

Remaining ceilidh hall hire- £79

First Aid Course- £400

General reserve- £1000

Closing balance 23/11/25 is £9110.82

Unrestricted funds available for distribution- £1874.71

KD advised a period of flux due to pending invoices therefore no financial outgoings to be made until new year, following fundraising funds being deposited into account.

KD discussed the arrival of the card machine. £1.20 fee per month on an annual contract. Rate is available for 10 years. FLPPS must have insurance for the machine, KD has discussed with Connect who are able to cover it provisioning there is a list of 'property' provided. KD will take action adding the machine to the insurance. KD asked for approval of funds to purchase a protective case and till rolls to value of £30. CR approved, SB seconded. The machine can only be used for FLPPS events. Events which are considered as gambling the machine cannot be used. Teas, coffees, uniform payments etc are examples of when the machine can be used. The machine must be used in person for transactions, and cannot be used over the phone.

KD

PCI compliance may have to be completed, KD awaiting further guidance and will update at the next meeting. Currently fully PCI compliant until Feb 2026 therefore card machine can be used from today.

KD

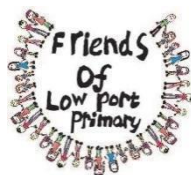
KD raised cash handling. KD has taken over the role of collecting cash after an event, counting and banking funds which raises safety risks. KD discussed that going forward 2 people count money at the end of the event, with total shared on FLPPS whatsapp account. This provides a level of evidence should there be theft of cash between event and banking. Volunteers agreed unanimously with the suggestion.

NH raised funds required for Christmas party food, and advised £200 should cover costs. KD approved, CR seconded. KD will transfer funds

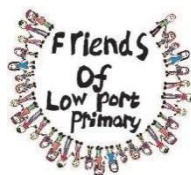
KD

Sound System

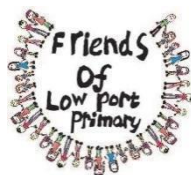
NH referred to previous complaints from parents that children could not be heard when speaking in the hall. Children are now using microphones which seems to have improved sound in the hall. NH discussed the focus of the playground environment, creating zones which are colour guided. A Working party is involved and assisting to lead on this. Provisional costs are high, including mud kitchen, play blocks etc. NH asked volunteers whether money originally reserved for sound system should now be redirected to playground equipment. Discussed longevity of small sound system, and whether investment should be made now.



ES enquired about whether FLPPS can access funds from national funding, lottery etc for larger expenses. Local MP has advised that funds can be applied for but the process is lengthy. Smaller businesses may be a source of funding grants. However, FLPPS volunteers do not have the capacity to complete large funding applications to source available grants therefore not an option at the moment. NH expressed concern that the Sound System is a large expense for a system which is already in place, and playground improvement plan would be a better recipient of funds. NH discussed generating a list of items to which parents/carers could donate. School community have started offering donations of items for the playground. CR is happy to redirect funds for playground equipment, which will be beneficial to children daily. SB seconded. NH will communicate with KD regarding releasing funds for playground equipment. KD confirmed that £2500 is the maximum amount which could be transferred now, additional funds may be available in the new year following further fundraising events. KD asked whether FLPPS could support the Wish List of items. PTA events could be used to create the event, and circulate the list via class groups. FLPPS could then update the school monthly with what has been transferred. List and prices would need to be provided. The fee for PTA events would have to be considered if this is used as a platform.	NH/KD
5. Fundraising and events <u>Tea towels</u> £735 sales to date. Awaiting delivery of tea towels. <u>Christmas cards</u> Everyone has now received Christmas card orders <u>Festival of Christmas trees</u> Thursday 4th December. Access available from 10am to decorate. SD will organise a group of children and staff member, who will assist with decorating. KC will put lights on the tree in advance of attending school. Theme is Christmas Day Truce. Kids decorations will be used to decorate. A student will make a sign which will be placed in front of the tree. KM will return the decorations to the school. <u>Christmas Fayre</u> Thursday 11th December, 6pm. Santa's Grotto will be available, low ticket sales to date. Next week a further reminder will be sent on group class whatsapp groups. Sessions will be adjusted depending on ticket sales. CR discussed involving parents to assist with distributing gifts. Colouring packs/lollies will be purchased, and volunteers are needed to wrap. Suggestions for Christmas stories needed. 20 children per 15min slot and location will be P1 classroom. JB is providing a Christmas tree, lights and backdrop. An armchair from school will	KC/KM



be used for Santa. KC will bring a blanket. Parents to remain in the room with children during the session. Budget £125, CR approved, SB seconded. Tea, coffee, hot chocolate and homebaking will be available. Christmas craft stall will be available, school will set up tables. KS showed decoration ideas, £25 budget required- CR approved, CC seconded. Craft activities will be free for all children. Discussed having a map of school area with different activities in different areas, will be sent out via whatsapp. KS will make a sign. FLPPS table will have Guess-the-sweets-in-Jar (donated by Macs), Guess the birthday stuffed toy, M&S will donate a gift card, and LinGin donation. QR code for ceilidh tickets will be available, and tea towels if available. NH will ask the After School Club for the possibility of early access to the hall. School dining tables will be used in the hall/zone. <u>Quiz night</u> 6th March 2026. Quiz master confirmed. Cricket club can be booked, £50 charge for bar staff. <u>Ceilidh</u> 30th January 2026. £15 per family (2 adults, 2 kids) or £3 child ticket, £5 adults. Wider family are welcome. BYOB with £5 corkage charge. CC will be added to PTA events. Corkage can be paid on the night by cash or card. Tables and chairs will be requested from LPC. Budget for tuck shop/soft drinks £350, CR approved, KC seconded	KS
6. Working Party Feedback CR and AN met with Lynn McVay for Cost of the school day working party. Members agreed that the name of the group will be changed to include Sustainability in the title, with the aim to increase uptake.	
7. Head Teacher's Report NH discussed and feedback on the following areas: <u>Staffing</u> - Ms O'Donnell was successful with the post of Admin Assistant in the office. Staff are delighted that she has been successful in this permanent post, which will bring stability to the office team - A clerical post has been advertised, which Ms O'Donnell has just vacated. The aim is to have appointed to this post before the holidays, with the successful candidate starting in January. - NH expressed her thanks to Fiona Banks who has worked a short-term contract as a PSW. Her contract has naturally come to an end.	



P7 F1

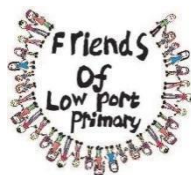
- Lowport came first place at cluster level. Springfield came second and third. This means the three teams will be travelling to the Nationals in Rotherham together again- this is the third year in a row.
- The initial meeting with parents and carers took place last week
- One team from both Linlithgow and Linlithgow Bridge have also been invited and the schools are looking to plan the journey together. NH emphasised that this will be an excellent transition activity for the students.

Playground Update

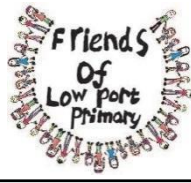
- Vertical Learning Groups (pupil led groups P1-7 – run for 3-week blocks) have been developing the playground. They are currently working on zoning the areas according to Sports Day e.g. Red for competition, green for wellbeing
- The parent/carers working party is currently going through the PVG process to enable them to work with groups of children. The next Vertical Learning Group will focus on each group undertaking a small project e.g. vegetable patch.
- Any parent/carers with Volunteer Days at work and would like to help in our playground, to please get in touch with Nicky Hocknull.

Working Parties

- There are five parent/carers working parties this session
- 1) Playground – as per previous section
 - 2) Health and Wellbeing
To date, the HWB working party have met to discuss the Positive Relationship Policy and Antibullying Statement. Miss Miller has discussed each section and asked questions around what would be useful for a parent to know about each and is now going to put together the parent/child friendly posters based on the feedback. This will be shared with them to be reviewed before being shared with wider parent body. The aim is for it to be digestible with child voice - so will include the child's podcast episodes for each section on it.
The next block will be to develop an equality, diversity and inclusion statement which will sit alongside the positive relationship policy and also look to audit the current approaches for building racial literacy and celebrating diversity.
 - 3) Learning, Teaching and Assessment.
The Learning, Teaching and Assessment working party met to discuss how to promote the 5 Visible Consistencies with the wider parent body. It was agreed that this will be done in conjunction with the children in the Learning, Teaching and Assessment vertical learning group through the use of video. The working party will then focus on developing a parent friendly document which explains how the Visible Consistencies can be used to support learning at home and develop a bank of resources



which parents can use. 4) Cost of the School Day The group has worked to identify approaches to support families further with COSD, promoting the sustainability approach with the parent body. Discussion re seasonal swishing events each term - which the COSD vertical learning group are leading. Also discussed 'camp' supports - another type of swishing event for wellies/waterproofs etc. The next meeting will focus on discussing the Equity strategy. 5) Digital The finalised policy will be sent out this week. This has been decoded with parents/carers on the working party, staff and children. <u>School Fund Total</u> NH unable to update on School Fund balance until they have access to the school fund and the software installed on our school device following the WL cyber-attack.	
8. West Lothian Council Budget Consultation feedback Will be discussed at next FLPPS meeting in January 2026.	
9. FLPPS Update Michelle Fathi has stepped down as a trustee, CR thanked MF on behalf of FLPPS for her commitment and support, particularly in her role as secretary. Uniforms- AN has offered to volunteer to take on uniform from GR. CR would like 2 volunteers, one responsible for ordering, and the other responsible for second hand uniforms but both volunteers to be aware of each role. CR asked for anyone who is interested to speak to CR or GR	
10. PVG checks and First Aid Most PVG checks are now complete. Awaiting checks for some trustees. 4 volunteers who CR applied for PVG will be followed up, to complete the process.	



11. AOB	

Next meeting arranged for Thursday 22nd Jan 7pm, Lowport Primary School