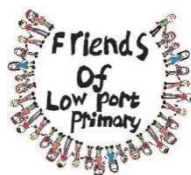


Minutes of Friends of Low Port (FLPPS) SCIO
Thursday 22nd January 2026 7pm
Lowport Primary School

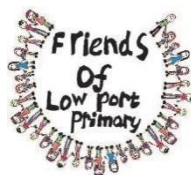
Attendees

Carrie Reid (Chair), Cara Chavagneux (Secretary), Sarah Brownell, Christie McMonagle, Kendall Smith, Karen Donaldson, Joanne Banks, Nicky Hocknull, Anne Neilson, Claire Metivier, Emma Strachan, Mikayla Nicol, Kathleen Chung

Agenda Item/Notes	Action
1. Welcome, Introductions and Apologies • CR welcomed everyone to the meeting • Apologies HW, SD	
2. Review of Minutes of November 2025 Minutes were approved by SB and seconded by AN	
3. Declarations of interest None	
4. Treasurers Report Opening balance 23rd November 2025 <u>Funds Raised/Donations</u> Ceilidh ticket sales- £487.52 Donation from Bank of Scotland Foundation- £940 Compensation from Bank of Scotland- £150 Christmas Fayre- £717.02 <u>Outgoings</u> Ceilidh hall hire- £79 Tea Towels- £409.59 Uniform invoices- £1214.15 Donation to school Christmas parties- £200 Card machine, rental and other costs- £28.37 Football kit using Round Table donation- £586.75 Quiz night March 2026, bar staff payment- £50 Closing balance 20/1/26 is £8835.99	



<u>Reserve:</u> Playground Development- £2500 Camp- £1700 Ceilidh Band- £320 Remaining ceilidh hall hire/tuckshop- £350 First Aid Course- £400 General reserve- £1000 Christmas crafts reserve for expenses- £25 £2540.99 balance £592 restricted £250 P7 garden £1948.65 available for distribution CR discussed £2500 which has been transferred for Playground Development. NH has identified large wooden blocks for purchase. FLPPS can purchase on behalf of school, but would be liable to pay VAT. NH confirmed that school will be able to purchase for total cost of £2500. List of other items has been circulated in newsletter, should school community be able to donate any outdoor supplies. KD confirmed that £250 garden funds can be used to purchase any chosen items. NH will discuss with P7 and confirm items for purchase with KD NH discussed F1 for schools and associated costs. Bus is being shared with other local schools, and fundraising is underway. FLPPS discussed that £500 donation has been made in previous years. KD discussed pending school trips and associated costs attached to this, as FLPPS have committed to financially supporting school trips. Volunteers agreed £500 for F1, KD approved, SB seconded. KD will transfer to school this week. Volunteers discussed reserving £1600 for school trips, and should this amount not be used, it will go towards Playground Development. SB approved, AN seconded.	NH KD
5. Fundraising and events <u>Ceilidh. Friday 30th Jan 6.30-8.30pm</u> 169 tickets (£653 in ticket sales) sold to date, Fixed costs for hall rental and ceilidh band are £480. Papercups required, CR discussed asking local coffee shops for a donation of cups. Tuckshop items to be purchased. MN will send letter to Tesco re donations to tuckshop. CC will purchase tuckshop items next week. Request for volunteers to help on tuckshop in 30min rotations. <u>Raffle Prizes:</u> Ooni pizza oven, electric toothbrush (donated by Linlithgow Dental Clinic), ski voucher, kids hamper. <u>Quiz. 6th March</u> Linlithgow cricket club booked, agreement signed and £50 barstaff charge paid Volunteers needed for set up in afternoon, and then return for 7pm start time. Teams of 4 or 5, £5 per person. Microsoft form will be used for registering, and	CC



cash/card payment on arrival. Attendance/tickets is not restricted to school community.
There will be a bottle tombola and raffle on the evening. CR discussed exploring Raffall as a platform for selling raffle tickets, to be explored further. ES discussed raffle prizes which she has sourced to date; Linlithgow Rose mascot day, Falkirk v St Mirren tickets, Connifox family pass.

Spring Disco, Friday 8th May

MN and ES confirmed that they will volunteer to organise spring disco. However, in order for the event to run safely more parent/carers volunteers are required, and volunteers to work in pairs. NH discussed FLPPS attending school assembly to reiterate expected behaviours. Damage was caused to school property during Autumn disco. Attendees agreed that for future events there will be clear communication re disco roles/responsibilities for children and volunteers. Discussed silent disco, and raising price of ticket. £250 approved for silent disco cost, CR approved, CC seconded. MN suggested a new band system for silent disco to ensure all children have access.

Discussed requesting volunteers in advance to allow time for Disclosures which will be required. CR will email to clarify rules re PVG checks for volunteers. Glow sticks were popular in November. Tickets will be £5, with £3 sibling tickets available. MN will contact Silent Disco, and speak with Ravi to DJ (£100 charge). Funds for silent disco and DJ, SB approved, KD seconded.

CR

Spring Picnic, 22nd May 12.30-2.30pm

The spring picnic will be planned as per 2025 event, following on from sports day in morning. JB will discuss with her family contact re arrangements for police, fire service and rescue trucks to be available in the carpark for children to visit. NH suggested requesting LPC for access to the top carpark.

Stalls on the day will include hook a duck, lollipop stand, Mannerstons ice cream, ? yoga session, craft stand for Gala day, ? facepainting, Beat the goalie, tin can alley. Request for volunteers will be made closer to the event. Teas, coffees and homebaking will be available.

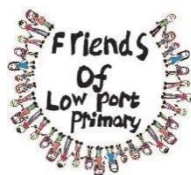
Gala Day

Agreed Battle 500 theme. Discussed idea of 'Clan Lowport' with yellow/black colours. Children can design own shields at Craft stable at spring picnic. CM and KS will lead on organising

Teatowels

Fiona Cheshire has volunteered to take over teatowels and Christmas cards. There are surplus teatowels from previous years, CR will sell for discounted price on PTA events.

CR



6. Head Teacher's report

NH discussed the following topics:

Staffing

Interviews for the clerical post have been held and a candidate has been offered the position. Awaiting HR before announcing the successful candidate with the school community.

P7 F1

F1 schools planning is well underway. The children will travel down on the same bus as cluster schools. Fundraising has commenced, local businesses, sponsored walk around the loch and an evening fundraiser being organised.

Wider Achievement Opportunities

- After-school football club has started for P6 and P7
- P4-7 pupils will be attending a cluster STEM fair at the Low Port Centre, w/c 23rd February
- 5th February 6-7pm- Celebrating languages events at LPPS
- P6 and P7 camp. P7 joint with Springfield
- P5 and P6- Scottish Opera performance, 26th March

Playground Update

Vertical Learning Groups (pupil led groups P1-7 run for 3-week blocks) have been developing the playground. Currently working on zoning the areas according to Sports Day themes e.g red for competition, green for wellbeing. The playground parent/carer working party now all have PVGs and have kindly been attending school every Wednesday to work with children to develop a different area of the playground.

Ongoing work to develop the sports area, inclusion zone mud kitchen, hibernaculum. Items required to support playground development have gone out in the weekly newsletter.

Outdoor blocks and loose parts have been purchased.

School Fund total:

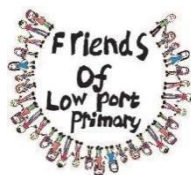
School have only recently gained access to the software following West Lothian Council cyber attack. Ms O'Donnell has been working her way through this with the Business Manager. Approximately £7000 in the school fund but NH advised they are still updating figures which include pupil camp payments etc. An accurate balance will be given at the next meeting.

7. Working party feedback

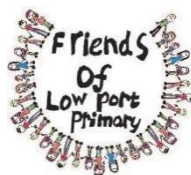
NH provided the following feedback on Working parties:

There are five parent/carer working parties this session

1. Playground Development- as described in Head teachers Report
2. Health and Wellbeing. The HWB working party have met to discuss the Positive Relationship policy and Antibullying Statement. A pupil/parent/carer version has been created and will be shared with



school community in the next week. The focus is now to develop an equality, diversity and inclusion statement which will sit alongside the positive relationship policy, and also look to audit the current approach for building racial literacy and celebrating diversity. 3. Learning, Teaching and Assessment. The focus is 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. A free fruit stall has started at break time this week. This was decided by pupils and is funded with the Participatory budget which is part of the Pupil Equity Funding. 5. Digital- Mrs McVay has been working on a lesson progression to support the new policy implementation. Teachers will be delivering this soon.	
8. Uniform AN has volunteered to help with uniform. A second volunteer is required to divide the role into overseeing new uniform orders and also managing the pre-loved uniform. A wider request for volunteers will be made. CR will add AN to whatsapp chat. MN discussed cash for kids clothes donation arrangement who arrange uplift for cash. Agreed to trial. MN will make enquiries and update CR.	CR MN
9. PVG Checks 3 volunteers paperwork to be completed. Disclosure Scotland have lost some paperwork, and applications need to be re-submitted. CR has advised applicants and new submissions will be made	CR
10. First Aid Disco volunteers to be first aid trained. Course to be organised. MN and ES will identify a suitable course date/time and advise KD who will pay for course.	MN/ES



11. AOB. - Fundraising discussion: NH will provide KS with funding request for F1 schools event to submit to Round Table - A child has raised the issue that pudding is not always available at school meals. NH advised that she will raise this with kitchen staff. - SB asked NH to send email re LPC car parking, and road safety concerns at gate. KMcG discussed Paul crossing children before roundabout rather than after, would remove the need for children crossing at LPC gate access. NH advised FLPPS contact Education Services re concerns/suggestion - MN discussed Mothers day spring wreath. £40 charge, selling £55 wreath. Based on 48 ticket sales, £720 profit. 13th or 20th March. Eventbrite would have to be used for selling tickets. CR will look and advise MN	NH NH CR
Next meeting arranged for Thursday 19th March 7pm, Lowport Primary School	