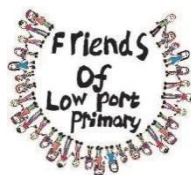


Minutes of Friends of Low Port (FLPPS) SCIO
Thursday 29th April 2026 7pm
Lowport Primary School

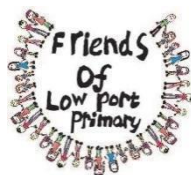
Attendees

Carrie Reid (Chair), Cara Chavagneux (Secretary), Sarah Brownell (Vice Chair), Christie McMonagle, Kendall Smith, Joanne Banks, Nicky Hocknull, Emma Strachan, Sinead Davidson

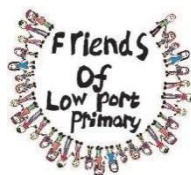
Agenda Item/Notes	Action
1. Welcome, Introductions and Apologies - CR welcomed everyone to the meeting - Apologies from Karen Donaldson, Kathleen Chung, Katie Morton, Jo Partridge, Mikayla Nicoll	
2. Review of Minutes of March 2026 Minutes were approved by SB and seconded by AN	
3. Declarations of interest None	
4. Treasurers Report KD and SR are stepping down as treasurers at the end of 2025/6 school year. CR advised that a new treasurer is required and a recruitment request will be made, aiming to have a new volunteer in place by end of term. Opening balance on 17/03/2026, £7607.32 <u>Funds raised</u> Disco ticket sales- £305.81 Football ticket fundraiser- £97.20 <u>Outgoings</u> Card machine rental- £2.40 School hula hoops- £59.80 Disco expenses (silent disco/DJ/tuckshop)- £537.68 First Aid course- £320 Gala day tartan fabric- £89.99 Closing balance on 29/04/2026, £7000.46	



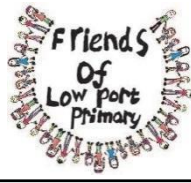
<u>Reserve:</u> Camp- £1700 School trips- £200 (reduced from £1600 on 28/4) Spring disco/DJ- £102 Spring picnic- £120 P1 parent breakfast- £120 Fresh fruit- £80 General reserve- £1000 £592 restricted £250 P7 garden Available for distribution, £3085.80 ES discussed a Scottish schools grant for fresh float, which will be explored for 2026/27 school year. NH advised that £27.50 is the price for weekly supply of fruit, sufficient funds until 11/5. £100 approved, ES approved, AN seconded to fund fresh fruit until end of term. KD has advised there is £2500 available funds which could be spent, NH is meeting with school to discuss options. NH discussed a book vending machine which works on a basis of children winning tokens, with themed books to win.	
5. Fundraising Events <u>Spring Disco</u> Additional volunteers required for the later slot until 9pm. CR will arrange for request to go out on whatsapp class chats. PVG check for school does not extend to FLPPS events. If volunteers have a PVG application in process then this is sufficient for volunteering at school events. CR advised that the PVG application for some FLPPS volunteers must be resubmitted due to an admin error. SB and CC can assist with the process. First Aid kit is required for the school disco, as all items were out of date. ES advised costings are £60-70 for kit, and additional items can be added if required. ES and MN attended First Aid training, trainer has advised that an emergency inhaler and epipen is advisable. Volunteers discussed whether this is appropriate for FLPPS events, and how this would be sourced. Volunteers agreed that children attending school disco should bring 2 prescribed epipens, this will be communicated to parents/carers with a request that they must be brought to the disco and First Aiders made aware. £100 requested for First Aid supplies, CR approved and SB seconded. An accident book also required. Risk assessment to be reviewed and updated <u>Sports Day/Spring picnic</u> Emergency services who are attending with vehicles have confirmed attendance. Specific timings will be communicated. NH discussed emergency vehicle access to school at all times, risk assessment has been carried out with Lowport Centre. No vehicles can be parked on main road, or blocking gates to ensure emergency access to school/after school club at all times. JB confirmed	CR



4 vehicles will be attending. NH proposed that the bottom car park will be used for vehicles, and top car park is available for emergency vehicle access and parents. NH will complete risk assessment for the picnic. Vehicles to arrive before 12.15-12.30pm, NH and JB will be present to direct them to appropriate carpark. CR has been contacted by a vendor to have a stall at spring picnic. Volunteers agreed that it remains a school community event, and external vendors space is not available- CR will reply. Hook a duck, beat the goalie, facepainting, homebaking. Facepaints available in FLPPS cupboard, KMc will check supplies and order if more are required. Lollies to be purchased. KS will do gala day craft, chalk pens required. Cardboard supplies will be required, KS will request specific dimensions and communicate with parent/carers to donate supplies. Request for homebaking for sports day (morning) and spring picnic (afternoon). NH advised that if weather is poor, alternative date for sports day will be found but spring picnic will be cancelled. Homebaking will still be provided. New P1s will be invited to Spring picnic. <u>Gala Day</u> CR will set up sign up on PTA events. £2 charge for gala day sign up. NH advised that Cost of School day concerns have been raised by parents, and further information will be gathered to understand areas of concern. Outstanding expenses for gala day are low; crisps, fruit and facepaints. Fabric has been purchased. Children will be asked to draw horses/knights to decorate the side of the float. NH will request teachers to support children to draw horses, knights etc in class- KS will send email with information to NH. Communication to families re meeting time, and information re road closures. Walkers to wear white top, black trousers/shorts. <u>2026/7 events</u> P1 breakfast, 12th August- JB, KS and AN volunteered to help with set up and serving. Tables and chairs to be set up and tidied away. SB has booked hall 8.30am- 11am. SB awaiting invoice, money is reserved. Christmas cards/teatowels- Fiona Cheshire taking over from Helen Wallace after 2026 orders. Lottery Licence MN in email communication with lottery licence. CR details to be shared as a second contact. Bags for schools MN has arranged for donated clothes to be collected on 20/5. Children to bring bags in the morning of 20/5. 9.15am or later collection time will be requested, and clarify that vehicle will not block emergency access when collecting.	CR KS CR NH/KS MN



5. Headteachers Report NH discussed the following: Low Port Centre Markets Parents have raised issues around parking and emergency vehicle access to the After School Club while the Low Port Centre market is on. NH has liaise with the Low Port Centre, colleagues from Property Services and Health and Safety, and a risk assessment is now in place with agreed measures with the Low Port Centre. This has been communicated with the After School Club. Parents/carers of After School Club are welcome to park in the Low port Centre carpark after 4pm and blue badge holders and staff can park at the school as normal. New SQR Format West Lothian have been working to produce a new Standards and Quality reporting format which is shared with parents and carers in September each year. The new format includes a small section for parent/carer voice. Examples of comments were shared by NH as follows “The school offers lots of opportunities to come in and spend time in the class, see assemblies and speak to my child about their learning in Curriculum cafes” “ The staff are very welcoming and friendly. I like the schools open door policy” “My child has been really supported this year and has made huge progress in their learning, particularly with maths” NH asked attendees for any comments which they would like to be included. NH discussed the plan for Playground Equipment being launched in the next 2 weeks, suitable storage has yet to be sourced. Further development ideas are ongoing, with opportunities for the pupils to contribute to ideas/options.	
6. Working party No updates Sharing learning with parents is being added to and will be discussed at the next meeting. A main improvement priority for next school year is how teachers effectively share the next steps with children and parents/carers.	
7. Uniform AN and GR have met to handover uniform orders. AN will shadow GR for P1 uniform ordering. Elle will request parent/carers to help to wash sustainable uniform. AN will confirm date/time for sorting P1 uniform prior to P1 evening, and request volunteers	AN



11. AOB.

Next meeting Wednesday 27th May 6.30-7.30pm followed by a meal at
Cafe bar 1807 7.45pm. ES will reserve table.

ES