



Minutes of Friends of Low Port (FLPPS) SCIO
Thursday 19th March 2026 7pm
Lowport Primary School

Attendees

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

Agenda Item/Notes	Action
1. Welcome, Introductions and Apologies - CR welcomed everyone to the meeting - Apologies from Anne Neilson, Gillian Reynolds, Joanne Partridge. Emma McGroarty has stepped down as a trustee, CR thanked EMcG for the many years she has dedicated to FLPPS as a trustee	
2. Review of Minutes of January 2026 Update on action point from January minutes: CR has emailed WL Council re the recommendation of repositioning the crossing patrol to Station Road. Minutes were approved by SB and seconded by MN	
3. Declarations of interest None	
4. Treasurers Report Opening balance on 20/01/2026, £8835.99 <u>Funds raised</u> Easy Fundraising- £15.79 Teatowel (old stock) sales- £13.61 Personalised christmas mugs, cards etc- £592.04 Donation from ParentKind (card reader)- £200 Ceilidh- £502.29 Roundtable donation- £18 Quiz- £363.55 Disco sales- £68.45 Online Raffle- Pending amount <u>Outgoings</u>	



Card machine rental- £2.40 £2500- Donation for playground £500- Donation F1 schools Closing balance on 17/03/2026, £7607.32 <u>Reserve:</u> Camp- £1700 Spring disco/DJ- £350 First Aid Course- £400 General reserve- £1000 School trips- £1600 £592 restricted £250 P7 garden Available for distribution, £2557.32 CR discussed reserve for camp places, and enquired whether NH was aware yet of funds which will be required. NH is not aware yet but will update. Based on school trips, NH does not predict that FLPPS will need to contribute	
5. Lottery licence CR discussed that online raffles and rules around when a lottery licence is required. Raffal, online platform was used for recent online raffle has its own licence, but there is a charge to use this as a platform. MN discussed that a prize platform when a prize is won, does not need a lottery licence. They are overseen by gambling association. CR discussed whether a lottery licence is required, or if Raffal is the platform used then is licence now not necessary. £40 annual charge for Raffal, with £20 annual renewal. KD discussed FLPPS raffles to date have been tickets sold on the night of the event and prize given on the night. If raffle tickets will be sold in advance of events then a licence would be required. Small society lottery licence is required when raffle tickets are sold outwith the event. CR discussed that the licence enquired about whether cards could be used, KD unsure. The prize cannot be a monetary value, but can be prizes with an upper price limit. Volunteers agreed it would be recommended that FLPPS apply for lottery licence. There will be an admin role, as a 3 monthly reporting is required. MN volunteered to take on the admin role, and will liaise with KD for relevant information for the application.	MN/KD
5. Fundraising and events CR discussed the remaining prizes which are available to use for future events. CR discussed whether FLPPS will run another online raffle. MN will explore other raffle platforms. Lottery licence application will be made, and then a further online raffle will be created. <u>Spring Disco</u> MN discussed £300 budget, including tuckshop, accessories, bands for silent disco. Ice poles will not be available following issues during Autumn disco.	



Silent disco will be moved into the library, with additional helpers to oversee the event. P3 classroom could be used for quiet space. 30 children per silent disco session. SD discussed that after school club will need to be advised re timings. Sufficient tattoos. £300 budget proposed SB approved, KD seconded. Following easter holidays a message will be added to class chats re disco sales <u>Spring Picnic</u> Emergency services, recovery truck are confirmed to attend. NH discussed safe access, and to discuss with Lowport Centre. CR discussed requesting a traffic restriction for the event. NH discussed parents have raised concerns about emergency vehicle access to Lowport after school club during the Lowport market. NH has discussed with Lowport Centre, and vendors have been notified. NH meeting with Lowport Centre and Property Services. Preference for vehicles to be located in the top carpark to maintain safety for children. NH will advise on the outcome of meeting before confirming plans for Spring Picnic. Stalls: Mannerstons ice cream stand, hook a duck, lollipop stall. CR enquired about location of stocks. Discussed location of the stocks which were suggested to be located in boiler room. Homebaking, teas and coffees. P7 beat the goalie. Facepainting, CMcG and request for volunteers. Glitter transfers. Raffle- CR will discuss with HW re food hamper. Flower voucher available as a prize. Gala day craft stand. Budget set, £120. Leftover food items from disco will be sold. SB approved, KD seconded. <u>Gala Day</u> Battle 500 theme, float is under preparation. Shields/standards suggested for craft stand at spring picnic. Call for volunteers will be made, and ongoing planning for costume ideas. CR suggested using the whatsapp group, and to share on class groups for volunteers to sign up. Children can be involved with painting cardboard which will be mounted onto float. NH shared Battle500 website. Yellow tartan suggested. White shirt, dark trousers/skirt, yellow tartan sash, shields/standard. Discussed setting budget. CR discussed that there is a nominal charge for children to walk in parade, which covers costs for costumes, snacks etc. £250 budget set, CR approved, KD seconded <u>2026/27 events</u> P1 parent breakfast- Wed 12th August. CR asked for volunteers, SB will book the hall and KS, KC, JB volunteered to help run the event. New parents/carers of P1s invited, staggered start for children. T&C served, pastries purchased in the morning, and volunteer at school entrance to remind parents to attend. Hall booking 8.30-11am. NH will include in the school welcome pack. Budget set for £120, CR approved, SB seconded Christmas cards/teatowels- Fiona Cheshire taking on role. Fiona will shadow HW for 2026 calendar, and then will take over following Dec 2026.	NH NH SB



6. Head Teacher's report

NH discussed the following topics:

Staffing

Stephen Atkinson has started in the Clerical post and is proving to be a great addition to the team. Mr Atkinson and Elle are working very well together.

P7 F1

Children are travelling to Rotherham on Monday. NH thanked everyone who sponsored the trip and supported in any way. Sufficient funds to cover the cost of the trip were raised this year.

Star Jars

The Successes and Achievement group have successfully launched 'Star Jars'. Classes work together to earn stars from adults in school. This can be for e.g. showing good teamwork, classes walking round school respectfully, showing values. The winning class each week is announced at assembly and get to steal a lesson from the teacher as a reward.

Working Parties

Playground – NH thanked the grandparent who made a fabulous mud kitchen. The £2500 donation from FLPPS put towards blocks, and a contribution from school fund allowed the larger set to be purchased. A range of loose parts has also been ordered, and school are awaiting delivery of all ordered items. The blocks will be used outdoors once the storage arrives, and in meantime they are being used in some classrooms

HWB - Consultation on equality and diversity. The group is in the process of creating an equality and diversity statement. Group yet to consult with children and staff.

Positive Relationship posters have been finalised and these have been shared with the working party. HWB podcasts are underway with the children and will be released next term.

Learning, Teaching and Assessment – The Vertical learning Group have been working on a child friendly AiFL (Assessment is for Learning) toolkit which is almost ready for sharing with the working party. The next steps are to consult with parents on what aspects of Learning, Teaching and Assessment they would find helpful to know more about in terms of supporting learning at home

Cost of the School Day – The vertical learning group have planned the Camp Swap Shop in preparation for P6 and P7 camp. This will be available during Parents' Evening.

Our Participatory Budget group has been offering free fresh fruit to pupils at break and this will continue next term. In term 4, this will be reviewed and a decision on what the plan is for August. Consultation for parent's ideas will be available at Parents' Evening. FLPPS proposed to financially support the free fruit initiative until the end of the school year. Budget of £80 proposed, with any surplus to be used in August. CR approved and KD seconded



Digital – Mrs McVay has launched a lesson progression to support the new policy. Teachers will be delivering this either now or the first few weeks after the holiday <u>School Fund total:</u> There is currently £5853.40 in the school fund. <u>Low Port Centre Markets</u> Some 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 liaised with the Low Port Centre, and they have written to all vendors to ensure they do not drop off goods on the access road. Parents/carers can park in the Low Port Centre car park and blue badges and staff have access to the school car parks. Property colleagues from the Council are examining the proposals from parents and will liaise with the school and Low Port Centre. NH has a meeting next week. <u>Updates from the last meeting:</u> Lowport have commissioned Katie from Art of Morrow to work with the children in the first week after Easter to design a P7 Garden arch. NH will put the £250 from FLPPS towards this and fund the rest from our school fund	
7. Working party feedback See Section 6. Learning and teaching date to be rescheduled	
8. Uniform AN has volunteered to help with uniform. She will take the lead, but a second volunteer is required. CR discussed the 2 roles which need to be overseen: uniform orders and managing sustainable uniform. Office will send call out to parents/carers to help wash donated items, this is then sorted into tubs situated in First Aid room, and then stacked into drawers at the front. Discussed whether an agreed day in the month that the uniform is available in playground-discussed purchasing a table on wheels. Discussed putting it out at parents evening. CR will ask Elle to make larger signs for tubs. CR will look for rolling trolley, and share costs.	CR



9. PVG Checks CR confirmed that trustees present at meeting have all been checked. All disco volunteers have PVG. CC and SB are also signatories. CR has added a column on FLPPS drive with date for approval. From April 2026, anyone checked will have valid PVG for 5 years. People who applied for PVG pre April 2026 will be valid for 3 years.	
10. First Aid First aid course 20/4, awaiting invoice. MN and ES will be first aid certified in advance of the disco	
11. AOB. - MN asked about bags to school, clothes recycling. MN has asked for dates for collection, CR suggested after April. MN will confirm date. Discussed class incentive for class who brings the most bags. MN will liaise with office staff so group call can be sent out. - SB asked for new hula hoops for the playground, NH agreed. CR suggested FLPPS funding same, 5 x class. SB will purchase, £60 budget CR approved, ES seconded - CR proposed Delhi winter social gathering after final meeting in May. Next meeting arranged for Wednesday 28th April 7pm. Final meeting of 2025/26 school year arranged for Wednesday 27th May 6.30pm Lowport Primary School followed by Delhis Winter.	MN SB