



Minutes of Friends of Low Port (FLPPS) SCIO
Tuesday 29th April, 7pm Online

Attendees

Carrie Reid (Chair), Cara Chavagneux (Secretary), Karen Donaldson, Kendall Smith, Alistair McKay, Sarah Brownell, Katie Morton, Nicky Hocknull, Neil Syme

Agenda Item/Notes	Action
1. Welcome, Introductions and Apologies • CR welcomed everyone to the meeting • Apologies received from RS, KS, GF	
2. Review of Minutes of February 2025 Minutes were approved by SB and seconded by KD	
3. Declarations of Interest None	



4. Treasurers Report Opening balance on 20/3/25, £5499.50 <u>Outgoings</u> Uniforms- £1171.20 F1 Donation- £500 Silent Disco- £215 SB will approve tuckshop payment on bank account Reserve: P7 leavers- £250 Disco DJ- £50 Gala Day expenses- £250 First Aid Course- £400 General reserve- £1000 Closing balance, £3613.30	SB
5. Fundraising <u>Disco</u> 69 tickets sold to date. GF has purchased all tuckshop items, except ice poles. More sweets have been purchased than previous years, due to selling out previously. No price increase for tuckshop items has been made for several years, discussed increasing items by 10p to cover costs. SB approved, and KD seconded. Silent disco has been booked and paid for. Discussed at last meeting how to identify children who have selected to go to silent disco. GF has proposed coloured wristbands with the plan to have 5 x 30min slot for silent disco. 30 children per slot, with allocated time period and coloured wrist band will identify which time slot. Wristbands to be purchased, £5.99 on Amazon, SB approved, KD seconded. CC to order tattoos SB to provide floats for tattoo and tuckshop Communication: tickets went on sale on 25/4 following a groupcall and details will be included in weekly newsletters. 2 whatsapp reminders will also be sent, with a final reminder on 12/5 before closing sales. Communications for drop off/pick up will be shared with NH prior to circulation. Price list of tuck shop/tattoos to be drafted and circulated to parent/carer body in advance of disco	CC SB GF



Sports Day/Spring Picnic

FLPPS volunteers for tea and coffee, and a request from parents/carers will be made for home baking.

Mannerstons selling ice cream.

Jenny is leading a group yoga session. Numbers are unlimited if outside, but a sign up sheet will be available and Jenny will be advised of numbers in advance

Beat the Goalie- NH has emailed academy, awaiting reply

Hook a duck- will be set up

Ball game, TBC

2 x raffle hampers (1 x adult and 1 x child). Photos of hamper will be sent and raffle ticket link will be circulated in advance to encourage ticket sales.

NH advised that Drama Kids have donated a free term at Drama Kids, which will also be sold as a raffle prize.

NH will consult with children what activities they would like at spring picnic.

CR asked for approval for purchasing small prizes for games, £50. SB approved, KD seconded

NH

QR code via PTA events to be setup for donations and raffle for Spring picnic

Small denominations can be made via stripe eg baking.

If raining, spring picnic will be cancelled in the week running up to it.

Gala Day

Kendall has volunteered to support with organising of Gala Day.

Poor response to request for volunteers, a whatsapp group has been set up and another appeal for volunteers will be made.

Van has been confirmed, and logistics are in discussion. Children can decorate a space themed drawing on A4 which can then be attached to the van.

Entry to the gala day procession has been confirmed with organisers.

Costumes/prop ideas to be confirmed. Disposable boiler suits, approx £2-3.

Discussed the previous supplier for Gala day t-shirts, and cost of them, and whether parents would be happy to pay for costumes. Agreed that approx £5 would be recommended in terms of costs for costumes/props.

PTA events record entry into parade, numbers, costume order.

Discussed using communication platforms to request materials required for crafting of costumes.

Idea of video tutorial to make props, or craft evening organised by KS.

Details of costumes and props to be clarified before call put out to the parent/carer body.

Discussed using Spring Picnic to raise interest in gala day volunteers- craft table for props and sign up sheet for helpers.

Discussed using fabric patches to be ironed onto t-shirts to reduce cost of costumes.



- Swish event- CC to lead on. Discussed combining Swish event with parents evenings to capture increased footfall - Quiz night- CR discussed whether FLPPS organise an event independently in Nov 2025. Volunteers agreed to pencil this into fundraising calendar. Next meeting a date can be agreed once the school calendar is confirmed. - Suggestions for other events, gin tasting. CR to enquire about previous gin tasting events, and if license would have to be purchased for chosen venue. - KS advised that friend could provide Choking/Child First Aid training, on a donation basis. Discussed if this could be considered for next school year Long term fundraising plan will have playground focus, including equipment, outdoor resources.	
6. Secret Garden/Playground bark and equipment Secret garden has been tidied up with support of a parent and P7. Secret garden is being used again by pupils. Science trails are being created by pupils and teachers. Developments of area will be in Improvement Plan for new school year CR referred to monthly volunteers who attended last school year, but was suspended for current school year as necessary jobs were on a larger scale eg tree cutting Lowport Centre has been organising volunteers to maintain the garden. NH suggested arranging a day to work together with Lowport volunteers for general tidy up. CR will consult with RF jobs which need tended to. Fencing in P7 garden to be uplifted, CC will arrange.	NH CR/CC
7. Cost of school day working group Communications will be sent out in FLPPS whatsapp message to generate more interest	NH
8. Uniform Update GR discussed that whole school order will be going out in next couple of weeks, and then P1 order. Supplier for t-shirts has been changed due to poor supply for previous orders. NH advised that new P1 evening is 4/6 5-6pm, GR and NH will attend	
9. PVG Checks/First Aid	



CR contacted FLPPS members who were willing to be PVG checked, list of names sent to office. Parents who are PVG checked with West Lothian council are covered already. First Aid, no training taken place to date. Xcite has agreed to deliver training, volunteer numbers to be confirmed. CR has had a positive response from other parent councils, but names were not put forward. CR discussed arranging a date and confirming plans with Iain, Xcite trainer. KS and CR have put names down for First Aid course. CC has emailed First Aid certificate to school office and it will be saved to FLPPS Drive. NH requested that certificates are emailed to school office for filing	CR
10. AOB Nil	
11. Date and Time of Next Meeting Next meeting 5/6/25, school and then Delhi's Winter 7.30pm	