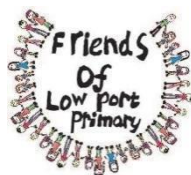


Minutes of Friends of Low Port (FLPPS) SCIO
Thursday 28th June 7pm Lowport Primary School

Attendees

Carrie Reid (Chair), Cara Chavagneux (Secretary), Kendall Smith, Sinead Davidson, Katie Morton, Nicky Hocknull, Sarah Brownell, Gillian Reynolds, Christie McMonagle, Angus Robertson, Dave Goudie, Kay Goudie, Heather Bone, Mikayla Nicoll, Laura Hay, Emma Strachan, Claire Metivier, Lynn McVay

Agenda Item/Notes	Action
1. Welcome, Introductions and Apologies - CR welcomed everyone to the meeting. CR explained that the meeting would begin with Nicky Hocknull and Laura Harkins leading a discussion on the Smartphone policy. Following this discussion, FLPPS would continue with their meeting. All attendees present would be welcome to remain for the FLPPS meeting but also welcome to leave after Smartphone discussion. - Apologies received from KOH, KD	
2. Review of Minutes of June 2025 Minutes were approved by GR and seconded by SB	
3. Declarations of Interest CR discussed Kate Sleight stepping down as a trustee, and thanked her on behalf of FLPPS and the school community for all her time and hard work over the years. Rebecca Smallwood is stepping down as Vice Chair. CR expressed her thanks to RS for her years of hard work and dedication to FLPPS.	



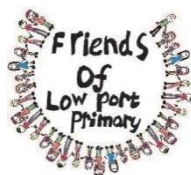
4. School smartphone policy

NH welcomed Laura, Digital Manager for West Lothian to the meeting. NH introduced Laura Harkins and explained her role as a previous Headteacher, Education Officer and her current position leading digital in West Lothian Council. NH reflected that LH's wide variety of roles gives her a good understanding of how digital devices are used in school, the benefits and the challenges. NH advised that the purpose of the discussion this evening is to provide an overview of West Lothian's approach, and how that will translate into Lowport's policy. The aim of the discussion is to ensure the parent/carer body is well informed about the school approach, and then gather views from attendees at the meeting. Information/feedback will also be gathered from the form which NH emailed as part of the wider consultation.

NH explained that Lowport has operated with a Bring your own Device (BYOD) policy in P5-7 for many years, predating NH coming into post. Following NH appointment, lockers and the Responsible User Agreement were introduced. The Responsible User Agreement is a form which is sent out to P5-7 in August of each school year. NH explained that this form was issued for the third consecutive year last week, and sufficient concerns were raised that has triggered this wider consultation. Prior to this year, two parents (outwith P5-7 year group) raised concerns, one about smartphone use and the other about devices. This number of concerns would not necessarily prompt a review or amendment of existing policies. NH explained that from a school perspective, parents/carers who wished to agree with the BYOD in P5-7 had little to no feedback on the school approach in place. The school found that devices were enhancing learning/teaching, with minimal misuse of the Responsible User Agreement.

NH discussed that learners are being taught to be respectful and responsible with technology. Students who bring their own device often have their own logins saved, making it more accessible and transfers easily between school and home learning. Devices are placed in lockers in classrooms and only brought out during identified learning experiences. Students should only connect to secure network which has web filtering in place. NH advised that devices are being used as part of the curriculum, not to replace it. The curriculum is very varied, and students do not necessarily use devices each day.

NH acknowledged that since issuing the Responsible User Agreement on Friday, she has been contacted by P2-7 parents. This has resulted in her issuing the initial questionnaire, and it is clear that there is a wide range of views around digital technology. NH explained that the current approach offers parents/carers and students a voice and a choice. Teaching students digital citizenship remains a focus of Lowport whether they are using a school device or their own. NH explained that her role now is to listen to everyone and ensure that the approach is balanced, and parents/carers are making a well-informed decision about the school approach. Working with stakeholders to redesign the Responsible User Agreement will be important. A decision about the best way forward for the school community begins by gathering views from parents, carers, staff and pupils. NH advised that plans were in place to revamp the Responsible User Agreement. This aligns with one of the school improvement priorities to refresh the Positive Relationship policy. This follows West Lothian



recently publishing the refreshed Promoting Positive Relationship Guidance/Procedures. NH referred to Appendix 7 of the new WL policy which was shared during the meeting, and explained that the aim is now to shape this to reflect the needs of the school community. NH explained that the policy has to fit the school community and be shaped by everyone's views, and the discussion this evening is part of the consultation process.

NH then passed over to Laura Harkins to give feedback on behalf of West Lothian Council.

LH explained that West Lothian has recently finished refreshing the Guidance policy. Appendix 7 is a consent form which guides parents and children on how to conduct themselves re devices. The Positive relationship policy was renewed last year, and is part of WL policy. Responsible use of devices is taught to P1-4, and then user agreement is shared with P5-7 when they are given the option of 'bring your own device'.

LH stated that at Lowport, there have been very few incidents of concerns re device use noted. LH's role is to set the context of WL council point of view, the policy and how schools are asked to work with that content.

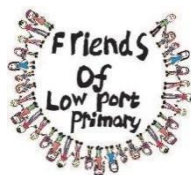
LH stated that Safeguarding is a top priority. The role of schools is to teach children responsible use of devices/technology so they can learn how to use/interact with them safely.

Guidance sits within Promoting Positive Relationships in WL Education, and the policy has been approved by councillors. Implementation training will be offered to staff going forward. The Guidance policy has been refreshed, with the areas around consent being strengthened, particularly in gaining consent.

LH referred to the Smartphone free childhood campaign. The use of tech in schools should be purposeful with sound rationale for use of a device. If there is an alternative means to teach without the use of a device, this should be prioritised. When tech can be used to enhance learning experience, the tech can be used.

The Responsible user agreement serves as a guidance for schools. Schools can then work with their stakeholders, amend and make it relevant for their own school community. The rationale for the Responsible user agreement was that familiar devices to the children could be used. It is the choice of the parent/carer if they want to provide the student with their own device. LH advised that Lowport has sufficient devices for students to access devices in the absence of students bringing in their own device. WL council emphasise that phones are not promoted, any device can be brought in. Student does not have access to device at break or lunchtime

LH advised that web filtering in school buildings is in place, but not 100% foolproof therefore adult supervision is part of the responsible use. Clear expectations of what schools should be doing, and maintaining the safety of children. Webfiltering, supervision and responsible use are the 3 main areas. Lowport has 2 wifi networks, with Anytime Learning Network being the one to



which students can connect their device. If a smartphone is brought to school, West Lothian recommendation is that data is not used, as web filtering cannot monitor what sites are being accessed. Social media platforms are blocked on Anytime Learning Networks.

LH advised that should a parent/carer choose not to sign the User Agreement for bringing their own device, there is no detriment to the student. The parent/carer body are encouraged to sign the User Agreement and understand safe device access, regardless of whether their own device is being brought in. Teaching safe use of a device is the main priority.

LH referred to a slide detailing a reading list which may be of interest to the meeting attendees. Laura summarised that she has provided an overview of West Lothian approach and their role within providing guidance to schools. However, the school community ultimately has flexibility on how the guidance works for their own school community going forward. LH and NH opened the discussion up to the attendees.

Questions/Answers

N:B The following questions/answers were all asked by attendees at the meeting

CR- If no children were to bring in devices, does Lowport have enough devices for all students?

NH responded that Lowport currently has 102 iPads, average 13 per class. If a whole class needs every student to have an ipad, this is planned as a staff group. Even when their own devices are brought in (eg smartphone), this may not be the most appropriate device for the activity and students may opt to use a school device rather than their own. often school device is used if this is more appropriate for the lesson/activity.

SB- If a student wanted to use a phone for an activity, does the teacher have the ability to say this is not appropriate?

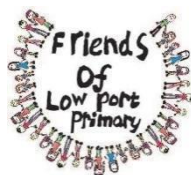
NH- Yes, this forms part of the learning of best use of devices for right reason

Anonymous- Is it only ipads which are used, or are laptops/other devices available?

NH, yes ipads are the main device. Typing is taught on keyboards, and pens have been purchased for ipads.

AR- Personally, my concerns are relating to the addictive/social appeal of certain tech. The idea of young children having smartphones is concerning, but I am reassured by the learning aspect of devices. Concerned that students can attend school with devices, and how students can be socially affected by this.

Laura, I acknowledge the balance is difficult. In primary school there is no need to have a phone/device from a school/education side. If parents choose for children to have a phone to travel to/from then this is a family choice. As a society there are a lot of peer issues, including devices.



NH advised that Lowport runs education evenings for parents to support with challenging aspect of children with phones

KG- *The pace of tech is very challenging. I am concerned about the level of ignorance from adults about the use of devices and how children are using them. If sufficient ipads are available for students, is there a need for devices (particularly own devices to be brought in)? Responsibility of safeguarding is on the parents, when in their own environment. Outwith own environment is concerning. The use of the device (phone) in the playground is concerning.*

NH, In a learning environment, use of a phone is being taught in a structured way. The Academy has the same approach but no locked cabinets. Teaching digital citizenship is very important

GR, many children who have their own devices do not bring their own device to school. Children who bring phones often learn that this is not useful for the learning activity in school. A personalized device is beneficial for some students who have learning support needs. Students with additional needs, learning how to do this on a device which is consistent between school and home is very valuable.

CMcM- *I am not concerned about devices in the classroom. My concern is the phone being present in the school environment, particularly in the classroom.*

NH, a valid point and refreshing the Responsible User Agreement and approach eg tightening up rules of phones being in bag in playground, will be a point which is taken forward

LH, the school community can create its own user agreement. The Parent agreement is to check the device being brought into school is safe, but there is always a risk.

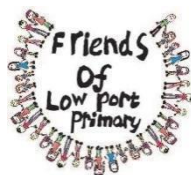
Anonymous- Discussion re smartphones. By schools stating a smartphone in the list of optional devices, creates pressure that a smartphone is an expectation. Smart watches is an area which needs to be addressed, Smart watches would be considered a device which need to be put into lockers.

NH, a valid point which will be considered going forward.

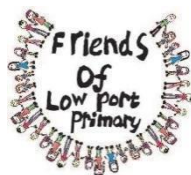
KS- *What is the next stage? Opinions being gathered, what is the next step for consultation?*

NH, Questionnaires will be gathered. Staff have to be consulted, and children. A working party will be created. User agreement is from P1-7, digital citizenship/safety. There are many different views, and any decision has to be appropriate for the school community. Now concerns have been raised, a balanced range of views have to be gathered and communications. The discussion this evening has been the beginning of this process.

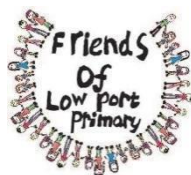
NH thanked the attendees for their time and contribution to the discussion. NH thanked LH for attending and for explaining the role of West Lothian Council.



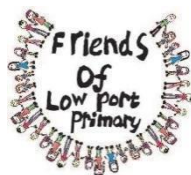
5. Treasurers Report CR feedback treasurers report from KD. Also confirmed that £2500 for a school sound system is available, and NH to advise when school require this equipment. Opening balance on 3/6/25, £9498.74 <u>Funds Raised</u> Gala Day- £110.13 <u>Outgoings</u> Uniforms- £3387.10 P7 Leavers- £300 Disco reimbursements- £22.44 Spring Picnic- £48.70 P1 Breakfast- £62.50 Insurance 25/26- £137 Reserve: School sound system- £2500 First Aid Course- £400 General reserve- £1000 Funds available for general distribution- £1159 Closing balance 31/7/25 £5651.13	
6. Fundraising/Events General discussion around fundraising to support excursions. NH discussed at previous meeting parent/carers concerns that students were not going on excursions. Form sent out, positive feedback that each yeargroup to have an excursion, and school is taking this idea forward. However there is a cost associated with excursions, particularly the cost of bus hire. Volunteers discussed various options to support payment including anonymous payment from parents/carers to support excursion, or FLPPS subsidising. NH reiterated that excursions must be linked to learning. CR advised that Springfield gift £150 per class to support with excursions. The idea of Pay it forward could be communicated with the school body. <u>Cheese and wine/Intro to FLPPS</u> Evening arranged for 11th Sept. CR to book staff room. CR will ask KOH if able to to purchase cheese and wine <u>Bingo and swish night</u> Friday 3rd October, 6.30-8pm bingo. SB and GR will help organise Discussed combining the 2 events, with swish event set up in zone area. CC reflected that the low number of attendees last year meant there were a lot of donations which had to be distributed to charity shops.	CR/KOH SB, GR, CC



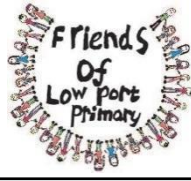
Discussed limiting donations e.g. Christmas jumpers and Halloween costumes. Discussed having a monthly table outside with books, Christmas jumpers, Halloween costumes, working towards a regular monthly table which is set up in playground on a Friday afternoon to encourage sustainability. <u>Tea towels</u> HW will begin arrangements <u>Christmas cards</u> HW will begin arrangements <u>AGM</u> AGM arranged for 9th october <u>Autumn disco</u> Friday 7th November 6.30pm CR thanked GF who has recently left the school community for her hard work organising the last 2 school discos which were very successful. New volunteers are now required to run the school disco. Mikayla Nicoll, Emma Strachan and GR volunteered to organise. <u>Festival of Christmas trees</u> First weekend in December. Theme to be discussed with staff <u>Quiz night</u> Adults only quiz night. Date to be confirmed. Volunteer(s) needed to organise, prizes to be gathered and venue booked. KS will write the quiz, KOH quiz master. Emma will support KOH <u>Spring disco</u> Date to be arranged <u>Sports Day and Spring picnic</u> Friday 22nd May <u>Gala Day</u> 20th June KS and CM both volunteered to be involved with the planning of 2026 gala day. KS feedback that there was positive feedback from school community and gala committee that the float theme tied in with the school curriculum. Discussed Battle500 theme for 2026. CR discussed that fundraising goals are helpful for raising money, with a collective goal for the school community to raise money towards a specific target. Volunteers discussed fundraising goals with NH, particularly playground equipment for learning and play. Large outdoor blocks, which could be wheeled away into containers were considered. NH will discuss with staff meeting re staff views	HW HW MN, ES, GR NH



Previously discussed that each class could have an amazon wishlist. Teachers are keen to explore this with children, NH will take forward with teachers.	NH
7. Head Teacher's Report - We are delighted to welcome Debra Bartlett to P6 this year, Tyler Spowart to P1 and Charlotte Moir in P3. - Also, Olha Hapieieva to our pupil support team and Fiona Banks as a short term supply Pupil Support Worker. Georgina Niven who teaches in P6 on a Monday is leaving a week on Monday and will be replaced by Laura Paradies. - We are delighted to be working in partnership with White Dove this year. Primary 7 over LPPS and SPS will be working together to run a coffee business where they will sell each month at Linlithgow market. Profits will be decided and spent by the children at the end of the year. - Feedback from parent/carers reflected that they would like more excursions. It has therefore been decided that all year groups will go on some kind of excursion this year. It was initially discussed that FLPPS might subsidise this in some kind of way - discussion followed including adopting a Pay It Forward scheme. - P7 garden – children have begun using the garden this week. They would like to spend the money set aside by FLPPS on a bin and more seating. Further consultation is underway. - We have created four parent/carers working parties which were shared in Friday's newsletter. Only 2 people have signed up so far. - Participatory Budget consultation – only 2 people have completed so far. Share on Whatsapp groups. COSD overview of focus in School Improvement Plan: - Further deepen understanding and promote supports for COSD with pupils, parents and staff through workshops/drop in sessions/information sharing such as section in newsletter - Create a resource guide for staff and parents signposting available financial support, free school meals, uniform grants etc. - Create a school equity strategy paper, which highlights rationale and approaches - Cost of the school day audit to identify pressure points in school calendar and reduce unnecessary expenses - Host local supports/organisations during parental events e.g. local food pantry etc.	



- Establish a school-wide working group to lead conversations on poverty-sensitivity and inclusive practice - Deliver focussed CLPL on interpreting SIMD, FME, and attendance data linked to attainment and wellbeing gaps - Use data effectively at 3.2 staff meetings to improve outcomes for identified pupils - Views on what school should work on to support families? If there is a particular time of year families find difficult. Most useful time for Swishing event. NH discussed the P7 project with White Dove and confirmed with FLPPS that money will be paid into FLPPS account and then returned to school. CR agreed to share the links for Participatory Budget consultation on the class whatsapp groups.	CR
8. Secret Garden/P7 Garden Covered in Head Teacher's report	
9. Cost of school day working group Covered in Head teacher's report. Links shared in school newsletter will also be shared in class whatsapp group by CR	CR
10. Uniform update GR has one year remaining to oversee uniforms but will be looking for a successor. Volunteer needed to take over from GR	
11. PVG checks and First Aid PVG checks are no longer completed via the school. All volunteers who are trustees must be PVG checked. CR has submitted a list of trustees. CR is the lead signatory. A second signatory would be helpful, could be a role for the new vice chair. Secure handling policy, policy on how to securely handle personal information to process PVG. CR has requested that applications are done over the phone, paper copy issued only if there is an issue. The school will store PVG paperwork in school on behalf of FLPPS. Disco helpers will need to be PVG checked. CR has saved forms on the FLPPS drive. If a volunteer is present with other volunteers they do not need to be PVG checked. However volunteers who will be alone in a room e.g. quiet space, toilet supervision and main disco organisers will need to be PVG checked. GR will review documents	GR



12. AOB KS reached out to Decathlon for equipment. Due to regulations, they cannot give out free equipment. However they can offer 10% discount. Mikayla will ask husband what equipment is required and send list to KS. Round table could be approached and discount used. CR encouraged volunteer for vice chair to speak to CR before AGM	KS
13. Date and Time of Next Meeting AGM, Thursday 9 th October 7pm FLPPS meeting, Tuesday 25 th November 7pm	