



Minutes of Friends of Low Port (FLPPS) SCIO
Thursday 27th August 7pm
Lowport Primary School

Attendees

Carrie Reid (Chair), Cara Chavagneux (Secretary), Sarah Brownell (Vice Chair), Karen Donaldson (Treasurer), Kendall Smith, Katie Morton, Christie McMonagle, Kendall Smith, Nicky Hocknull, Emma Strachan, Sinead Davidson, Ann Neilson, Mikayla Nicol, Susan Figures, Helen Wallace

Agenda Item/Notes	Action
1. Welcome, Introductions and Apologies - CR welcomed everyone to the meeting - Apologies from Joanne Banks	
2. Review of Minutes of May 2026 Minutes were approved by SB and seconded by MN	
3. Declarations of interest None	
4. FLPPS Meetings format CR discussed a proposal for local councillors to be invited to FLPPS meetings. CR proposes that selected meetings have a focus on a subject matter, and appropriate councillors are invited. Identified meetings would have a theme with agreed relevant topics, with parent/carers and councillors invited to attend. Suggested topics are; Progress Piece, school improvement plan. NH advised councillors have links and contacts in the community, which can be very helpful. Volunteers happy to trial. Parent body can offer thoughts on selected school related issues in advance. Diarising FLLPS meetings for the year in advance will be required	
5. Treasurers Report CR discussed KD planning to step down at end of school year 2025/26, which was discussed at end of 2025/6 school year. No response to the request for a volunteer treasurer from school community so KD will continue with financial reporting, but support for cash/floats for events is required. CR asked if volunteers present at meeting are interested in the role to oversee cash/floats. SB advised that treasurer role is now a 2-person job. Banking hub can be used. KC volunteered to oversee cash and floats. CR advised that the process	



for each FLPPS fundraising event will include 2 volunteers to cash up at end of each event. 'Event managers' will be a role for each event, and KC will then deposit funds in the bank account. CR thanked KD for continuing in treasurer role.

KD provided overview of accounts and proposed reserves for the new school year 2026/27

Accounts prior to end of school year 2025/26:

Funds raised

Spring picnic- £584.85

Donation from P6 students- £50

Outgoings

Connect Insurance- £142

P7 leavers donation- £300

Cash boxes purchased- £44.97

Donation to playground equipment- £3000 (total donation £5560)

Accounts after year end, for school year 2026/27:

Funds raised

Zeffy raffle- £110

Easy fundraising- £19.74

Outgoings

Gambling licence- £40

Opening Balance- £4486.51

Reserves proposed for 2026/7

General reserve- £1000

Camp places- £1400, SB approved, MN seconded

(NH advised in order to support friendship links the P6 camp will be in September 2027. FLPPS may wish to consider the impact of this change on proposed reserves)

School trips- £200

F1 schools- £500

P7 leavers- £300, TBC

Christmas parties- £250

Insurance- £150

First aid equipment- £50

Volunteers happy with reserves

NH asked if FLPPS have funded P7 leaver gifts in previous years. Volunteers confirmed this has not been funded in the past, but happy to make a donation to fund purchase of P7 leavers ties. NH advised that the cost for 55 ties was £481.75 from Borders Embroiders. KD proposed FLPPS ordering the ties rather than school, as a discount will be applied if part of uniform order.



Volunteers agreed that tie order will be included with October uniform order. £550 reserved for ties, KD approved, SB seconded. NH advised that current P5 and P6 are redesigning the leavers tie, and current order will be for current P5/6 when they are in P7 in 2027 and 2028. NH to confirm quantity of ties required for October order. KD discussed the card reader which was purchased last year and current deal ends in September 2026. Volunteers agreed that card reader has been helpful for fundraising events. An annual PCI compliance must be completed when card reader is purchased. KD advised this is a complex task, and for £49 annual cost Take Payments can complete. The charge for card reader rental is £1.20 per month, and £49 annual charge for PCI compliance paperwork. Trustees in support CR approved, AN seconded.	NH
5. Fundraising Events FLPPS agreed that focus of fundraising in 2026/7 school year will be to raise money for the school library, in line with school vision. MN discussed funding options for school libraries which may be available, including purchasing books and library environment. Local bookshop may be able to advise, NH to confirm. NH is keen to invest in furniture and teachers are planning to begin cleaning the space and discuss ideas for improvements/purchases. Volunteers, parents and local artists have started working with children to design reception area, with displays linked to the local community. <u>Cheese and wine, 23/9/26 7-8.30pm</u> Discussed rebranding event to general volunteering/building school community. CR will attend P1 welcome evening. Micro volunteering suggested, with list of examples of roles which parents/carers may be interested in supporting, shared in a flyer before the event. Sign up form will be available to limit food waste. £70 proposed to cover costs, CC approved, SB seconded. CR to book zone and staff room <u>Christmas Cards/tea towels</u> HW advised that Fiona will take over role. Class fundraising for Christmas cards has been signed over to Fiona for access onto account. Children are doing portraits this week for the tea towel design. Fiona will attend FLPPS meetings as able or give updates in advance of meetings. CR to confirm whether Fiona is PVG checked <u>Family fundraising, Spooky Bingo 9/10/26 6-7.30pm</u> Family bingo in the school hall, with spooky/Halloween theme. Discussed having ticket entry and then separate payment for the bingo cards. Suggestion of hot dogs being included with ticket price, and/or other games. Prices agreed for £2 entry or family ticket £5, and donation for hotdog. Tickets can be purchased in advance or pay at the door. HW, MN, CMcM volunteered to help	NH CR CR



Spooky tattoos, hot dogs and buns, £250 approved CR, KD seconded. <u>Autumn School Disco, Friday 13th November</u> CR to request rental of school. MN and ES will organise, no changes. £550 budgeted, including silent disco. KD approved, MN seconded <u>Festival of Christmas trees</u> No updates on organisation of event. KM, CMcM and KC volunteered. First weekend in December, set up tree on Thursday and remove on the Monday. Church will email with theme, school idea to be decided at next meeting <u>Christmas Fayre, Thursday 10th December</u> Homebaking/baked goods stall. CR will ask HH if she is able to assist with baking stall. Santa's grotto, positive feedback from 2025- NH to ask Alan re Santa. JB, AN to volunteer. On the night there will be Santa's grotto and also suggestion of Christmas games for older children. NH/SD will ask children for ideas and finalise plans at next FLPPS meeting. <u>Ceilidh, Friday 29th January 6.30-8.30pm.</u> Positive feedback from January ceilidh. Cara will contact Lowport Centre and ceilidh band to enquire about availability for 29/1/27. Volunteers will be required to assist with organising event, and ticket numbers will be capped as dance floor space is limited in the hall. <u>Quiz Night</u> Volunteers discussed this event was difficult to generate interest with school community in March 2026. Agreed not to run it in 2027. <u>Spring disco, May</u> Date to be confirmed. <u>Sports Day/Spring picnic, Friday 21st May</u> <u>Gala Day, Saturday 19th June.</u> CM happy to volunteer again, but needs more community help. KS and SF volunteered to help. KM proposed that a pre-loved fairy dress evening could be supported by school/FLPPS. To be discussed further. Volunteers discussed needing another 2 cash boxes for fundraising events, £30 approved SB, CC seconded. KD to purchase	CR CR NH/SD KD



6. Additional funding/support

- Lottery licence update- in place
- Scottish libraries grant- to be explored
- Tesco fruit grant- submitted

Volunteers discussed that grants may be available from Persimmon Homes, Cala, Edinburgh airport. Email will be sent to Round Table for community grant for library. Grants applications are generally very time consuming to complete, and volunteers cannot commit the time to each application.

5. Headteachers Report

NH advised that the updated parent/carers handbook is now on the school website. Discussion around if this was a suitable way to share. All agreed this was fine.

Feedback on following areas was provided:

Coffee Enterprise

P7 Coffee Enterprise project raised a collective £1000 between Low Port and Springfield, with positive feedback from children and staff who supported it throughout the year.

Staffing

Ela Kret has joined the staff group as a Playground Supervisor, enabling the back area of playground to be opened 2 days per week.

Miss Postlethwaite has joined as a probationer, and teaching P1 class.

Playground

£5500 was invested in new outdoor play blocks. Following an incident with youths in Summer the blocks are now stored indoors, whilst awaiting delivery of a new lockable storage container which will be positioned in front playground. Mr Blair is leading on outdoor learning. NH discussed the garden sign design which was commissioned to Katie at Art of Morrow is now in place. P7 garden is now open 2 days per week.

Standards and Quality Report

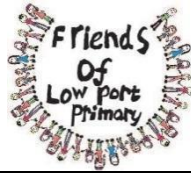
NH discussed the School Improvement Plan and advised the full report will be available on the website. The new national curriculum will be in place in August 2028. NH and SD are leading on behalf of the school cluster for curriculum input.

Learning Journey Jigsaw

Following feedback from parents/carers, the data a need to provide parents/carers a clearer picture of their child's learning and where support can be offered in home learning. Staff have developed the Learning Journey Jigsaw which will be presented by NH at Meet the Teacher evening on 2/9/26. NH will also send guidance and information out in newsletter. Each child will now have a progress sheet shared at the beginning of each term, and main targets will be shared with children in class and sent home. Class home learning hub will be updated throughout the year, and supporting resources for home learning



shared on class specific Padlets. A form is being complied with FAQ which will be shared with parent body. Children requiring additional support with areas of learning will continue to receive individualised home support packs. <u>School attendance</u> NH discussed ethos survey which goes out to school body annually in March/April. Parents fed back that improvements could be made in how school is promoting positive school attendance (79% satisfied). School attendance is high compared to other schools. Discussed reporting on this in newsletter, and encouraging high attendance. NH clarified that school attendance and punctuality are measured separately.	
6. Working party update Not discussed at meeting	
7. First Aid update Not discussed at meeting	
8. Uniform Not discussed at meeting	
9. School path lighting The issue of low lighting on school path was discussed. NH will feed this back to West Lothian Council, as this path is council owned. NH to feed back.	
10. Pupil Equity Funding Not discussed at meeting	



11. AOB.

Next meeting Thursday 29th October 2026 7pm

CR advised that following the West Lothian Council proposal of catchment boundary changes there is a Linlithgow Academy Catchment Consultation underway. Parents have been in contact with FLPPS to raise awareness and asked that it was discussed at FLPPS meeting. CR fed back on behalf of a parent:

Families who will be affected by proposed changes are setting up a group including a Facebook page 'Linlithgow Academy catchment consultation', to gather responses from other families. Parents invited to contact Elaine Allan with any questions or offers of support, elaine.paterson.101@hotmail.co.uk.

The concerns highlighted are

- Children being separated from friendships groups
- Impact on younger siblings not yet at primary school, who may not be offered a place in Linlithgow primary schools.
- No educational benefits noted in the consultation
- Economic consequences for residents

A meeting is taking place at Bridgend Primary School on Monday 7th Sept 7-8pm, all those affected are encouraged to attend.

FLPPS has shared information on platforms, and council has also shared information directly.

NH has advised that views on the proposal can be shared through Education Customer Services, education.consultation@west-lothian.gov.uk before 9/10/26.