Parent Council

# Meeting Agenda

**Linlithgow Bridge Parent Council**

**Tuesday 27th February 2024 8pm**

Attendees

|  |  |  |
| --- | --- | --- |
| Kerry (Chair) | Martin (Treasurer) | Vanessa (Secretary) |
| Mrs Webster | Aimee | Clare |
| Joanna | Suzi | Gillian |
| Mrs Peters | Vicki | Roksana |
| Kirsten |  |  |

* Headteachers Update – Mrs Webster
* Mrs Webster to send copy of school fund (£8,995 o/w £5,000 school camp to be paid).
* Easy fundraising money £1,933- to be managed by PC going forward.
* In service day in Feb focus on planning. Adapted some planning to achieve more consistent and simple if teachers are absent. Taking forward school improvement plans. School needs anti bullying statement. Help needed from parents, staff and pupils to define bullying. Update policy post this. Adapting skills approach to curriculum. Bringing together all areas of curriculum and developing skills to take into other areas of curriculum.
* Mrs Knox welcomed back
* Parents evening information to come out shortly
* Encouraging bringing back indoor shoes for children due to dirty floors due to weather.
* Health & Wellbeing champion meeting- looking for someone to attend. Put out to whatsapp groups
* Financial update – Martin

TREASURER UPDATE - 27/02/2024

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SC035946

Linlithgow Bridge Primary School Parent Council

Update on financial position:

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£2,979.07 Previous bank balance 20/11/23.

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Paid in:

£384.61 Dec 23

£1495.29 Jan 24

£045.70 Feb 24

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Paid out:

-£1206.54 Dec 23

-£000.00 Jan 24

-£000.00 Feb 24

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£3,698.12 Current bank balance 27/02/24.

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Awaiting Pay-in:

£000.00

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£3,698.12 After awaiting pay-in.

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Awaiting Pay-out:

-£000.00

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£3,698.12 After awaiting pay-out.

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Spending commitment from Aug 2024 to July 2025:

£0800.00 P1-P7 + Nursery. (Eight or Nine classes) From Aug 2024.

£1000.00 Float (recommended).

£400’ish P7 Hoodies.

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£1498.12 With no further fundraising.

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No new update on Gift Aid.

Kerry and Vanessa to be added to the bank account.

TREASURER UPDATE - 27/02/2024

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Record keeping:

Please complete a separate receipt duplicate book page for each event where money is collected.

Record total takings.

Record any receipts submitted which can be paid out if there are sufficient takings available.

Deduct receipts paid out.

Then record the amount remaining to be paid in.

Please have two volunteers sign the duplicate book page.

All Trustee names on the bank account who no longer have children attending LBPS have been

removed.

The following documents are always available on request:

The Annual Accounts.

The LBPS Parent Council Constitution.

The LBPS Parent Council Treasurer Golden Rules - Rev5.

OSCR v10\_guidance-and-good-practice-for-charity-trustees.

* Fundraising update – Kerry
* Raised Hampers- £1,198 & school shows £416
* Link out to allow people to pay extra towards buses for trips this year
* New Sports day 8th May-24
* Email on Christmas jumpers to donate
* Regular giving- £34/month in total. Reminder will be sent out/ stand outside advertising at Bunny Bingo/ notice board
* Refreshments at school show 20th (community) 21st (lunch) 22nd May (evening). Appy for license and home baking.
* Bunny Bingo update (20th March)- Clare
* 80 tickets sold (110 last year)
* 8 helpers
* Bar license
* Risk assessment being done
* Need eggs to be donated
* Reminders to be sent around whatsapp groups on tickets and donations
* Uniform Shop update- Kerry

Sales are continuing in small amounts, and the link will be re-sent out to WhatsApp groups periodically throughout the year. Any non-logo uniform can be collected and will be donated via the West Lothian uniform bank. Logo items are added for sale. we’re not quite ready to take any more donations n currently, but after Easter we should be able to. If anyone would like to take uniform sales on, happy to rotate, so volunteers welcome. The process of purchase, sale and getting the uniform out still seems to be working well.

* Gala Day- theme is Olympics. Wear sports clothes and Country flags etc. Gillian to organise water/ crisps for walkers.
* Class Rep feedback

P2 - is there a ragbag or just the bin at the school. Date for next ragbag tbc

P4 – Headteachers update. Difficult to read the weeks being referred to. Could this be in a different format to read more easily. Will update for next year.

P7 - timing of school camp to be considered for future years due to weather and cost.

* Any progress with proposal for school captains to run lunch time clubs. Planned but staffing issues with support workers to supervise. Hoping to get some started once back from school camp.
* Came second in the Rotary Club schools quiz.
* Who organises P7 leavers pipers. School trying to organise
* Recruit new Chair Person and plan to cover in interim
* Need to begin to cover roles of parents with P6-7 children
* Do something for P1 new intake parents at meeting in May.
* Ad on the PC part of the Intranet/ banner at all events
* AOB
* Next meeting Tuesday 28th May 8pm