Parent Council

# Minutes

**Linlithgow Bridge Parent Council**

**Tuesday 28th May 2024 8pm online**

Attendees

|  |  |  |
| --- | --- | --- |
| Catriona | Martin (Treasurer) | Vanessa (Secretary) and Chaired the meeting |
| Mrs Webster | Aimee Hunt | Mrs Peters |
| Fiona | Suzi | Gillian |

**Headteachers Update – Mrs Webster**

* + New intake – 22 children. Transition programme underway and going well. PCFC member spoke at recent parent meeting. Hopefully get some new recruits!
  + Anti- bullying statement – in draft at present will form part of new relationships policy. Great feedback from parents when asked to provide what their definition of bullying would be
  + Staffing constant – new probationer teacher to replace Miss Lindsay.
  + Noticeboard outside has now been restored and is operational – PCFC – please ask office for keys and please update! Maybe photos of class reps? Info on fundraising. School will update the other board.
  + School Improvement Planning underway at present. Evaluating working group tasks, using info from parental questionnaires to evaluate our work this session and plan tasks for next year. Working on 3 year plans to ensure strategic direction of our school in line with WLC priorities.
  + Book sale? Hoping to organise this before the end of term

**Financial update – Martin**

SC035946

Linlithgow Bridge Primary School Parent Council

**Update on financial position:**

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**£3,698.12 Previous bank balance 27/02/24.**

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**Paid in:**

£845.57 Mar 24

£287.09 Apr 24

£603.78 May 24

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**Paid out:**

-£010.00 Mar 24

-£047.99 Apr 24

-£143.31 May 24

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**£5,233.26 Current bank balance 28/05/24.**

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**Awaiting Pay-in:**

£000.00

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**£5,233.26 After awaiting pay-in.**

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**Awaiting Pay-out:**

-£013.49 MK (Class show)

-£117.11 MK (Class show)

-£033.00 MK (Flags)

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**£5,069.66 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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**£2869.66 With no further fundraising.**

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No new update on Gift Aid.

Kerry and Vanessa to be added to the bank account.

**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**

* Refreshments at the school show went well, raising £397.65 the bottle tombola was very popular and I think this would be good to do at the next school summer show.
* My company offer fundraising matching and I reached out to them and they have agreed to match the amount. I’ve sent them the bank details so hopefully this goes in soon.
* I got stuff to do a guess the sweetie in the jar for the show but it seemed a lot to do this with everything else going on, so I was thinking this could be something that is done in school? The money raised could be put towards supplies for the eco club like - litter pickers, gloves etc.
* I think it would be a good idea to sell ice lollies on another sunny day before end of term. I would be happy to organize this if it was a Monday or Tuesday night but if you think a Friday would be better someone else would need to organise.
* After the buses and extra costs come out id like to keep a reserve of £1000 for next year and share the rest out between the classes to get supplies they need. I think a visualizer for each class would beneficial. Plus extra for either books or art supplies etc. maybe £250-£300 per class open to Ideas.
* I am still working on a flyer to go out before the end of term to promote the regular giving and ways people can support the parent council. I will hopefully get this out soon.

**Playground Games Training - Aimee**

* Aimee updated everyone on the couple of meetings that have taken place with Mrs Webster and Mrs McCusker about Playground development discussing everything from playground line markings to how best we could use the steep slope at the back. The school was gifted a Playground Games Key Fob (which suggests over 30 different games) at the start of the school year and have been enjoying trying some of the games in it.
* The charity that Aimee works for, Smart Play Network, also provides training on how to help the children be confident in leading playground games training for their peers. The school has decided that they are going to use the money raised from the summer school shows to pay for a half-day playground games training for the P7s, P6s, their class teachers and a few PSAs. This is currently planned for the 19th August.
* This training will help the children grow in confident to lead playground games during breaktimes for those children who are looking for something active to do.  These games can also be used during PE or outdoor classroom time, when a teacher feels that the children need a run around in between their learning.
* Aimee explained that there is an option to buy supporting Playground game kit bags to contain all the resources to run the different games in one large waterproof bag. If the Parent Council were looking for ways to spend surplus funds to support the school, this would be a good opportunity to support outdoor and active learning. Mrs Webster would be keen for 2 bags, each bag costing £145.  However, Aimee has been given the agreement from her charity to offer the second bag at around half price, so the 2 kit bags would be £220.  For more details on what the kit bags contain here’s a link: [**https://spn-engage.org/product/8084/**](https://spn-engage.org/product/8084/)

**Class Rep feedback**

* Ragbag collection now confirmed for 21st June – number on the bin outside the school to call if it’s full.
* Great scores from the last nursery school inspection – congratulations
* School trips planned and Mrs Webster checking ipay as there had been a bit of confusion around what was planned for what year against what was showing on ipay.
* Recruit new Chair Person and Treasurer – adverts to go out on each year whatsapp group
* The Parent Council stand to be put in school reception

**AOB**

* Next meeting Tuesday 1st October at 8pm and to be arranged in the school to welcome any new parents.