
Parent Council Meeting



Meeting Agenda

Linlithgow Bridge Parent Council meeting
Tuesday 26th November 2024 8pm.

Attendees:

Aimee, Clare, Gillian (chair), Mrs Peters, Suzi, Lisa, Fiona, Catriona, Shona, Fiona, Mrs Webster, Martin, Kirsten, Sadia

- Headteachers Update – Mrs Webster

SIP

VSE went very well – delighted that our self-evaluation was validated! Really robust system – looking to see what we say on paper is evidenced in our school. Spoke to groups of pupils, parents, partners.

We will have an action plan and clear direction moving forward.

Introduce tracking for other curriculum areas – Science, PE.

Staffing

Miss Waugh now back from maternity leave. Will cover RCCT and P4 probationer relief along with Miss Murphy.

Miss McGrady will continue to work a Thursday in P3 but no longer here on a Friday.

Allows us some flexibility for taking forward our priorities.

HWB Family Champ

Looking for a volunteer to take this on. Could even be a group of parents. I am happy to feedback on their behalf.

Meetings 4 times a year. Can be on TEAMS.

Christmas activities

Thank you for contributions and for ordering on our behalf.

School Fund

Balance £ 7169.39

Lendrick Muir - £3128.66 to be paid

£750 – panto (half this amount)

- Financial update – Martin

SCO35946

Linlithgow Bridge Primary School Parent Council

Update on financial position:

£3,145.21 Previous bank balance 01/10/24.

Paid in:

£815.19 Oct 24

£409.88 Nov 24

Paid out:

-£528.80 Oct 24

-£000.00 Nov 24

£3,825.48 Current bank balance 26/11/24.

Awaiting Pay-in:

£000.00

£3,825.48 After awaiting pay-in.

Awaiting Pay-out:

-£375.00 To school for Pantomime contribution.

-£055.85 To MK for nursery class Christmas.

-£030.00 To MK for P1 class Christmas.

-£030.00 To MK for P2K & P2M class Christmas.

-£500.00 Awaiting P3 - P7 class Christmas.

-£500.00 Awaiting class whiteboards or scroll decision.

£2334.63 After awaiting pay-out.

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.

£0134.63 With no further fundraising.

TREASURER UPDATE - 26/11/2024

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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.

Add event date.

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 – Clare

Raffle & Christmas show- need photos of hampers by 29/11 & go live Monday
Alcohol license for the Christmas show
Baking donations for show, message to come out
Bunny bingo- 26th March
Christmas books have been ordered for nursery, P1 & P2 (Santa gifts).
Message out on volunteer whatsapp for help wrapping.
17/12 for hoodies- might be delayed can change day as needed
Asda reward- £88 so far
School quiz- £150 per school (potentially again in March)

- Class Rep feedback

P1/4 -gift aid
-pay it forward – can be buy tickets for panto and nativity for other kids and donate.
Mrs Webster will pick up for going forward.
If parents want to donate cost of P7 hoodies- could put towards end of year party
P2 -communication with school. Emails only going to one parent. Mrs Webster to check if it's linked to parent portal primary parent
P3 -Christmas jumper swap- email sent out
P5 -communication with school- clubs cancelled last minute or no communication about not running. Few issues with netball due to the hall and noticed late to cancel. Cancel as soon as school can. Look to add a group call to get message out quicker.
-school calendar layout – looking at this
P6 -communication with school- to approve forms for clubs. Some not organised by school and sometimes are short notice.
-school lunches conflicting with sports clubs
-resources (tablets for all upper school rather than bringing in phones). Laptops available in all classes. Access to ipads. Children don't need to bring in own devices. Most activities with devices are collaborative. Potentially try to fund more school tablets next year. 50/50 fundraiser like Linlithgow Academy (Mrs Webster). Tesco grant- Aimee & Vanessa to look into again.

- Recruit new Treasurer, Chair & Auditor – send another email out. Annual email to communicate the fundraising and what funds were used for.

- AOB
Drop box- check access and add documents
- Next meeting Tuesday 18th March 2025