

Linlithgow Bridge Primary School Parent Council Meeting Minutes

****Date:**** Tuesday 10th June 2025

****Time:**** 8:00 PM

****Location:**** Microsoft Teams

****Next Meeting:**** Tuesday 9th September 2025

Attendees

- Susan Webster (Headteacher)
- Martin Kerr (Treasurer)
- Vanessa (Chairing)
- Aimee Hunt
- Kirsten McAllan
- Suzi Cowe
- Kim Langlands
- Gillian Jardine
- Fiona Stobie
- Catriona Blair
- Mrs Peters
- Claire (Fundraising – updates shared)
- Others present or joining via audio only

1. Headteacher's Update – Susan Webster

- ****Staffing and Budget:**** Class information to be released later this week due to budget finalisation. Retirements: Mrs Peters and Mrs Bell. Miss Murphy confirmed to remain with the school.
- ****Strategic Planning:**** School and cluster focus: sustaining pupil engagement from nursery to S6. Priorities: Maths, creativity in learning, and leadership development.
- ****Cyber Attack Response:**** Systems disrupted; staff adapted well with minimal pupil impact.
- ****Fundraising Request:**** Aging AV/sound system in school hall requires replacement (~23 years old). Fundraising collaboration requested from Parent Council.

- **Church Attendance Discussion:** Visits occur 3x/year (Christmas, Easter, end of term). Open discussion highlighted differing views, with consensus on educational and community value.

2. Financial Update – Martin Kerr

- **Overview:** Current balance: £5,195.60. After reserves: £800 (Christmas), £1,000 (float), £400 (P7 hoodies) → Spending budget: £2,995.68
- **Notes:** Bus invoices for 2025 not yet received; Susan Webster to investigate. Estimated cost ~£1,100, leaving ~£1,800 potentially available.
- **Treasurer Transition:** Kim Langlands to take over. Martin to provide full support and resources.

3. Fundraising Update (via Claire, shared by Vanessa)

- **Assembly Teas/Coffees:** Seek 1–2 volunteers per year group. New chat group to improve engagement.
- **Book Swap:** Agreed to postpone until next session due to short notice.
- **Volunteer Involvement:** Efforts to boost P1–P2 participation post-summer.
- **Ice Lollies:** Plan to sell end of term. Awaiting volunteer confirmation.
- **Gala Day:** Currently low uptake. Further push planned.

4. Roles to Be Filled – Chair Position

- Chair role remains open. Suggestions include promoting at school events and assemblies. Neil (absent) humorously nominated as speaker.

5. Class Rep Feedback

- **P1 – Nursery Gift:** Whole-school donation for staff voucher. PayPal to be used for transparency.
- **P2 – Kingfisher Building:** No updates available.
- **P5 – Turning Circle:** Longstanding issues persist. Council unwilling to paint double yellows. Suggestion: renew a parent-led awareness campaign.

6. Any Other Business

- **Succession Planning:** Highlighted need to break tasks into manageable roles to encourage volunteers.
- **Thanks and Farewells:** Thanks to Mrs Peters, Martin Kerr, Gillian Jardine, Fiona Stobie.

Actions Summary

- Investigate missing bus invoices – Susan Webster
- Add Kim and Vanessa to bank account – Martin Kerr
- Confirm logistics for ice lolly sales – Claire / Volunteers
- Increase Gala Day participation – Class Reps + School
- Launch nursery gift PayPal – Aimee Hunt + nursery parents
- Plan next term's book swap – Fundraising team
- Re-communicate turning circle policy via children – Teachers (via Susan)
- Promote parent council at events – Volunteers (TBD)
- Prepare reminders for volunteer recruitment in August – Secretary / Chair