

Linlithgow Bridge Primary School Parent Council

Minutes of Meeting – 2 December 2025, 8:00pm (Teams)

1. Welcome and Apologies

Vanessa Griffin welcomed everyone and opened the meeting.

Apologies: Neil, Garry and Sadia

Noted: Meeting was transcribed for minute-taking.

2. Attendees

- Vanessa Griffin (Secretariat)
- Kimberley Langlands (Treasurer)
- Aimee Hunt (P4 Rep)
- Clare Stokes (P7 Rep/Fundraiser Rep)
- Suzi Cowe (P2 Rep)
- Vicki Hall (P3 Rep)
- Shona Simpson (P6 Rep)
- Shonagh Walton (Parent)
- Susan Webster (Head Teacher)
- Mrs Patterson (Class Teacher)

3. Head Teacher's Report (Susan Webster)

Key updates:

- **Book Week Scotland / Literacy:** Book Week activities completed across classes, culminating in a whole-school assembly. Book swap initiative ongoing and working well.

- **Numeracy moderation:** Staff completed moderation sessions linked to “Thinking Classrooms,” ensuring consistency of approach across stages. First formal numeracy moderation with positive outcomes.

- **Quality Indicator Day (QID):** Central team visit focused on differentiation P1–P7. Report was favourable, with strengths identified and recommendations for continued development.

- **IT restoration:** Laptops/iPads affected by cyberattack have been rebuilt and returned to classes; rollout back to classrooms underway.

- **Young Leaders of Learning (P5):** New cluster initiative. P5 pupils surveyed attitudes to maths, shared findings at a cluster Teams meeting, and will visit another cluster school to observe pupil-led learning.

- **F1 in Schools success:** P7 team won cluster stage; four pupils going to national final in Rotherham in March. Will travel with other cluster schools; fundraising required to support trip and shared transport.

Discussion:

- Parent Council congratulated pupils and staff on F1 achievement.

4. School Fund Governance / Termly Finance Meeting

Susan Webster outlined West Lothian Council procedures requiring termly finance meetings between the Head Teacher and a Parent Council member (could be the Treasurer or another member of the Parent Council). Business support manager and admin staff to attend from school side.

Agreed:

- Termly 30-minute meeting to formalise school fund oversight and spending plans.

- A small pool of Parent Council members will be identified as backups.

Action:

- Susan Webster to email Kimberley Langlands with Wednesday options before Christmas for the first meeting.

5. Treasurer’s Report (Kimberley Langlands)

2024 audited accounts:

- Accounts independently examined and submitted; no issues raised.

Fundraising summary 2024:

- Assemblies/school show: ~£300
- Christmas nativity: £225
- Bunny Bingo: £528
- Halloween disco: £123
- General income: £3,616
- General expenditure: £4,570 (incl. coaches, Christmas class spend, P7 leavers items, hoodies)
- Net position: Slight surplus overall.

Current balance (2 Dec 2025): £3,606.23.

Recent months:

- Oct: £23 in / £350 out (mainly P7 hoodies)
- Nov: £62 in / £21 out (hoodie top-up)
- Dec: £354 in / £75 out (assemblies & Christmas Fair)

Pending payment: ~£90 to Clare for P1–P2 Christmas books; balance to reduce accordingly.

Hampers raffle:

- Current total ~£750 with one week remaining; last year approx. £1,100.
- Discount on tickets ended 2 Dec; raffle closes 10 Dec 2025.

Actions:

- Susan Webster to resend hampers raffle reminder via school email.
- Class reps / Parent Council to circulate reminder through WhatsApp groups this final week.

Banking access:

- Vicki Hall still lacks PIN/access to bank account for authorising payments.

Action:

- Kimberley Langlands to contact bank to request a new PIN / support access for Vicki Hall.
- Vicki Hall to recheck paperwork and aim to resolve access within next few days.

6. Fundraising Update (Clare)

Christmas Fair / Advent stall:

- Advent fair described as a success; suggestion to add adult-focused raffles next year (e.g., “mystery bottle” style).
- Agreement that outdoor stall worked well despite cold; inside hall space limited for games/activities.

Upcoming school shows (next week):

- Clare requested estimated audience numbers and access times.

Agreed logistics:

- Susan Webster to confirm numbers (especially community performance).
- Tuesday afternoon show: early lunch to allow Parent Council access 1:00–1:15pm for setup.
- Evening show: access from 5:00pm; nursery cooker can be used for mulled wine prep.

Future events:

- Disco: Proposed dates 27 Jan 2026 or 3 Feb 2026.
 - Majority of PVG-cleared members available for either; preference emerging for 27 Jan as organiser Clare can attend.
 - Likely theme: Glow disco, possibly with Burns-night/tartan twist.

Actions:

- Clare to source/confirm disco provider.
- Aimee Hunt to start PVG processing for those helpers.
- Bunny Bingo: Proposed for 18 March 2026 (week before break). Mix-up Theatre not in hall, so setup will be possible.
 - PVG not required for Bunny Bingo helpers.

Christmas tree decoration request:

- Suggestion that older pupils help decorate community Christmas tree.
- School noted logistical risks; parents may take their own children if desired.

Action:

- Clare to communicate to interested parents that they may attend with their own child/children.

7. Class Representative Feedback

1. PE staffing:

- No replacement PE teacher; school staffing allocation is full after class reduction.
- All teachers are qualified for PE; Miss Waugh is PE lead and supports staff CPD.

2. Christmas Post:

- P7s will not run Christmas Post this year; pupils prefer handing out cards directly.

3. Cauliflower Cards / Enterprise Fundraising:

- Not running this year due to high workload and low profit.
- Staff exploring alternative suppliers/enterprise ideas for future years (e.g., tea towels).

4. Christmas Concert ticket cost increase:

- Parents queried rise from £3 to £5.
- School explained proceeds support school fund; free tickets available for families who need them.
- Proposal to be clearer about what funds are used for.

Action:

- Susan Webster to send follow-up communication explaining what concert proceeds support (e.g., trip subsidies/transport).

8. PVG Process Update (Aimee Hunt)

Aimee summarised updated PVG approach following a working meeting with Parent Council members.

Key points:

- PVG required for roles involving responsibility for children (e.g., disco).
- All class reps to be PVG-checked as they hold voting influence over child-related activities and funds.

- Tracker and required policies completed and stored, including secure handling of disclosure information, safeguarding policy, and PVG referral policy.
- Sensitive PVG data stored in a restricted Dropbox access to signatories only.
- PVG signatories: Aimee (lead), Vanessa, Shonagh, Cat.
- PVG renewals changing from lifetime to 5-year cycle from April 2026; Parent Council will operate on a 5-year renewal rotation.

Action:

- Aimee Hunt / signatories to PVG-process confirmed disco helpers once volunteers finalised.

9. Chair Recruitment

Issue: Parent Council currently lacks a Chair.

Discussion:

- Co-chair model suggested as an option.
- Agreement that recruitment should focus first on increasing general participation.
- Strategies proposed: invite wider parent forum via school comms, Parent Council presence at new P1 intake meeting in May, short promotional mention at school shows (preferably at start), clearer task-specific volunteer asks, and use of promotional poster at events.

Actions:

- Susan Webster to re-establish routine invites to parent forum and support promotion.
- Parent Council/ reps to share clear, task-specific volunteer requests in WhatsApp groups and school channels.
- Clare to display Parent Council poster during upcoming show week.
- Vanessa and reps to encourage participation among incoming P1 parents.

10. Date of Next Meeting

Agreed: Monday 3 March 2026 (time to be confirmed), via Teams unless otherwise arranged.

11. Any Other Business

No further items raised. Meeting closed with thanks.

Summary of Actions

1. Susan Webster → Kimberley Langlands: send Wednesday date options pre-Christmas for first termly finance meeting.
2. Susan Webster: Resend hampers raffle reminder by email.
3. Class reps/PC: WhatsApp push for hampers raffle before 10 Dec close.
4. Kimberley Langlands: contact bank to support Vicki Hall's account access/new PIN.
5. Vicki Hall: review paperwork and restore access to authorise payments.
6. Susan Webster: confirm show audience numbers to Clare.
7. Clare: confirm disco provider and finalise date (likely 27 Jan 2026).
8. Clare: advise parents tree-decorating is with own children only.
9. Susan Webster + Parent Council: improve promotion/engagement; attend P1 intake meeting; use poster; make specific volunteer asks.