

Linlithgow Bridge Primary School Parent Council

Minutes of Meeting – 3rd March 2026, 8:00pm (Teams)

Attendance

Vanessa (Secretariat)

Kimberley (Treasurer)

Claire (Fundraising Lead)

Aimee, Catriona, Suzi, Vicki, Shona, Sadia (Class Reps)

Kirsty, Jen (parents)

Mrs Webster (Head Teacher)

Mrs McKenna, Mrs Bruce, Mrs Reynolds (Teachers)

1. Welcome and Introductions

The meeting was opened by Aimee who welcomed attendees. As there is currently no appointed Parent Council Chair, Aimee offered to chair the meeting.

2. Head Teacher's Update – Mrs Webster

Mrs Webster provided an update on the school's improvement work and recent activities.

Staff recently met during the February in-service day where significant progress was made on the School Improvement Plan. One key outcome was the development of a 'Visible Consistencies' document. This document outlines what pupils and parents should expect to see in every classroom across the school. It includes elements such as pupil leadership in learning, digital skills development, outdoor learning, sustainability, the school's vision and values, inclusion and equity.

The document also outlines how staff ensure consistency in teaching and learning across the school, including approaches to feedback and moderation. Mrs Webster confirmed this document will be shared with the wider parent body for information and feedback.

The Anti-Bullying Strategy has recently been updated following revised Scottish Government guidance on the definition of bullying. This updated strategy will also be shared with parents.

The Positive Relationships Policy is currently being reviewed and updated to reflect new guidance. The school intends to involve pupils, parents and staff in providing feedback as part of the review.

Cluster working continues with Torphichen and Westfield Primary Schools. Teachers are working together to plan lessons, observe each other's teaching and share good practice. Teachers are visiting each other's schools to participate in collaborative mathematics lessons.

Primary 5 Young Leaders of Learning have also been involved in cluster visits, allowing pupils to observe learning in other schools and bring ideas back to Linlithgow Bridge Primary.

The school fund currently stands at £3,315.50 which reflects fundraising and donations.

Upcoming opportunities for pupil leadership include Primary 7 Sports Leadership training delivered through Active Schools. Pupils will lead short lunchtime clubs for younger pupils including activities such as basketball, dance, gymnastics and musical theatre.

Primary 6 pupils are also acting as playground leaders, organising games for younger pupils during break times. Training is also planned for Primary 6 pupils in sustainability and peer mediation.

3. Gala Day Theme

A Scottish themed Gala Day was agreed, allowing flexibility including football strips, tartan or other Scottish-themed ideas.

It was also noted that Sophie Duncan (P6) will represent the school as Gala Day Queen.

4. Bikeability Volunteers

The school currently delivers Bikeability training for pupils in Primary 6 and Primary 7. Mrs Webster explained that additional support is required to safely run the sessions.

There is an opportunity for parents to undertake training which would allow them to volunteer to support Bikeability sessions. The school will share information with parents to gauge interest.

5. Finance Update

The Parent Council bank balance currently stands at £5,970.17.

Income during the previous quarter included significant funds raised through the Advent Fair, Christmas events and the school disco.

Upcoming expenditure is expected to include coach transport for class school trips. The school will confirm the costs later in the term.

The possibility of providing a small allocation of funds to each class for classroom resources was discussed. In previous years this funding has supported items such as books or wet-weather play equipment.

Issues with the sound system in the school hall were raised. Parents noted that it can be difficult to hear children during assemblies and performances. The school will obtain quotes for replacement microphones which may resolve the issue.

6. Fundraising Update

Claire provided an update on upcoming fundraising activities. The next event will be Bunny Bingo which will take place in approximately two weeks. Volunteers have already been organised.

Several new fundraising ideas were discussed including a coffee morning in Linlithgow town centre, a cinema fundraiser at the Hippodrome and potentially working with other local Parent Councils on collaborative events.

7. Anaphylaxis emergency kit and a defibrillator kit

Jen and Sadia presented a proposal to explore fundraising for two items of safety equipment for the school – an anaphylaxis emergency kit and a defibrillator.

They explained that some schools now hold emergency anaphylaxis kits that can be used in situations where a child has an unknown severe allergy. The defibrillator proposal was also supported due to the importance of rapid response in cardiac emergencies.

It was noted that staff already receive regular first aid training which includes the use of defibrillators and anaphylaxis treatment.

Potential funding options include crowdfunding, workplace grants and partial funding from local businesses.

Mrs Webster agreed to investigate whether West Lothian Council provides any support or funding for these items.

8. Class Feedback

Several questions raised by class representatives were discussed including dressing-up days, school communication, playground safety, heating issues in the hall and the timing of the P7 residential trip.

The school explained that dressing-up days are limited due to the need to minimise the cost of the school day for families. However, would look to arrange one later in the year.

There was also discussion about encouraging school uniform and ensuring that events remain inclusive for all pupils.

Playground safety over the winter months was discussed and Mrs Webster explained that it should have been gritted better, it was an outside contractor. This was flagged up and hopefully has been addressed. It was also raised about a parent bringing a dog into the playground. Mrs Webster confirmed that this is not allowed and she would put a reminder in the next Head Teacher update.

Parents raised concerns regarding the heating in the school hall. Mrs Webster confirmed that temporary heating has been provided and that a repair is being pursued through council maintenance services.

The timing of the P7 residential trip was discussed, with some parents suggesting it might be preferable later in the school year. The school will review options, although availability and cost remain important considerations.

9. Next Meeting

Tuesday 2 June 2026 – Online

Acting Chair for the meeting: Shona Simpson

Actions and Decisions

Action / Decision	Responsible	Notes / Timeline
Share Visible Consistencies document with parents	Mrs Webster	To be circulated to parent body
Explore parent volunteers for Bikeability	Mrs Webster	Information to be shared with parents
Obtain quotes for replacement microphones	School	To improve sound at assemblies
Investigate funding options for defibrillator and anaphylaxis kit	Parent Council / Mrs Webster	Check council support and crowdfunding options
Review P7 residential timing options	School	Consider availability and costs
Follow up heating issue in school hall with council maintenance	Mrs Webster	Ongoing maintenance issue
Re-communicate voluntary monthly donation scheme to parents	Parent Council	To increase regular contributions