

Linlithgow Bridge Primary School Parent Council

Minutes of Meeting – 1st September 2026, 8:00pm (Teams)

Attendance

Vanessa (Secretariat)

Aimee, Rachel, Sadia, Neil, Fran, Johanna and Shona (Class Representatives)

Clare (Fundraising Lead)

Claire (Parent Health & Wellbeing Champion)

Kirsty (Parent)

Mrs Webster (Head Teacher)

Mrs Marshall and Mrs Patterson (Teachers)

1. Welcome and Actions from Previous Meeting

Vanessa welcomed attendees and reviewed the outstanding actions from the previous meeting.

The updated Positive Relationships Policy and Equality & Diversity Statement are being finalised and will be shared with parents for consultation in due course.

Sadia provided an update on the proposed school defibrillator. AED Donate has offered a £300 contribution, and the Ashman has indicated it would fund 50% of the remaining upfront cost, leaving approximately £468 to be raised. The package includes an eight-year warranty, support and training. Replacement batteries and pads will create future costs. The Parent Council supported the proposal, subject to the school confirming any requirements for siting and installation.

The anaphylaxis emergency kit remains under investigation. Mrs Webster will check whether the school can access a suitable kit through West Lothian Council or another lower-cost route.

The hall audio/microphone quotations have been submitted to Linlithgow Round Table. No response has yet been received. The school is also continuing discussions with the supplier regarding the wider AV requirements.

Photography at school performances was discussed again. The school will continue to ask parents not to take photographs during performances where other children may not have permission. Class representatives will feed back any further concerns.

The Friday packed-lunch water arrangements were clarified. Catering Services have removed bottled water from the packed lunch and pupils have been issued reusable water bottles to bring when required.

The school acknowledged the previous communication issue regarding football activities and confirmed that systems will be reviewed to ensure relevant information is sent to all eligible year groups.

2. Parent Council Roles for 2026/27

Class representatives were confirmed for the new school year.

P1: Johanna

P2: Sadia

P3: Rachel

P4: Neil and Vicki (who confirmed after the meeting)

P5: Aimee

P6: Fran

P7: Shona

Johanna is currently completing the PVG process; all other required PVGs are in place.

Clare will continue as Fundraising Lead and Vanessa as Secretariat. Kim remains Treasurer, (Kim confirmed this after the meeting). The Parent Council will continue to advertise for a Chair and would also welcome someone to shadow the Fundraising Lead with a view to succession planning.

3. Head Teacher's Update – Mrs Webster

Mrs Webster provided a staffing update. Mrs Mitchell, Office Administrator, is currently on secondment until December and a temporary replacement is being recruited. New staff in this session include Miss Kirsty Forbes in Primary 1F and Mrs Joanne Cairns as an Advanced Pupil Support Worker.

The school Standards and Quality Report has been completed and will be published on the school website before the September holiday. The report reflects strong attainment and attendance, positive pupil feedback and a range of wider achievements from the previous session.

The School Improvement Plan for 2026/27 includes the updated Positive Relationships Policy, Equality & Diversity Statement, a review of the school vision and aims, participation in an Education Scotland play pedagogy project, preparation for national curriculum changes and continued use of Pupil Equity Funding to support targeted interventions. The plan will also be published on the school website.

Feedback from the Meet the Teacher event remains low. Mrs Webster will recirculate the questionnaire, which also includes questions about transition and priorities for Pupil Equity Funding.

Mrs Webster will provide the current school budget statement for Parent Council records and will arrange a further school finance meeting with Kim.

4. Finance Update

Kim was unable to attend the meeting but provided a written Treasurer's update:

The parent council bank account balance as at 1/9/26 was £7,294.80. Reimbursed to the school for the buses used for class trips is still outstanding at £1,190. This will leave a net balance of £6,104.80. There have been minimal transactions over the summer months.

A decision is required regarding how much to contribute to the school to support them with purchasing a new sound system. A cost of £7,032.80 has been quoted for this. Once we have heard back from Linlithgow Round Table on any contribution they can make, Parent Council will discuss how much they can further give to towards the cost.

5. Fundraising Update

Ticket sales for the Bingo Night on 17 September are currently low at 44, compared with around 150 for the usual Easter event. The school and class representatives will promote the event again and the publicity will be refreshed, including consideration of a stronger theme and highlighting fundraising towards the proposed defibrillator. A decision on whether to proceed will be reviewed closer to the event if numbers remain low.

The alcohol licence for the Bingo Night has now been received and will be forwarded to Clare.

The Halloween Disco will be on Wednesday 28 October. As the usual DJ is unavailable, Clare will book an alternative provider, accepting the additional cost in order to retain the preferred date and format.

The Parent Council agreed to take part in the Linlithgow Advent Fair on 28 November. The event raised approximately £300 last year and may be used as a focused fundraising opportunity for the defibrillator and anaphylaxis kit. The group will request the same pitch location as last year if possible.

Volunteer numbers are currently sufficient for the Bingo Night and refreshments. Further volunteer calls will be required for the Halloween Disco, Advent Fair and Christmas hamper activities.

6. Parent Health & Wellbeing Champion

Claire introduced her role as Parent Health & Wellbeing Champion. Four council-wide sessions are planned during the school year, covering healthy habits and screen time, relationships, transitions, and equality and diversity.

It was agreed that Claire can provide a short update at Parent Council meetings, with more detailed information shared through the meeting papers, school website, Parent Council Facebook page and, where useful, the playground noticeboard. Claire will also liaise with Mrs Washington, the school Health & Wellbeing Champion.

7. Class Representative Feedback

The school will continue the monthly calendar-style updates which were well received at the end of the previous session.

A parent raised concerns about completing homework around shift work. Mrs Webster confirmed that families should contact the class teacher where flexibility or an extension is required and the school will accommodate reasonable requests.

Neil highlighted a Scottish Civic Trust photography competition for primary pupils and will send the information to Mrs Webster for consideration.

Several parents reported not receiving the school calendar issued at the start of term. Mrs Webster will check the distribution list and resend information where required.

8. Next Meeting

Tuesday 24 November 2026 – Online (to be confirmed closer to the date).

Actions and Decisions

Action / Decision	Responsible	Notes / Timeline
Clarify defibrillator sitting/installation requirements and progress purchase/fundraising	Mrs Webster / Sadia / Parent Council	Approx. £468 to be raised; ongoing replacement costs to be planned
Investigate lower-cost/council route for anaphylaxis emergency kit	Mrs Webster	Report back to Parent Council

Action / Decision	Responsible	Notes / Timeline
Follow up Linlithgow Round Table regarding AV/microphone funding	Parent Council	Update by next meeting if possible
Advertise amongst the Parents the need for a Chair/fundraising succession recruitment	Parent Council	Chair vacancy remains open
Promote Bingo Night and review viability if ticket sales remain low	Clare / School / Class Reps	Event planned for 17 September
Confirm Advent Fair participation and request previous pitch	Clare / Parent Council	28 November; consider defibrillator fundraising focus
Continue monthly school calendar updates	Mrs Webster	Monthly
Send Scottish Civic Trust competition details to school	Neil	For consideration during 2026/27
Check school email distribution list / resend calendar where needed	Mrs Webster	As soon as possible