

Linlithgow Bridge Primary School Parent Council

Minutes of Meeting – 26th May 2026, 8:00pm (Teams)

Attendance

Shona (Acting Meeting Chair)
Vanessa (Secretariat)
Kim (Treasurer)
Aimee, Suzi, Catriona, Vicki (Class Reps)
Clare (Fundraising Lead)
Kirsty (Parent)
Mrs Webster (Head Teacher)
Mrs Patterson (Teacher)

1. Welcome and Introductions

Shona welcomed attendees and thanked everyone for attending the meeting.

2. Head Teacher's Update – Mrs Webster

Mrs Webster provided an update on progress against the School Improvement Plan. Work is nearing completion on the Positive Relationships Policy and a new Equality and Diversity Statement, both of which will be shared with parents for consultation before being finalised.

Staff continue to review Health and Wellbeing planning following work undertaken during the February in-service day. Self-evaluation activities are also underway, incorporating parent and pupil survey feedback to inform the annual Standards and Quality Report.

The Standards and Quality Report will be produced in a more accessible format this year, highlighting pupil achievements and school successes. The findings will also help shape priorities for next session.

Mrs Webster advised that the school roll is projected to increase to eight classes next year, including two Primary 1 classes. Parents will receive information on class structures and staffing arrangements once pupil numbers have been confirmed.

The school is preparing to introduce a Child-Friendly Complaints Process in line with Rights Respecting Schools and UNCRC guidance. Information will be shared with parents, pupils and staff before implementation.

Mrs Webster also reported on a recent Equity Thematic Review carried out by West Lothian Council. Feedback was extremely positive, with only minor recommendations identified.

3. Finance Update

Kim reported that the Parent Council bank balance currently stands at £6,865.79.

Income since the previous meeting included Bunny Bingo and school show fundraising. Recent expenditure included the agreed £100 class allocations.

Outstanding costs relate mainly to bus transport for school trips. Mrs Webster confirmed that a recent transport subsidy payment related to a previous year's funding application and that a further application is expected for this year's trips.

4. Fundraising Update

Due to a lack of volunteers, the proposed fundraising activity at the Rugby Club Fun Day will not proceed.

Members discussed alternative events and agreed to provisionally organise a Bingo Night in September. Thursday 17 September 2026 was identified as the preferred date, subject to confirmation.

The Parent Council also agreed to provide free ice lollies to pupils during the final week of term. Kingfisher Club will be notified in advance to support arrangements for pupils attending after-school care.

Clare raised the need for secure storage for fundraising equipment and stock. Mrs Webster confirmed work is underway to identify a lockable cupboard within the school.

5. Gala Day Arrangements

Mrs Webster confirmed that the school theme for Gala Day will be Royalty, with purple clothing and royal-themed accessories encouraged.

The theme reflects the school's strong representation in the Gala Day court, including Sophie Duncan as Gala Day Queen.

It was agreed that additional guidance would be issued to parents. The Parent Council discussed purchasing a small number of plain purple T-shirts if required to ensure all children can participate.

Aimee agreed to coordinate refreshments and drinks for participating pupils. A registration form will be distributed through the school to assist with planning numbers.

Volunteers are still required to assist with parade organisation and supervision.

6. Defibrillator and Anaphylaxis Emergency Kit

The Parent Council revisited proposals to provide a defibrillator and emergency anaphylaxis kit for the school.

Mrs Webster reported that an externally accessible community defibrillator would involve high costs, including installation works and ongoing maintenance. Members therefore discussed the possibility of an internally located defibrillator instead.

There was broad support for investigating this option further. Potential funding support from external sponsors and Parent Council funds will be explored.

Members also considered options for an emergency anaphylaxis kit. Subscription-based packages were considered too expensive, and lower-cost pharmacy-based solutions will be investigated. Staff training and storage arrangements are already in place should the school proceed with this option.

7. Audio and Microphone System Update

Mrs Webster provided an update on quotations received for improvements to the school hall audio and projection systems.

The current projector remains functional, although improvements are required to connections, microphones and display equipment. Estimated costs for a full upgrade are substantial.

The Parent Council agreed to submit quotations to Linlithgow Round Table to investigate possible funding support. Additional sponsorship opportunities may also be explored.

Positive feedback was received regarding the improved microphone arrangements used during the recent school show.

8. Class Feedback

Photography at School Shows

Parents requested clarification regarding restrictions on photography during school performances. Mrs Webster explained that formal school photographs operate under separate permissions. Opportunities for group photographs after performances will be explored.

School Communications

A suggestion was raised regarding issuing a weekly summary communication rather than multiple messages throughout the week. Feedback will be gathered to determine parent preferences.

Packed Lunch Water Bottles

Questions were raised regarding plans to replace disposable drinks with reusable water bottle provision. Mrs Webster will seek clarification from catering services.

Sports Day Feedback

Parents provided positive feedback overall but highlighted issues with false starts and congestion at the finishing line. Feedback will be considered during planning for future Sports Days.

P7 Residential Trip

Mrs Webster confirmed that next year's residential trip is currently planned for late February, subject to staffing and partnership arrangements.

School Show Ticketing

Parents requested clarification regarding ticket sales closing dates. Mrs Webster explained the need to allow time for ticket distribution and hall planning. Future communications will include clearer deadlines.

Football Communications

Feedback was received that some participating Primary 5 pupils missed information shared with older year groups. Communication arrangements will be reviewed.

Extracurricular Clubs

Parents sought information regarding access to clubs for pupils moving into Primary 4. Mrs Webster confirmed that information is issued through Groupcall and offered to provide provider details where required.

9. Parent Council Membership

Cat confirmed that she will step down as Primary 5 Class Representative at the end of the session. Members thanked her for her considerable contribution and support over a number of years.

Fran will take over the role, subject to completion of PVG requirements.

10. Next Meeting

Tuesday 1 September 2026 (online)

Actions and Decisions

Action / Decision	Responsible	Notes / Timeline
Share updated policy documents with parents	Mrs Webster	Before end of session
Organise September Bingo Night	Parent Council	September 2026
Confirm Gala Day timings and guidance	Mrs Webster	Before Gala Day
Circulate Gala Day registration form	Aimee	Before Gala Day
Investigate internal defibrillator options	Sadia / Parent Council	Report next meeting

Investigate anaphylaxis kit options	Cat	Report next meeting
Submit audio quotations to Round Table	Parent Council	Ongoing
Review photography arrangements at performances	Mrs Webster	Future events
Clarify packed lunch water bottle arrangements	Mrs Webster	Ongoing
Review football communications	Mrs Webster	Future activities