

PARENT COUNCIL MEETING MINUTES

Milton Primary School

Monday 18th November 2024



Attendance

Peter Ferrier (Chair PF), Michelle Wailes (Treasurer MW) and Lauren Strachan (Secretary LS)

Lorna James (Headteacher LJ), Gillian Prentice (Principal Teacher GP), Jacqueline Bunten (Principal Teacher JB), Suzy Graham (SG), Clare Hislop (CH), Claire Chalmers (CC), Jenny Manson (JM), Alison Shaw (AS), Hazel Lennox (HL), Janet Graham (JG)

1. Apologies for Absence

Apologies were received for:

Vicki Brennan (Vice Chair VB), Steven Strachan (SS), Marla Clark (MC), Ailsa Lorimer (AL) and Heather

2. Adoption of Previous Minutes

The minutes of the additional meeting on the 21st October 2024 for Christmas Fayre and Halloween Disco preparation were adopted by AS and seconded by JG.

3. Review of Constitution

The Parent Council Constitution is held on the school website.

AGM timing: It was suggested at the September 2024 AGM to move the meeting to before the summer break. After discussion, it was agreed to keep the AGM as the first meeting of the new term to allow potential new parents/guardians to join the committee or be considered for a post.

4. Chair Update

PF is in discussions with a representative from Woodpark Primary School's Parent Council to gauge their interest in collaborating and sharing knowledge for future grant applications. Woodpark has previously secured significant grants for ICT equipment. GP agrees and mentioned that such collaboration would be beneficial, as they already share buses for sports and community-based school events.

Community council grants are currently available, and LS has emailed to express our interest. We are awaiting a response.

A big thank you to everyone who helped at the Halloween Disco, which was another great success. Special thanks to Vicki for leading the dancing and games, and to Michelle for the music.

There were no questions, and this update was noted.

5. Head Teacher Update

Inserted below – Appendix 1.

There were no questions and this updated was noted.

6. Financial Report

The finances are looking healthy. Committee representative signatory approvals are complete, and we are now waiting on RBS to progress.

Payments from Christmas Fayre stall holders are coming in.

SS's accountant will review the PC accounts – **MW action**.

MW also mentioned that the following payments are still pending:

- ££ for the 2024 School Pantomime

- £711 for the Education City License
- £260 for new netball stands

Further discussions were held on how these funds should or could be spent (see section 10 for more details), and this was noted.

7. Halloween Disco Debrief

This year's Halloween Disco was attended by 137 children, with 83 from P4 to P7 and 54 from P1 to P3. The event raised a total of £420.

Tesco generously donated juice and crisps, while decorations were donated and some were loaned by VB and Allan Brown.

The logistics of pick up from the hall via the fire exit doors worked better this year, preventing a bottleneck at the front door.

Although there was a slight issue with the hall lights being stuck on, it didn't stop the children from having fun.

8. Christmas Fayre (29th Nov)

Final preparation and discussions around the Christmas Fayre set up, layout, pricing and timings, etc.

- Elf for Grotto needed.
- Bottles (empty and full) needed for the wine a bottle stall. – **LS action** (Facebook call for donations)
- Home baking / sweet treat donations needed for the café. – **LS action** (Facebook call for donations)
- Cups, plates, spoons and napkins for the café – **LS action** (to check cupboard under the stairs)
- Bucket to dispose of leftover liquids needed for the café.
- Entry free agreed - £3, under 5's free.
- Santa has confirmed.
- Raffle books, MW has these.
- HL mentioned Robert can man a stall if needed, possibly Santa's Chimney?
- Grotto selection boxes – SS donating. **LS action**

- Gambling License from SLC to allow us to list prizes and sell tickets more widely on the lead up to events, potentially generating more income. – **MW action**
- Suggestion from GP and JB that the win the bottle game is broadened to include bottles of shampoo, shower gel etc and not just wine.
- Football donations from RFC and CFC, it was agreed that these will be held back and possibly raffled next year (Spring raffle) once the gambling license has been approved.
- Stall holder communication of times – **LS action**

9. Fundraising

Suggestions around fundraising during the meeting included:

- Spring Disco instead of quiz night or race night
- Tesco bag pack (with tombola at the door)
- Tesco tokens (school can apply and PC council also apply, two separate applications)
- Rag bin (another reminder to go out) – **LS action**
 - Since the meeting LS has been in touch with Coalburn PC secretary who has shared that Coalburn invite the Rag bin van along 2/3 times a year for “big” drops. If they fill the van each time they get a bigger of income generation on top of the standard bin drop/collections. Worth thinking about at next meeting.
- Grant applications
 - Being more proactive with grant applications.
- Spring Colouring Competition
- MGT – suggested but not all in agreement, may explore in future.

10. Spending Decisions

Head Teacher (LJ) requested funds for;

- **££** - (value to be determined) for a new school garden shed to replace the old one which was destroyed in high winds last year.
 - CC suggested reaching out to Coalburn Men's Shed to see if they could assist with building a shed, which could help reduce costs. The Parent Council might need to purchase materials like wood, but this approach could be more economical than other options. – **Action CC**
- **£250** for the school wellbeing fund which provides clothing, shoes water bottles or any other essentials to children who are less fortunate.
 - This was agreed.
 - MW to make funds available. – **Action MW**
- **££** - (value to be determined) for new classroom boards due to current smartboards and projectors having frequent faults and increasing costs of repair, spare parts, and maintenance. The school have asked PC if funding could be provided to invest in some of these new classroom boards, later mentioned that boards may be around £750 each.
 - Mrs. Prentice to explore and get more information in terms of;
 - Boards available, price ranges, installation and maintenance costs and any potential discounts for bulk orders. – **Action GP**

11. AOCB

- Outdoor Noticeboard discussion: LS sourced outdoor, weatherproof, lockable notice board which holds 4 x A4 sheets. Tested to IP55 certification for dust & water ingress. £236.00 for the board (price as of 20/11/24).
 - Review at next meeting, progress with it?
 - Installation would be required along with decision on where the board should be placed. – **Action PF**
- Suggestion of consideration of transport costs or requests for funding to be done earlier to ensure funds are available for the start of the new school year. – **Action PF**
- QR codes to engage with Parent's was noted, it was agreed that this should be considered for future posters (from previous minutes, however valid point for consideration going forward)

Dates for Future Meeting(s):

- 7pm Monday 3rd Feb 2025
- 7pm Monday 12th May 2025

APPENDIX 1

Head Teacher's report:

Parent Council 18/11/24

Head Teacher's Report



Centenary Celebrations

- Great week of celebrations and super turn out for our open day on Thursday 7th November.
- Classes produced lots of lovely artwork and the photographs and stories we gathered from the local community were amazing too.
- My thanks to all who helped and to Mrs Prentice and Mrs Bunten for going through the archives and taking a huge amount of time documenting staff lists and log book entries.
- Donations of home-baking were wonderful and the centenary cake from Allan Brown was amazing. Local businesses were very generous and our tea-room and tuck shop the next day were the highlight for many!
- Article has been sent to the Lanark Gazette and the Hamilton Advertiser sent a photographer last week so hopefully they will run this story soon.
- From donations in the tea room and choir at Tesco we raised £650. This will help towards the cost of transport for swimming as we were unsuccessful in our grant bid from Lesmahagow Development Trust this year.
- We have also nearly finished our commemorative tea-towel and hope to send this away on Friday. Everything crossed for this to be back in time for Christmas. These can be purchased from ParentPay at a cost of £6.50.

Christmas

- Our concerts will take place on Wednesday 11th Dec in the afternoon and Thursday 12th December in the morning. Dates and time are in our calendar already and ticket information will be shared with families this week.
- Christmas party information is also in our online calendar and will be in our December newsletter to remind dates for families.
- Santa has assured me he will make room in his busy diary to attend the Primary 1 party.
- Our choir will also entertain shoppers at Tesco on Thursday 19th December.

Playground Update

- Had looked into OPAL to develop our playground but Jackie Simpson has said that she may be able to help with this. Mrs James will meet with Mrs Simpson in the near future to discuss and involve the HC/VC.
- The HC/VC are going to paint a buddy bench in house colours for any child feeling lonely or in need of a friend.
- It is still our intention to develop a quiet area of the playground – we are looking at how best to staff this.
- The HC/VC continue to have cookie Friday to raise funds for new playground toys, paint for the benches and resources for the quiet area.

Appendix 2

Action log:

| Action | Description | Owner | Status |
|------------------|--|-----------------------|-------------|
| PC Accounts | Accountant to review PC Accounts. Michelle to send to Steven. | Michelle Wailes (MW) | Complete |
| Bottles | Xmas Fayre - win a bottle game, empty or full. | Lauren Strachan (LS) | Complete |
| Donations | Xmas Fayre - home baking, sweet treats for café. | Lauren Strachan (LS) | Complete |
| Café Supplies | Xmas Fayre - check cupboard for plates, spoons, cups etc. | Lauren Strachan (LS) | Complete |
| Grotto | Xmas Fayre - selection boxes. SS donating. | Lauren Strachan (LS) | Complete |
| License | Gambling license from SLC to allow promotion of prizes / tickets | Michelle Wailes (MW) | In Progress |
| Stall Holders | Email confirming timings etc. | Lauren Strachan (LS) | Complete |
| Rag bin | Another reminder to go out (PC Facebook - scheduled post) | Lauren Strachan (LS) | In Progress |
| New Shed | Reach out to Coalburn Men's Shed. | Claire Chalmers (CC) | In Progress |
| Wellbeing Fund | £250 to be made available to school. | Michelle Wailes (MW) | In Progress |
| Classroom Boards | New boards suggested, more information and details of costs needed. | Gillian Prentice (GP) | In Progress |
| Noticeboard | Outdoor noticeboard, installation and placement of board to be determined in due course. | Peter Ferrier (PF) | In Progress |
| Transport Costs | Cost of transport or requests for funding to be carried out earlier. | Peter Ferrier (PF) | In Progress |