

PARENT COUNCIL MEETING MINUTES

Milton Primary School

Monday 3rd February 2025



Attendance

Peter Ferrier (Chair - PF), Vicki Brannan (Vice Chair - VB), 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) Heather Stewart (HS), Claire Law (CL) and Rachel Torrance (RT)

1. Apologies for Absence

Apologies were received for:

Steven Strachan (SS), Sarah McLean (SMcL) and Michelle Wailes (Treasurer - MS)

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. Actions

LS ran through the in progress actions from the action tracker.

- CC – Coalburn Men's Shed: The quote for a new shed is £620. However, after a quick online search, CC found that sheds can be purchased for anywhere between £200 and £400, plus installation costs. Alternatively, volunteers could help with the construction?

- PF – Outdoor Notice Board: Keep this as a potential project to address at a later date. It was agreed that the priority for improving classroom resources is the installation of new ViewSonic classroom boards.
- PF – Transport Costs: Early action to ensure cost of additional school transportation to and from events, or for school trips, is met.
- MW – Gambling License: In-progress, this will enable the promotion of raffles and future fundraising activities outside the school.
- LS – Facebook Posts: Continuing to use the PC Facebook page to promote events and add reminders for dates, rag bin use, etc.
- GP – Classroom Boards: GP and JB visited the high school to see the ViewSonic boards in action. They were very impressed with the durability and performance of the boards, which eliminated any concerns about the boards' quality compared to other options.
 - The ViewSonic cost is; £650 per board, £200 per stand and £250 for installation. However, we might be able to save on installation costs as Mr. Prentice could assist or provide a guide on how to install.
 - LJ mentioned that the school has funds to purchase two of these boards, thanks to donations from the choir's performance at Tesco before Christmas, as well as PEF funds.

4. Headteacher Update

Inserted below – Appendix 1.

There were no questions and this updated was noted.

Head Teacher's Report

Asda Rewards

- Email in today with our final total of £188.51 which will come to school by March.

Enrolment

- We have had some late enrolments that came through today which have boosted numbers a little but there continues to be a lower enrolment across the schools in the learning community this session.
- The deferral process is now easier, and some families have made the decision to defer again this year.
- We are waiting to hear from other establishments and if there are any further placing requests to Milton as we often get further enrolments as the term goes on.
- All families have been contacted about our Rising 5s programme and will receive an invitation for this at the end of April for the May and June dates. (Parent Council Representation at final Rising 5s day – 11.45 on 10/6/25).

New Pupils

- We have had a number of new pupils joined us before the Christmas holidays and after the Christmas break.
- We are delighted with how well our new pupils have settled and equally delighted with the parent support from our new families.
- I had an attainment planning meeting with one of the staff last week and they said they felt like the new pupils had been in their class since August which was lovely to hear.
- I am aware of concerns and stories regarding possible placing requests to Milton but I'd like to remind everyone that I will not be discussing individual families or personal situations, as doing so would be a breach of GDPR regulations. If anyone has a specific concern, I'd be happy to discuss it privately in an appropriate setting.

Bike Shed

- I had put in an application to Cycle Scotland for a grant to fix our broken bike shed. After a TEAMS meeting, I was asked to send photos and it looked like we were going to be successful because we only needed our shed to fixed rather than a brand new shelter. Unfortunately the staff member I was liaising with left for a new role and this wasn't passed on.
- When I contacted Cycle Scotland, I was told there may still be money and they would get back to me or I would be eligible for the next grant application.
- I spoke with SLC and the contacts I have for Bikeability and as this has been raised a number of times over the years they have been given some funding to fix shelters that are on their high tariff list.
- After the storm I phoned again to say we had more damage and I felt this was a safety risk. I don't have a definite yes, but have been told to be hopeful that we will have a replacement shelter which will be metal very soon.

Lockerbie

- Mrs Bunten successfully ran our Lockerbie Parent's information evening and it suddenly makes it feel very real!
- The activities have been shared with the children today and we are looking forward to the 12th February despite the cold forecast ahead.
- Families will be kept in the loop via our Twitter page and we look forward to sharing the adventure stories ahead.

Garden Plans

- We had hoped to have a 'quieter' playground space at the carpark but there are not enough adults to be here and ensure safety.
- The House and Vice Captains as well as Play Outlet have completed a grounds survey and we have decided that the area just beside the MUGA will be our nature playground that will be a slightly quieter area and give some different play opportunities.
- We will continue to build various play and discovery areas in the playground over the coming terms and will look to have a bigger focus on our outdoor next session in our School Improvement plan for August. We already have one of the inset sessions booked for staff training and risk assessments.
- There is a playground 'wish list' on our February sway and we have already had a massive tractor tyre delivered and some other outdoor play items which is great!

View Sonic Boards

- Mrs Prentice and Mrs Bunten were able to go over to Lesmahgow High School to have a demonstration of the view sonic boards which was very successful.
- We are in a position to purchase two boards from money raised over Christmas and from our PEF budget.
- Mrs Prentice and Mrs Bunten – update on demonstration.

5. Spending Decisions

- **P7 Leavers Event**
 - Proposed a Parent Council (PC) contribution of £10 per child.
 - This was agreed upon.
- **P7 Leaver Gift**
 - Suggested the PC contribute pens and stationery sets, similar to last year.
 - This was agreed upon.
- **Outdoor Sign**
 - Previous discussions highlighted the need for an outdoor noticeboard.
 - It was agreed to defer this, as other spending is required (e.g. classroom boards).
- **Classroom Boards**
 - Following the update on ViewSonic boards from GP and JP (see section 3. Actions) it was suggested that the PC transfer funds to allow the school to purchase 2 boards.
 - Meaning the school can purchase 4 in total; 2 from school funds and 2 from PC funds.
 - 7 others to be purchased; LS - Kype Muir Grant opening May 2025, EOI submitted. **LS Action**
 - This was agreed upon. – funds to be made available to the school.

6. Christmas Fayre De-Brief

The 2024 Christmas Fayre was another success with close to £2k being brought in. Despite making a few adjustments to accommodate more stall holders, the event ran smoothly and was well received by everyone involved. Each stall holder was allocated one table, which seemed to work well. There were no concerns or issues noted regarding this arrangement, indicating that it was an effective setup.

Points to consider for the 2025 Christmas Fayre, here are some lessons learned and notes;

- Post-event publicity for the Fayre, including thanking stall holders and companies who donated, could be more polished.
- Having stalls associated with the school and its pupils is a great idea, although this resulted in there being two cake stalls. It might be beneficial to communicate the final stall allocations to stall holders in advance, allowing them to plan and prepare what they bring – especially for food and cake stalls with perishable items.

- We allocated more stalls this year, but the hall felt well organised and not overly busy. It was still manageable, which means we know we can cater for more stalls at future fayres.
- There are usually two people at the front door taking payment for entry, which is a good idea for the first half hour or so. However, once the initial rush is over, one of these helpers could move into the café to assist, as it tends to get busier as the afternoon goes on.
- JG suggested making a call for tombola donations throughout the year. LJ agreed and mentioned that the donation box can be placed in the bubble and emptied regularly, with items stored in the cupboard.
- GP and JB also suggested running a pocket money stall by the Parent Council. This idea was mentioned at previous meetings and is being put forward for consideration for 2025
- The café needs a better solution for water to save helpers from constantly running back and forth to fill up jugs.

7. Spring Disco

Discussed and agreed to hold a Spring Disco on Thursday, 3rd April 2025.

The theme will be a beach party, if anyone has any beach party themed decorations, could we please borrow them?

P1 – P3: 6:30 PM – 7:30 PM

P4 – P7: 7:45 PM – 8:45 PM

Tidy Up: 8:45 PM

We need volunteers to set up, help during both discos, and also to help with tidying up afterwards.

Donations of juice, crisps, and sweets, possibly from Tesco? SG will speak to HL about this **SG Action**.

Some suggestions of having games such as best dancer, beach limbo, beach ball relay, or similar.

8. Other Events/Fundraising

Suggestions around fundraising during the meeting included:

Highland Games Float:

- The pupil council will be consulted for ideas.
- It was suggested that the top three ideas from the pupil council be put to a vote by the entire school. This approach encourages wider involvement and participation on the day of the Highland Games.
- LJ proposed holding lunchtime craft clubs to assist with the creation of the float, starting 4-6 weeks before the event.
- RT mentioned that her husband is available to help build the 2025 float.
- Consider including an MPS centenary banner on the float.
- AS has agreed to continue managing the administrative tasks.
- In the event of a win, the designer and possibly their family should be prepared to go on stage to receive the trophy.
- LS will check with Jim Lorimer regarding the availability of a trailer. **LS Action**

Tesco Bag Pack:

- SG to speak to HL, contact Tesco to determine available dates? **SG Action**
- If the bag pack proceeds, a tombola could be set up at the entrance.
- Communication will be sent out once the bag pack is confirmed.

9. AOCB

- New members to be added to Milton PC 24/25 WhatsApp group – **PF Action**
- CL mentioned previous grant success at Woodpark
 - Stem / sumdog?
 - Ailsa from Lesmahagow Community Council – LS to contact Ailsa.

Dates for Future Meeting(s):

- 7pm Monday 12th May 2025

APPENDIX 1

Head Teacher's report:

Appendix 2

Action log:

<u>Action</u>	<u>Description</u>	<u>Owner</u>	<u>Status</u>
PC Accounts	Accountant to review PC Accounts. Michelle to send to Steven.	Michelle Wailes (MW)	Closed
Bottles	Xmas Fayre - win a bottle game, empty or full.	Lauren Strachan (LS)	Closed
Donations	Xmas Fayre - home baking, sweet treats for café.	Lauren Strachan (LS)	Closed
Café Supplies	Xmas Fayre - check cupboard for plates, spoons, cups etc.	Lauren Strachan (LS)	Closed
Grotto	Xmas Fayre - selection boxes. SS donating.	Lauren Strachan (LS)	Closed
Stall Holders	Email confirming timings etc.	Lauren Strachan (LS)	Closed
Rag bin	Another reminder to go out (PC Facebook - scheduled post)	Lauren Strachan (LS)	Closed
2024 Panto	£690 to be made available to school for the cost of 2024 Robin Hood panto.	Michelle Wailes (MW)	Closed
Classroom Boards (1)	New boards suggested, more information and details of costs needed, 11 boards required.	Gillian Prentice (GP)	Closed
New Shed	Reach out to Coalburn Men's Shed.	Claire Chalmers (CC)	Closed
License	Gambling license from SLC to allow promotion of prizes / tickets	Michelle Wailes (MW)	In Progress
New Shed	School still need this, quotes for new shed?	Lauren Strachan (LS)	In Progress
Wellbeing Fund	£250 to be made available to school.	Michelle Wailes (MW)	In Progress
Classroom Boards (3)	7 ViewSonic boards still required, Kype Muir Grant reopening May 2025 - EOI submitted 13/02/25	Lauren Strachan (LS)	In Progress
Classroom Boards (2)	Funds for 2 boards and stands to be made available to school (£2,200 in total Section 5 for prices)	Michelle Wailes (MW)	In Progress
PC WhatsApp	Add Hazel Lennox, Claire Law and Rachel Torrance	Peter Ferrier (PF)	In Progress
Grant Applications	CC discussions with One Stop Shop in Coalburn re funding solutions, worth exploring.	Lauren Strachan (LS)	In Progress
Grant Applications	Community council, Stem and Sumdog	Lauren Strachan (LS)	In Progress
Tombola Donations	Facebook call for contributions / school to put donations box in the bubble	Lauren Strachan (LS)	In Progress
Spring Disco	Facebook advert, save the date, call for volunteers and donations of any decorations	Lauren Strachan (LS)	In Progress
Spring Disco Donations	Crisps, Juice, Sweets	Suzanne Graham (SG)	In Progress
Santa's Gift	Peter to give to Suzanne who will pass it on to Eric	Peter Ferrier (PF)	In Progress
Highland Games trailer	Trailer / farm	Lauren Strachan (LS)	In Progress
Transport Costs	Cost of transport or requests for funding to be carried out earlier, grants to be considered earlier.	PC Committee	Not Started
QR Codes	To promote engagement with parents, consider for future events	PC Committee	Not Started
Outdoor Notice Board	Outdoor noticeboard, installation and placement of board to be determined in due course. Keep on as a reminder, may revisit 25/26	PC Committee	Not Started