

PARENT COUNCIL MEETING MINUTES

Milton Primary School

Monday 12th May 2025



Attendance

Peter Ferrier (Chair - PF), Vicki Brannan (Vice Chair - VB), Lauren Strachan (Secretary - LS), Michelle Wailes (Treasurer - MS)

Lorna James (Headteacher - LJ), Gillian Prentice (Principal Teacher - GP), Jacqueline Bunten (Principal Teacher - JB), Suzy Graham (SG), Jenny Manson (JM), Alison Shaw (AS)

1. Apologies for Absence

Apologies were received for:

Steven Strachan (SS), Sarah McLean (SMcL), Clare Hislop (CH), Claire Chalmers (CC), Hazel Lennox (HL), Janet Graham (JG)
Heather Stewart (HS), Claire Law (CL) and Rachel Torrance (RT)

2. Adoption of Previous Minutes

The minutes of the previous meeting, 3rd February 2025, were adopted by AS and seconded by JM

3. Actions

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

- Gambling License: MW to apply for this - **Action MW**
- Shed Quote: LS had these, briefly discussed. LS to share quotes with LJ – **Action LS**
 - School are funding the new shed through funds available from Tesco Tokens scheme

- Grant Application(s) Update:
 - Our expression of interest for the Kype Muir Grant application was approved, allowing MPS PC to progress to the final application stage. The full application was submitted on 30th April and we hope to hear the outcome around the end of June or early July 2025
 - The application was for ViewSonic Boards, Ipads & Accessories and Bluetooth Headsets.
 - Auchrobert Community Fund is available for grant applications, with a submission deadline of 30th May 2025
 - LS asked the Parent Council for any other suggestions for areas requiring funding.
 - JB and GP highlighted that the cross country club currently has no uniforms, which makes the team appear underfunded compared to other schools at inter school competitions.
 - LS will review the grant application form, gather quotes and submit the application for the above mentioned funding request. – **Action LS**

There were no questions, and the update was noted.

4. Financial Report

MW provided an overview of the current funds in the Parent Council account, including the recent Tesco Bag Pack fundraising money. Key payments already made and those still outstanding were highlighted:

- 2025 Panto – Payment to made when invoice comes in
- Education City Payment
 - LJ noted that this topic would be covered in more detail later in the Head Teacher's report, confirming that Education City will retire on 1st August 2025
 - The school reviewed Sumdog and all agreed it would be beneficial. The Parent Council has agreed to fund it.
 - MW will arrange the payment for Sumdog – **Action MW**
- Smart Board funds – Allocated for three boards

- P7 Leavers'
 - PF to source and purchase gifts – **Action PF**
 - AS to collect receipts and send to MW – **Action AS**
 - PC contribution of £10 per child previously agreed upon (Feb-25 meeting)

There were no questions, and the update was noted.

5. Head Teacher Update

Attached below, see Appendix 1

There were no questions, and the update was noted.

6. Highland Games

VB provided an update on the Highland Games and the process behind Milton Primary School's 2025 float entry:

- Following a pupil vote, the top two themes were closely matched, leading to a combined design featuring Wicked and Minecraft
 - It was noted that Wicked was likely favoured by the girls and Minecraft by the boys
 - To ensure the theme remains diverse and inclusive, combining both was considered the best approach
- VB met with others at R74 Truckstop to select the winning design from pupil submissions.
- There were a lot of great entries, making the decision difficult, but ultimately, Hannah in P6 was chosen as the winner with her Wicked/Minecraft design
- VB confirmed that Ailsa Lorimer is happy for the float and outbuilding to be used for assembling the project
 - It was suggested that a gift is considered this year for use of float, driving it and allowing access / storage – **Action PF**
- AS and MW inquired about a colour scheme or costume ideas for those walking alongside the float.
- VB will share photos and suggestions in the MPS 2025 Float WhatsApp group – **Action VB**
 - AS will create a Facebook post to encourage more participants and gather costume ideas **Action AS**

- VB then provided an update on the pupil craft club activities.
 - The craft club has been running on Tuesdays during lunchtime for four weeks, with the last session being held on Tuesday, 20th May.
- VB suggested sharing photos in the group chat to give those who want to help from home, but aren't sure where to start, an idea of what they can work on **Action VB**
- It was also noted that there's still a significant amount of work ahead. While the craft club has been helpful and lets the children get involved, there will be plenty to do once they wrap up, especially in the final week leading up to the Highland Games when the float is being built.

There were no further questions, and the update was noted.

7. Fundraising Ideas

Suggestions around fundraising during the meeting included:

- Recipes Books to create & sell
 - VB raised idea on creation of recipe books for selling
 - Parent council like the idea of getting kids/families to input some family recipes/favourite recipes
 - Sell at various times; Christmas Fayre, Mother's Day were mentioned
- Tea towels / bags
 - Discussion about doing this every other year / year about
- Car boot sale
 - VB suggested exploring this 25/26
- Dress down days
 - Instead of bringing £1, students should bring a tombola prize.
- Colour themed hampers
 - Each class contributes items in a specific colour to create a themed hamper, resulting in 7 hampers which could then be auctioned off.

There were no further questions, and the update was noted for consideration going in to 25/26 term.

8. Spending Decisions

The MUGA surface was brought up, with a few key concerns:

- LJ, GP, and JB all agreed that the surface has seen better days and needs attention.
- The MUGA wasn't upgraded when the new school was built, original MUGA.
- JB recalled that this was looked at in 2018/19, but nothing really moved forward.
 - LS taken an action to explore options, including: - **Action LS**
 - Looking into Community Benefit Portal funding and capital funding grants.
 - Jimmy Murray (football coach)
 - Requesting school site plans from SLC through a FOI request.
 - Checking out different surfacing options and what these cost long term (i.e. maintenance etc)
- Education City
 - As above (section 4)
 - Parent council agreed and will arrange for payment to transferred

There were no further questions, and the update was noted.

9. School Photography

There was a discussion regarding the photographer used for this session, with several concerns raised, including:

- The cost of the photographs and available packages are high in comparison to others.
 - SG and AS mentioned recent dancing photographs and pricing
- Some images lacked clarity, and in some cases, the school badge was covered (could have been any school)
- The photographs felt overly posed rather than natural.
- When the proofs were sent, there weren't many choices for family portraits.
- The ordering experience wasn't great, customer service was described as abrupt and not particularly helpful.

- LJ asked if any concerns could be put together and emailed over so she can pass on the feedback. **Action ALL**
 - The parent council also acknowledged that a poll was shared to choose the photographer, but participation was quite low.

There were no further questions, and the update was noted.

10. Date Setting

There was a conversation about setting dates for 25/26, with the understanding that these are provisional and might change once new diaries and timetables are available in the next term;

- 7pm, Monday 1st September 2025 – AGM
- 7pm, Monday 17th November 2025
- 7pm, Monday 9th February 2026
- 7pm, Monday 18th May 2026

LS Action – SLC booking for use of school canteen for the above dates.

11. Chair Report

Peter to include

12. AOCB

There was a brief discussion regarding the new PVG legislation:

- PF will review identification and documents for anyone looking to complete the PVG application
 - Anyone requiring further information should contact PF
 - LJ and AS confirmed that existing SLC teacher PVGs are valid and no further action is needed
- Disco before end of term
 - Unable to schedule, Halloween will be the next disco
- Science Grant for Schools
 - LS to email this over to LJ – **Action LS**
- PC committee members
 - Creation of a fundraising coordinator / lead to be considered
 - The PC expressed their appreciation to Janet Graham for her valuable contributions to various school and PC matters over the years

Date for diary

Next Meeting

- 7pm, Monday 1st September 2025 – AGM

APPENDIX 1

Parent Council 12/5/25

Head Teacher's Report



Vote of Thanks

- Janet

View Sonic Boards

- First two have arrived and been built – amazing!!
- Next two have been ordered – Quote for Michelle.

Enrolment

- We still have some enrolments that haven't come through to as yet because families missed the deadlines and we are awaiting final numbers as not all placing requests have been considered.
- Class numbers have fallen and there is a possibility that we may have to configure for 6 classes rather than 7 but this can change over the next few weeks so as yet there is not final answer on which classes there will be next session or which staff will be in which classes. Our staffing entitlement is less as we have less pupils but it is very much a waiting game until we know our final numbers.
- We are looking forward to our first Rising 5s session on 27th May for the confirmed pupils we have so far for Primary 1 and if we have notification of any further placing requests granted for Milton we can invite these children along too.
- Peter has shared that Vicki will be able to come along to the final session on 10th June to give a Parent Council input for new primary 1 families.

Bikes

- We have won a Cycling Friendly Status award from Cycling Scotland. We have a certificate and there is a banner for us to hang from our fence.

- I have also been contacted by Cycling UK who are going to donate 10 smaller bikes for younger pupils and storage for these bikes, this also comes with a 3 year maintenance plan for all the bikes. This will be in the new session so I look forward to sharing more news when we have this.
- Having had bikeability at the start of this year rather than the end this session we have seen a big increase in the number of pupils who feel confident to cycle or scoot to school and the new shelters are fantastic and safe for all to leave their bikes/scooters.
- We are having an official opening of our new bike shelters on Thursday this week with Marion Shearer, South Lanarkshire's Travel Plan Coordinator attending.

Playground Update

- Mrs Clarke, Mrs Shinkle and Mrs Simpson have been a great help with our playground and garden revamp.
- The bottle shed is now down and visits to the dump will start tomorrow.
- The children are excited with the new plans and the House and Vice Captains will be meeting with me this week for their involvement the following week.
- We have also been successful from the Tesco Stronger Starts Grant and have £1500 which we will use to buy a new shed and continue to buy den building equipment and small world resources.
- Mrs Simpson and her mum are coming in three days before the end of term to deliver den building to each class and the plan going forward is that the MUGA will have den building equipment out on a rotation basis as well as football and netball to increase other activities available to all children.

Come and See Event – Wednesday 21st May

- Our next share the learning event will be next Wednesday from 9.30-10.30 and will focus on active spelling activities in Primary 1-3 and metalinguistics in Primary 4-7.
- I have a poster on the wall for any suggestions of curricular areas to see next session – please feel free to add any suggestions.

Sports Day

- Out House and Vice Captains will once again be in charge of our Sports Day events. This will be traditional races down at the Glebe for parents to attend and then a potted sports in school in the afternoon with no spectators due to space.
- We are looking for some parent helpers for sports day at the glebe so a letter will go out nearer the time to see if there is anyone able to help on the day.

- If we don't have enough money from biscuit sales we may have a crazy hair day the Friday before so we can buy the children an iced treat for the potted sports afternoon.

Education City

- Education City will cease to be on the 1st August, no reason has been given. This was our third and final year of Parent Council funding for Education City and to be honest we feel it has had its day and the classes need something different for engagement and motivation.
- Education City have sent us out the relevant paperwork to put in for a refund of any money due back to us although I'm not sure we had much time left so don't think this will be a big refund.
- We have looked at a number of ICT programme over the last two terms from other school recommendations and from SLC. Sumdog is coming out on top and the one we would most like to look at.
- As ICT coordinator, Mrs Prentice has been liaising with Sumdog and has managed to get a free trial for staff to have a look at and there is also authority wide training for this for staff to dip in to. Mrs Prentice will give us a bit more detail about the programme and its potential in classes.

Appendix 2

Action log:

<u>Action</u>	<u>Description</u>	<u>Owner</u>	<u>Status</u>
2024 Panto	£690 to be made available to school for the cost of 2024 Robin Hood panto.	Michelle Wailes (MW)	Closed
Bottles	Xmas Fayre - win a bottle game, empty or full.	Lauren Strachan (LS)	Closed
Café Supplies	Xmas Fayre - check cupboard for plates, spoons, cups etc.	Lauren Strachan (LS)	Closed
Classroom Boards (1)	New boards suggested, more information and details of costs needed, 11 boards required.	Gillian Prentice (GP)	Closed
Donations	Xmas Fayre - home baking, sweet treats for café.	Lauren Strachan (LS)	Closed
Grant Applications	CC discussions with One Stop Shop in Coalburn re funding solutions, worth exploring.	Lauren Strachan (LS)	Closed
Grant Applications	Community council, Stem and Sumdog	Lauren Strachan (LS)	Closed

Grotto	Xmas Fayre - selection boxes. SS donating.	Lauren Strachan (LS)	Closed
Highland Games trailer	Trailer / farm	Lauren Strachan (LS)	Closed
New Shed	Reach out to Coalburn Men's Shed.	Claire Chalmers (CC)	Closed
PC Accounts	Accountant to review PC Accounts. Michelle to send to Steven.	Michelle Wailes (MW)	Closed
PC WhatsApp	Add Hazel Lennox, Claire Law and Rachel Torrance	Peter Ferrier (PF)	Closed
Rag bin	Another reminder to go out (PC Facebook - scheduled post)	Lauren Strachan (LS)	Closed
Santa's Gift	Peter to give to Suzanne who will pass it on to Eric	Peter Ferrier (PF)	Closed
Spring Disco	Facebook advert, save the date, call for volunteers and donations of any decorations	Lauren Strachan (LS)	Closed
Spring Disco Donations	Crisps, Juice, Sweets	Suzanne Graham (SG)	Closed
Stall Holders	Email confirming timings etc.	Lauren Strachan (LS)	Closed
Tombola Donations	Facebook call for contributions / school to put donations box in the bubble	Lauren Strachan (LS)	Closed
Wellbeing Fund	£250 to be made available to school.	Michelle Wailes (MW)	Closed
<u>Action</u>	<u>Description</u>	<u>Owner</u>	<u>Status</u>
Auchrobert Grant	LS drafting - inclusive sports (uniforms for school clubs)	Lauren Strachan (LS)	In Progress
Classroom Boards (2)	Funds for 2 boards and stands to be made available to school. MW to transfer	Michelle Wailes (MW)	In Progress
Classroom Boards (3)	Kype Muir Grant - Awaiting decision, submitted 30th April 2025	Lauren Strachan (LS)	In Progress
Highland Games	VB photos for costume ideas	Vicki Brannan	In Progress
Highland Games FB	AS to post on FB ideas and call for participation	Alison Shaw (AS)	In Progress
Highland Games Gift	PF to source gift for Lorimers	Peter Ferrier (PF)	In Progress
License	Gambling license from SLC to allow promotion of prizes / tickets	Michelle Wailes (MW)	In Progress

MUGA	LS to review and explore options (capital funding grant, NSS community benefits portal, SLC adoption of MUGA)	Lauren Strachan (LS)	In Progress
New Shed	Send quotes to Head teacher	Lauren Strachan (LS)	In Progress
P7 Leavers Gifts	PF to source gifts	Peter Ferrier (PF)	In Progress
P7 Leavers Money	AS to send all receipts to MW	Alison Shaw (AS)	In Progress
School Photographs	Feedback to be captured and sent in to Head teacher (Poll?)	ALL	In Progress
Sumdog Payment	MW to arrange for payment to be transferred to school	Michelle Wailes (MW)	In Progress
Committee Members	Fundraising Coordinator / lead role to be considered	PC Committee	Not Started
Fundraising Ideas	Tea towels/bags - year about Recipe books Car boot sale Bag pack with raffle & tombola Signed RFC 24/25 ball dress down days (£ or bring tombola items) Coloured hampers - 1 per class auction off	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
QR Codes	To promote engagement with parents, consider for future events	PC Committee	Not Started
Transport Costs	Cost of transport or requests for funding to be carried out earlier, grants to be considered earlier.	PC Committee	Not Started