

PARENT COUNCIL MEETING MINUTES

Milton Primary School

Monday 1st September 2025

Annual General Meeting (AGM)



Attendance

Peter Ferrier (PF), Vicki Brannan (VB), Lauren Strachan (LS), Michelle Wailes (MS), Lorna James (Headteacher - LJ), Gillian Prentice (Principal Teacher - GP), Jacqueline Bunten (Principal Teacher - JB), Suzy Graham (SG), Allan Brown (AB), Jenny Manson (JM), Alison Shaw (AS), Clare Hislop (CH), Claire Law (CL)

1. Apologies for Absence

Apologies were received for:

Steven Strachan (SS), Claire Chalmers (CC), Hazel Lennox (HL) and Rachel Torrance (RT)

2. Adoption of Previous Minutes

The minutes of the previous meeting, 12th May 2025, were adopted by SG and seconded by VB

3. Review of Constitution

PF previously circulated an updated version of the Parent Council constitution, along with several other policies, to the 24/25 Parent Council WhatsApp group for feedback.

These documents are still pending agreement.

It was noted that the current constitution will remain in place until a formal decision / agreement is made at the next Parent Council meeting on 17 November 2025.

Files to be reviewed ahead of next PC meeting – **Action ALL**

Share files with 25/26 PC WhatsApp group – **Action PF**

There were no questions, and the update was noted.

4. Review of Policies

As above.

There were no questions, and the update was noted.

5. Appointment of Office Bearers

Following a brief discussion, no new nominations were put forward for office bearer roles.

The current office bearers have kindly agreed to continue in their positions for 2025/26, ensuring continuity and support for the Parent Council's ongoing work.

Role	Person	Approved by
Chair	Peter Ferrier	SG & MW
Vice Chair	Vicki Brannan	SG & AS
Treasurer	Michelle Wailes	SG & JM
Secretary	Lauren Strachan	SG & AS

There were no questions, and the update was noted.

Attached below, see Appendix 1

There were no questions, and the update was noted.

6. Chairperson Report

MILTON PARENT COUNCIL

CHAIR REPORT 2024/25

PETER FERRIER

Thanks to those involved in the Parent Council last year.

Key school business discussions:

- ICT suite - continue to be a struggle
- Oct – Centenary
- Homework – Ed City – Who seem to have stopped training
- Poll for photos – 2 year contract agreed
- Sumdog

Key spend decisions:

- Sumdog – Yet to fund
- Pantomimes – Paid

- Transport (costly – previously applied for grants - Loaningdale) – Need to consider how this works in 25/26
- P7 leavers event/gifts c£400 - Paid
- iPads – Part of grant applications
- wellbeing fund – To be confirmed if still outstanding
- 1 Viewsonic board – Paid (School funded 1 too)

Key events/fundraisers:

- Hallowe'en disco
- Christmas Fayre
- Bag Pack
- Highland Games float – 2nd Prize – Well done
- As we know, the second disco didn't happen but hopefully we are all in order to be able to have discos this year with no issues.

Key grants/other income:

- Auchrobert
- Kype Muir
- Ragbag/Easyfundraising

Last year was a bit of a transition year - good points to learn from and some really big successes.

- Thanks to Lauren for her incredible work on getting us grants for smart boards, iPads and sporting uniforms.
- Massive thanks to the Committee for all their support throughout the year.

Finally, as you know, I have been working hard in the background, over the summer, to make sure that we are all up to date - we have a whole suite of policies and procedures and I am hoping that with a few tweaks, we can get them from draft, to final status and begin to use them.

I am also now the PVG signatory for the parent council and we have begun the process of PVG checks and currently have 4 people checked, 2 volunteers due to go through the process, and a further 3 that are covered by SLC PVG checks.

Peter Ferrier

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

7. Financial Report

MW presented the Parent Council Statement of Accounts for the 2024–25 period.

The account currently shows a strong balance, largely due to the partial transfer of the Kype Muir (Point North) Grant. However, this will decrease once £7,3k is allocated to the school for the purchase of ICT equipment funded by the grant.

The Auchrobert Grant of £800 also appears in the accounts, though this has now been paid following the placement of the related order.

Sumdog, the Parent Council has agreed to cover the cost of the license fee. **Action MW** (invoice for payment)

The Parent Council has agreed to cover the cost of this year's pantomime. Payment will be processed when the invoice is received.

Action MW

For P7 leavers' gifts, the Parent Council confirmed continued funding. It was noted that alternative, more suitable gift options may need to be considered. LJ mentioned she could speak to high school HT for suggestions. **Action LJ**

8. Headteacher Update

See **Appendix 1**

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

9. Fundraising

Suggestions around fundraising carried over from May 2025 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.

The points above were noted but not necessarily confirmed for carrying out.

Confirmed Fundraising for 2025-26

- Halloween Disco – 23rd October 2025 is the agreed date
 - Any donation of decorations would be appreciated
 - Crisps & Juice (Tesco) – **Action SG**
 - Agreed a “best homemade costume” and “best overall costume” competition for each disco this year – **VB has gifts**
 - Glow sticks suggested to hand out during disco, Claire to get these – **Action CL**

- Phone playlist for disco music – **Action MW** (MW arranged it last year)
 - Timings the same as last year;
 - P1 to P3 6:30pm to 7:30pm
 - P4 to P7 7:45pm to 8:45pm
 - Send booking form to SLC – **Action LS**
- Christmas Fayre
 - Date agreed for 28th November 2025
 - High school helpers needed for Grotto
 - Empty wine bottles needed
 - Donations for the tombola
 - Other details to follow
 - Tesco bag pack discussed
 - 2026 car boot sale was also briefly discussed
 - Spring/summer disco to be arranged
 - 26th March 2026

It was noted that other fundraising ideas will be considered at future meetings.

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

10. AOCB / Dates of Meetings

MUGA - LS is currently exploring potential grant opportunities to support the refresh of the MUGA. MW raised the question of whether all schools are required to maintain a MUGA, suggesting that removal might be a more cost-effective option. GP noted that the Parent Council at his son's school is undertaking a MUGA resurfacing project, LS to consider reaching out to them for insights –

Action LS

Travel costs – LS will continue to explore available grant options. The Loaningdale fund is expected to open for applications shortly.

– **Action LS**

The PC meeting dates for 2025/26 will be:

- 7pm, Monday 17th November 2025
- 7pm, Monday 9th February 2026
- 7pm, Monday 18th May 2026

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

APPENDIX 1

Head Teacher's Report:

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
Auchrobert Grant	LS drafting - inclusive sports (uniforms for school clubs) £800 awarded	Lauren Strachan (LS)	Closed
Classroom Boards (2)	Funds for 2 boards and stands to be made available to school. MW to transfer	Michelle Wailes (MW)	Closed

Classroom Boards (3)	Kype Muir Grant - Awaiting decision, submitted 30th April 2025 awarded over £14k	Lauren Strachan (LS)	Closed
Highland Games	VB photos for costume ideas	Vicki Brannan	Closed
Highland Games FB	AS to post on FB ideas and call for participation	Alison Shaw (AS)	Closed
Highland Games Gift	PF to source gift for Lorimers LS - flowers & chocolates given	Peter Ferrier (PF)	Closed
License	Gambling license from SLC to allow promotion of prizes / tickets	Michelle Wailes (MW)	Closed
New Shed	Send quotes to Head teacher New shed installed next to MUGA	Lauren Strachan (LS)	Closed
P7 Leavers Gifts	PF to source gifts	Peter Ferrier (PF)	Closed
P7 Leavers Money	AS to send all receipts to MW	Alison Shaw (AS)	Closed
Action	Description	Owner	Status
Committee Members	Fundraising Coordinator / lead role to be considered	PC Committee	Closed
MUGA (1)	LS to review and explore options (capital funding grant, NSS community benefits portal, SLC adoption of MUGA)	Lauren Strachan (LS)	In Progress
School Photographs	Feedback to be captured and sent in to Head teacher (Poll?) LJ to discuss with Photographer	Lorna James (LJ)	In Progress
Sumdog Payment	MW to arrange for payment to be transferred to school	Michelle Wailes (MW)	In Progress
Travel Grant	Loaningdale - LS to review and apply	Lauren Strachan (LS)	In Progress
PC Booking	dates to be sent to SLC	Lauren Strachan (LS)	In Progress
MUGA (2)	Reach out to other schools / LCC for insights to grants and further funding available	Lauren Strachan (LS)	In Progress
Halloween Disco (1)	Tesco donation crisps & juice	Suzanne Graham (SG)	In Progress
Halloween Disco (2)	Hall booking	Lauren Strachan (LS)	In Progress
Halloween Disco (3)	Facebook post volunteers donations of decorations	Lauren Strachan (LS)	In Progress
Halloween Disco (4)	Vicki has gifts for best costumes	Vicki Brannan	In Progress
Halloween Disco (5)	Glow sticks, Claire to get these	Claire Law (CL)	In Progress
Halloween Disco (6)	Music - phone playlist	Michelle Wailes (MW)	In Progress
Fundraising Ideas	Tea towels/bags - year about	PC Committee	Not Started
	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		
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