

PARENT COUNCIL MEETING MINUTES

Milton Primary School

Monday 17th November 2025



Attendance

Peter Ferrier (PF), Vicki Brannan (VB), Lauren Strachan (LS), Michelle Wailes (MS), Lorna James (Headteacher - LJ), Allan Brown (AB), Jenny Manson (JM), Alison Shaw (AS), Nanci Creedon (NC)

1. Apologies for Absence

Apologies were received for:

Gillian Prentice (Principal Teacher - GP), Jacqueline Bunten (Principal Teacher - JB), Suzy Graham (SG), Rachel Torrance (RT), Claire Law (CL), Clare Hislop (CH), Steven Strachan (SS)

2. Adoption of Previous Minutes

The minutes of the previous meeting, 1st September 2025 AGM, were adopted by AS and seconded by VB

A warm welcome to NC, attending for the first time tonight.

3. Financial Report

MW gave an update on the parent council funds.

The account is in good shape, with the £3k Loaningdale Grant recently transferred in and due to be passed on to the school.

MW also asked about the amount and duration of the SumDog funding, LJ to advise – **LJ Action**

4. Headteacher Update

Attached below, see Appendix 1

There were no questions, and the update was noted.

5. Halloween Disco Debrief

PF gave an update on the recent Halloween Disco, noting it was another successful event.

LJ shared the children's feedback: highlights included the games, glow sticks, music, and overall atmosphere, which they described as the best disco yet.

Areas for improvement were also raised: snack time felt rushed, less games for older disco, hoop game wasn't great with costumes, a parent at the younger disco expressed concern about the glow stick batteries, there were issues with prop fighting among some of the younger children, and going home was mentioned as a negative point.

There were no questions, and the update was noted.

6. Christmas Fayre (28th Nov)

Discussion around the upcoming Christmas Fayre was had, save the date poster circulated on socials.

LJ confirmed setup can take place from around 9:30am on Fayre day.

Volunteers low this year, few others to be asked – **LS action**

PF shared the donations tracker on WhatsApp and asked people to review and contact companies for raffle entries. A supporting letter is available if needed when requesting raffle prizes from businesses for the school fayre, this was also updated by LS for 2025 and shared with PC for use. – **ALL action**

During the meeting on 17th November, the group talked about moving the raffle online. After checking the gambling license requirements, we'll still need to issue physical tickets. MW is taking care of arranging the raffle books for fayre day. **MW action**

During discussion we were unsure what's left from last year's fayre such as bottles for the Win a Bottle game, bottle bags, Santa's chimney game, Santa's Grotto props, Books for the book stall and café supplies. LJ offered to check and share feedback with the group. – **LJ action**

External stalls low this year, AB and LS to contact others to see if more stall holders would be interested. – **AB & LS action**

Café donations – tea, coffee, etc., JM got these from Scotmid last year. AB offered to try this year – **AB action**

Santa's Gift – VB arranging – **VB action**

Santa's Grotto Gift for Children – LS to arranged donation from Capital Letters Property Management (SS) – **LS action**

Tombola – find out from Jude Clarke how many raffle books are needed – **VB action**

Amazon order for cups, spoons etc. for the café – **PF action**

Candy canes for new game VB suggested, MW to buy along with prizes for game – **MW action**

Sweetie prizes for Santa's Chimney – **PF action**

Pupil post, PF organizing – **PF action**

Tombola donations for a dress down day, at a previous parent council meeting CL advised this would be a good way to get tombola donations. For consideration.

Banners for the Fayre, Stalls, Raffle time, Arrows etc. – **PF action**

Time fillers, LS suggested Christmas themed photo booth and café quiz. LS to bring on the day – **LS action**

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

7. Fundraising

Areas discussed included;

- Further Grant Applications
 - o Explore others such as Tesco Stronger Starts, BrockenCross, CDLR (when available)
 - o Windfarm one for MUGA refresh, LS & AB reviewing – **LS & AB action**
 - o Another successful application this time for Loaningdale for transport. £3k in account as MW detailed above.
- Spring Fundraiser
 - o Guess the Teddy/Bunny birthday – **LS action**
 - o Do this instead of colouring competition
- Spring Disco
 - o Arranging for March
- Bag Pack
 - o PF suggested no to this
- Milton's Got Talent (MGT)
 - o Consider for next 26/27
- Other
 - o Recipe books, tea towels, car wash

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

8. Spending Decisions

P7 gifts discussed.

There are 33 P7 pupils this year.

LJ suggested that the Parent Council might take on the responsibility of gifting high school ties to the P7s.

JM highlighted that it would be beneficial to let P7 parents know at the beginning of the new school term that the hoodies and leavers' party are organised by the P7 parents themselves, rather than by the school or the Parent Council. – **LJ action**

It was agreed that the parent council would fund £10 per child attending the leavers party.

Further scission to be had at next meeting in February 2026

Red pens were also suggested as a potential for gifting to the P7 leavers

LJ mentioned the school were looking for £119.99 for footballs, all in agreement – AB was going to approach Lesmahagow Juniors first. **AB action**

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

9. AOCB

Parking around the school has become unsafe, and nearby residents have raised concerns.

One suggestion was to ask if the high school buses could arrive at 3:10 pm instead, giving primary school traffic time to clear. This would need to be discussed with the high school to see if it's possible.

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

10. Dates of Meetings

- 7pm, Monday 9th February 2026
- 7pm, Monday 18th May 2026

SLC booking for use of school canteen for the above dates has been completed and saved in the PC Gmail.

Head Teacher's Report:



Scottish Book Week

- Great assembly with author visit from Stuart Reid this afternoon – children loved it. Rather than asking the children to pay for books, we have ordered a full set of the books which will be put in our school library.
- We have got an order form for books from Stuart so will share the links in our December newsletter.
- Our library has had a full declutter and all children were able to choose a book to take home. The library is much more accessible and in the new year, our next step will be to level texts in the library.
- Children should be reading a level below their class text level at home for enjoyment and fluency.
- Our week of literacy will continue with a variety of reading for pleasure tasks and will finish on the Friday with our Come and See afternoon to share a love of reading with parents and grandparents on Friday from 1.30-2.30

Christmas

- Our concerts will take place on Wednesday 10th Dec in the afternoon and Thursday 11th December in the morning. Instead of charging for tickets this year we are going to ask for donations. We will still need to have tickets pre ordered so we have numbers but will have donation buckets instead of a fixed ticket price.
- Christmas party information is on 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 Friday 12th and Thursday 18th at 1.30 and will be visiting Glebe gardens on 12th December and will also be at the Doors open evening on the 4th December.

Cycle Grant Update

- Met with Marianne from Pedal Power regarding our grant application for 12 bikes for younger pupils and storage for this. The total amount we have asked for is just over £8500 and she has said this will be passed which is wonderful news.
- Our quiet area has been really popular but the recent rain turned this into a running waterway so unfortunately this is out of bounds at the moment.
- We recently received some new footballs from Scott McPhee from Craighead Trust but we are still in need of some more and wondered if the Parent Council would consider donating a small amount of money to fund 12 more balls which would cost £119-99.

Action log:

<u>Action</u>	<u>Description</u>	<u>Owner</u>	<u>Status</u>
Travel Grant	Loaningdale - successful grant £3k awarded	Lauren Strachan (LS)	Closed
PC Booking	dates to be sent to SLC	Lauren Strachan (LS)	Closed
Halloween Disco	Tesco donation crisps & juice	Suzanne Graham (SG)	Closed
Halloween Disco	Hall booking	Lauren Strachan (LS)	Closed
Halloween Disco	Facebook post	Lauren Strachan (LS)	Closed
Halloween Disco	Vicki has gifts for best costumes	Vicki Brannan	Closed
Halloween Disco	Glow sticks, Claire to get these	Claire Law (CL)	Closed
Halloween Disco	Music - phone playlist	Michelle Wailes (MW)	Closed
Christmas Fayre	Books for book stall LJ to check donations needed?	Lorna James (LJ)	In Progress
Christmas Fayre	Win a bottle game bottle bags bottles needed?	Lorna James (LJ)	In Progress
Christmas Fayre	Signs / banners for fayre day create this years	Peter Ferrier (PF)	In Progress
Christmas Fayre	Time fillers Café Quiz (small prize & post box too) Christmas themed photo booth	Lauren Strachan (LS)	In Progress
MUGA (1)	LS to review and explore options (capital funding grant, NSS community benefits portal, SLC adoption of MUGA) AB arrange for 2 companies to come out for site visit, quotes obtained SLC ownership causing grey area, to be explored further	Lauren Strachan (LS)	In Progress

School Photographs	Last year using this photographer NC suggested doing in house school photos - school doing them other options to be reviewed	Lorna James (LJ)	In Progress
Sumdog Payment	MW to arrange for payment to be transferred to school Amount, duration of agreement to be found out. MW and LJ to discuss	Michelle Wailes (MW)	In Progress
MUGA (2)	other schools, find out what they have done / are doing Mrs. Prentice and LS discussing	Lauren Strachan (LS)	In Progress
Fundraising Ideas	dress down days (£ or bring tombola items) CL suggested, great idea trailing for C2025 Christmas Fayre	Claire Law (CL)	In Progress
Christmas Fayre	Grotto helper needed? VB high school helper	Vicki Brannan (VB)	In Progress
Christmas Fayre	Grotto selection boxes - LS to get donation from Steven	Lauren Strachan (LS)	In Progress
Christmas Fayre	Cups, napkins, etc	Peter Ferrier (PF)	In Progress
Christmas Fayre	Raffle donations - local companies	PC Committee	In Progress
Christmas Fayre	Candy canes, new game	Michelle Wailes (MW)	In Progress
Christmas Fayre	Sweetie prizes Santa's chimney	Peter Ferrier (PF)	In Progress
Tombola	Jude number of raffle books needed?	Vicki Brannan (VB)	In Progress
Santa's Present	Vicki to arrange	Vicki Brannan (VB)	In Progress
P7 Leavers	Gifts to be discussed Feb 2026	PC Committee	In Progress
Footballs	Allan to ask Juniors	Allan Brown (AB)	In Progress
Spring Fundraiser	Guess teddy birthday	Lauren Strachan (LS)	In Progress

Fundraising Ideas	Tea towels/bags - year about Keep as suggestion for considering	PC Committee	Not Started
Fundraising Ideas	Recipe books	PC Committee	Not Started
Fundraising Ideas	Car boot sale	PC Committee	Not Started
Fundraising Ideas	Bag pack with raffle & tombola Nov 2025 PF not keen to carry out one 25/26	PC Committee	Not Started
Fundraising Ideas	Coloured hampers - 1 per class auction off CL suggested, not tried yet. One to keep in mind	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. Loaningdale available Aug/September time - need to apply early and keep aware of closing date	PC Committee	Not Started