

PARENT COUNCIL MEETING MINUTES

Milton Primary School

Monday 31st August 2026 (AGM)



Attendance

Peter Ferrier (PF), Lorna James (Headteacher - LJ), Lauren Strachan (LS), Michelle Wailes (MS), Allan Brown (AB), Alison Shaw (AS), Suzy Graham (SG), Jenni Montgomery (JM), Gemma Watson (GW), Gillian Prentice (Principal Teacher - GP), Jacqueline Bunten (Principal Teacher - JB), Hazel Lennox (HL)

1. Apologies for Absence

Apologies were received for:

Rachel Torrance (RT), Nanci Creedon (NC), Claire Law (CL), Vicki Brannan (VB)

2. Adoption of Previous Minutes / Officer Bearers for 26-27

The minutes of the previous meeting, 18th May 2026, were adopted by AS and seconded by SG

Officer bearers for 26/27;

After a brief discussion, one new nomination was received thank you JM welcome on-board. Three of the current office bearers have kindly agreed to continue in their roles for 2026/27, which will help maintain continuity and support the ongoing work of the Parent Council.

Role	Person	Approved by
Chair	Vicki Brannan	PF & MW
Vice Chair	Jenni Montgomery	SG & LS
Treasurer	Michelle Wailes	AS & PF
Secretary	Lauren Strachan	PF & AS

3. Actions

LS briefly touched on action tracker, most were completed utilize for 26-27 with actions going forward.

There were no questions, and the update was noted.

4. Finance Update

MW gave an update on the parent council funds.

MW shared the updated accounts. These now need to be signed off. AB suggested Helen Stuthers as an option for the sign-off.–

MW Action

MW asked that any outstanding receipts for the Highland Games or other Parent Council events are sent to her ASAP. So reimbursements can be sent.

P7 leavers ties, payment to be made for these. – **MW Action**

Match funding – Cumberhead grant previously awarded. LS to review and find out more on this. – **LS Action**

Other grants, Loaningdale opening soon LS spreadsheet available tracking grants opening and closing – **LS Action**

There were no questions, and the update was noted.

5. Headteacher Update

Attached below, see Appendix 1

There were no questions, and the update was noted.

6. Headteacher / School Asks?

Nothing at the moment. LJ sending a “wish list” to staff around resources for literacy. May have suggestions to put forward at November’s meeting.

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

7. New Member PVG’s

Pf agreed to run with this again this year.

Noted members who would need PVG for PC;

- Nanci Creedon
- Jeni Montgomery
- Hazel Lennox
- Gemma Watson
- Rebecca Johnstone (possibly)
- Alexis Kerr (possibly)

PF asked those present to contact him so he can get this started. Anyone not at the meeting should reach out to PF and he’ll advise what’s needed.

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

8. Tesco Tokens

PF will check emails for any confirmation or updates now that the Tesco Tokens stint for MPS has closed. – **PF Action**

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

9. Grant Applications

Discussed some aspects as part of finance update.

LS spreadsheet with grants opening and closing. – **LS Action**

Westmorland grant – AB update: funds have been allocated and quotes received for waterproofs. There is some money left over, which could potentially be used for Lockerbie this year, possibly to upgrade activities or something similar.

Lesmahagow Community Council – small sums of money available via grants. Check in with them. – **LS Action**

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

10. Fundraising

Cover at November meeting in more detail.

- Car Boot Sale, use primary school and high school?
- Duck Race, or similar, like Scouts do.
- Milton's Got Talent (MGT), VB and others like this suggestion. Sell tickets to the community?
 - o Find out how much previous MGT's have made? **VB / MW Action**
- Car Wash
- Teddy Tombola
- Halloween Disco 2026 – confirmed
- Christmas Fayre 2026 – confirmed
 - o Christmas baking book / recipe ideas from families?
- Spring Disco 2027 – confirmed, no date yet?

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

11. Car Boot Sale

Brief discussion took place, but the general view was that this should be picked up at the next meeting once we have a confirmed date. Now that we know the car park must be booked through the school's booking system and the school can't be opened, it also gives time to check whether the High School would want to join in and use both car parks.

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

12. Halloween Disco

Date set for 29th October 2026.

Discussed trailing long times for the disco, sticking with snack break. All in agreement. LS to arrange let. – **LS Action**

Discussed setting up the disco as soon as school finishes if possible, save a rush before kids arrive.

P1 – P3 disco 6:15pm to 7:30pm

P4 – P7 disco 7:45pm to 9:15pm

HL agreed to speak to Tesco for juice, crisps and sweets donations for the disco. – **HL Action**

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

13. Christmas Fayre

Date set for 4th December 2026.

Stall holders needed – LS to arrange Facebook posts. AB to ask some stalls he's aware of. – **LS, AB Action**

Agreed that the door fee will be £4. Although café donations were down last year, the 2025 Fayre still made £372.23 more than the 2025 Fayre.

Grotto stay the same entry fee.

£20 per stall plus raffle prize for stall holders, staying the same.

Tombola donations, dress down for a tombola donation like last year.

Raffle tickets – agreed to do this through the school as an option too, as JP suggested, by sending 5 tickets home in pupils' bags and highlighting that more will be available and sold on the day. AB also shared the raffle printer details used by the Highland Games Committee for printing official tickets.

Stalls focused on kids.

- Free stalls
- Nerf the elf in the changing rooms?
- Photo booth

Get pupil feedback from last year's fayre, sure we had this before.

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

14. Milton's Got Talent (MGT)

Briefly discussed, general feedback was not to run this and stick with spring disco again as pupils seem to really enjoy the discos / ask pupils if there would be any interest in this and discuss more at November meeting.

How much did MGT make previously? Better or same as discos? – **MW action**

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

15. Agree P7 Leavers Donation

Briefly discussed going ahead with ties again this year. Confirm and discuss at another meeting.

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

16. Dates of Next Meeting(s)

- 7pm, Monday 16th November 2026
- 7pm, Monday 8th February 2027
- 7pm, Monday 17th May 2026

Note: Block booking for Parent Council meetings has been confirmed with School Lets. The Halloween Disco is also booked. Dates for the MGT, Spring Disco and Car Boot Sale still need confirmed and will require School Lets bookings.

Parent Council 31/8/26

Head Teacher's Report



August Configuration & Staffing

- All classes have settled well.
- Composite classes still have opportunities to play with others from their year group which has been working well.
- We have a new area cover teacher - Miss Brew who hasn't been booked out yet so as we are her base school, we have an extra pair of hands Mondays and Fridays.
- Miss Harrison will be with us three days for the foreseeable to cover Mrs Cherry's planned absence.
- We have two new Support assistant, Miss Moffat and Mrs Hartley. All additional staffing are being used to support in the classroom and for dedicated Support for learning intervention.

Playground Update

- We have been made aware from SLC that we would not be able to go ahead with the trim trail as it would have to be from a registered council provider.
- This is also having an impact for bike storage for the bikes we received from the grant last year.
- We have the funding for a shelter and a position in the back playground but again this has been delayed as SLC meet with contractors to carry out the work.
- We are going to continue to seal biscuits this year to enable us to top up playground toys and resources.

Parentsportal Issues

- We are aware there have been issues with Parentsportal and reassuringly we have heard it is across schools, not just Milton but it is frustrating for families who were on this and have now been removed.
- We have 115 children on Parentsportal out of 149 children so we haven't put our usual communications out so we can reach as many families as possible.
- Could this be advertised on the Facebook page for new families to sign up for please?

Appendix 2

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
Christmas Fayre	Books for book stall	Lorna James (LJ)	Closed
	LJ to check		
	donations needed?		
Christmas Fayre	Win a bottle game	Lorna James (LJ)	Closed
	bottle bags		
	bottles needed?		
Christmas Fayre	Signs / banners for fayre day	Peter Ferrier (PF)	Closed
	create this years		
Christmas Fayre	Time fillers	Lauren Strachan (LS)	Closed
	Café Quiz (small prize & post box too)		
	Christmas themed photo booth		
School Photographs	Last year using this photographer	Lorna James (LJ)	Closed
	NC suggested doing in house school photos - school doing them		
	other options to be reviewed - new in place for 2026		
Fundraising Ideas	dress down days (£ or bring tombola items)	Claire Law (CL)	Closed
	CL suggested, great idea		
	trailing for C2025 Christmas Fayre		
Christmas Fayre	Grotto helper needed? VB high school helper	Vicki Brannan (VB)	Closed
Christmas Fayre	Grotto selection boxes - LS to get donation from Steven	Lauren Strachan (LS)	Closed
Christmas Fayre	Cups, napkins, etc.	Peter Ferrier (PF)	Closed

Christmas Fayre	Raffle donations - local companies	PC Committee	Closed
Christmas Fayre	Candy canes, new game	Michelle Waites (MW)	Closed
Christmas Fayre	Sweetie prizes Santa's chimney	Peter Ferrier (PF)	Closed
Tombola	Jude number of raffle books needed?	Vicki Brannan (VB)	Closed
Santa's Present	Vicki to arrange	Vicki Brannan (VB)	Closed
Fundraising Ideas	Tea towels/bags - year about Car wash Car boot sale Milton's got talent Recipe books Coloured hampers - different colour per class then raffle off Race Night / Quiz Night Discos Tesco bag pack with raffle and tombola	PC Committee	Not Started
	Keep as suggestion for considering		
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
	Loaningdale available Aug/September time - need to apply early and keep aware of closing date		