

# Cardross Primary School Association Meeting Minutes

Monday 16<sup>th</sup> June | 5:30

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## Attendance

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### Present

Susan Marshall (Chair)	Morag Webster (Committee)	Lynn Vickers (Class Teacher)
Lauren Miller (Vice Chair)	Lindsay Young (Committee)	Ritchie Marshall (Committee)
Amy Wemyss (Treasurer)	Maria (Committee)	Susan MacDougal (Committee)
Kate Chudleigh (Secretary)	Andrea McCulloch (Committee)	Amy Birnie (Committee)

### Apologies

Kelly Girling (Headteacher)  
Sam McLaughlin (Committee)  
Lianne Timney (Committee)  
Jasmine Jenn (Committee)

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## Welcome and Approval of minutes

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The minutes were read from the (12<sup>th</sup> May 2025) meeting and approved by (Susan Marshall) and seconded by (Kate Chudleigh)

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## Chairperson's update

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Chairperson, Susan's, welcome. Huge thanks to Petra Ross for all her years on the CPSA as well as Kirstie Dubojski who are both stepping down from the CPSA.

Comments regarding the ticket site for events raised. Morag voiced the difficulty in not having it at the Summer disco presented issues in keeping track of allergies. Also requires CPSA to have access to all student contact details.

Gala raised over £13,000 - Due to the date of the meeting and final accounts still to be taken, this figure is to be confirmed.

Concerns regarding the new PVG legislation.

Requests from school: Slide, scooter racker (complete) and fixing the trim trail.

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## Treasurer update

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The budget since the last meeting was discussed by Amy Wemyss, CPSA Treasurer, and following points were discussed:

- We raised over £13,000 from the gala - Due to the date of the meeting and final accounts still to be taken, this figure is to be confirmed.
- Summer disco was free so no income, just the expense.
- Current balance is £16,489.88

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## Headteacher's update

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Headteacher, Kelly Girling presented her report;

### Areas covered:

- Kelly sent her apologies, she was unable to attend.

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## Item 1

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Election of Susan Marshall as Chair – Amy Wemyss, seconded by Kate Chudleigh

Election of Lauren Miller as Vice Chair – Susan MacDougall, seconded by Amy Birnie

Election of Amy Wemyss as Treasurer – Susan Marshall, seconded by Lindsey Young

Election of Kate Chudleigh as Secretary - Lauren Miller, seconded by Ritchie Marshall

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## Item 2

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Playground Planning:

Kelly was to present the school's choices to allow the committee to vote on the purchases.

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## CPSA - AGM

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### Changes to the constitution.

Change to 3.4 to allow for further service on the CPSA. Wording to change to allowed to remain as long as unopposed.

Change to 3.11 to include attendance of CPSA meeting to 50% is required.

Change 3.1.2 – Change to include all committee members to be regulated roles.

Change 5.7 – Addition of soft copy to the request of meeting.

Change 5.9 – Change to allow anyone to attend, no notice require.

Change 7.2 – Change to include “August or September”.

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## Item 1

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### PVG scheme applicable to PTA:

Creation of Secure Handling Policy

Creation of Referrals Policy

Susan has registered CPSA with PVG

Notification to be given to Susan who then passes the information to PVG who then send an invitational email to complete personal details.

As long as we're in the PVG system by 1<sup>st</sup> July we are compliant.

All volunteers for events need to be PVG checked, even if only there for their child.

Incidentals are allowed for last minute cancellations.

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## Item 2

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Correspondence:

Sports Day complaints, some kids were only in 2 races for the hour and half duration. Potted sports didn't include parents. A running order onto Expressions would help for working parents. Or if the field could be split into sections to have multiple events on at the same time.

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### Item 3

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Fundraising Ideas which wouldn't require volunteers with PVGs;

Spring Easter event

Quiz Night – Parents Only

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### Action Summary

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The following actions were discussed and agreed.

#	Action	Owner	Due Date	Status
1	Questionnaire to be sent out for Sports Day.	Lynn Vickers		
2				
3				

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### Next Meeting

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Wednesday 17<sup>th</sup> September 7pm at the school.