

# Cardross Primary School Association Meeting Minutes

Wednesday 17<sup>th</sup> September | 7pm

## Attendance

### Present

Susan Marshall (Chair)  
Lauren Miller (Vice Chair)  
Kate Chudleigh (Secretary)  
Morag Webster (Committee)  
Kelly Girling (Headteacher)

Sam McLaughlin (Committee)  
Jasmine Jenn (Committee)  
Maria Rasmussen (Committee)  
Andrea McCulloch (Committee)  
Lynn Vickers (Class Teacher)

Ritchie Marshall (Committee)  
Susan MacDougal (Committee)  
Nicola Greig (Parent)

### Apologies

Amy Wemyss (Treasurer)  
Lindsay Young (Committee)  
Amy Birnie (Committee)  
Lianne Timney (Committee)

## Welcome and Approval of minutes

The minutes from the previous meeting (16<sup>th</sup> June 2025) were uploaded to the school website and link provided to all CPSA members. Approved by (Susan Marshall) and seconded by (Kate Chudleigh)

## Chairperson's update

Chairperson, Susan's, welcome.

Clearer rules have been provided by Duncan Steel, Volunteer Scotland. Updated FAQs to be issued to committee.

CPSA will be held responsible for any offence therefore we will not be taking any risks relating to the rules and guidelines, we're aware of certain "loopholes" however we will not exploit them.

- More discussion on PVG Scheme within Item 2 below.

The long awaiting slide will be installed on Friday 19<sup>th</sup> September.

The repairs to the trim trail are still outstanding.

## Treasurer update

No report as Amy Wemyss, CPSA Treasurer, was unable to attend.

- Current balance is £19,177.03
- £1000 of fundraising for ELC vandalism to be transferred to school.

## Headteacher's update

Headteacher, Kelly Girling presented her report;

### Areas covered:

- Kelly request that the usually £2000 donation to the school by the CPSA is increased to £2,500. This covers a range of purchases for the school from class equipment, PE equipment, prize giving, gardening supplies and app licensing.
- Panto costs will be £1,399.00. To take place at school on Friday 12<sup>th</sup> December.

Voted through by the following; Lauren Miller, Maria Rasmussen, Susan Marshall, Susan MacDougall, Kate Chudleigh and Ritchie Marshall

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### Item 1

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Playground Planning:

Kelly provided the school's equipment choices;

- Mud Kitchen for P1/2 Playground £698
- Mud Kitchen for P3 Playground £698
- Break Time Box for P1/2 Playground £130
- Break Time Box for P3 Playground £130
- Multi Water Wall (location TBC) £99.99
- Shelter Set (location TBC) £916

Total - £2,671.99

Voted through by the following; Susan Marshall, Maria Rasmussen, Susan MacDougall, Lauren Miller, Kate Chudleigh & Morag Webster

Basketball Hoop repairs, reached out to community Whatsapp group to see if anyone local is able to price repairs.

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### Item 2

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#### PVG Scheme

- Whatsapp group has been created with all approved CPSA PVG holders, allowing us to use it as a volunteering pool. New members are added when approved.
- Clarification that we cannot directly ask people to obtain a PVG, only advise what is required to be a volunteer.
- Those without a PVG who wish to accompany their child can only supervise their child. They are not permitted to interact to assist other children.
- Depending on the offence within the PVG, you may or may not be permitted to volunteer. Results will not be shared with the full committee.
- Incidentals are allowed for last minute cancellations.

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### Item 3

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#### Correspondence

Request from parent to have more staff available at the gates in the morning to welcome children who may need a handover from a parent. Kelly to speak to playground staff to see what is achievable with staffing numbers.

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### Item 4

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#### Fundraising

- Halloween Disco scheduled for Friday 24<sup>th</sup> October for P1-7 if enough PVG volunteers are available;  
P1-P3 - 7 volunteers minimum, aiming for 10 however 12 would be the ideal  
P4-P7 - 11 volunteers minimum, aiming for 13 however 15 would be the ideal
- Limited tickets may have to be released with priority given to children of volunteers
- No ELC disco to take place, snacks to be provided for party within school hours
- Christmas card designs to be submitted, templates with teachers

- Option to have a Christmas Market at the church hall has been decided against
- Decision to have an Easter/Spring Market to be discussed/agreed

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## Item 5

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### **Road Safety**

- Communication sent by school that no parking is permitted within the school
- Communication sent by school that waiting vehicles should have their engines off
- Council confirm that it is not possible to close the road or place cones
- Suggestion of having older children act as Road Safety Officers, as trialled by other schools in the area, were voted against. Kelly advised she would not put any pupils at risk of potential verbal abuse.
- Discussion to create a safe parking map that could be distributed to parents via the children, showing where is safe to park.

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## Action Summary

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The following actions were discussed and agreed.

#	Action	Owner	Due Date	Status
1	Staff at gates in the mornings to provide support for kids	Kelly Girling		
2	Safe Parking Map	Kelly Girling		
3	Updated FAQs for PVG Scheme	Susan Marshall		
	Chase Trim Trail repairs	Kelly Girling		

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## Next Meeting

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Wednesday 19<sup>th</sup> November at 6:30pm at the school.