

Inverkeithing Primary School Parent Council - Meeting Minute

Date: 6th November 2025

Time: 9am

Location: Board Room

Chair: Kirsty Cleghorn

Secretary: Maria Hopper



1. Welcome and Introductions

- Welcome from the Chair

2. Review of Agenda and Previous Minutes

- No formal agenda
- The council is formed predominantly of P1 parents who are still getting to know the school and its resources.
- The purpose of this meeting was to bring forward discussion items from the new PC members and set a formal agenda for future meetings.

3. Discussion Items

- Chair provided a paper copy of an updated constitution, revised and formatted for clarity.
- The constitution will be shared with council members for approval prior to being uploaded to the school website.
- We discussed current communication tools and agreed it would be appropriate to channel all Parent Council notices through Seesaw.
- We also discussed the benefits of well positioned posters and up to date noticeboards.
- We discussed the issues some parents are having with Fife Council School Calendars.
- CG provided an overview of classroom support
- Classroom support levels remain fairly consistent across the school, although the demand for support has increased in recent years.
- CG provided an overview of some school activities / trips and associated costs.
- We discussed wider school funding and transparency school funds.
- We discussed the work of the PTA and agreed it would be helpful to meet with them to see how we can better support upcoming events.
- CG suggested an informal 'Coffee and Cake' meeting on 4th December 2025.
- We discussed setting a competition for pupils to create a new Parent Council Logo.
- We discussed opportunities for authors and other professional to visit the school to carry out workshops / talks.

4. Agreed Actions

- Chair will share revised constitution by email for council approval
- KC will email Fife Council to request a unified school calendar download – instead of separate downloads for holidays, terms dates and in-service days
- KC will create an auto-reply message for the new Parent Council email address: ips-parentcouncil@outlook.com

- MH will enquire with Woodland Trust and find out availability for school talks
- CG to issue a Parent Council Logo Competition to the pupils and decide the best way to conduct voting
- EE will enquire with WHSmith about prize donations.
- PC members will agree prizes for 1st, 2nd and 3rd Place

8. Date of Next Meeting

- Coffee and Cake Meeting - 4th November 2025 at 9am