



Parent and Carer Council Agenda

Monday 23rd February 2026

18:00hrs

AGENDA

1. Welcome, apologies and opening prayer IS

In attendance:

Committee: Ian (Chair) Jacqueline (Fundraising) Kathryn (secretary) Sarah (treasurer) Apologies from Lisa and Cheryl.

Parents: Elise, Sara, Alison, Patrycja

Staff: Mrs Mullen, Mrs Hutcheon, Mrs Ryan, Mrs Sutherland.

2. Minute of last meeting IS

- SW wanted to bring up a matter in the last minutes where it is recorded there was a 'challenging' handover time re bank. For clarification – the challenge was around the bank details, access to the technology and online banking etc and not the handover from previous PCC members.
- Nothing else to be clarified.

3. Matters Arising IS/All

- PVG Processing - A new organisation had to be created with Disclosure Scotland for St. Margaret's Parent Council. Now that has been done the plan is process PVGs for five committee members first and then volunteers. There are 15 licenses available in total.
- Volunteers update - we are losing lots of p7 parent helpers we have relied on. We will need to recruit new volunteers with younger children in the school and transitioning from nursery to P1. Cheryl will be leaving and we'll need someone to step into the fundraising post.

Also need help with stations of the cross, lots of p7 mums are helpers at that. We will need extra people at the hot cross buns. We need around 4 or 5. PCC will cover the cost of the hot cross buns. Mrs Hutcheon will check with Father Syriac that he is happy to go ahead with the hot cross buns etc in the crypt. There will need to be flasks for hot water as there are only 2 at the church. Helpers have 45 minutes during the service to fill the hot water and prepare the buns. In previous years there have been platters of plain, butter and jam. It's the evening of 31st March.

- P7 Hoodies update – now arrived/issues to be fixed. They have all been sent back to the supplier, to be started again from scratch due to quality issues. They should be redone very soon. A message will be sent on the app.

Looking to future years we could look at other companies – check reviews and get costs from them. Perhaps can subsidise with additional fundraising.

- Swimming caps/sports kits - Sports kits looked great at a recent netball tournament. Swimming caps are to be provided to swimmers taking part and representing the school. PCC happy with this. We just need to know how many and what is to go on. Perhaps get 15 so we have spares. Mrs Mullen happy for the school to pay for them. It is part of the sports kit for those taking part. Other schools have caps. Kathryn will try to get costs and an order done for this.
- Bikeability scheme – Mrs Mullen – has recently had a meeting about doing a joint bikeability scheme with Commercial and this looks to be going ahead.
- Dunfermline Children’s Gala – Cheryl has done for 10 years but is going to be leaving the school so need someone to take it on, or ideally 2 or 3 people to take it on. The school and PCC will encourage volunteers. It would be ideal to have someone get involved this year to see how it is run. Mrs Mullen will put a message on the app to try to get someone. If not get anyone we wont have a gala day for the children. The more volunteers the better as it’s a big job. We need the position filled as quickly as possible. There could be another meeting just about the gala if that was helpful. Cheryl can provide a little explanation to try to help explain what is involved in being a rep. She is very passionate about it.

Banner fixed – we will need to buy a new banner. It was fixed for St Margarets day but we would like to run a competition to design a new banner. Jacqueline asked a company about costs and they asked for more details. 6ft x 3ft is the most common sign with eyelets and hem. We need it to go on poles to be carried so would need to check what we actually need. It needs to be made for the gala. We could also have smaller ones with the class numbers as well. These could be reused.

- Sub group to consider purchase of school-wide Christmas/tartan/book day items – There has been some discussion of having tartan sashes for the school to use at the Scottish extravaganza. PCC happy to progress this.
World Book Day – the classes may make masks in class. There are lots of world book day activities in school. It is about the whole learning experience. Mrs Mullen will put on the app that there will be activities/masks made in class.
- Subgroup to consider school trips – staff have very kindly collated a list of possible free trips.
Mrs Mullen will check the requirements for drivers with the business partner. The representative from Touch Trust had sent Kathryn information about this but it may differ for school children during school hours. We may need to think about where we can get other drivers.

- Subgroup to consider PCC funding/gifts specifically to young carers – we gave selection boxes and hoodies to the young carers. The hoodies are to be used for all the years after the p7 leave. Young carers meet every week and wear their hoodies. We can give them a selection box next year as well.

4. Chair Update

IS

- The children recently had pancake day with pancakes from Asda, it worked out at 20p per pancake. Asda also donated 16 bottles of toppings. We had 450 pancakes cooked fresh for us. We appreciate the sauce donation very much. It was £90 for all the pancakes. It included the nursery children and they loved that. We are trying to include the nursery. It was noted that Crumpets are dairy free.
- The silent disco this week went well. There's been a suggestion of a shorter gap between the two discos for the crossover of children of different ages. We have a faster system of checking in and out so it should work.

Stations of the Cross still to come. Summer fair still to come in the first weekend in September.

Suggestion of another silent disco in the last week before they break up. The recent one was £3 per ticket, which covered cost with some extra. We could do £3 again. Thursday 25th June could work – will need to check the date with the DJ.

The P7s Big Night In is on Tuesday 30th June. Thinking about the silent disco for the P7 disco.

- Roller banners for the PCC as a visual aide for what we do. We would like to have it for the parents night. Suggestion of Friday morning for coffees to meet with parents. We have Lenten coffee mornings just now so maybe have a coffee cart on last Friday of the month to engage with parents, once Lent has finished.
- Ian to continue with the PVGs.

5. School Update

(Mrs Mullen/Mrs Hutcheon)

- Welcome to new Deputy Head Mrs Ryan – Mrs Mullen welcoming Mrs Ryan. She comes to us from St Kenneths and Kelty, she had 12 years as depute there. Lots of infant experience, formerly nursery teacher then Depute of p1-3. Mrs Ryan is very welcome to the school. She is also a parent of a child in the school.
- Defibrillator/CPR training etc – there was some discussion of how a defibrillator is to be sourced. Mrs Mullen explaining that the school has to follow the protocols and go through a procurement type process, and the suppliers are St Johns or Scottish ambulance service. The school has already contacted Shona's family and discussed with them. The business manager has applied to Fife Council and the application for Scottish Ambulance Service has been completed. The community has on the

defibrillator so Network Rail has also been approached. The protocol is that someone in the community has to take it over. Progress is being made.

- Banner (Helen Hutcheon) – see previous
- Technology – I pads – they arrived at school last week. Those for p6 and p7 are to be delivered tomorrow (24 Feb). Someone is attending on Thursday morning to show children how to log on. All children have signed to say it is ok to have one. They have a robust case. They have a little insert with St Margarets badge and their name. The children know there are no stickers etc to go on it. It comes with a case, it does not come with pens or keypads. The advice is not to buy expensive pens/keyboards. There is an information session next Monday. For parents who can't manage Monday the information will be sent out.
- Traffic Survey – Mrs Mullen approached the safety and security team about the traffic and car park. Commercial and St Margarets are increasingly concerned regarding the car park. The safety team came out today which was good as it was very very busy and the dangers were evident. The safety team are very concerned about the safety, speed, weight of cars.

There is a lollipop person at the crossing on the street but not at the crossing on the driveway. We have no staff available to staff the crossing. We need to come up with solutions. Discussion of whether it is possible to close the car park between specific times. It really needs to be a complete closure or a traffic light system. Discussion of whether we can have parking attendants. The community police went to the roads committee. This whole part had not been adopted by the Roads Department. The safety team intend to send someone to assist the school, so there is slight progress.

- SeeSaw – The new iPad come with Showbie that is free. We may be able to use Showbie instead of seesaw going forward.
- Link Family Worker: Lorraine Mooney is our link family worker through social work. Commercial and St Margarets have our own family worker. If there is any issue with a child ie sleep, toilet, autism, behaviour etc. She is amazing and she can signpost parents and advise on issues. She has another session at the school before Easter.
- Praise for the school – The school was visited by a learning partnership a couple of weeks ago. Karen Lees and some headteachers go round the classrooms. They were impressed by the school values being evident everywhere. They were impressed by the inclusive learning environment, with children who are engaged in learning, delightful happy children enjoying their learning. The mentioned the confidence of our children, who they described as very articulate and able to talk about learning, metaskills and values. ASN children very well supported. Very good BSL use in the school. It is very nice to mention what is done well.

- Bank account access for signatories – so far from July to now based on the events we have had we still had more outgoings than income. That is because we have paid out for the line painting, see saw etc which has cost a lot. We do still have around £5000.
- Bank fees. We pay £5 per month as a minimum but in addition every time we pay money in or out it costs money. Sarah has been using the post office to avoid this cost.

We also get charged for Stripe. Stripe charges every time we have a transaction. We can look at getting a confirmation. There are other ways to do it that may possibly be cheaper or smoother.

Bank access – Kathryn is listed as a signatory but does not have online access. This cannot be sorted in a branch and needs to be done on the telephone. Sarah will undertake this.

7. Fundraising update

(JS/CMcC)

- Update from Silent Disco – see above
- Update from Christmas Fair – removing the inflatables worked well in terms of providing additional space. It was discussed that it can be nice to buy items that children have made. This can be difficult for the teachers and leads to other issues. It can be tricky for younger children.
- Next fundraising event/ideas – Summer Fair – likely Saturday 5th September. PCC would organise before/during the holidays so that it is all ready to go. Decision to keep it after the holidays in order to welcome the new p1s. May/June is too busy with first communions and gala.
- Tickets for silent discos etc – sales close a few days before. It was discussed that this is to allow for sufficient refreshments etc. It is difficult to issue tickets after sales have closed. Going forward we can remind parents that if they think the child might want to go they should buy a ticket just in case.
- Jacqueline noting there are a number of parents who are interested in the fundraising and particularly from primary three. This is very positive.
- App for the raffle – Kathryn advising that the school can access an app that will run the whole raffle online. It has recently been used for another group and was a huge success. It is free and available as it has been built by her husband for the school to use.

8. AOCB

- School trips – see comments above.

- Discussion around whether it was possible to get a small gift for p7s at the end of term. They have their hoodies but perhaps there could be a keepsake gift. It is something we could consider. We could price it up. For example a small teddy bear for 65 kids is around £425 which is a lot. Discussion of whether it could be something they use at high school/functional. Discussion of how money fundraised for the school should be for the whole school – so need to see how does the fundraising benefit the whole school family.
- Discussion around having more explicit communication from school around outfits for the school world book day etc. Committee discussed and agreed that it is expected that every day is school uniform. The school will be more explicit that uniform is expected and that there will be world book day activities within the school that focus on literacy.

9. Date of Next meetings

Thursday 4th June 2026 6-7pm

10. Closing Remarks and Closing Prayer IS

.....
Opening Prayer; May God Give us wisdom to decide what is fair, strength to uphold what is true and patience to work together for the to good of the staff and children whom we serve. We ask this through Christ Our Lord. **All: Amen**

Closing Prayer; Heavenly Father, your son Jesus came to share our life , to teach us , and to befriend us; we give you thanks for all who work to make St Margarets School a place of sharing , learning and friendship; especially among those who serve as Parent Council Members. With the guidance of the Holy Spirit may we encourage and uphold the values of fairness, dedication and respect for others, so that the school may be a place where children and adults may joyfully serve your kingdom; and may Almighty God bless us all in the name of the Father the Son and the Holy Spirit. **All -Amen**