

West Kilbride Primary School Parent Council

Ordinary Meeting

Monday 12th May 2025

Minutes of Meeting

West Kilbride Parish Church Hall

Welcome, apologies (Emma Clark)

In Attendance

Emma Clark (Chair), Judith Spence (vice chair), Kayleigh Maxwell (treasurer), Gemma Carson (Head Teacher), Jenny Ryrie (Depute Head Teacher), Jackie Park (Depute Head Teacher), Pamela McCallum (Quality Improvement Manager), Lauren Grant (Principal Teacher), Karen Harkins, Penny McKnight, Dyenaba Cowan, Joe Douglas, Christopher Ferrie, Lisa Mitchell, Carolyn Shelley, Jenny Clark, Phil Pritchard, Laura Turner,

Apologies

Anil Chundoo, Michelle Duffy, Jennifer Smith, Hazel Haddow, Michelle Murray, Nicole Adam, Kara Andrews, Victoria Lawrence, Susan Rankin, Samantha Parker, Kate Matthews, Gillian Burns, Vicky Ramage, Catriona Moran, Jennifer da Silva Neto, Sarah Fleming, Erica Wilson, Ainsley Simpson,

Penny McKnight will resign from the Parent Council at the end of June. EC expressed her thanks to Penny for her contribution over the years of her membership.

Rebekka Tosh has resigned from the Parent Council but hopes to rejoin when her children are older.

Fundraising Update (EC)

£2000 received from Community Trust for Laptops and £500 received from Nisa Make A Difference Locally - for PE Equipment. Thank you for both of these grants.

Gardening Grant has been applied for and Spar grant is also open which we will apply for as well.

Funding requests (EC)

£60 for Mens Shed Bee Houses- Approved by majority vote

Approx £100 for EYC Bouncy Castle for graduation celebration- Approved by majority vote

Icepoles sports day - approx £30- Approved by majority vote

Reading Scheme Purchase Update (Judith Spence)

Phonics Practice Books (up to Blue band) to be purchased to make sets of 8 of each of the 72 books. £1576

Books Like Me (Green band onwards) to be purchased in sets of 8 £660 (approx)

Missing Books (Green-Diamond Bands)- Initial cost forecast for this was £500 but more books than expected were missing and cost is around £1300 but this could be brought down if selective in what is to be replaced.

Above costs do not reflect a 20% discount that we would get off all books except 4 sets of Phonics Practice books as sets have already been subject to a discount.

Christopher Ferrie queried whether the Parent Council funding books would preclude the school from accessing central funding for books. Gemma Carson explained that funding does not work like that in schools and the school would endeavour to find the funds to purchase the books if the Parent Council did not fund them but they really appreciate the Parent Council funding as this frees the school budget up for other spending.

Dyen Cowan queried how the school were encouraging pupils to return reading books. Class teachers keep track of books not returned and texts are sent to parents to encourage return of books but the school do not wish to withhold books for those who haven't returned them.

Decision for Parent Council to fund up to £3000- agreed by majority vote.

Finance Update (Kayleigh Maxwell)

The current bank balance is £5057.36. Recent payments of £3469 have gone to the school for laptops and £500 for PE equipment.

It is hoped that the Spring Fayre may bring in around £4000 and the end of term disco £400. Which would put us in a good position for starting 2025-26 session.

Fuel Station (Emma Clark)

After reinstating the Fuel Station, it seems to be being overused by some. With some pupils going round with a snack in their hand already. It is hoped that overuse has just been because the Fuel Station has been a novelty and that this will settle down. Office staff are going to keep an eye on those using it whilst being discreet, of course. We can cope with approx £8 a week but anything above this is not sustainable. We are still on the waiting lists for the Tesco, Greggs and Kellogs funds. The Parent Council received two very generous donations for the Fuel Station, one of £100 and one of £25. Thank you to those who made those donations.

Water bottles

(GC) We have had a large number of pupils presenting at the school office looking for cups of water. This service used to be provided by the catering team, who voluntarily provided cups of water to pupils who needed it. However, due to overwhelming demand, they cannot sustain this and have withdrawn this offer. We are unable to purchase single-use plastic cups due to our Eco Schools status and the risk of spillages and instead have asked parents to bring water bottles to school in the first instance, as this would provide a long-term solution to the problem. Of course, should a parent be unavailable, no pupil will be refused water. Additionally, if parents are unable to provide a water bottle due to financial constraints, we would be able to provide this via our PEF funding. However, this has not been the case so far in the families that we have contacted, all of whom have very kindly brought in water bottles when asked. We would like to ask for family support with this, given that the weather is now heating up.

Jenny Clark expressed that she felt the wording of the message regarding the water bottles was not helpful and that she is concerned that pupils may be reluctant to come forward to get a drink of water if they had forgotten their water bottle for fear of reprimand. GC assured that staff were approachable and that pupils who have forgotten their bottles are still asking for water, but it is hoped that the communication about this will reduce the high numbers that the kitchen/office were dealing with previously.

Crossing Patrols

Lisa Mitchell updated on Freedom of Information requests that she has submitted in relation to the decision making process that has resulted in the planned withdrawal of the crossing patrols. The decision was based on a traffic assessment that was carried out between 3-3.30pm and a formula is then applied to the findings of the assessment. In order to retain the patrols the result of the calculation needs to exceed 4 million and the results for West Kilbride fell short of this. (Less than 3 million for Main Street and less than 2 million for Hunterston Road). Largs Primary have had the withdrawal decision overturned as it was discovered that the wrong road had been subject to the traffic assessment.

CF suggested capturing traffic data ourselves and is happy to read the report Lisa received and arrange a further count of traffic.

Joe Douglas suggested continuing to make noise in protest of this decision in the hope of putting pressure to reverse it.

CF expressed that he felt the decision was already made and would not be reversed.

Penny McKnight suggested pursuing alternatives to try to ensure safety if patrols do stop, such as zebra crossings. EC said that we hadn't previously met the threshold for a zebra crossing on Portencross Road but that it was worth suggesting in light of the removal of the crossing patrols.

LM to continue to question the decision making process in the hope of finding some information that may strengthen the case to retain the partols.

NAC will not look at petitions against the decision until 6 months after a decision has been made which would be September before we can submit this. This current crossing patrols will stop at the end of June.

PVG and Change of Constitution

Discussion around change of constitution to include PVG legal requirement that you must have one to be on the Parent Council and also to volunteer at events. We also need to update a previous error to include that 2 meetings per academic year to be attended to remain on the parent council as it currently states that in one part but in another it states 2 per academic month.

EC also reminded that PVG forms and ID were requested by 12/5/25, any outstanding forms and ID should be sent asap. This is a big workload without having to chase up individuals, so a timely response would be appreciated.

Discussion around ad-hoc volunteering, whether last minute due to cancellations or a parent having to remain at an event with their child.

CF suggested asking any parents with upset children to leave the venue. JS explained that the Parent Council organisers would have a tactful conversation with any parents without a PVG remaining at events and explain that as a one off they could stay but if they anticipated the same thing happening again, that they would need to have a PVG check prior to the event. Organisers have lists of all those attending so can note this on these lists.

CF has professional expertise in writing policy and suggested that EC writes a 1 page summary of the PVG legislation to include how the Parent Council will approach ad-hoc volunteering.

CF expressed that the requirement for a PVG may be off putting to those wishing to join the Parent Council. He also felt that signing the code of conduct may be similarly off putting. He felt that members of the parent body should be able to come to Parent Council meetings without meeting these requirements.

JS explained that the PVG is a legal requirement for those who have power and influence in decision making which impact children and as Parent Council members vote on issues directly impacting the school then all Parent Council Members would be required to have a PVG.

CF felt that only regulated roles such as treasurer should require the PVG.

GC suggested that if a PVG check puts people off being part of the Parent Council then perhaps they aren't best suited to the role.

JS explained that the guidance on this has come from Connect and Volunteer Scotland and follows this new legal requirement and it isn't up for debate which roles within the parent council necessitate PVG as we have been advised that all members require PVG checks. Some initial guidance has been changed, for example school staff will now no longer require a Parent Council specific PVG, but it is unlikely that any other guidance will change and we need to progress with the plan as it stands. As for the code of conduct, WKPS Parent Council strives to promote a positive, supportive and collaborative ethos and previous meetings have shown that this was needed. We must be mindful of the fact that school staff are here in their own time and the reason we need to have agenda items in advance and why only members and prospective members can attend is so that people do not come in with their own agenda to interrogate staff and catch them off guard. The procedure for concerns with the school is to take it to the school in the first instance, if it isn't dealt with to your satisfaction then to make a further complaint to NAC. Parent Council meetings are not an opportunity to grill staff and to take up individual complaints and the code of conduct aims to keep meetings on track and avoid issues arising.

CF reiterated that he felt the code of conduct shouldn't be necessary and that the guidance on who requires a PVG is not clear.

Pamela McCallum informed that North Ayrshire Council will be issuing their own guidance to accompany the guidance already issued by Connect and Volunteer Scotland.

Head Teachers Report (Gemma Carson)

1. Staffing

We are currently experiencing staffing challenges. We have two school staff members and one member of our EYC team, who have been absent long-term and are currently unable to return to work. Alongside these absences, we have one further short-term staff absence and one post which remains unfulfilled due to outstanding recruitment checks. These absences need to be managed via the NAC supply list, which can be inconsistent in terms of providing adequate cover and so we are having to cover this internally, most often utilising our SLT. This may result in delays in responding to parental enquiries for the time being and so we ask parents to be mindful of this when contacting the school. We also have two new staff in the school office and so your patience with them whilst they navigate their new roles is much appreciated.

2. Attainment

We currently have several pupils who are off track across our Primary 1 stage. To offset this, we have stationed a member of support staff within the class full-time to deliver intensive intervention sessions to key pupils within Literacy and Numeracy. We hope to have up to 40% of the pupils currently off-track, on track by the end of term. P4M Literacy also proves to be challenging due to a number of pupils presenting with signs of Dyslexia. We have identified 6 pupils who we feel display Dyslexic tendencies, three have been assessed and three await or are undergoing assessment. Whilst this is high for one class and above the national average, it evens out across the stage. All pupils who are confirmed as having a Dyslexia diagnosis now have access to a laptop to support them during Literacy sessions.

3. Vandalism

Unfortunately, the P7 toilets have been targeted by vandalism in both the girls and boys toilets. Despite repeated conversations with pupils and the introduction of a 'Toilet Buddy' system, this has been ongoing. After consultation with the House Captains, we have decided to close the toilets to pupils unless a member of staff is present. Pupils will still have full access to toilet facilities but a member of staff will accompany them and check the condition of the toilets before they enter and after they leave, whilst being mindful of pupil privacy. Whilst this is not an ideal solution, it is necessary until the incidents come to an end.

4. Promoting Positive Relationships Policy

We have completed a draft version of our Promoting Positive Relationships Policy which we would like to distribute for parental consultation. Parent Council members are asked to contribute their views to the document, with comments or amendments being taken into consideration before the final draft is distributed in June.

5. P7 Leavers Event

I met with the P7 House Captains before the Easter break and tasked them with deciding upon four themes for their Leavers event on Thursday 26 th June. House Captains have now agreed their four themes, which will be put to a vote across the full stage. Once pupils have had a chance to vote, pupils will be responsible for supporting in the organisation of this event- they already have lots of great ideas and are excited to get started! I look forward to seeing what they choose.

Their four chosen themes are:

Red Carpet Ready

Ready to Rave

Beach Vibes

Mission Impossible

6. Splishy Splashy Stomp

The Splishy Splashy Stomp was a resounding success, raising over £2000, which will be split between our school library development project and Margie's Foundation to build a library within their new school for the Maasi Tribe in Tanzania. We are very grateful for the support of parents and carers in helping us to achieve this. Thank you!

7. Class Compositions

We are in the process of creating classes for next year. As with last year, these will be formed by looking at both attainment and social groupings and will be communicated to parents in advance of 'bump up day' in June. Information will be sent home in sealed envelope addressed to parents/carers. This year, we are losing a class and so will move to having 14 classes to 13, which will include a P2/1 composite. This will also be reflected in our staffing, although we are waiting for this to be confirmed

Fundraising & Volunteering (EC)

We are desperately needing volunteers for the Spring Fayre, we have 35 on PC but only 11 volunteers at present. We appreciate family and work commitments but we really need people to rally if we want to run

this at its full potential and raise as much money as possible. I know some people want to spend time with their kids at the fayre so if you could even do an hour on a stall or volunteer to set up and clean up either side? Family members also welcome until after summer when PVG requirement will kick in.

Some great things lined up - BBQ again, candyfloss, Popcorn, Animal Man Petting Zoo, Bouncy Castles, Golphin golf dart board, new games. It will be a really great night and hopefully the sun is shining and we get the volunteers to run it at its full capacity!

End Of Term discos - again volunteers, DJ is booked and this will be a lovely end for the classes to celebrate.

AOB

(Carolyn Shelley) Enquiry as to why the P7 enterprise topic is no longer taking place, children reporting a lack of funds as the reason. GC explained that the topic no longer fits in to the plan for interdisciplinary learning and the planning of the P7 leavers event will cover the skills development that was previously covered by this topic. Funding was not an issue.

END OF MINUTES

Draft Minutes released	Approved (Chair)	Final release (on behalf of secretary)
J Spence	E Clark	J Spence
19/5/25	24/5/25	24/5/25