

West Kilbride Primary School Parent Council

Ordinary Meeting

Monday 19th January 2026

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), Jacqui Park (Depute Head Teacher), Dyenaba Cowan, Jenny Clark, Anil Chundoo, Michelle Duffy, Jennifer Smith, Michelle Murray, Kate Matthews, Erica Wilson, Sonia Nunn

Apologies

Karen Harkins, Joe Douglas, Phil Pritchard, Laura Turner, Louise Meeke, Hazel Haddow, Nicole Adam, Kara Andrews, Victoria Lawrence (secretary), Susan Rankin, Samantha Parker, Gillian Burns, Vicky Ramage, Catriona Moran, Jennifer da Silva Neto, Ainsley Simpson

Fundraising Events (JSpence)

ABBA Tribute Night

In order to break even approximately 30 further tickets need to be sold. JS hopeful that this will be achieved as event is not until 27th Feb.

Santa Dash

Thank you to enthusiastic staff, pupils and volunteers who made this event a success. £886.33 profit was made. Although initial plan had been to have this in the glen, this would not have been achievable with the number of volunteers we had, so it worked better in the playground.

Golden Ticket

This fundraiser will go ahead on World Book Day (5/3/26). Although it didn't make much profit last year, it generated excitement on the day and promoted reading for enjoyment. There may be more chance of profit this year as there are some books left over from last year so not as many will need to be purchased.

Valentine's Disco

This will hopefully be a profitable event as we will continue with the role of DJ being taken on by Parent Council volunteers. P1-3 and P4-7 discos will go ahead as although some feedback suggested P4s being included with P1-3 but it was decided to keep to the same split as the school playgrounds. Cans and bottles will be collected at the discos for recycling with a PC volunteer supervising the bins and disposal of liquids. The school do not have the appropriate bins for these items but JS (and anyone else willing to take a bag) will take away to put in purple bin at home. The Sustainability Squad Pupil Group will explain the recycling arrangements to the rest of the school at assembly the day before the disco. All adults remaining at the disco need to have had a Parent Council PVG check in advance of the event. The school will speak to any parents/carers that they think this may impact. JS to look into purchasing 'Glow' items to sell at the event, being mindful of any items with batteries meeting UK standards.

Finance Update (Kayleigh Maxwell)

The current bank balance is £7195.83. It is hoped that the planned fundraising (Spring Fayre, Abba night, Wonka bars and discos) may bring in around £2600.

Parents Night

This discussion will now take place after the school has surveyed parent/carers views.

Meeting Attendance & Volunteering

The Parent Council constitution states "A member of the Parent Council failing to attend two meetings per academic year is deemed to have retired from the Parent Council." It has been raised that in line with this 6 current members would be asked to retire from the PC at the end of this academic year.

Discussion followed, including-

ACHundoo- Are meetings interactive and valuable enough to encourage people to attend?

EWilson- Suggested it would be useful to identify the barriers to attending meetings and volunteering.

JSmith- Would the night of the week make a difference?

MMurray- Online meetings may encourage more to attend.

DCowan- Target P1 parents to encourage new members.

JClark- Highlighted importance of maintaining and increasing membership numbers.

JSpence- Although this is in the constitution and wouldn't be a personal decision, it would be up to the chair/vice chair to communicate this to members and this is an unappealing task which may lead to bad feeling.

EClark- Attendance at the last four meetings ranges from 37-58%.

Decision

While attendance at meetings and volunteering is a key part of the Parent Council and we would like more members to attend meetings, we are keen to be inclusive and promote membership and do not want to lose members as there will be a variety of reasons as to why people do not attend. Views on how to promote attendance and engagement will be sought from existing Parent Council members. It would be particularly useful to hear from those who don't usually attend meetings and/or volunteer so feedback will be sought by email and via whatsapp to allow for private responses. This section of the constitution will be removed following confirmation at an EGM.

School Garden Update (MDuffy)

The project to improve the garden at the back of the school has been ongoing for around 6month. The area was badly affected by overhanging trees and poor drainage with planters in a state of disrepair. A core group of 4 volunteers had been delivering sessions to pupils on Thursdays.

A plan was put together and initial quotes were sought to complete the work. Quotes ranged from £15-25,000. £10,000 was contributed from the school and MD has secured £11,000 from various grants and trusts.

North Ayrshire Council approved landscapers began work in October and have completed drainage, seating for a full class, paving, 6 vegetable beds and a decking walkway incorporating the existing willow den. This hard landscaping cost £13,285.

£3422 funding remains and it is planned that this will be spent on plants and a secure storage container (subject to NAC planning approval). Secure storage is required as there has been vandalism to the area over the Christmas break and will cost around £2000. 'Free' plants from cuttings or local donations will be welcomed but some plants will be purchased.

A celebration event is planned when the project is complete.

Discussion took place about further security cameras or lights being installed but this has been explored by management previously and is not an option.

EC gave thanks to Michelle and the rest of the volunteer team for their hard work on this project.

Head Teachers Report (Gemma Carson)

1. Staffing

As you may know, Mrs Shona Lewis has decided to retire and will finish her time with us at the end of February. Until then, she remains absent due to ill health. The class are currently being supported by Mrs McGregor. Mrs Roper is due to return from her Maternity Leave after the February long weekend and will take responsibility for the class from Mon-Wed. Mr Martin who covers the end of the week also remains absent and so we hope to retain Mrs McGregor to support the class on a Thurs/Fri for as long as we are able to. We wish Mrs Lewis all the best in her retirement.

We have been unable to recruit for the remaining days of Miss Todd's contract yet, given that she is currently working three days and are liaising with NAC to resolve this. In the meantime, we have secured Mrs Tracy Devlin on a long-term basis until we have a more permanent resolution.

North Ayrshire Council have a recruitment freeze in place at the moment meaning that schools are not in the position to advertise any vacancies. Staff will be redeployed from elsewhere to fill any vacancies. It is likely that the number of classes in WKPS will decrease next session, with more composite classes.

2. Car Parking

Several parents have again reached out to me with regards to illegal car parking. We have repeatedly sent out reminders to parents and carers via newsletters and EduSpot messages but beyond this we have limited jurisdiction to prevent it. I would remind parents that parking illegally within the bus bay, on corners and on zig zag areas isn't simply an inconvenience; it poses a significant risk to our children who are trying to cross safely. Please be mindful of this when navigating your way to and from school.

Discussion about solutions to this ongoing issue. AC to explore the possibilities of a self governed group who would take on crossing patrol duties. AC to develop a guidance document on introducing parent led 'walking buses' to and from school

3. Digital Technologies

One of our areas for school development this year has focussed on our use of Digital Technologies and we are seeing great results with this. Our P6 class recently engaged in a Digital Learning Project alongside our

Local Authority trio schools, Whitehirst Primary and Beith Primary. We worked together using digital platforms including Microsoft Teams and OneNote to create media around Children's Rights and the UNCRC. The children collaborated to make songs, presentations and poems within inter-school teams, which they presented at the final event over in Whitehirst in Kilwinning. Despite some initial nerves, feedback from both pupils and staff was overwhelmingly positive and we had already started to plan our next event before we left Kilwinning.

Staff also attended a cluster Technology event at Ardrossan Academy on our in-service day, taking part in a variety of workshops to develop our ICT skills further. Two staff, Mr Leishman and Mrs Reid, both presented at the event, which was a great opportunity for professional development. Additionally, all staff have now had training on Spheros and Lego Spike Prime to support the use of these devices, purchased through our PEF funding. This upskilling in ICT was highlighted as a recent strength in our lesson observations.

4. Outdoor Learning

I am delighted with the success of our recent outdoor development project. Part of the embankment area at the rear of the school has recently been developed to provide a decked accessible walkway through the embankment area, supporting pupils to reach the willow den, which has also been floored and the new composting area. There are also now steps up into the higher levels of the embankment area. We have designed an outdoor classroom area, which will be brilliant for hosting outdoor lessons such as using the fire pit or instructing pupils before embankment or gardening sessions. We have also created new raised planting beds next to our new polytunnel and there is additional space for planting at the rear of the seating areas. As part of our next steps, we would like to purchase some plants to cultivate the area, to support drainage as the area can get waterlogged and to teach the children how to grow and care for a variety of plants. We also need additional storage to store the wide range of outdoor materials that we have gathered over the last year or so. However, the purchase of storage will be subject to NAC Ground Amendment approval. We have secured many grants with the help of Michelle Duffy, the Gardening Team and the Parent Council and hope to use these to continue funding the development of this project as we move on to the next phase of development.



5. Library Development

As you know, we started work to redevelop our library space last year. We are seeking funding from the Parent Council to support us to add to this great work which has been welcomed by the children. We would like to increase the number of overall books available to pupils- we have a shortage of general books including popular titles. We would like to add to our Dyslexia-friendly section and to our audio book collection to support pupils with barriers to Literacy and we would like to increase the range of text types available to support reading for enjoyment to include comics, manga, magazines and newspapers. We estimate this will cost around £1500 and would be grateful for any support towards this.

6. Playground Assessment

A playground assessment was carried out today by an external company engaged by NAC. This assessment flagged up various areas which require attention. The Early Years garden was the main problem area, with various large items no longer being deemed as usable. Various smaller remedial repairs will be undertaken in as cost effective a manner as possible. Any support to reestablish the Early Years Garden would be greatly appreciated.

Funding Proposals

Garden

£1000 agreed towards cost of storage unit.

Kit Bags

£250 funding agreed. Kit Bag is an initiative to promote good mental health in children that is already well established in the school. Additional kit bags would be resourced to allow bags to be taken home to extend the initiative and to train adults at home in how to support young people.

Library

£1500 funding agreed to purchase a variety of reading materials including graphic novels, dyslexia friendly texts and audio books to be used on existing players.

Outdoor Areas

£1750-£2000 agreed for outdoor equipment/ furniture that needs replaced following the playground assessment.

END OF MINUTES

Draft Minutes released J Spence	Approved (Chair) E Clark	Final release (on behalf of secretary) J Spence
19/1/26	20/1/26	20/1/26