

West Kilbride Primary School Parent Council

Ordinary Meeting

Monday 7th September 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), Lauren Grant (Principal Teacher), Lisa Mitchell, Dyenaba Cowan, Jenny Clark, Jennifer Smith, Erica Wilson, Sonia Nunn, Karen Harkins, Joe Douglas, Susan Rankin, Hazel Haddow, Nicole Adam

Apologies

Kate Matthews, Jacqui Park, Phil Pritchard, Laura Turner, Louise Meeke, Kara Andrews, Samantha Parker, Jennifer da Silva Neto, Ainsley Simpson, Gillian Burns

Chairperson's Report (Emma Clark)

Good evening and thank you all for attending the AGM this evening.

We are delighted to welcome both returning and new members of the parent forum and thank you for the support you give to our school community.

Over the 2025-2026 school year, we've worked hard to support the school and children through both fundraising efforts and community initiatives.

We have continued providing support to our families -

- Continuing the Fuel Station to ensure all pupils have access to breakfast and a morning snack if needed
- Supplied pre-loved uniforms
- Helped reunite lost property
- Successfully with the support of other local schools campaigned and brought back our wonderful crossing patrols. So lovely to see Joe back and a welcome to Kim who is in post at the Main Street.

Throughout the year we have continued to organise our various fundraising events, providing opportunities for children and families to come together while raising valuable funds for the school.

Our fundraising included:

- Halloween Disco
- Christmas Fayre
- Santa Dash

- ABBA Tribute Night
- Golden Ticket / World Book Day
- Valentine's Disco
- Summer Fayre
- Summer / End of Term Disco

Together, these events generated **over £8000 in profits**.

A particular thank you goes to everyone who helps organise, set up, run and clear away after these events. Fundraising events take a tremendous amount of work behind the scenes, and they simply would not happen without volunteers giving up their own time. Thank you also to all the parents, carers, families and local businesses who supported our events by attending, donating prizes, purchasing tickets and contributing in so many different ways.

Funding Success

One of the biggest successes of the year has been the amount of external funding secured by Michelle Duffy who has now left the Parent Council.

She successfully obtained over **£11000 in funding and awards**, including significant contributions towards garden design and improvements in the embankment area.

The parent council also helped support this with funding. We hope that the improved garden space will provide a valuable resource for pupils for many years to come.

In addition to the gardening project, the Parent Council has continued to provide funding for a wide range of resources and activities throughout the year. For example -

- Library books
- Footballs
- P7 hoodies
- Supplementing the cost of the panto
- Fischy Music licence
- Fire pit
- Playground equipment

We are starting the school year with a healthy bank balance to help support the school and children this year.

We have an exciting line-up of events planned for the upcoming school year kicking off with our Halloween Disco.

I would like to thank the Parent Council members for their commitment throughout the year, the school leadership and staff for their continued support, and all the parents, carers, local businesses and community organisations who have supported us.

A thank you to Victoria Lawrence who has resigned as Secretary for her time spent in post. We are always looking for enthusiastic and committed parents who can make a positive contribution and volunteer at our events to join the Parent Council so do get in

touch if this is you!

Thank you to everyone who contributed time, energy, and support to the Parent Council this year. Together, we've made a real difference in the school experience of our children. We look forward to another successful year ahead!

Appointment of Office Bearers

Emma Clark will remain as chair. Judith Spence will remain as vice chair. Kayleigh Maxwell will remain as treasurer. No objections were raised in relation to this.

Secretary Vacancy

The role of secretary is currently vacant. This role involves booking meeting venue/setting up online meetings, compiling and distributing agenda prior to meetings, taking minutes at meetings and distribution of minutes. This would be approximately 3 hours per meeting. Anyone who feels they could take on this role please email the parent council inbox. If no one comes forward to take on this role we will seek to share the role by asking for someone to take minutes at each meeting.

New Members of the Parent Council

New members, Lisa Stretton, Kara Calvey and Megan McCourt were proposed by Emma Clark and seconded by Hazel Haddow.

Parent Council Ordinary Meeting Dates 2026-27

The following dates were agreed-

9th November 2026

18th January 2027

22nd March 2027

17th May 2027

Treasurer's Report (Kayleigh Maxwell)

Overview

I am pleased to present the Treasurer's Report for the year ended 31 August 2026. During the year, the Parent Council continued to raise funds through a variety of successful events and secured several grants and donations to support projects and initiatives within the school. In addition to providing resources and experiences for pupils, we also provided financial assistance towards the Garden Project which enhanced the outdoor learning environment.

Financial Summary

Description	£
Opening Balance (1 September 2025)	4,869.98
Total Income Received	20,962.25
Total Expenditure	(18,238.82)
Surplus for the Year	2,723.43
Closing Balance (31 August 2026)	7,593.41

The closing balance consists of:

Account	£
Main Account	7,554.48
Garden Project Account	38.93
Total Funds Held	7,593.41

Fundraising Activities

The Parent Council held seven fundraising events during the year, generating a combined net profit of £8,510.72:

Event	Net Profit (£)
Halloween Disco	527.92
Christmas Fayre	3,560.35
Santa Dash	963.31
ABBA Tribute Night	208.25
World Book Day Golden Ticket	94.64
Valentine's Disco	492.30
Summer Fayre	2,155.36
Summer / End of Term Disco	508.59
Total	8,510.72

Grants, Funding and Donations

- West Kilbride Community Trust Playground Equipment Grant: £2,000
- CAF Funding: £250
- NISA Local Donation: £382.41
- EasyFundraising: £115.51

- NAC Participatory Funding: £328

Michelle Duffy was successful in obtaining external funding totalling £8,500.00 (via the Parent Council) towards the Garden Project.

- Nadara Wind Farm Grant: £5,000
- West Kilbride Community Trust Garden Project Grant: £2,000
- North Ayrshire Council Garden Project Funding: £1,000
- West Kilbride Lottery Fund: £500

Support Provided to the School

- Library books
- Playground equipment
- P7 Hoodies
- P7 Leavers' Disco
- Panto and Christmas craft donation
- Picnic bench
- Footballs
- Swimming Gala support
- Fire pit
- Fischy Music licence
- Garden bulbs and other educational resources

Garden Project

A major achievement this year was the completion of the Garden Project. Total project costs amounted to £9,691.77, funded primarily through grants of £8,500.00, with the Parent Council contributing the remaining £1,191.77 from its own funds.

- Landscaping and groundwork
- Planting and garden improvements
- Installation of a storage container
- Benches and outdoor learning facilities

Looking Forward

The Parent Council remains in a strong financial position with funds of £7,593.41 available at year end. These funds will help support future school projects, educational resources, extracurricular activities and community events during the coming year.

Head Teacher's Report (Gemma Carson)

1. Staffing

As you may know, Mrs Edgar, our Education Business Assistant, left us at the start of the Summer to support her relocation to the Isle of Syke. Following a competitive interview process, we are delighted to be joined by Mrs Jillian MacLeod, who will now be with us on a permanent, full-time basis. Mrs Rosemary Bardell, Pupil Support Assistant, also moved on to pastures new, and following interviews last week, we have appointed Miss Niamh Currie as her replacement. Miss Currie will start with us once all pre-employment checks are complete. We wish all outgoing staff the very best of luck.

2. Attainment

As with previous years, our 2025-2026 ACEL data which measures P1, 4 and 7 attainment will be published in December 2026 and so a further explanation of our data will be given at the Parent Council meeting following its publication. However, preliminary data shows an increase in Reading attainment across P1, 4 and 7, both at individual and combined levels. Listening and Talking also sees an increase in P1 and P4, and despite a small dip in P7, it remains significantly higher than the Local Authority average. Writing attainment has risen in P4 but taken a dip in P1 and P7, although again it is either in line with or above our Local Authority data. Numeracy attainment increased within last year's P7 cohort but data in our current P4 and P7 cohorts have prompted intervention. We have also introduced Boosting Reading into our P3 stage to support challenging attainment within this cohort.

3. 2026- 2027 School Improvement Priorities

Our Standards and Quality Report for Session 2025-2026 and our current School Improvement Plan (SIP) will be published on the school website by the end of this month. Prior to publication, both documents will be subject to quality assurance during a Senior Manager visit by Carol Doig on 16th September.

Within our current School Improvement Plan, **Priority 1** focuses on the development of our reading pedagogy. We are delighted to be participating in the pilot year of the North Ayrshire Reads (NAR) programme, a collaborative initiative between our school and North Ayrshire Council's Professional Learning Academy (PLA).

Throughout the year, colleagues from the PLA will work alongside staff and support engagement with parents as we introduce this new approach, which is firmly grounded in the Science of Reading. This represents the first year of a planned three-year improvement journey, with an initial focus on developing phonological awareness, particularly within the Early Years Class and Infant stages.

All staff will participate in North Ayrshire Reads professional learning, adopting evidence-informed approaches to learning, teaching and assessment to ensure the consistent implementation of high-quality phonics and early reading practices across the school.

In addition, we will continue to strengthen our focus on reading for enjoyment, building on the significant progress made over recent years. This will include the ongoing development of our school library, alongside the introduction of an exciting new initiative, Reading Rangers, which will combine opportunities for reading enjoyment with outdoor learning experiences. Dates for our parental engagement session will be shared soon.

We will also support improvements in Numeracy attainment through the delivery of targeted intervention programmes led by a PEF-funded teacher, with a particular focus on learners in Primary 5 and Primary 7. In addition, new resources will be introduced to enhance the delivery of retrieval practice and problem-solving approaches, supporting the development of pupils' confidence, fluency and attainment in Numeracy across the school.

Priority 2 focuses on supporting wellbeing, positive relationships, equality and inclusion across our school community. This year, we will be introducing a new approach called New Authority, which is part of North Ayrshire Council's Building Positive Relationships framework. This approach is centred on developing strong, respectful relationships and helping children feel safe, supported and understood within school.

Throughout the year, staff will engage in professional learning to develop a shared understanding of how best to support children with their wellbeing, emotions and behaviour. By adopting consistent approaches across the school, we aim to create a calm and nurturing environment where all learners can thrive. We will also continue our Rights Respecting Schools Journey to Gold and work closely with families to ensure children receive joined-up support both at school and at home.

In addition, we will develop child-friendly resources to help pupils better understand our expectations and values, while introducing new initiatives, including home "Kitbag" packs, to support children and families in using consistent wellbeing strategies across a range of settings.

Priority 3 focuses on developing the skills our children need for learning, life and work. Building on the progress made over recent years, we will continue to embed the use of meta-skills throughout learning and teaching. Meta-skills include important qualities such as communication, creativity, resilience, teamwork and problem-solving, which help children succeed both in school and beyond.

This year, we will further develop a shared language around meta-skills so that children, staff and families have a common understanding of these important life skills. Pupils will be supported to recognise and reflect on the skills they are developing through their learning and will be encouraged to set personal goals to help them continue to grow and improve.

We will also continue to build opportunities for children to discuss and celebrate their skills through classroom learning, assemblies and their My World of Work profiles. Alongside this, parental engagement opportunities will be provided to help families understand and support the development of these skills at home and strengthen the connection between learning in school and the wider world.

Pupil Equity Funding (PEF)

Our Pupil Equity Funding (PEF) allocation continues to play an important role in helping us reduce barriers to learning and ensure that all children have the opportunity to achieve their full potential. This year, our PEF funding will be used to provide additional support for pupils who require targeted interventions in Literacy and Numeracy, as well as enhancing access to wider learning experiences beyond the classroom.

A significant proportion of our funding will support the employment of a PEF-funded teacher and Pupil Support Assistant, who will deliver targeted intervention programmes for children identified as off track. These interventions will focus on improving attainment and increasing confidence in Literacy and Numeracy, helping children make the progress they need to achieve success.

We will also use PEF funding to support wider achievement and equity by reducing financial barriers to participation in educational visits, sporting opportunities and learning experiences beyond West Kilbride. By providing financial support where required, we aim

to ensure that all children can access these valuable opportunities, regardless of circumstance.

Through this targeted investment, we aim to improve attainment, increase learner confidence and engagement, and ensure that every child has access to the support and opportunities they need to thrive both academically and personally.

4. Uniform

We have been delighted to see so many pupils looking smart in their uniforms. Some parents have asked for clarity on uniform for P.E days. Pupils are welcome to come to school wearing unbranded black shorts/ shorts/jogging trousers/leggings and a red or white t-shirt or polo shirt with soft, clean shoes for indoor activities. Pupils are also welcome to wear branded sportswear for P.E, but this must be brought to school and changed into for P.E sessions only.

The same guidelines apply for outdoor learning sessions and it should be noted that classes will be going out in all weathers, so waterproofs, appropriate footwear or a change of clothes/shoes should be brought to school on those days. Donations of outgrown wellies or waterproofs would be welcomed.

We adhere strictly to health and safety guidelines and pupils must remove any item that may cause danger, i.e., metal buckles, jewellery etc. Pupils with piercings must remove or cover them but this should be able to be done independently by the pupil. Parents should supply appropriate coverings, such as medical tape or plasters if pupils choose to cover piercings rather than remove them. Long hair should be tied back.

As always, we will be conducting spot checks on uniforms in classes and pupils will be awarded house points if wearing uniform smartly. Non-branded uniform is welcomed. Class Teachers will contact parents via Seesaw in the first instance should any issues arise. Further communications will be sent via the SLT should it be required.

Discussion followed as to when Seesaw will be in place- as soon as possible once all consent forms are returned to school. It was asked as to whether homework would start once Seesaw was in place. Discussion showed some inconsistencies around the frequency and type of homework being sent home. Staff shared that in some classes the return rate of homework is around 10%.

5. School Extension

North Ayrshire Council's Project Board is due to be held on 17th September, and we will be able to share more detailed information thereafter about the project dates. In the meantime, the dates Education and PMI are working to are as follows:

Tender Process to commence October 2026
Start on site early 2027

This is scheduled to be a 60-week build and therefore we expect handover to be around Easter 2028.

6. Enhanced Music Lesson Provision

We are delighted to welcome Irena Klimach, who will support the delivery of Woodwind instrument tuition to select P6 and 7 pupils each Wednesday. This is in addition to our weekly Strings tuition from Bob Cairns on a Tuesday and Recorder tuition from Jim Walsingham to P5 pupils on a Thursday.

Choir will hopefully resume after school on Mondays. Places are limited and will be dependent on staff volunteers.

Anyone with any spare time to cover library books with plastic covers please contact the school.

Next meeting Monday 9th November 2026

END OF MINUTES

Draft Minutes released	Approved (Chair)	Final release (on behalf of secretary)
J Spence	E Clark	J Spence
07/09/2026	07/09/2026	07/09/2026