



St Brendan's
Primary School and Nursery
45 Barons Road
Motherwell
ML1 2NB

Parents Council Meeting

Date : 30/09/25

Time : 18.00

Meeting chaired by: Donna Matthewman

Distribution of Minutes:

All attendees
Catherine Sweeney
Motherwell Cllrs

Attendees :

- Mrs Oates (HT)
- Donna Matthewman
- Mrs Colton
- Chloe Robertson
- Karen Nailen (Secretary)
- Collette Feeney
- Amy Burns

Apologies: Lisa Hewitt, Kate Anderson, Louise Curley



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Parents Council Meeting

1. Welcome

Donna welcomed everyone to the meeting and thanked them for their attendance and explained she would be chairing the meeting tonight as Lisa is unable to attend.

2. PVG for parent council and fundraising group

Lisa had prepared a voice note ahead of the meeting which brought everyone up to date with the PVG situation and she has also sent a message in the group chat on the information that is required.

All parents will need to be registered for a PVG and for this purpose the parent council and fundraising group will be treated as same group. If you currently have a PVG you still need to be registered.

As Chair Lisa will be the lead signatory and the regulated role we need to be registered under is "children activities volunteer". It's mainly for work at Halloween disco and other future events but all agreed it is essential the checks and applications are made.

Lisa had suggested when PVG are completed the volunteer can wear a bright coloured lanyard which will identify them as having been checked and this will help with what tasks are carried out at the children's events.

All agree to above and purchase of lanyards. Everyone should send Lisa the required information as soon as possible so she can progress the applications.

Mrs Oates added that if someone is coming into school for other purposes (e.g. Library) they will require another PVG for that role.

3. Parent involvement & engagement strategy

Mrs Oates explained that she has been given an exercise to complete with parents' councils and from a list we must select and identify areas of best practice and what areas that we would like to see developed. After discussions the following was identified: -

1. Understanding parental engagement and how this can be promoted

What we currently do

School blog

Social media strategy

Drop box

Attend P1 inductions

Minutes of meetings circulated timeously

What else could be done

Engage more with parents and increase numbers and demographics

Ensure minutes are distributed to nursery parents

2. Parent council are a voice for parents and carers

What we currently do

Parent led parent council

Request for agenda items



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Drop box
Visible and active parent council
PC led agenda
Fundraising group is separate

What else could be done

“Meet the parent council” – do an introduction of who we are as PC and give examples of some of the areas that are considered / worked on.

3. Does the Parent council support positive relationships

What we currently do

Promote PC in school handbook
Positive working relationships and open and transparent meetings
Positive ethos and culture
Layered relationships
Communication strategy
Open door policy
Drop in sessions

What else could be done

Review comms strategy ensures its meeting the needs of parents.

4. Links to items on school website

There has been 2 identified problems with links from the blog from the school, one being human error and fixed and the other is in relation to the set-up of the survey which has actually been set up for computer / laptop access and in order to make selection on the mobile you need to turn in landscape, people won't necessarily know that and come comms needs to be issued to explain this.

This led to a conversation on the need to promote the blog, it has some excellent information but it is not always read by everyone. A suggestion was to add a link when sending group e-mails to parents. Mrs Oates added that there also needs to be some promotion of parent portal as sign up is not as expected. They will pick up on some of this at parents' night.

5. Update on connect session

Karen gave an update on a session she attended on behalf of the parent council. It was arranged by NLC Education and Families and was a consultation for the service improvement plan. It was attended by around 12 parent councils. The priorities are: -

Leadership
Attainment and achievement
Well-being and inclusion
Attendance and engagement

The session was interesting and some of the feedback on the plan was as follows:

Language used was not user friendly



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Lacked information on delivery of the desired outcomes
Pupil engagement was essential, and consideration given to engaging with pupils with ASN
Discussion on data, what was used and collected and was their duplication
Gaps identified on collaboration work

Karen left some copies of the draft plan for people to take away.

6. Fundraising group update

There was a total of £1560 of which £785 came from just giving. It was an excellent amount of money. The fundraising group set themselves a target of £1500. Kate noted the thanks to Councillor Duffy who was supportive and came out of visit and help the kids.

The total cost of buses for panto is £1750, the parents were asked to pay £20 per child of which most have paid.

7. Head teacher update

Additional learning and training

The staff have been undertaking additional core learning and teaching which has included creativity, rights respecting, grievance and discipline.

Staff shortages

The office continues to operate on lesser staff and Mrs Oates has been given permission to recruit for the role which is very much needed.

Breakfast clubs

Staffing continues to be a challenge but for various reasons school would like to retain the breakfast club and have out in some place interim measures to ensure it continues.

School activities

The boys football team won their recent tournament
Golden time is back up and running and being enjoyed by all.
Litter picking went well
P7 mass in Carfin was a success
Learning walks around classrooms have been very positive.
School census was completed.

Homework

There have been some comments raised in relation to homework and Mrs Oates agreed this has to be a fuller discussion at another meeting. Introducing reading only homework was temp measure of the back of the survey but does need to be considered further.

It was noted thar homework clubs are still available for anyone wishing to come along.

Parliament re-rune event 11th December



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Following the success and positive PR following the Education minister visit there will be a re-run of this on 11th December. The parents and carers who attended the previous visit did the school proud and was such a lovely way to showcase the school and all its achievements.

Action list

Action	Who
Send information as requested to Lisa asap	All
Complete PVG applications	Lisa
Promotion of blog and parent portal	Mrs Oates & Mrs Colton & PC
Homework for future agenda item	Lisa
Intro to PC and its function with a view to new members	All PC
Feedback to NLC the consultation and discussions	Mrs Oates